

PROCEDURE FOR ACCEPTANCE OF ADMISSION

1. Successful UTME candidates should check the University website www.fudutsinma.edu.ng to re-confirm their admission status and the programmes of study for which they were admitted.
2. Candidates are advised to study and note the specific **Departmental subjects requirements before coming to the University to start registration.**
3. All candidates should **note** that, the University requires **Credit in English Language and Mathematics in all its programmes.**
4. All Successful candidates are to report to the University for Clearance from Tuesday 2nd January, to Friday, 12th January, 2018.

STEP – 1 PROCEDURE FOR PAYMENT OF THE ACCEPTANCE FEES

Successful candidates who confirmed that their names are on the Admission list are to make a **non-refundable** payment of ten thousand naira (**₦10,000.00**) only for acceptance of admission:

- a. Log onto the portal at <http://portal.fudutsinma.edu.ng/admissions> to generate a transaction id for payment of Acceptance fees.
- b. Candidates are to log on unto www.remita.net and:-
 - Click on the 'PAY A FEDERAL GOVERNMENT AGENCY' box which redirects you to a new page;
 - On the 'Name of MDA' box type FEDERAL UNIVERSITY DUTSINMA;
 - On the 'Name of Service/Purpose', click on the drop list and select '**ADMISSION ACCEPTANCE FEE**' option;
 - On the 'Amount to pay' a non-refundable fee of ten thousand naira (₦10,000.00) only;Complete the form and print. Proceed to any of the commercial banks and make payments through remita;
- c. After payments, candidates are advised to present the evidence of payment from the bank to the University for issuance of receipt.
- d. After Payment of Acceptance Fees, go to the University portal <http://portal.fudutsinma.edu.ng/admissions> to print out the following document and sign before moving to the registration centre:
 - i) Acceptance of Offer of Provisional Admission (Form FUDMA/02)
 - ii) Undertaking Against Cultism (Form-FUDMA/01)
 - iii) Printed copy of Letter of Provisional Admission

e. Proceed to the screening centre with all required documents as listed below for screening and verification of results.

- i) Signed copy of Acceptance of Offer of Provisional Admission (Form FUDMA/02) from the University Website;
- ii) Printed copy of Letter of Provisional Admission from the Portal;
- iii) Copy of JAMB result Slip
- iv) Original and photocopy of Birth Certificate;
- v) Original and photocopy of O' Level certificates/statement of results;
- vi) Two copies of passport photograph;
- vii) Letter of Reference from a person of reputable standing in the society vouching for your good behaviour;
- viii) A signed copy of Undertaking Against Cultism (Form FUDMA/01) downloaded from the University website www.fudutsinma.edu.ng

STEP -2 (a)

PROCEDURE FOR PAYMENT OF THE SCHOOL CHARGES

After the payment of the acceptance of admission and cleared for the results verification, the successful candidates are to generate remita again and make a payment of School charges according to the programme on the following procedures:

a. Candidates are to log on unto www.remita.net and:-

- Click on the 'PAY A FEDERAL GOVERNMENT AGENCY' box which redirects you to a new page;
 - On the 'Name of MDA' box type FEDERAL UNIVERSITY DUTSINMA;
 - On the 'Name of Service/Purpose', click on the drop list and select 'UNDER-GRADUATE FRESH-STUDENT' option;
 - On the 'Item list' select the appropriate course; the Amount to pay will reflect automatically.
 - On the 'Faculty' select your Faculty
 - On the 'Programme' select your programme
 - On the 'Department' select your Department
- Complete the form and print. Proceed to any of the commercial banks and make payments through remita;

STEP -2 (b)

After payments, Log onto the portal at <http://portal.fudutsinma.edu.ng/admissions> to generate a School charges details for 2017/2018 academic session as shown in the table below:

S/N	Description of Charges	Fresh Students		Returning Students	
		First Semester	Second Semester	First Semester	Second Semester
A	COMPULSARY CHARGES:				
1	Certificate Verification	1,000.00	1,000.00		
2	Departmental Charges	500.00	500.00	500.00	500.00
3	Examination	3,000.00	3,000.00	2,500.00	2,500.00
4	Faculty Charges	250.00	250.00	250.00	250.00
5	Games	750.00	750.00	750.00	750.00
6	Internet Access	2,000.00	2,000.00	2,000.00	2,000.00
7	ID Card	500.00	500.00		
8	Computer Services	2,250.00	2,250.00	2,250.00	2,250.00
9	Library	1,500.00	1,500.00	1,500.00	1,500.00
10	Matriculation	2,000.00	2,000.00		
11	Medical	1,500.00	1,500.00	1,500.00	1,500.00
12	Orientation/student Handbook	3,000.00	3,000.00		
13	Sanitation & utilities	2,500.00	2,500.00	2,500.00	2,500.00
14	Tuition	-	-	-	-
15	Student Records	1,250.00	1,250.00	1,250.00	1,250.00
16	Development Levy	2,500.00	2,500.00	2,500.00	2,500.00
17	Laboratory/Workshop/studio Charge	2,500.00	2,500.00	2,500.00	2,500.00
18	Students Union Gov. (S.U.G) Fee	500.00	500.00	500.00	500.00
	Sub Total	27,500.00	27,500.00	20,500.00	20,500.00
B	NON-COMPULSARY CHARGES:				
20	Hostel Accommodation (Bed Space)	90.00		90.00	
21	Hostel Maintenance	10,000.00		10,000.00	
	Sub Total	10,090.00	-	10,090.00	-
	Grand Total	37,590.00	27,500.00	30,590.00	20,500.00

Note: The sum of N 10,000 is payable as Admission Acceptance fee, In respect of Fresh Student Only.

- a. After downloading the above transaction information, candidates are advised to come along with the evidence of payment from the bank and transaction ID to the University for collection of receipt.

Hostel Accommodation (OPTIONAL)

STEP - 3

Limited hostel accommodation is available on first-come-first-serve basis for male and female students.

Again, candidates are to visit remita website and make payment for **Hostel Accommodation fee** on the following procedures:

- a. Candidates are to log on unto www.remita.net and:-
- Click on the 'PAY A FEDERAL GOVERNMENT AGENCY' box which redirects you to a new page;
 - On the 'Name of MDA' box type FEDERAL UNIVERSITY DUTSINMA;
 - On the 'Name of Service/Purpose', click on the drop list and select '**Hostel Accommodation Fee**' option;
 - On the 'Department' select your Department
 - On the 'Faculty' select your Faculty
 - On the 'Course of Study' select your programme
- Complete the form and print. Proceed to any of the commercial banks and make payments through remita;
- b. After payment, candidates are advised to come along with the evidence of payment from the bank to the University for collection of receipt.

Also, students are requested to carry along evidence of payment for hostel accommodation and other relevant documents to the Student Affairs Deanery for further processing.

Courses for the Semester

Check the courses you are to offer in the first semester on the University portal. Make sure you don't register more than 24 credit units.

Confirmation of Registration

Once you fill your forms online and click submit, check back on the portal after 2 days using your username and password to print the approved registration forms.

Support and Inquiries

For any inquiry or support use the following help lines:

For e-mails: acadoffice@fudutsinma.edu.ng, OR info@fudutsinma.edu.ng

Telephone and text message: 08050828501

Signed:

Aliyu Dalha Kankia

Registrar