



## UNIVERSITY OF ABUJA

### CENTRE FOR DISTANCE LEARNING & CONTINUING EDUCATION

[www.cdlce.uniabuja.edu.ng](http://www.cdlce.uniabuja.edu.ng)

#### 2017/2018 REGISTRATION GUIDELINES FOR NEW STUDENTS

The registration exercise for fresh undergraduate students, for the 2017/2018 Academic Session shall commence on **Monday, August 6, 2018**. Fresh students are expected to take note of the following registration procedures:

#### 1. OFFER OF PROVISIONAL ADMISSION

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All applicants who have been offered provisional admission into 100/200 Level are expected to access and print their Letter of Provisional Admission from the school information system.

#### 2. LOGIN TO SCHOOL INFORMATION SYSTEM

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If you have been given provisional admission, you can log in to the school information system.

- a. Go **online** to: [infosys.cdlce.uniabuja.edu.ng](http://infosys.cdlce.uniabuja.edu.ng).
- b. Log in with your *valid email* as username, and your *surname / last name in lowercase* as password.

#### 3. PROFILE UPDATE

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- View profile
- Change password

#### 4. PRINTING OF ADMISSION LETTERS

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Upon Login at [infosys.cdlce.uniabuja.edu.ng](http://infosys.cdlce.uniabuja.edu.ng), click on "Admissions Menu".

- a. The Admissions menu contains a copy of your Letter of Provisional Admission, with Acceptance Letter. Click on respective admission documents to print.
- b. The attached letter of acceptance should be printed, signed, dated and submitted to Records Unit, alongside with other documents stated in section 6B.

## 5. SCHOOL FEES PAYMENT

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School fees schedule for the 2017/2018 is attached. You are required to pay **all fees, acceptance fee and school fees**, in whole at the beginning of the session.

There are two payment options on the portal:

- i. Pay direct online
  - ii. Pay on Remita RR at any commercial bank
- Firstly, pay an acceptance fee of ~~N~~10,000.00 only on your school information system by:
    - a. Login to [infosys.cdIce.uniabuja.edu.ng](http://infosys.cdIce.uniabuja.edu.ng)
    - b. Go to “**Fees Menu**”.
    - c. Click on “**Make Payment**” button on the fee you want to pay to see payment details.
    - d. Click on **Continue Make Payment**, to direct your details to Payment Gateway Remita.
    - e. **Perform your transaction on Remita**, Remita will return you to Infosys and communicate the status of your transaction to your student page Infosys, in real time.

**Alternatively, copy your RRR on Remita and pay on it at any commercial bank in the country. Remita will communicate the payment status of your transaction immediately to your student page on Infosys**
    - f. Upon payment either online or bank, go to your portal page, click on the Paid Fee or click on Transaction menu to see the history of your payments.
    - g. Click on transaction for details and print receipt.
  - Secondly, pay your school fees by:
    - h. Following steps 5a – 5g above
    - i. Upon payment of school fees, your matriculation number is generated.

**You should receive your matriculation number on your dashboard and receipts in a period not more than 48 hours.**
    - j. Print two copies of each of your school fees receipt and acceptance receipt from Transaction Menu, after you have received your matriculation number.

### **CAUTION**

**Make ALL payments by yourself! Do not pay by proxy!!  
100L, 200L and 300L CDL&CE Students are ONLY allowed to pay via this platform:  
([infosys.cdIce.uniabuja.edu.ng](http://infosys.cdIce.uniabuja.edu.ng)).**

**The University is not eligible if you do not follow the stipulated guideline.**

## **6. SUBMISSION OF DOCUMENTS AND RECEIPTS**

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- A. Submit to the bursary unit the printed receipts of your acceptance fee and school fees, to ensure your receipts are stamped. Unstamped receipts are not valid.
  
- B. After payment of school fees, you are to submit the following to Record Office at the CDL&CE:
  - i. Printed letter of offer of provisional admission.
  - ii. Signed letter of acceptance.
  - iii. Stamped acceptance and school fees receipts.
  - iv. Four passport photographs.
  - v. Photocopy of all credentials (O'level, A'level where applicable, indigene and birth certificates, verification and validation form and online application form).

## **7. SUPPORT SERVICES**

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For further information, support or guidance, visit: [cdlce.uniabuja.edu.ng](http://cdlce.uniabuja.edu.ng) or call 07032993729 or 08091800007.