



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

Office of the Registrar

TO: The University Community
& All Fresh Students

REF: IAUE/REG/152/VOL.II/251

DATE: 18th August 2026

**COMBINED CLEARANCE PROCEDURE AND REQUIREMENTS FOR
2026/2027 ADMISSION OF UNIVERSITY TERTIARY MATRICULATION
EXAMINATION (UTME) AND DIRECT-ENTRY CANDIDATES**

This is to inform all candidates admitted through UTME and Direct Entry for the 2026/2027 academic session that the clearance exercise will officially commence on Monday, 31st August 2026. All newly admitted candidates are required to adhere strictly to the established seamless clearance procedures through the automated clearance system. Candidates should report to their respective Faculty Conference Halls by 9:00 a.m. daily to begin clearance into their Departments and Faculties.

Please note that the clearance process will be decentralized and conducted in dual mode (online and physical) to ensure efficiency and accessibility.

Requirements and Procedure:

1. Login to JAMB CAPS:

Accept your admission offer and print both your JAMB admission letter and result slip in **colored print only**. Please note that the admission letter will be authenticated. Only candidates who present printed and verified copy of these documents will be updated on the National Matriculation List of JAMB.

2. Pay Acceptance Fee:

Pay the acceptance fee of **₦50,000.00** online using any of the following methods: Pay-Direct, MasterCard, or Verve. Log in to enterpriseschoolsportal.iaue.edu.ng to complete the payment. Payment receipts will be verified.

3. Update Bio-Data:

Update your bio-data and other required fields with accurate information on the University portal.

4. Observe Deadline:

The deadline for accepting your admission on JAMB CAPS and paying the acceptance fee for merit-listed candidates is **Monday, 7th September 2026**.

Implication: Any candidate who fails to accept their admission, pay the acceptance fee and complete the clearance process by this date will have their admission offer reversed.

5. Proceed to Faculty for Clearance:

Beginning **Monday, 31st August 2026**, report to your Faculty Conference Hall at **9:00 a.m. daily** with the required documents for verification and clearance. The required documents are as follows: (see item 1-19).

<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	NIMC Portal
10.	NIN Slip of Sponsors and Phone Number (Applicable to those between the age of 16-18)	
11.	Age Declaration/Birth Certificate	-
12.	Local Government Identification Certificate	-
13.	4 file Jacket (Student Files) obtainable at the University Bookshop	
14.	4 passport Photographs	
15.	O'Level Results (NECO,WASC)	-
16.	NCE, OND, NABTEB Results (for DIRECT ENTRY Candidates ONLY)	
17.	Identify Card Clearance Form	From IAUE Portal
18.	Bio-Data Print	From IAUE Portal
19.	Other Clearance Requirements	
	a) Clearance Fee	From IAUE Portal
	b) Unique Students Services (USS)	From IAUE Portal
	c) Original Certificate Verification	From IAUE Portal
	d) Medical Services	From IAUE Portal

Summary of Guideline:

1. **Complete Online Fee Payments:**
Candidates must complete all fee payments online before proceeding to the Faculty Conference Hall for clearance (both physical and online). Ensure that all required documents listed on page 2 of this document are obtained.
2. **Verify JAMB Documents:**
Admission Letters and Result Slips from the JAMB portal will be verified via QR code scan, then stamped and signed at the ICT desk.
3. **Admissions Unit Clearance:**
Once cleared by the Admissions Unit, the portal will automatically generate a **Clearance Approval Notice** from the Admission Office.
4. **Faculty Clearance:**
After clearance at the Faculty level, the portal will also generate a **Faculty Clearance Approval Notice** for the candidate.
5. **Final Submission:**
Candidates must print all Clearance Approval Notices (Admission and Faculty) and place them in their file jacket before submitting to the Faculty Officer.
6. **Campus Communication Network Registration:**
Candidates are required to obtain and register a Glo SIM card for the Campus Communication Network (CCN) through ICT/Glo personnel at the designated Registration Point.
7. **School Fees Payment:**
After clearance, candidates may proceed online to pay their school fees.
8. **Completion of Registration:**
These steps conclude the registration process for candidates admitted for the 2026/2027 academic session.

Important Notes

- Candidates who choose not to accept the admission offer may log into their JAMB CAPS profiles to formally decline the admission.
- Students admitted to the **Faculties of Vocational and Technical Education**, and **Faculty of Agriculture** must complete their clearance at the **Rumuolumeni Campus (Department of Home Economics, Tourism and Hospitality Building)**. Upon completion, they should proceed to the **Ndele Campus** to commence their academic programmes.

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

(Signed)
Dr. C. A. Ajie

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*