



DIRECTORATE OF ADMISSIONS AND EXAMINATIONS
OFFICE OF THE VICE CHANCELLOR
KADUNA STATE UNIVERSITY

GUIDELINES OF REGISTRATION FOR NEW STUDENTS

- Successful candidate reports to **Kaduna State University** for screening.
- Candidate should report to his/her Faculty screening venue and present all relevant documents for screening (**original and photocopies**) to the registration team.
- Candidates should come along with relevant WAEC, NECO, NABTEB, or NBAIS **Scratch Card** for O'Level result verification by Screening Desk Officers.
- Students with problems of **deficiencies, inconsistency in names**, and other related cases will be referred to Verification Committee.
- Upon completion of the screening, the candidate will be issued with a clearance slip (**if cleared**) by the Screening Desk Officers.
- Cleared candidate will then proceed to his/her Department/Faculty for Second Screening and continue with the Registration where the Departmental Level Coordinator will **sign and stamp** the Clearance Slip issued by the Screening Desk Officers and **activate** the candidate.
- The candidate should now log onto the student portal (**student.kasu.ng**) with his/her JAMB number as user name and State of origin as the password to **print fees schedule**.
- Candidate proceeds to any **commercial bank** that is on the **Kaduna State Government pay-direct plat form** and make payment. (**FCMB, ZENITH, GTB**) etc.
- The Student updates his/her bio-data and **print admission letter** with Candidate's Matric number automatically generated by login onto (**student.kasu.ng**)
- Student will then contact his Level Coordinator to guide him with his/her **course registration**.
- Student can now **print** relevant documents such as **completed course registration form, Student Information Form, Medical form** etc.
- Student proceeds to Academic Affairs Unit for collection of **green file** and guidance on documents to be submitted and points of **green file** submission.
- Student will now present himself to the ICT Department for **Biometric Capture**.
- Finally, the student submits the green files at the Faculty, Department and **Academic Affairs Unit**.

SIGNED

Dr. A.F. Abdussalam

Director, Admissions and Examinations.