



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

REGISTRATION PROCEDURE FOR RETURNING STUDENTS

This is a Registration guide to all Returning 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: CONFIRMATION OF RESULT

Returning students are strongly advised to check their results with the Postgraduate School or visit www.ksustapgs.net and then click on **Postgraduate portal** and click on **Final Result**

The image shows two screenshots. The left one is the KSUSTA Postgraduate School website, which includes a welcome message, a list of objectives, and an admission list for the 2016/2017 programme. A yellow arrow points from the 'Final Result' link on the website to the right screenshot. The right screenshot is the 'Postgraduate School Student Portal' showing a student profile for MAHMUD ABUBAKAR ABBA. The profile includes details like AdmNo: PGS/02/15101301, Faculty: Agriculture, and Department: Agricultural Economics and Extension. A 'Final Result' link is highlighted with a yellow arrow.

Note: If your GPA is below 2.50, you cannot proceed with the Registration and you are therefore withdrawn from the University

STEP 2: GENERATE PAYMENT INVOICE

On successful login, click on **Payment Invoice** to generate receipt and a page will be displayed showing the amount to be paid and the **Payment Status**. You are required to print the invoice and proceed to any **Zenith Bank** nationwide and make the payment.

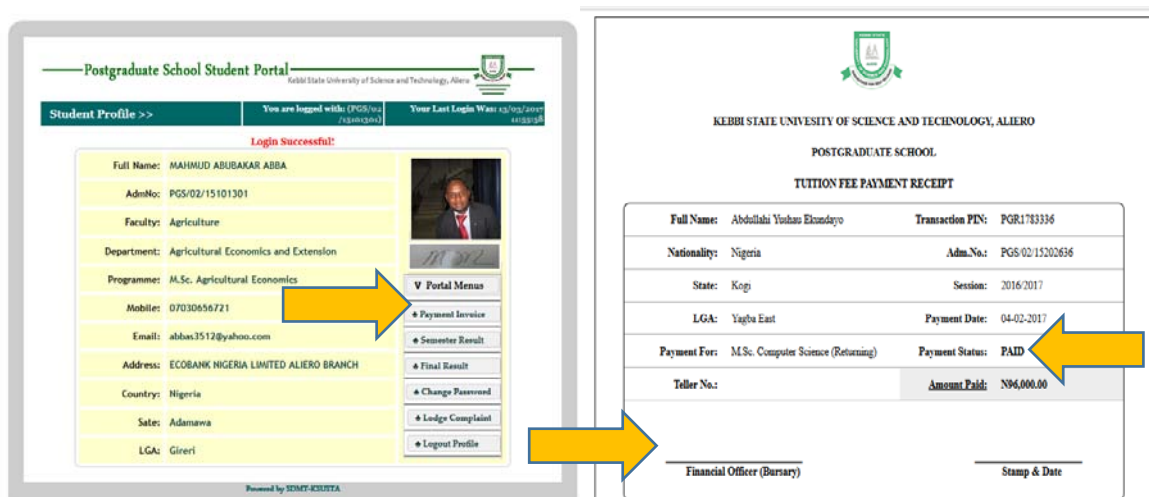
The image shows two screenshots. The left one is the 'Postgraduate School Student Portal' showing a student profile for MAHMUD ABUBAKAR ABBA. A yellow arrow points from the 'Payment Invoice' link in the portal to the right screenshot. The right screenshot is the 'Tuition Fee Payment Invoice' page. It displays the following details: Full Name: MAHMUD ABUBAKAR ABBA, Transaction PIN: PGR1783306, Nationality: Nigeria, Adm.No: PGS/02/15101301, State: Adamawa, Session: 2016-2017, LGA: Girei, Payment Date: 13-03-2017, Payment For: M.Sc. Agricultural Economics (Returning), Payment Status: UNPAID, Total Amount To Pay: N06,000.00. A yellow arrow points to the 'UNPAID' status.

STEP 3: PAYMENT FOR QUALITY ASSURANCE

Proceed to **Eco Bank Nig. Plc** and make a payment of **₦10,000** as **Quality Assurance fee** on Account Number **4003060886** and present the Bank teller at the Registration Centre for the collection of University Receipt.

