

REGISTRATION GUIDELINE FOR FRESH STUDENTS FOR 2025/2026 SESSION

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. To create your account, kindly enter your matric number (e.g. 2025/EV/CRS/0001) and your application ID (e.g. FULUG210006). After creating your account, login with your matric number as **username** and use your matric number as the default password
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. Wait for 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**. **Collection of this form shall begin in January, 2026**
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). **This is to commence in January, 2026**
18. **Optional (For qualified students interested in the hostel allocation):** After doing your course registration, click on the accommodation tab and follow the onscreen instruction. **The portal for Hostel application shall commence in January, 2026**
19. Generate your Medical Test receipt from the portal (<https://my.fulafia.edu.ng/>) and proceed to the College of Health Sciences Laboratory for your medical test. **This is to commence in January, 2026**
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. **This is to commence in January, 2026**
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. **This is to commence in January, 2026**
22. Enroll on the e-Learning platform by entering this link: <https://fulafia.online>

General Note:

- a. All students are not expected on campus till January 2026
- b. All payments must be initiated and paid on the portal.
- c. School fee payments and other charges are paid on a semester basis
- d. Failure to register at the stipulated time or adhere to the guidelines would attract a penalty of 10,000 NGN
- d. Kindly use the **SELF SERVICE** feature on your portal to verify any payment made on the portal

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