



**UNIVERSITY OF MEDICAL SCIENCES ONDO,  
LAJE ROAD, ONDO, ONDO STATE  
OFFICE OF THE REGISTRAR  
Academic Affairs Division**

**REGISTRATION PROCEDURES FOR ALL FRESH STUDENTS UTME, DIRECT ENTRY AND INTER-UNIVERSITY TRANSFER (Local & Foreign)**

<b>Date</b>	<b>Activities</b>	<b>Time</b>	<b>Office in Charge</b>
10 <sup>th</sup> Oct. 2022	Arrival of Inter-University Transfer Applicants for Assessment Test	10:00am – 4:00pm	Student Affairs
11 <sup>th</sup> Oct. 2022	Registration of Inter-University Transfer Applicants for Assessment Test at the Faculty of Basic Medical Science (Cont.)	10:00am – 4:00pm	FBMS, Odosida
12 <sup>th</sup> Oct. 2022	Commencement of Assessment Test for Inter-University Transfer Applicants (Local & Foreign)	9:00am – 4:00pm	FBMS, Odosida
16 <sup>th</sup> Oct. 2022	Arrival of all Newly Admitted Students (UTME, Direct Entry & 200 level Inter-University Transfer) <ul style="list-style-type: none"> <li>▪ Allocation of Temporary Hostel upon payment of Acceptance Fee</li> </ul>	10:00am – 6:00pm	Student Affairs
	<b>Registration Rule</b> <ul style="list-style-type: none"> <li>▪ Consequent upon the payment of the prescribed <b>acceptance fees</b> by candidates, every candidate, as a matter of rule, must first call at the <b>Academic Affairs Office</b> for verification exercise, they are expected to present <b>the originals of their credentials</b> to designated <b>Schedule Officers</b> in the Admissions Unit for Clearance before proceeding to the Faculty and Department, for departmental clearance and registration, respectively</li> </ul>		Academic Affairs
17 <sup>th</sup> Oct. 2022 To 31 <sup>st</sup> Oct.2022	Commencement of 2022/2023 Admission Verification Exercise –: UTME Applicants are requested to present the following documents: <ul style="list-style-type: none"> <li>▪ Evidence of Payment of Acceptance Fee</li> <li>▪ Evidence of Online Registration</li> <li>▪ Jamb Result Slip</li> <li>▪ Evidence of Change of Course on JAMB Portal</li> <li>▪ O' Level Result Certificate (Original)</li> <li>▪ Birth Certificate (Original)</li> <li>▪ Certificate of Origin (Original)</li> <li>▪ Passport Photograph (5)</li> <li>▪ Letters of Attestation (2)</li> </ul> DE Applicants are requested to present the following documents: <ul style="list-style-type: none"> <li>▪ Evidence of Payment of Acceptance Fee</li> <li>▪ Evidence of Online Registration</li> <li>▪ Jamb Notification Slip</li> <li>▪ Evidence of Change of Course on JAMB Portal</li> <li>▪ O' Level Result Certificate (Original)</li> <li>▪ A' Level Certificate (if applicable)</li> <li>▪ Degree Certificate (if applicable)</li> <li>▪ Birth Certificate (Original)</li> <li>▪ Certificate of Origin (Original)</li> <li>▪ Passport Photograph (5)</li> <li>▪ Letters of Attestation (2)</li> <li>▪ Confirmation of Transcript/Academic Record</li> </ul>	10:00am – 3:00pm daily	Academic Affairs. (Faculty of Dental Sciences), Laje Campus

	<p>Inter-University Transfer Applicants are requested to present the following documents:</p> <ul style="list-style-type: none"> <li>▪ Evidence of Payment of Acceptance Fee</li> <li>▪ Reply to Offer Letter</li> <li>▪ Evidence of Online Registration</li> <li>▪ JAMB Admission Letter from previous Institution</li> <li>▪ O' Level Result Certificate (Original)</li> <li>▪ Birth Certificate (Original)</li> <li>▪ Certificate of Origin (Original)</li> <li>▪ Passport Photograph (5)</li> <li>▪ Letter of Attestation (2)</li> <li>▪ Confirmation of Transcript/Academic Record</li> </ul> <p>Initial clearance by the Admissions Office indicated by the issuance of 'Authority to Pay School Fees';</p>		
	<p>Faculty, Department &amp; Student Affairs Registration</p> <ul style="list-style-type: none"> <li>▪ Payment of due fees and other charges;</li> <li>▪ Obtaining thereon the signatures of all appropriate authorities(Dean, HOD &amp; Course adviser);</li> <li>▪ Returning the completed Registration Forms (4 copies each) to their respective Faculty Officers not later than the Closing date as indicated on the verification slip</li> </ul>	9:00am – 4:00pm	<p>Bursary, Odosida</p> <p>Faculties</p>
<p>31<sup>st</sup> Oct.2022</p> <p>To</p> <p>14<sup>th</sup> Nov.2022</p>	<p><b>Registration Deadlines</b></p> <ul style="list-style-type: none"> <li>▪ Students are required to complete all registration formalities within the stipulated registration period of <b>two (2) weeks</b></li> <li>▪ An additional grace period of <b>two (2) weeks</b> shall be allowed for <b>late registration</b> from 31<sup>st</sup> October, 2022 which shall attract a penalty fee of <b>₦10,000.00</b>.</li> <li>▪ Any student who fails to comply with the laid down registration rules &amp; deadlines shall be deemed to have <b>forfeited his/her admission</b>.</li> <li>▪ All registration of newly admitted students in the 2022/2023 academic session ends 14<sup>th</sup> November, 2022</li> <li>▪ A list of duly registered students shall be published not later than one week after the late registration deadline, to enable students know their student status.</li> </ul>		<p>Bursary</p> <p>Academic Affairs</p> <p>ICT</p>

  
**Mr. M. A. Akinkuade**  
**Senior Assistant Registrar (Academic Affairs)**

**cc:**

Vice-Chancellor  
DVC. (Admin & Clinical Services)  
DVC. (Academic)  
Registrar  
Bursar  
Ag. Librarian  
Dean/Ag. Dean, Faculty of .....

Ag. Dean Student Affairs  
Director, ICT.  
CSO  
Legal Unit  
PRO