

KEBBI STATE UNIVERSITY OF SCIENCE AND TECHNOLOGY, ALIERO (Office of the Dean - Postgraduate School)

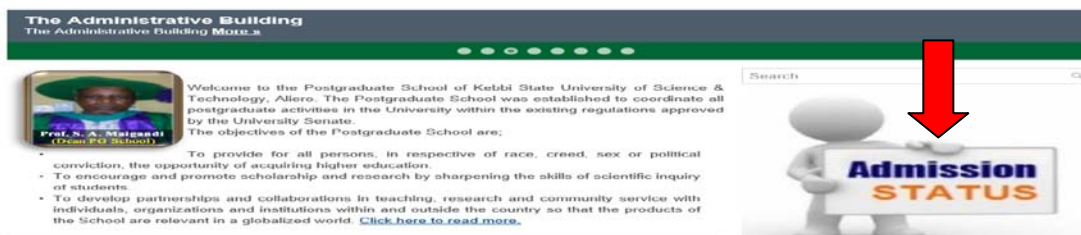
REGISTRATION PROCEDURE FOR FRESH STUDENTS

This is a Registration guide to all newly admitted Postgraduate Students.

These procedures have been arranged in **step-by-step**. Students are strongly advised to follow the procedure in order to ease their registration process.

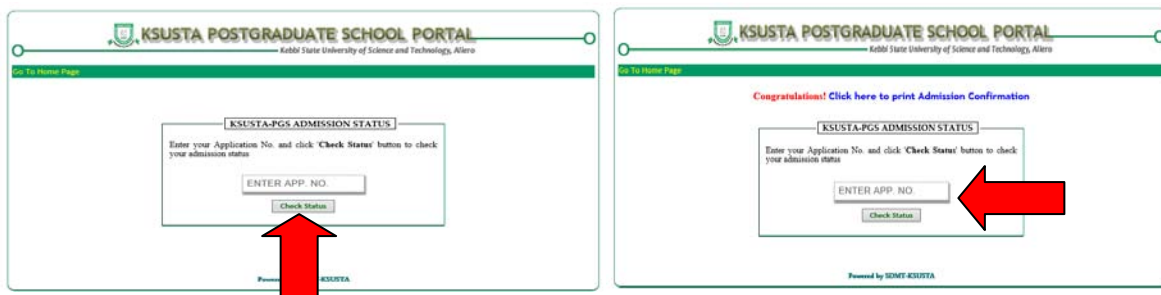
STEP 1: VISIT THE POSTGRADUATE SCHOOL PORTAL

Candidates on receipt of admission notification (by SMS), should log on to the Postgraduate school portal (www.ksustapgs.net) then click on **Admission Status** link.



STEP 2: PRINT THE OFFER OF ADMISSION

On the displayed page, enter your Application Number and click on **Check Status**. This will pop-up a page congratulating you and asking you to click here and print **Offer of Provisional of Admission**. If your browser setting is set to block a pop-up, check for Print Admission link above the form and click to **print Offer of Provisional of Admission**.



STEP 3: PROCEED TO BANK FOR PAYMENT

Proceed to **Eco Bank Nig. Ltd** and make a deposit of a non-refundable fee of **₦10,000** on Account Number **4003060886** and report to the Registration center

at the Postgraduate School Board Room with the Bank teller for the collection of Receipt and **Acceptance of Offer of Admission**.

STEP 4: COLLECTION OF REGISTRATION FILES

You will be issued with **4 Students Registration Files** and you are expected to make photocopies of all your credentials and insert in to each of the files.

After filling out the front page of the files, you will be informed weather your Transcript have been received or not and your Referees response. You will also be required to present **Originals of your Credentials for screening**.

