

REGISTRATION GUIDELINES FOR FRESH STUDENTS 2025/2025 SESSION

First Semester

1. Login to the FULafia student Portal: <https://my.fulafia.edu.ng/>
2. Login with the Applicant ID used during 2025/2026 POST-UTME Screening
3. Update your passport Photo if you haven't uploaded one
4. Click on “**ACTIONS**” Button to Accept your Admission
5. Click Accept Admission to pay Acceptance fee. This will take you to the payment gateway to make your payment
6. After successfully making your payment, click on “**ACTIONS**” button, select "Generate/Print invoice" Button to Download your Acceptance Fee receipt
7. Click on “**ACTIONS**” button again to download and print your FULafia admission letter.
8. After paying your acceptance fee, click on **PAY FEES** button to pay your school fees. Click on **Fees**, select **School Fee** then Select **2025/2026 session** and **First Semester**
9. Generate the invoice and click on **PAY NOW** to make your payment. This action will take you to the payment gateway to make your payment. Once payment is successful, login again to your portal to get your matric number, which will pop up on the screen. This matric number will now serve as your **username** on the portal
10. Proceed to pay your other charges such as faculty, departmental, GST, Accreditation Levy etc. which will appear on your **standalone** tab
11. Proceed to <https://studenthub.fulafia.edu.ng/signup> to enroll in the FULafia student hub.
12. After signing up to the student hub, proceed to pay all your association dues (e.g. Faculty, Departmental, Association dues, etc)
13. Proceed with your course registration on the my portal (<https://my.fulafia.edu.ng/>) by clicking on **Academics then Registration** and then on “Session” and “Semester” to register your First Semester Courses
14. Contact your Level Adviser for his/her approval of your course registration
15. Download and print the approved course registration
16. Visit the Student Affairs Division to obtain the **Code of Conduct form**

17. Visit the Academic Affairs Division to obtain **Student Information Form** and stamp/sign the **Code of Conduct Form**. Submit the endorsed First Semester Course Registration Form at your Department (All Students), Faculty (All Students) and College (Medical Students), and the Academic Affairs Division (All Students).

18. **Optional (For qualified students interested in the hostel allocation):** After doing your course registration, click on the accommodation tab and follow the onscreen instructions.

19. Generate your Medical Test receipt from the my portal (<https://my.fulafia.edu.ng/>) and proceed to the College of Health Sciences Laboratory for your medical test.

20. **Biometric capturing:** After successfully getting your matriculation number, proceed to the Directorate of ICT for biometric capture and collection of Tags and ID card holder

21. **Collection of Student's Identity Card:** Kindly upload a passport photograph if you have not do so. Then proceed to the Directorate of ICT for your student ID Card collection

Note:

- a. All payments must be initiated and paid on the portal.
- b. School fee payments and other charges are paid on a semester basis
- c. Failure to register at the stipulated time or adhere to the guidelines would attract a penalty of 10,000 NGN

For technical/administrative challenges, kindly send a mail to student.examsrecord@fulafia.edu.ng and acad@fulafia.edu.ng respectively , and expect a reply/resolution within 48hrs.