



# UNIVERSITY OF MEDICAL SCIENCES, ONDO

## FRESH STUDENT'S REGISTRATION PROCESS (UTME/DE)

1. Visit Jamb Website & Print Admission Letter
2. VISIT the University Portal on [www.unimedondo.edu.ng/portal](http://www.unimedondo.edu.ng/portal)
3. Click on **Payment Invoice Link** to Generate and Print Payment Invoice for Acceptance Fee
4. Proceed to any of the e-Tranzact Collecting Banks with your Payment Invoice and Pay the required Amount
5. Visit the portal and click on **Payment Confirmation** to Confirm your Payment by carefully entering your Payment Confirmation No
6. After Successful Payment Verification on the Portal, Click **Account Creation** to Create Student Account and Subsequently Log In to fill all required forms.
7. Download & Print Completed Forms in 4 Copies.
8. Proceed to Academic Affairs Office for **Screening** (from 15<sup>th</sup> December 2016 to 6<sup>th</sup> January 2017) with 4 Copies of Printed Forms, Original Copies of Credentials – JAMB Admission Letter, 'O' Level/'A' Level/B.Sc Result, Local Government Attestation Letter, Birth Certificate, Letter of good conduct from reputable person in the society, 4 Passport sized photograph, Acceptance Fee Receipt from Bursary Department.
9. On Successful Clearance, proceed to pay for School Fees, Internet Access and Accommodation Fees.
10. Log in to your Account and fill Course Registration Form.
11. Download & Print Completed Course Registration in 4 Copies.

12. Proceed to your course coordinator for endorsement of Registration Form
13. Proceed to your Department for Head of Department's endorsement
14. Proceed to Dean of your Faculty for endorsement.
15. Thereafter, Submit to Academic Affairs Office.