



UNIVERSITY OF MEDICAL SCIENCES, ONDO

FRESH STUDENT'S REGISTRATION PROCESS (UTME/DE)

1. Visit JAMB Website to check admission status and if offered admission
Accept offer of Admission
Print your Admission Letter
2. Visit the University Portal on www.unimed.edu.ng/portal
3. Click on **Make Payment** to pay for Acceptance Fee via online payment system using **VISA or MASTER Card** and follow the subsequent instruction(s). Note that **VERVE Card is not allowed**.
4. After successful payment, Print e-Payment Receipt online
5. Click **Account Creation** on the portal to Create Student Account and Subsequently Log In to fill all required forms.
6. Download & Print Completed Forms in 4 Copies.
7. Proceed to Academic Affairs Office for **Screening** 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 payment receipt.
8. On Successful Clearance, proceed to pay for School Fees and Accommodation Fees (For Hostel Space).
9. Proceed to the Health Centre to complete medical registration.
10. Log in to your Account and fill Course Registration Form.
11. Download & Print Completed Course Registration in 4 Copies.
12. Proceed to your Departmental 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 your completed course registration forms to your Faculty Officer.