

NASARAWA STATE UNIVERSITY, KEFFI

School of Postgraduate Studies



REGISTRATION PROCEDURE FOR POSTGRADUATE STUDENTS (NEW)

Candidates offered admission are to note the following:

1. Registration Procedure for the 2021/2022 Academic Session commences on **Monday, 16th January, 2023** with payment of acceptance fee of Fifteen Thousand, Three Hundred Naira (**N15,300**) only through Parkway Platform online.
2. Accept admission and print clearance form and admission letter.
3. Proceed to the School of Postgraduate Studies (SPGS) MIS Unit for verification of O'Level results.
4. Payment of N4,000 for SPGS Journal and Regulations at the Access Bank 0086665105 P.G. Operational, Research Directorate Booklet N1,000 NSUK Microfinance Bank (1100000242) SPGS.
5. Payment of PG Due (N10,000) and Biometric ID (N10,000) at NSUK Microfinance Bank (1100000242)
6. Proceed to the Administrative office in the SPGS for screening/verification with original certificates.
7. Proceed to the Department and Faculty for screening/verification with original certificates.
8. Proceed to the Administrative Office of the SPGS for documentation. Two sets of photocopies of certificates and two (2) passport photographs are required.
9. Print school fees invoice from the University Portal and pay fees via Parkway using any of the following channels: VISA Card, Master Card, and Bank.
10. Register your courses on the University Postgraduate Portal. (www.nsuk.edu.ng).
11. Print and submit course forms, student's information forms, and school fees receipt at the Administrative Office of the SPGS.
12. Registration closes on **16th February, 2023**.
13. Please note that late registration charge of Ten Thousand Naira (N10,000) only shall be paid after the closure of regular registration.
14. Direct any enquiries to the office of the Secretary, SPGS.

NOTE:

- (1) Candidates must ensure that they secure clearance from the School of Postgraduate before they make payments as such payments are non-refundable.
- (2) Candidates wishing to change course are to ensure that the change is completed before the payment of school fees, after which no change of course would be allowed.
- (3) Candidates are advised to refer to the **Guideline for Screening Students** for strict compliance.

GUIDELINE FOR SCREENING STUDENTS
(Candidates must satisfy the requirements below)

1. Candidates must obtain the basic entry requirements, including Credit in English Language and/or Mathematics.
2. Candidates with Third Class degree must have a PGD in relevant field and relevant requirement of the affected Department.
3. Candidates with Pass Degree or Pass in HND are not eligible for admission or screening.
4. 'O' Level requirements of at least 5 credits, (in not more than two sittings) must be met.
5. IJMB English/Mathematics are accepted as substitutes for 'O' level requirements.
6. NCE General English is acceptable as substitute of 'O' level English in Faculty of Education
7. All SSCE, NECO and other 'O' level must be verified and certified by the School of Postgraduate Studies MIS Unit.
8. Presentation of NYSC Discharge Certificate/Exemption or Exclusion letter is mandatory.

Signed
Secretary, SPGS