



## **UNIVERSITY OF LAGOS**

### **STANDARD OPERATING PROCEDURE (SOP) OF ADMISSIONS OFFICE**

#### **INTRODUCTION**

The Admissions Office is in charge of admitting eligible candidates in compliance with the National University Commission's standards and quota. The functions of the Admissions Office include the following:

- ❖ Process applications for admission into all full-time undergraduate programmes of the University
- ❖ Attend to general enquiries and requests on admission related issues
- ❖ Advise/Counsel candidates on the right choice of subject combination for UTME and O'level results
- ❖ Liaise with JAMB on issues relating to admission into full-time undergraduate programmes
- ❖ Conduct Post-UTME screening exercise
- ❖ Conduct Merit and Supplementary selection process for UTME and DE candidates
- ❖ Uploading of successfully admitted candidates on JAMB CAPS
- ❖ Registration of newly admitted candidates
- ❖ Verification of students' entry results

#### **ELIGIBILITY FOR ADMISSION**

The under listed conditions must be met by candidates before he/she could be considered for admission:

- Candidates must have attained the age of sixteen (16) years on or before 31<sup>st</sup> October of the admission year.
- Candidates must score 200 and above in JAMB to be eligible to register for POST-UTME.
- Candidates must score 12 and above in POST-UTME to be considered for admission.
- Candidates must possess credit passes in five (5) O' level subjects specified in the admission requirements for the programme, including Mathematics and English Language at a sitting.
- Candidates must have uploaded WAEC/NECO result with five credit passes at a one sitting on JAMB CAPS.
- All credentials submitted during screening are subject to verification and must be found to be authentic.

- Candidates must register within the stipulated period specified for registration
- Candidates must ensure that all names on his/her credentials and other stipulated documents are similarly.

Any candidate who does not meet all the conditions stated above will forfeit the provisional admission.

## **ADMISSION PROCESS**

The under listed are the step by step process of admission:

- Candidates are to upload of WAEC/NECO results on JAMB CAPS before deadline.
- The University advertise in the National Dailies, University Website and social media handles the dates for the Post UTME/DE online registration and test.
- Eligible candidates are to register online for Post UTME/DE.
- Modalities for post UTME online test are advertised in the National Dailies, University Website and social media handles by the University.
- Conduct and monitoring of Post UTME online test on the scheduled dates.
- The University release the post UTME results.
- Merit cut off marks is published on the University Website, National Dailies and social media handles.

## **SCREENING AND REGISTRATION PROCESS**

The following documents are required for screening and registration:

### **STAGE 1: UPLOADING OF REQUIRED DOCUMENTS**

Log in to UNILAG student portal ([www.unilag.edu.ng](http://www.unilag.edu.ng) → **ADMISSIONS** → **Admissions** → **The Year**) Log in with UTME/Application Number (as username) and Surname in lower case (as Password).

Fill the bio-data form and print the Screening Form. Candidates are expected to upload the under listed documents (original) after filling the bio-data form:

- Birth Certificate
- Letter of Reference from a reputable Clergyman/Imam/Lawyer/Senior Civil Servant, addressed to The Registrar, University of Lagos
- Testimonial from Secondary School attended
- State of Origin Certificate
- JAMB Admission Letter

- O'Level Result
- Previous Degree/Diploma Certificate (for DIRECT Entry candidates only)

