

**SCHOOL OF POSTGRADUATE STUDIES
AHMADU BELLO UNIVERSITY, ZARIA
POSTGRADUATE REGISTRATION PROCEDURES FOR
2017/2018 SESSION
For Students of Main Campus**

1. Collect your admission letters at School of Postgraduate Studies (SPGS) Auditorium from Monday, 8th January, 2018.
2. Proceed for screening exercise with original credentials to your Faculty Board Room between 10:00am to 2:00pm (8th Jan. – 30th January, 2018).
3. Go to Room B26 (SPGS) for verification of O-level results (if necessary).
4. Pay Acceptance Fee of ₦10,000.00, Publication fee of ₦10,000 and Orientation Fee of ₦3,000.00 to the ABU Microfinance Bank Desk Officer at Room B20, School of Postgraduate Studies (SPGS).
5. Take your Tellers to Room B7 (SPGS) to obtain your Acceptance Form and SPGS Publications.
6. Wait for the uploading of your name and number on the portal to commence registration.
7. Once uploading is completed proceed to pay your school fees at **ANY** of the designated Banks and register your courses after confirmation with your Department.
8. Submit your File at the Record Office of SPGS after Departmental Registration.
9. Late submission of your file to the SPGS attracts a penalty of N5,000.00
10. Return to collect your endorsed forms.
11. Make copies of the Registration form for the Dept, Faculty and also keep personal copy.
12. Registration closes on 30th January, 2018.
13. Direct any Enquiries to the SPGS Secretary's Office

**Sgd
Secretary SPGS (29th December, 2017)**