STEP 5: COLLECTION OF CONFIRMATION OF ADMISSION

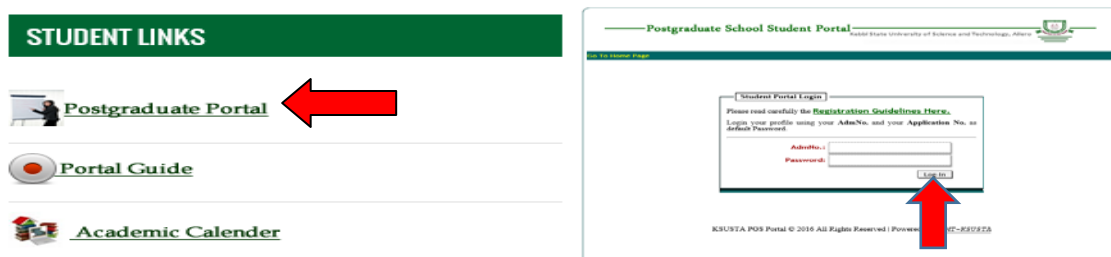
The next step is to meet officers of the Postgraduate School for **Activation of Student** and Collection of **Confirmation of Admission**. Make sure you come with your **Original credentials**. There will be need to verify the authenticity of these credentials as you supplied during application.

Once a candidate is verified and activated, he/she will be issued with **Admission Number**. For candidates who may wish to defer their admissions, this will be their stoppage point. Contact, the Secretary Postgraduate School for more information on deferment of Admission.

STEP 6: CONFIRMATION OF STUDENT LOGIN

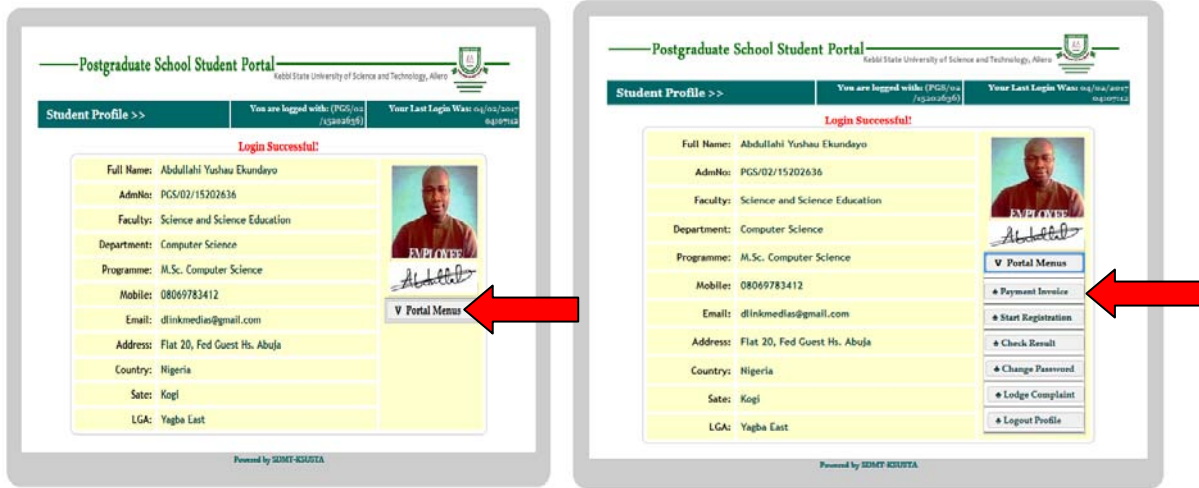
After issuance of Admission Number and Confirmation of Admission, student will visit the portal (www.ksustapgs.net) click on **Postgraduate Portal**. On the displayed page, login with your **Admission Number** as User Name and **Application Number** as Password. Supply both and click on **"LOGIN"**. Wait a bit for verification to be done before you proceed. See as shown below;

Note: Please endeavor to change your Password on your first login.



STEP 7: GENERATE PAYMENT INVOICE

On successful login, a page will be displayed showing the amount to be payed.



