

**SCHOOL OF POSTGRADUATE STUDIES  
AHMADU BELLO UNIVERSITY, ZARIA  
POSTGRADUATE REGISTRATION PROCEDURES FOR  
2016/2017 SESSION  
For Students of Main Campus**

1. Collect your admission letters at School of Postgraduate Studies (SPGS) Auditorium from Monday, 9<sup>th</sup> January, 2017.
2. Proceed for screening exercise with original credentials to your Faculty Board Room between 10:00am to 2:00pm (9<sup>th</sup> Jan.- 3<sup>rd</sup> February, 2017).
3. Go to Room B26 (SPGS) for verification of O-level results (if necessary).
4. Pay Acceptance Fee of ₦5,500, Publication fee of ₦5,000 and Orientation Fee of ₦1,500.00 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 3<sup>rd</sup> February, 2017.
13. Direct any Enquiries to the SPGS Secretary's Office

**Sgd  
Secretary SPGS (30<sup>th</sup> December, 2016)**

# SCHOOL OF POSTGRADUATE STUDIES

## AHMADU BELLO UNIVERSITY, ZARIA POSTGRADUATE REGISTRATION PROCEDURES FOR 2016/2017 SESSION

### *For Students of Kongo Campus (Faculties of Administration and Law)*

1. Collect your admission letters at School of Postgraduate Studies Kongo Campus from Monday, 9<sup>th</sup> January, 2017.
2. Proceed for screening exercise with original credentials at your Faculty Board Room between 10:00am to 2:00pm (9<sup>th</sup> Jan.- 3<sup>rd</sup> February, 2017).
3. Go to SPGS Kongo Campus for verification of O-level results (if necessary).
4. Pay Acceptance Fee of ₦5,500, Publication fee of ₦5,000 and Orientation Fee of ₦1,500.00 to the ABU Microfinance Bank Kongo Campus.
5. Take your Tellers to SPGS Kongo Campus 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 SPGS Kongo Campus 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 a personal copy.
12. Registration closes on 3<sup>rd</sup> February, 2017.
13. Direct any Enquiries to the SPGS Secretary's Office Main Campus.

**Sgd**  
**Secretary SPGS(30<sup>th</sup> Dec. 2016)**