



# NORTHWEST UNIVERSITY, KANO

OFFICE OF THE REGISTRAR

DIRECTORATE OF EXAMINATIONS, ADMISSIONS AND RECORDS

(DEAR)

2024/2025 FRESH STUDENTS REGISTRATION PROCEDURE

Registration Commence on Monday 7<sup>th</sup> April, 2025 to Saturday 26<sup>th</sup> April, 2025

## STAGE 1

1. The fresh students to visit their faculties for screening of O'level credentials and JAMB UTME subjects.
2. To go to the University Clinic for your **Medical Certificate**, based on the date assigned per faculty.

## STAGE 2

1. Visit the University Portal and Click on New Registration.
2. Print **Payment Invoice** and make payment of your registration charges via **NABROLL**.
3. Revisit the University Portal and Print **Payment Receipt**.
4. Proceed to your Faculty registration point and present your JAMB Admission Letter, Acceptance Form, and Credentials for Screening and Documentation.

## STAGE 3

1. For UTME students go to the University Portal and print your Course Registration Form (CRF).
2. For D.E proceed to your department to copy your courses and credits loads for upload on the University portal.
3. Visit the portal for Courses Registration.
4. Goto your Level Coordinator for authentication of CRF.

## STAGE 4

1. Go to the Directorate of DEAR for documentation with all the listed documents for registration.
2. Go to the Student Affairs Division for **I.D. Card**.
3. Go to the University Library for registration.

### Note:

Ensure that you come along with the complete original and 4 copies of your credentials for Documentation at the Directorate of Examinations, Admissions and Records (DEAR)

**CONGRATULATIONS!!!**