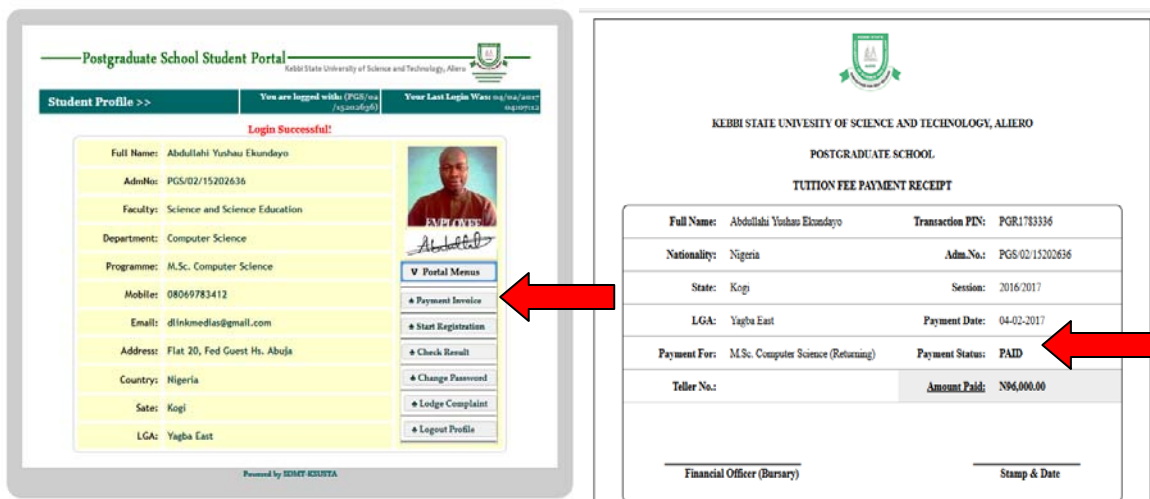
You are required to print the invoice and proceed to any **Zenith Bank** nationwide and make the payment.

STEP 8: PROCEED WITH REGISTRATION

After making payment, report to the registration center for collection of University Official Receipt for Record keeping.

STEP 9: PAYMENT VERIFICATION


Visit the portal to verify your payment and make sure that it has been confirmed by the University. Click on **payment invoice** and a drop down menu will appear prompting you to enter you Bank teller number for verification after that, a window will display showing your payment status as **PAID**.



Once it is down, you will have access to start Registration link.

STEP 10: START REGISTRATION AND PRINT FORMS

The screenshot displays the 'Postgraduate School Student Portal' for Kebbi State University of Science and Technology, Alkera. The user is logged in as 'PGS/02/15202636'. The 'Login Successful!' message is visible. The student profile is shown on the left, and the 'Portal Menus' are on the right. A red arrow points to the 'Start Registration' button.

Student Profile >>		You are logged with: (PGS/02/15202636)	Your Last Login Was: 04/04/2017 09:07:12
Login Successful!			
Full Name:	Abdullahi Yushau Ekundayo	 Portal Menus Payment Invoice Start Registration Check Result Change Password Lodge Complaint Logout Profile	
AdmNo:	PGS/02/15202636		
Faculty:	Science and Science Education		
Department:	Computer Science		
Programme:	M.Sc. Computer Science		
Mobile:	08069783412		
Email:	dlinkmedias@gmail.com		
Address:	Flat 20, Fed Guest Hs. Abuja		
Country:	Nigeria		
Sate:	Kogi		
LGA:	Yagba East		

Click on Start Registration to Print out Registration forms as your next step. There are several registration forms to be printed such as; **Physical Examination, Pre-Registration Medical Examination Report, Course Registration Form, Student Registration Clearance Form (Form 02), Bed space Application Form, Identification Card Form, etc.** print them out accordingly and submit to the concerned Units/Offices for signing were necessary.

All these forms are to be printed in at least 5 copies each except ID Card and Bed space forms. You may wish to ask the Postgraduate School officers for more details.

NOTE: Make sure you click on Log out Profile whenever you login.

This screenshot is identical to the one above, but with a red arrow pointing to the 'Logout Profile' button in the 'Portal Menus' section.