

UNIVERSITY OF LAGOS  
SCHOOL OF POSTGRADUATE STUDIES  
**SCREENING/VERIFICATION/REGISTRATION REQUIREMENTS  
FOR FRESH STUDENTS 2017/2018 SESSION**

1. Bio-data form 4 copies
2. Course form 4 copies
3. Admission letter 4 copies
4. Acceptance letter 4 copies
5. First degree certificate (Not statement of result) or Transcript (unsealed transcript is unacceptable) 4 copies
6. NYS discharge certificate or exemption certificate
7. Marriage certificate (married women)
8. Teller (online receipt)
9. Receipts for prospective

**Note:** please ensure that the document in nos 1-9 are arranged in the following format:

Set 1	Set 2	Set 3	Set 4
Bio-data form	Bio-data form	Bio-data form	Bio-data form
Course form	Course form	Course form	Course form
Admission letter	Admission letter	Admission letter	Admission letter
Acceptance letter	Acceptance letter	Acceptance letter	Acceptance letter
First degree certificate (not statement of result) or Transcript (unsealed transcript is unacceptable)	First degree certificate (not statement of result) or Transcript (unsealed transcript is unacceptable)	First degree certificate (not statement of result) or Transcript (unsealed transcript is unacceptable)	First degree certificate (not statement of result) or Transcript (unsealed transcript is unacceptable)
NYSC discharge certificate or exemption certificate	NYSC discharge certificate or exemption certificate	NYSC discharge certificate or exemption certificate	NYSC discharge certificate or exemption certificate
Marriage certificate (married women)	Marriage certificate (married women)	Marriage certificate (married women)	Marriage certificate (married women)
Tellers (online receipts)	Tellers (online receipts)	Tellers (online receipts)	Tellers (online receipts)
Receipt for prospective	Receipt for prospective	Receipt for prospective	Receipt for prospective

**NOTE:** All new students MUST provide their original credentials for sighting at the point of screening and all documents MUST be in coloured form. The school of Postgraduate is the final stage of the registration process. Payment of school fees should be done at the designated banks. In some exemptional cases, statement of result may be accepted.

**Venue:** The school of Postgraduate studies

**Time:** 9am-4pm daily (Monday – Friday)

**Commencement:** Monday 15th January, 2018

**Closure:** Friday 16th February, 2018