## STAGE 2: SCREENING

- A. Proceed to the registration venue on date scheduled
- B. Submit two copies each of the under listed documents to the registration officer
  1. Screening Form generated from stage 1 (Coloured and photocopy)
  2. UNILAG Online application form (for DIRECT Entry candidates only) (Coloured and photocopy)
  3. JAMB Acknowledgement Slip (for DIRECT Entry candidates only) (Coloured and photocopy)
  4. JAMB Admission Letter (Institution Copy – Coloured and photocopy)
  5. UTME Result Slip (Coloured and photocopy) **(Not applicable to DIRECT Entry Candidates)**
  6. POST-UTME Result Slip (Coloured and photocopy)
  7. JUPEB/A-LEVEL/OND/HND/BSc. RESULT SLIP (for DIRECT Entry candidates only)
  8. O'Level Result Certificate (WAEC/NECO). **Online version will only be accepted from the 2023 WAEC/NECO/GCE Results holders. STATEMENT OF RESULT FROM SECONDARY SCHOOL IS NOT ACCEPTABLE**
  9. Letter of Reference (original copy) from a reputable Clergyman/Imam/Lawyer/Senior Civil Servant (on Letterhead paper, indicate status in Office, Lawyers to use the **Valid NBA Seal [NOT THE RED SEAL]**), addressed to **The Registrar, University of Lagos**
  10. Birth Certificate (Photocopies)
  11. Testimonial from Secondary School attended (Photocopies)
  12. State of Origin Certificate (Photocopies). **Note: This must be the same state and local government as you registered with JAMB**
  13. Passport Photographs (12 Copies). Write your full names on the reverse side

**NOTE: CANDIDATES ARE TO PRESENT ORIGINAL COPIES OF THEIR CREDENTIALS FOR SIGHTING (BIRTH CERTIFICATE/SWORN AFFIDAVIT, TESTIMONIAL, STATE OF ORIGIN AND WAEC CERTIFICATE).**

- A. Generate Payment Advice 24 hours after Stage 2 process

- B. Proceed to any bank to make payment

### **STAGE 3: TOXICOLOGY SCREENING**

This is compulsory for all students before proceeding for the Faculty and Departmental registration.

The University has zero tolerance for drug use; hence a compulsory test shall be conducted for all newly admitted students before or after registration.

The admission of newly admitted students that test positive to drug use shall be withdrawn

### **STAGE 4: FACULTY/DEPARTMENTAL REGISTRATION**

Proceed to your Faculty and Department for further registration processes with clearance and signed documents given at the screening centre.

### **IMPORTANT NOTICE**

Please note that in University of Lagos, impersonation is a serious offence, therefore anyone found guilty of this, will automatically forfeit his/her admission and will be handed over to the Police.

**Note: All stages in this procedure must be completed for a candidate to be duly registered.**

### **STAGE 5: PAYMENT OF FEES**

Students (science and non-science) are to pay Service Charges peculiar to them generated from individual portal.

### **TUITION**

Foreign students are to pay tuition fees as applicable to various courses.

Note:

- i) Foreign students are required to pay all other charges as applicable to Nigerian undergraduate students.
- ii) All dollar fees are to be paid in dollars.

### **PAYMENT PROCEDURE**

- i. Candidates are to obtain their bills on-line from the University's website, [www.unilag.edu.ng](http://www.unilag.edu.ng)

To pay for fees, go to the University website, [www.unilag.edu.ng](http://www.unilag.edu.ng), click on student portal under students. Log in and follow the procedure to generate the Pay Advice (the RRR will be indicated on the advice.) Proceed to any Bank for payment through the Remita Platform.

iii. With the payment of fees, student's payment records are automatically endorsed and updated.

iv. Payment must be made in full or in installments.

**Note:** it is only at this point that candidates can register on-line and print course/registration forms.

## **MATRICULATION**

All registered candidates **MUST** participate in the Matriculation Ceremony to complete their admission process. A candidate who fails to take the Matriculation Oath is not regarded as a fully registered student of the University.

Matriculation ceremony and Orientation programme would be determined by the University calendar.

## **STUDENTS' LIBRARY CARDS**

After registration, students are to approach the University Library for registration and collection of Library Cards and bring same to the Students Accounts Unit of Bursary Department for stamping as confirmation of payment of Service Charges as applicable.

## **CONTACTS OF ADMISSIONS OFFICE**

### **Telephone numbers**

**09053006772**

**08027953216**

**08141656802**

**Email: [admissions@unilag.edu.ng](mailto:admissions@unilag.edu.ng)**