READ THE FOLLOWING INSTRUCTIONS CAREFULLY TO COMPLETE YOUR ONLINE FORM.

1. **DOCUMENTS NEEDED -** you will need the following documents:
   a. Passport picture (size of picture should not be more than 2M)
   b. Your Educational Certificates and Transcript

2. **FORM 1 – PERSONAL INFORMATION**:
   a. Complete all details on the form.
   b. Upload your passport picture – make sure the picture is the required size (i.e**. 2M;** read instructions on form). Your picture will be displayed when you click on **SAVE AND CONTINUE,** which will send you to FORM 2. You can return to the FORM 1 to view picture or continue to complete the form.

3. **FORM 2 - EXAMINATIONS PAGE**:
   a. Complete details of your EXAMINATION RESULTS (NON-WAEC is for DIPLOMA and other PROFESSIONAL QUALIFICATIONS).
   b. Complete details on your EDUCATIONAL BACKGROUND
   c. Complete details on WORK EXPERIENCE if any; YOU HAVE TO ATTACH YOU CV AT PAGE 3.
   d. Complete details of YOUR CONTACT PERSON
   e. Complete details of MISCELLANEOUS. *(Please take note, you can drag a box by clicking the tip (i.e. click on the 3 lines at the bottom of the box) to see all your entries).*
   f. *Programme Selection (VERY IMPORTANT): Select in ascending order your ENTRY MODE, CAMPUS, SESSION and the PROGRAMME to study. You will have to select the ENTRY MODE in order to be able to select the others.*

4. **FORM 3 - UPLOAD DOCUMENTS** – Upload all the relevant documents (Certificates, CV, Transcripts, Referee form, Passport Page *(foreign applicants)*) that matter to your application. **VERY IMPORTANT - PLEASE NOTE THAT YOUR FILE SIZE SHOULD NOT EXCEED 500KB. IF YOUR FILE IS LARGER THAN 500KB, YOU WILL NOT BE ABLE TO UPLOAD THE FILE.**

5. **FORM 4 - SUBMIT APPLICATION ONLY WHEN YOU HAVE COMPLETED ALL ENTRIES ON THE FORMS.**

NOTE: You do not need to complete the form at a sitting. You can always log back in with your serial number and PIN stated on your receipt (*do not loose your receipt*) to complete the form. However when you submit the form, you will not be able to apply online again. **YOU CAN ONLY VIEW OR PRINT THE SUBMITTED FORM (click on the PREVIEW at the bottom of the page to print).**

Applicants should ensure that they read and follow instructions thoroughly to be able to complete the form. APPLICANTS ARE TO COMPLETE ALL DETAILS ON THE FORM.

Thank You.

INSTRUCTIONS ON HOW TO PURCHASE A VOUCHER USING MOBILE MONEY OR VISA.

Steps:

1. Login to the Institutions website; Click on **APPLY ONLINE**.
2. Click on the icon (either MOBILE NUMBER or VISA) at the bottom of the APPLY ONLINE login page
3. At the next page that displays, applicant will be asked to enter NAME, EMAIL, MOBILE NUMBER
4. Applicant will be requested to select the channel (VISA or MOBILE MONEY) for payment.
5. **FOR VISA OPTION:**
   a. When applicant selects VISA, system will send a code on applicant's phone.
   b. Applicant should enter the code sent on the phone in the Validation Code field and the
   c. When the correct validation code is entered, the VISA Payment details (i.e. **Credit/Debit Card Number, Expiry Date of card and CVV2 Number**) displays for applicant to feed in the requested payment details.
   d. If applicant has enough money in his/her account and details given are correct, payment will be deducted and a SERIAL NUMBER and PIN will be sent to applicant by SMS and email.
6. **FOR MOBILE MONEY (MM) OPTION:**
   Applicant should be a REGISTERED MM subscriber and should have enough money in his/her wallet. If applicant is not a registered MM subscriber, payment will not be successful.
   a. A bill prompt or notification is sent to applicant's phone
   b. Applicant is asked to enter PIN (this is code applicant used in registering MM)
   c. When a correct PIN is entered successfully, payment is deducted.
   d. After a successful payment deduction, SERIAL NUMBER and PIN is sent to applicant by SMS and EMAIL.