STEP 4: PAYMENT VERIFICATION

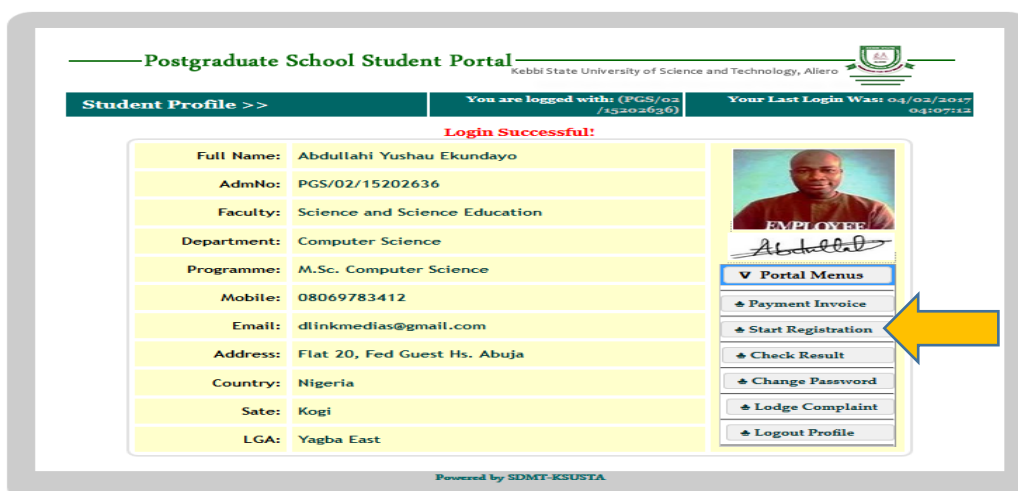
After making payment at Zenith Bank Plc, you are required to verify your payment on your **portal page** by clicking on **Payment Invoice**. Once it is verified, a window will display showing your payment status as **PAID**.



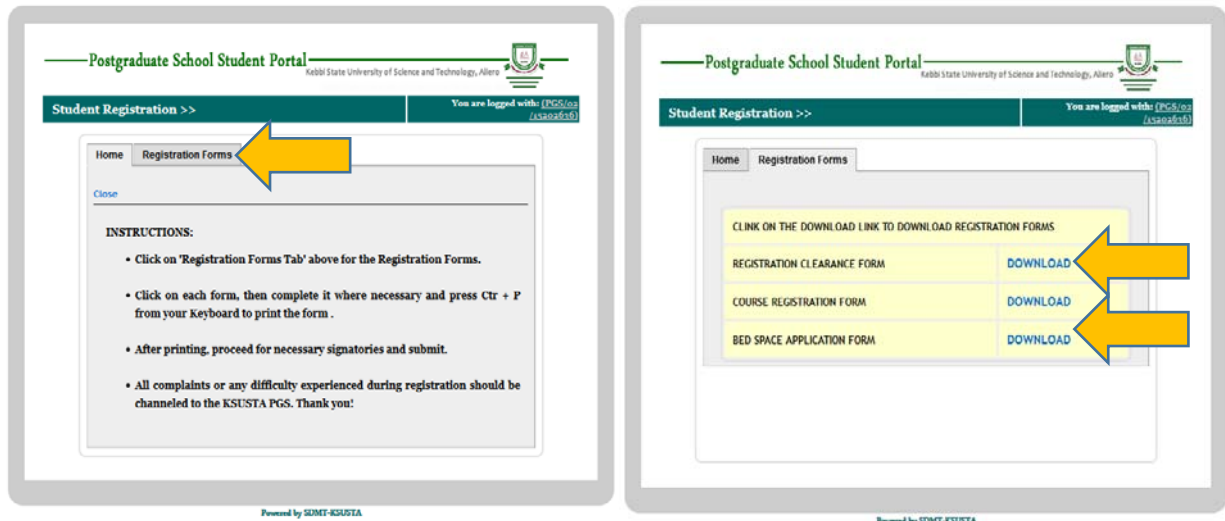
You are also required to **print** and present to the Accountant, Postgraduate School for **signing** and collection of University Official Receipt for Record keeping.

STEP 5: START REGISTRATION AND PRINT FORMS

Once your payment is verified, you will have access to **Start Registration** link.



Click on **Start Registration** and a window will appear, click on **Registration Forms** to Download and Print out Registration forms as your next step. You are required to print; **Registration Clearance Form (Form 02)** and **Course Registration Form**. For those wishing to be accommodated into Postgraduate Hostel are to print **Bed Space Application Form**.



Print **5 copies** each of the two forms first mentioned above and submit to the concerned Units/Offices for signing where necessary.

NOTE: Make sure you click on **Logout Profile** whenever you login.

