



University of Abuja, Abuja

PROCEDURE FOR ACCESSING SALE OF 2017/2018 SESSION

ONLINE PRE-ADMISSION SCREENING APPLICATION FORM

These are instructions on how to access the Pre-Admission Screening Application on the Portal:

A. New Application:

1. logon to www.unibuja.com
2. Print **Procedure for Accessing Sale of Online Pre-Admission Screening Application** by clicking on it on the Landing page.
3. Click **“Exit”** on the Landing page (will lead to Main menu at Home page)
4. Click **“Pre-admission Screening”** button on Main menu at home page.
5. Click **“Admission”** then, select **Screening** (to start a new application)
6. Type **JAMB REGISTRATION NUMBER**, Do not input any information in “Enter your PIN column or click “Apply New” but click **“Proceed to make payment”**, and make payment.
7. A page will display, write down your **Reference number** (where there issues, it will be used to resolve same). Confirm the amount displayed for the Pre-admission Screening Application Form and ensure you have the stated amount, (N2,000) in your Bank Account (ATM Card) to be used for payment online. Then click “proceed”.
8. Click on **“proceed to gateway”**
9. Your Remita Reference (RRR) number will be displayed (write it down or print invoice)
10. Use “pay now with cards or wallets” payment options (this is the best and recommended option), click **on the icon of the card** you are using either Verve, Master card, or Visa, then click **“Proceed”**. NO BANK BRANCH PAYMENT WILL BE PROCESSED.
11. Click **“select your card type”** and fill in your ATM card details or information. Then click **“pay”**
12. After successful Payment, you will be redirected to page 2 to continuing update of Personal Data and your TRANSACTION REFERENCE NUMBER will be displayed. **Write it down for future use/reference.**
13. Read the contained instructions and click “Continue” at the bottom end of the page
14. Enter your Personal details, fill your SSCE/WAEC/NECO/NABTEB Results in the Online Application Form. Then click **“Save and continue”** at the end of each page till you complete filling the Online Form session.

15. Input all other information required. Note: All asterisks Column are compulsory. Click on "Save and Continue" at the end of every page.
16. At the last Page-Page TWO (2) check the box for the "Declaration and Undertaking" and click on "save and continue".
17. Click on "Submit Application"
18. Print **Online Pre-admission Screening Acknowledgment Slip/Receipt**.
19. Pre-admission Screening Entry Application Closes on October 3, 2017. Admission List shall be published at a later date. Watch out.

B. To Verify and Continuing with the previous Application:

1. logon to www.unibuja.com
2. Click "**Exit**" on the Landing page (will lead to Main menu at Home page)
3. Click on **Pre-admission Screening** button on Main menu at home page.
4. Click **Admission** then, select **Screening** (to verify previous application)
5. Type **JAMB REGISTRATION NUMBER** and **Reference Number** click "**Verify**" and continuing filling the online form save and continue till you end session.
6. Print Screening Application Form and Acknowledgment Slip/Receipt.

C. To recover your Application Form Number

1. logon to www.unibuja.com
2. Click "**Exit**" on the Landing page (will lead to Main menu at Home page)
3. Click on "**Pre-Admission Screening**" button on Main menu at Home page.
4. Click "**Admission**" then, select **Screening** (to recover Application Form No)
5. Click "**Recover you Application Number**"
6. Input the Reference Number and click on "**Submit**" (it will display your Application Form Number)

NOTE: You must upload scanned Passport Photography before you will be allowed to submit the Application Form.