



UNIVERSITY OF MEDICAL SCIENCES ONDO,
LAJE ROAD, ONDO, ONDO STATE
OFFICE OF THE REGISTRAR
ACADEMIC AFFAIRS DIVISION

REGISTRATION PROCEDURES FOR ALL FRESH STUDENTS FOR THE 2023/2024 ACADEMIC SESSION

NOTE:

- Consequent upon the payment of the prescribed Acceptance fee by Candidate, all candidates, must first call at the Admissions Unit (Academic Affairs Division) for physical verification of document, they are expected to present the Originals of all required credentials to designated Schedule Officers in the Admissions Unit. The Admission Officer would issue "Clearance" to the Candidate after a successful verification exercise. The Candidate can then proceed to Pay School Fees and visit the Faculty/Department for any other Registration.
- UTME & DE Candidates are requested to complete all necessary Admission Formalities on their Individual JAMB Portal before presenting Self for the Verification Exercise, Formalities such as:
 - i. Upload of O' Level Result on JAMB Portal
 - ii. Picked the "Ondo State University of Medical Sciences" as most preferred (1st) choice Institution on the JAMB Portal
 - iii. Changed Programme to the Course the Candidate was offered by the Institution on JAMB Portal
- All newly admitted students are required to complete all registration formalities within the stipulated registration period of two (2) weeks
- An additional grace period of two (2) weeks shall be allowed for Late Registration from 23rd October, 2023 which would attract a penalty fee of Ten Thousand Naira (₦10,000.00.) only.
- All registration of newly admitted students in the 2023/2024 Academic session ends on Friday, 3rd November, 2023
- Any Candidate who fails to comply with the laid down Registration rules & deadlines shall be deemed to have forfeited his/her Admission.

Date	Activities	Time	Office in Charge
Sunday, 8 th October, 2023	Arrival of all Newly Admitted Students (UTME, Direct Entry & Inter-University Transfer) <ul style="list-style-type: none"> ▪ Allocation of Hostel Accommodation upon presenting Evidence of Payment of Acceptance Fee or Accommodation fee 	10:00am – 6:00pm	Student Affairs Unit (Main Auditorium, Odosida Campus, Ondo)
Monday, 9 th October, 2023	Commencement of 2023/2024 Admission Verification Exercise UTME Candidates are requested to present the following documents: <ul style="list-style-type: none"> ▪ Evidence of Payment of Acceptance Fee ▪ Evidence of Online Registration ▪ Jamb Result Slip ▪ Evidence of Change of Course on JAMB Portal ▪ O' Level Result Certificate (Original) ▪ O' Level Result Checker (Scratch Card(s)) ▪ Birth Certificate (Original) ▪ Certificate of Origin (Original) ▪ Passport Photograph (5) ▪ Letters of Attestation (2) 	10:00am – 3:00pm Daily	Admissions Unit Academic Affairs (Laje Campus)
	Direct Entry Candidates are requested to present the following documents: <ul style="list-style-type: none"> ▪ Evidence of Payment of Acceptance Fee ▪ Evidence of Online Registration ▪ Jamb Notification Slip ▪ Evidence of Change of Course on JAMB Portal ▪ O' Level Result Certificate (Original) 	10:00am – 3:00pm Daily	Admissions Unit Academic Affairs (Laje Campus)

<p>Monday, 9th October, 2023</p>	<ul style="list-style-type: none"> ▪ O' Level Result Checker (Scratch Card(s)) ▪ Original A' Level Certificate & JAMB Admission Letter (if applicable) ▪ Degree Certificate (if applicable) ▪ Birth Certificate (Original) ▪ Certificate of Origin (Original) ▪ Passport Photograph (5) ▪ Letters of Attestation (2) ▪ Confirmation of Transcript/Academic Record <p>Inter-University Transfer Candidates are requested to present the following documents:</p> <ul style="list-style-type: none"> ▪ Evidence of Payment of Acceptance Fee ▪ Reply to Offer Letter ▪ Evidence of Online Registration ▪ JAMB Admission Letter from Previous Institution (Local Transfer) ▪ O' Level Result Certificate (Original) ▪ O' Level Result Checker (Scratch Card(s)) ▪ Birth Certificate (Original) ▪ Certificate of Origin (Original) ▪ Passport Photograph (5) ▪ Letter of Attestation (2) ▪ Confirmation of Transcript/Academic Record 		
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- The newly admitted students (100 & 200 Levels) are to note that a candidate who has not matriculated is not permitted to defer admission.
- It is compulsory for every newly admitted students to be accommodated in the UNIVERSITY HOSTEL.
- The Students Affairs Unit shall provide bed and mattress for all students.
- Medical Certificate of Fitness will be provided by the University Health Centre after being declared as medically fit. If it is discovered at any time that a candidate does not possess any qualifications which he/she claims to have obtained, he/she shall be expelled from the University and be handed over to the appropriate law enforcement agencies.

Mr. M. A. Akinkuade
Principal Assistant Registrar (Academic Affairs)
For: Registrar