

FUTO REGISTRATION PROCEDURE FOR FRESHMEN/NEW STUDENTS

- Visit the [University website](http://futo.edu.ng) *futo.edu.ng*
 - Click on *Prospective student*
 - Click on *Check Admission Status* to confirm your admission
 - Chose the option *Click here to Check 2018/2019 Undergraduate Admission Status"*
 - Enter your JAMB REG NO and click on submit button to view your admission status
 - After confirming your admission click on the link *Click here to Continue with the Admission Registration*
 - Update your O level details by supplying your O Level exam year, exam number and O Level result scratch card pin.
 - Candidates combining two results are required to supply two result scratch card pins based on the examination body.
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- Click on the link *Portal* on the website home page
 - Then click on *Verify your Account* to generate portal login details.
 - Get account details with the JAMB Registration number as the default username and password.
 - Login with your username and password
 - Click on *Change Password* to change your password
- 1.
- Login to the Portal portal.futo.edu.ng with your *Username* and *Password*

- Click on *Pay Acceptance* to generate your payment invoice
- Print your invoice and proceed to any bank to pay using your RRR code on the invoice.
- Alternatively, you can make payment using the online payment options with credit/debit cards such as *Verve, Visa, MasterCard*s.
- After successful payment in the bank and online, print FUTO admission letter and Confirmation of admission form.

2.

- Login to the portal with your *Username* *Password*
- Click on *Pay Fees* to generate your payment invoice
- Print your invoice and proceed to any bank for payment.
- Alternatively, you can make payment using the online payment options with credit/debit cards such as *Verve, Visa, MasterCard*s.
- After successful payment in a bank, return to the portal portal.futo.edu.ng and login with your account details to _____ with the RRR code on the invoice.

- Click the *Pay Fees* menu
- Select the required payment details
- Print the School Fees Receipt
- Portal automatically assigns matriculation number.

NOTE that only candidates who have printed their FUTO school fees e-receipts will be captured in the school fees report used for registration.

3.

- Click on *Fill Profile details*.
- Enter the required information on the field.
- Ensure your entry level is entered accurately (Year of admission)
- Click on submit button to complete your profile details.
- Print the profile information slip.
- Complete and print the validity form and acceptance letter.

4.

- Required documents for the confirmation of admission/Collection of Green files:
 - JAMB Result slip printed directly from JAMB s website
 - JAMB Admission Letter printed directly from JAMB s website
 - FUT0 PUTME Result Slip
 - O Level Statement of Results
 - Confirmation of Admission form printed from FUT0 website
 - FUT0 admission Letter
 - School Fees Receipt
 - Candidate s Profile Slip, Validity Form with passport and Signed Acceptance Letter (all printed from FUT0 website)
 - Birth Certificate
 - LGA Identification Letter
 - Direct Entry Credentials A Level certificate, OND/HND/Degree statements of results (for Direct Entry candidates only).
- University Admissions Officer uses the verified results/Certificates to authenticate the Admission Letter or assigns the candidate to another Department as the case may be.

5.

6.

- Registration at the Health Services and University Library.

- All admitted Direct Entry Students are required to inform their institution to forward their Academic Transcript to the Registrar, Federal University of Technology, Owerri. P.M.B. 1526.
- After matriculation, the student proceeds to the admissions unit of the registry to sign the Matricula within one (1) week.
- This Matricula from the admissions unit will serve as the input for the issuance of e-ID cards to Freshmen.

7.

- *Hostel Allocation*
- *Generate Hotel reservation*
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- After successful payment in a bank, return to the portal with the ePin generated in a

Click on Print Hostel reservation receipt to print the allocated ROOM.

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