



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

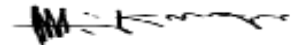
**REGISTRATION PROCEDURES FOR ALL FRESH STUDENTS FOR THE 2023/2024 ACADEMIC SESSION**

**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 as from Monday, 9<sup>th</sup> October, 2023.
- 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 (1<sup>st</sup>) 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 23<sup>rd</sup> October, 2023 which would attract a **penalty fee of ₦10,000.00**.
- All registration of newly admitted students in the 2023/2024 Academic session ends on **Friday, 3<sup>rd</sup> 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 <sup>th</sup> October, 2023	Arrival of all Newly Admitted Students (UTME, Direct Entry & Inter-University Transfer) <ul style="list-style-type: none"> <li>▪ Allocation of Temporary Hostel Accommodation upon presenting Evidence of Payment of Acceptance Fee or Accommodation fee</li> </ul>	8:00am – 6:00pm	Student Affairs
Monday 9 <sup>th</sup> October, 2023	<b>Commencement of 2023/2024 Admission Verification Exercise</b> <b>UTME</b> Candidates 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>▪ O’ Level Result Checker (Scratch Card(s))</li> <li>▪ Birth Certificate (Original)</li> <li>▪ Certificate of Origin (Original)</li> <li>▪ Passport Photograph (5)</li> <li>▪ Letters of Attestation (2)</li> </ul>	10:00am – 3:00pm Daily	Admissions Unit Academic Affairs (Laje Campus)

<p style="text-align: center;">Monday 9<sup>th</sup> October, 2023</p>	<p><b>Direct Entry</b> Candidates are requested to present the following documents:</p> <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>▪ O' Level Result Checker (Scratch Card(s))</li> <li>▪ Original A' Level Certificate &amp; JAMB Admission Letter (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> <p><b>Inter-University Transfer</b> Candidates 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 (Local Transfer)</li> <li>▪ O' Level Result Certificate (Original)</li> <li>▪ O' Level Result Checker (Scratch Card(s))</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 style="text-align: center;">10:00am – 3:00pm Daily</p>	<p style="text-align: center;">Admissions Unit Academic Affairs (Laje Campus)</p>
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**Mr. M. A. Akinkuade**  
Principal Assistant Registrar (Academic Affairs)  
For: Registrar

cc:

- Vice-Chancellor
- DVC. (Admin & Clinical Services)
- DVC. (Academic)
- Registrar
- Bursar
- Ag. University Librarian
- Dean/Ag. Dean, Faculty of .....
- Ag. Dean Student Affairs
- Director, ICT.
- Chief Security Officer
- File