



KARL KUMM UNIVERSITY, VOM

OFFICE OF THE REGISTRAR

12th September, 2025

REGISTRATION PROCEDURE FOR 2025/2026 ACADEMIC SESSION

FRESH STUDENTS

A. CHECKING OF ADMISSION STATUS

visit www.jamb.gov.ng

1. Upload O' level
2. Accept Admission
3. Print Admission letter

B. BIO-DATA REGISTRATION

Candidates are to visit portal.kku.edu.ng and proceed as follows:

1. **Login** by typing the **email** used during the screening and default password – **Pass123**
2. Click **Login** to log on to your personalised dashboard
3. Click on **Profile**
4. Complete Bio-data information and print five (5) copies.

C. CENTRAL CLEARANCE

Candidates are to visit the Academic Office with 5 copies of their bio-data forms, along with the following documents for clearance:

1. JAMB admission letter.
2. JAMB UTME result/DE Registration Slip
3. O level results examination result (s)/A level results for DE candidates
4. Birth certificate/Declaration of age
5. Indigene certificate
6. 5 passport photographs
7. Affidavit of declaration of non-membership of cult group and commitment to good conduct.
8. Letter of introduction from your clergy

D. FACULTY CLEARANCE

Candidates are to visit their respective Faculty Officers for clearance.

E. DEPARTMENTAL CLEARANCE

Candidates are to visit their respective Departments for clearance.

F. CLEARANCE AT THE HEALTH SERVICES UNIT

Candidates are to proceed to the Health Services Unit of the University and pay a non-refundable fee of N7,000 for medical clearance.

G. CONFIRMATION OF CLEARANCE

Candidates are to return to the Academic Office with a certificate of medical fitness, along with all other documents for **final** clearance.

H. PAYMENT OF SCHOOL FEES

1. visit portal.kku.edu.ng
2. Click on **PORTAL**
3. Type your **email** in the username box
4. Type in the **password**
5. Click the **Login** to log on to your personalised dashboard
6. Click on **Fees** menu at the top of the dashboard
7. check the **Pay 50% of Total Balance** checkbox (part-payment only)
8. click **online payment** to reveal payment options
9. Click on **paystack** button and follow the prompt to complete payment online
10. Check your email to print payment receipt.
11. Proceed to Bursary Department for verification of receipt.

I. REGISTRATION AT THE STUDENTS AFFAIRS OFFICE AND HOSTEL ALLOCATION

Students are to visit the Student Affairs Office for registration and hostel allocation.

J. CENTRAL REGISTRATION AND DOCUMENTATION

Students are to return to the Academic Office for registration and documentation.

K. FACULTY REGISTRATION AND DOCUMENTATION

Students are to proceed to the faculty for registration and documentation.

L. DEPARTMENTAL AND GST REGISTRATION AND DOCUMENTATION

Students are to proceed to the department for registration and documentation, including course registration.

M. LIBRARY REGISTRATION AND DOCUMENTATION

Students are to proceed to Library Department for registration and documentation.

N. REGISTRATION AND DOCUMENTATION AT THE UNIVERSITY HEALTH SERVICES UNIT

Students are to proceed to University Health Services for registration and documentation.

O. REGISTRATION AND DOCUMENTATION AT THE BURSARY DEPARTMENT

Students are to proceed to Bursary Department for registration and documentation.

P. CONFIRMATION OF REGISTRATION

Students are to proceed to the Academic Office for confirmation of registration.

NOTE:

All payments:

- a. MUST be initiated from the students' personalised dashboard
- b. Should be made directly online via Master/Visa Card; Alternatively, the pay through **Bank Branch** option can be explored.