



IGNATIUS AJURU UNIVERSITY OF EDUCATION  
RUMUOLUMENI, P.M.B. 5047  
PORT HARCOURT

*Office of the Registrar*

**TO:** The University Community  
& All Fresh Students

REF. NO. IAUE/REG/152/VOL.II/300

27<sup>th</sup> September, 2024

**COMBINED CLEARANCE PROCEDURE AND REQUIREMENTS FOR  
2024/2025 ADMISSION OF UNIVERSITY TERTIARY MATRICULATION  
EXAMINATION (UTME) AND DIRECT-ENTRY CANDIDATES**

I write to inform all 2024/2025 UTME and Direct Entry admitted candidates that clearance exercise will commence on **Monday, 30<sup>th</sup> September, 2024**. All incoming candidates are expected to comply with established seamless clearance protocols, as the University has decided to automate clearance process as much as possible.

This is to ensure that incoming candidates do not gather together as a crowd and experience unnecessary stress during the process.

Therefore, the clearance process will be decentralized and in dual mode (online/physical).

**Requirements and Procedure:**

1. Login to your JAMB Central Admission Processing System (CAPS), accept the offer for admission and print your admission letter and result slip. (Colored Print only). Please note that admission letter will be authenticated.
2. Pay Acceptance fee of **₦50,000.00** only online using the any of the following methods: Pay-Direct, MasterCard or Verve (login to [enterpriseschoolsportal.iaue.edu.ng](http://enterpriseschoolsportal.iaue.edu.ng) (Payment receipts will be verified).
3. Update your bio-data and other field with required information in the University portal.
4. Deadline for accepting your admission on JAMB CAPS and payment of acceptance fee for the candidates admitted on merit is on the **(Friday October 21st, 2024)**. **Implication: admission be reversed**

***for candidates that have not accepted their offer and paid acceptance fee before the aforementioned date.***

5. Proceed to your Faculty Conference Hall with the under-listed documents with effect from **Monday, 30th September, 2024** for verification and clearance.

<u>S/No.</u>	<u>Items</u>	<u>Remarks</u>
1.	Acceptance Form	From IAUE Portal
2.	Departmental Eligibility Form	From IAUE Portal
3.	University Provisional Admission Letter	From IAUE Portal
4.	Admission Status	From IAUE Portal
5.	Acceptance Fee, Faculty/Departmental/Campus Communication Dues Receipt	From IAUE Portal
6.	Original JAMB Result Slip	From JAMB Website
7.	Original JAMB Admission Letter	From JAMB Website
8.	Registration for Screening Payment receipt	From JAMB Website
9.	National Identification Number (NIN) Slip	-
10.	Letter of Attestation or Recommendation (Addressed to the Registrar)	-
11.	Age Declaration/Birth Certificate	-
12.	Local Government Identification Certificate	-
13.	Functional Email Address and Phone Number	-
14.	4 file Jacket (Student Files) obtainable at the University Bookshop	-
15.	4 passport Photographs	-
16.	O'Level Results (NECO,WASC)	-
17.	NCE, OND, NABTEB Results (for DIRECT ENTRY Candidates ONLY)	-
18.	Identify Card Clearance Form	From IAUE Portal
19.	Bio-Data Print	From IAUE Portal
20.	Clearance Fee Professional Development Services	
	a) Medical Examination	From IAUE Portal
	b) Chest X-Ray	From IAUE Portal
	c) Creativity	From IAUE Portal
	d) Anti-Cultism/Drugs Book	From IAUE Portal
	e) E-Learning	From IAUE Portal
	f) Students Exercise Book	From IAUE Portal
	g) IAUE CISCO Academy	From IAUE Portal
	h) SUG Constitution/Diary	From IAUE Portal
	i) Certificate Verification	From IAUE Portal
	j) Students' Smart ID Card	From IAUE Portal
	k) Students Hand-Book	From IAUE Portal
	l) ICT Levy (All Levels)	From IAUE Portal

m) CBT (All Levels)	From IAUE Portal
n) Entrepreneurship (All Levels)	From IAUE Portal
o) Students Union Level (All Levels)	From IAUE Portal
p) Biometrics Data Capturing (All Levels)	From IAUE Portal
q) T-Shirt	From IAUE Portal
r) Insurance (Keystone) (All Levels)	From IAUE Portal
s) Result Processing - Year 1	From IAUE Portal

## Summary

1. Candidates are required to pay all fees online and proceed to the Faculty Conference Hall for their physical and online clearance after obtaining all the documents required for clearance as stated on page 2 of this document.
2. Candidates are to do JAMB biometric verification and JAMB Admission Letter and Result Slip verification, stamping and signing at the ICT desk.
3. When a candidate has been cleared by the Admissions Unit, the portal will automatically generate a Clearance Approval Notice of the Admission Office for the candidate.
4. When a candidate has been cleared by the Faculty, the portal will also generate a Clearance Approval Notices for the candidate.
5. At completion of the clearance process, the candidate will be required to print all Clearance Approval Notices (Admission, and Faculty) and put the same in the candidate's file jacket before final submission to the Faculty Officer.
6. Obtain and Register your Glo Sim for Campus Communication Network (CCN) from the ICT/Glo Personnel at the Registration Point.
7. The candidate can now proceed online for payment of school fees.
8. This marks the end of registration for the 2024/2025 admitted candidates.

## Notes

1. Candidates who do not accept the offer for admission can visit their profiles on JAMB CAPS and reject admission.
2. Candidates of the Faculties of Vocational and Technical Education and Agriculture will do their clearance at the Rumuolumeni Campus at the Department of Home Economics, Tourism and Hospitality Building. Thereafter, they can proceed to the Ndele Campus for their academic activities.

***Above notice supersedes the earlier one.***

Congratulations and welcome to Ignatius Ajuru University of Education,  
Port Harcourt.

**(Signed)**  
**Dr. C. A. Ajie**  
**Acting Registrar**

*Copy to:*

*Acting Vice-Chancellor*  
*All Principal Officers*  
*Deans of Faculties*  
*Directors of Academic Units*  
*Heads of Departments*  
*SUG President*  
*All Faculty Officers*  
*All Notice Boards*  
*File*