



# UNIVERSITY OF MEDICAL SCIENCES, ONDO

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

(Fresh students' registration is 16<sup>th</sup> October, 2022)

1. Visit UNIMED POST-UTME Portal to check admission status and accept if offered admission
2. Visit JAMB Website to check admission status & Print your Admission Letter if available
3. VISIT the University Portal on [www.unimed.edu.ng/portal](http://www.unimed.edu.ng/portal)
4. Click on **Make Payment** to pay for Acceptance Fee via online payment system using **VISA, Verve or MASTER Card** and follow the subsequent instruction(s).
5. After successful payment, Print e-Payment Receipt online
6. Click **Account Creation** on the portal 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 from 17<sup>th</sup> October, 2022 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.
9. Proceed to the Health Centre to complete medical registration.
10. On Successful Clearance, proceed to pay for School Fees and Accommodation Fees (For Hostel Space).
11. Log in to your Account and fill Course Registration Form.
12. Download & Print Completed Course Registration in 4 Copies.
13. Proceed to your Departmental Course Coordinator for endorsement of Registration Form
14. Proceed to your Department for Head of Department's endorsement
15. Proceed to Dean of your Faculty for endorsement.
16. Thereafter, Submit your completed course registration forms to your Faculty Officer.