

REGISTRATION PROCEDURE FOR FRESHMEN/NEW STUDENTS

CHECK ADMISSION STATUS

- Visit the University website - www.futo.edu.ng
- Click on “Prospective student”
- Click on “Check Admission status” to confirm your admission
- Enter your JAMB REG NO and click on the ‘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.
- Click on “Update”
- The next page provides your default portal log in details. Click on the link “Click here to Login”

1. PORTAL ACCOUNT VERIFICATION

- Login with your username and password
- Go to Profile, then click on ‘Change Password’ to change your password
- Next, go to Profile, then click on ‘Fill Profile’ to update your student biodata
- Enter the required information by filling up the empty fields.
- Click on submit button to complete your profile details.
- Print the biodata page

2. PAY DEVELOPMENT LEVY

- Remember, you can always log in to your portal account with your username and password by going to www.portal.futo.edu.ng
- Go to ‘Acceptance/Development Levy’, then click on ‘Pay Development Levy’
- Generate your payment invoice
- Print your invoice and proceed to the any bank to pay using your RRR code on the invoice
- Alternatively, you can make payment by going to remita.net. Then select ‘Bills & Purchases’, then click on ‘Pay RRR Invoice’ and enter the RRR number and click on ‘Continue’

- After successful payment in the bank/online, repeat the step above on the portal to print out your print FUTO admission letter and confirmation of admission form.

NOTE: You may also get a message that reads *“You have completed the payment of Development Levy fee but your O’Level Result(s) has not been verified; kindly check back later.”*

Please proceed to the payment of your school fees and check back later as instructed. Verification ranges from a few days to a few weeks. ***This will not stop you from paying your School Fees!***

3. PAY SCHOOL FEE

- Login to the portal with your username and password
- Go to “School Fees” then click on ‘Pay School Fees’
- After selecting the correct Session and Year Of Study, click on ‘Submit’ 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 (by going to remita.net)
- After successful payment in bank, return to the portal to print FUTO school fees receipt.
- Go to “School Fees” then click on “Print School Fees Receipt”
- Select the relevant Session and Year Of Study and click on ‘Submit’
- Matriculation numbers are automatically generated at this point and will be reflected on the school fees receipt
- NOTE that only candidates who have printed their FUTO school fees receipts will be captured in the school fees report used for registration.

4. CONFIRMATION OF ADMISSIONS / COLLECTION OF GREEN FILES (DATE AND VENUE for registration will be communicated by the school’s admission unit)

- Required documents for the confirmation of admission / Collection of Green files:

i. JAMB Result slip printed directly from JAMB’s website ii. JAMB Admission Letter printed directly from JAMB’s website iii. FUTO PUTME Result Slip iv. O’Level Statement of Results v. Confirmation of Admission form (printed from the student’s portal) vi. FUTO admission Letter vii. School Fees Receipt viii. Candidate’s Profile Slip, Validity Form with passport and Signed Acceptance Letter (all printed from the student’s portal) ix. Birth Certificate x. LGA Identification Letter xi. 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. COMPLETION OF FORMS IN THE GREEN FILES AND SUBMISSION OF THE FILES TO THE DEPARTMENTS FOR FURTHER NECESSARY ACTIONS

6. OTHER CLEARANCES

- Registration at the Health Services and University Library. (Note that the completion of registration in the Health Services and the University Library will be a requirement for the issuance of the e-ID card)

NOTE:

- i. 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.
- ii. After matriculation, the student proceeds to the admissions unit of the registry to sign the Matricula within one (1) week.
- iii. This Matricula from the admissions unit will serve as the input for the issuance of e-ID cards to Freshmen.

7. HOSTEL ALLOCATION

- Login to the portal with your username and password
- Go to “Hostel” then click on ‘Get Hostel’
- On the next page, click on ‘Generate’
- Select the Hostel type and click on ‘Submit’
- Generate Hostel Allocation payment invoice
- Proceed to FUTO MFB for payment with the generated payment invoice
- After successful payment in bank, return to the portal and repeat the steps
- Then click on Print Receipt to print the allocated room
- Print the allocated room on the receipt and proceed to Student Affairs Unit further clearance

8. ONLINE COURSE REGISTRATION

- Login to the portal with your username and password
- Go to “Courses” then click on ‘Course Registration’
- Select the relevant session and semester and click the ‘Submit’ button
- Select your courses for that semester by checking the boxes and then click the submit button
- Print the registered courses

REMARKS

• Students are once more reminded that payment of school fees is compulsory and this payment will give students access to:

- i. Obtaining Matriculation Number automatically
- ii. Online course Registration
- iii. Semester Examination
- iv. Campus WiFi.

Students having issues with the above online processes should contact FUTO ICT Centre, or send an email to ict@futo.edu.ng