KINDLY FIND BELOW RESUMPTION REQUIREMENT FOR 2017/2018 ACADEMIC SESSION.

Kindly note the following schedule of activities for fresh postgraduate students:
i. Resumption: Sunday, September 10, 2017
ii. Course Registration/Orientation: September 11-15, 2017
iii. Commencement of Lectures: September 18, 2017
iv. Alpha Semester Examination: January 15-29, 2017

1. **No student will be allowed to register for this session without the full payment of fees. Any student who does not pay fee and register before closing date will not be regarded as a student.**
2. **All payments must be through the portal.**
3. **All Faculty and Staff on Postgraduate Programme must also ensure they register for this session.**

RESUMPTION REQUIREMENTS FOR NEW STUDENTS

Step 1: Ensure payment of fees

- **Postgraduate Fees can only be paid at the three banks listed below**
    i.   CMFB (Covenant University Microfinance Bank)
    ii.   ECOBANK
    iii.   FIRSTBANK

Payment of School Fees Procedure

* Go to pgportal.covenantuniversity.edu.ng

* Log in with your application number as username and password

* Click on "pay fees" to pay fees

* See bottom of page and "click here to proceed"

* Insert the amount

* Select School Fee in the drop down box

* Click to proceed

* Choose Mode of Payment

- CU PIN (Bank Payment): See list of banks to pay into. You will be given a unique CU-PIN for the value of the fee paid

- College Pay (WebPay): You can pay using your Nigerian debit card.

* If you chose CU PIN, insert receipt number as given from the bank and insert PIN

* If you chose WebPay, click to pay after confirmation of payment values

* Once transaction is confirmed successful, click on "Print Receipt"

Payment for Accomodation

* Click on "pay fees" to pay fees
* See bottom of page and "click here to proceed"
* Insert the amount for accommodation (N120,000)
* Select Accommodation in the drop down box
* Click to proceed
* Choose Mode of Payment
- CU PIN (Bank Payment): See list of banks to pay into. You will be given a unique CU-PIN for the value of the fee paid
- College Pay (WebPay): You can pay using your Nigerian debit card.
* If you chose CU PIN, insert receipt number as given from the bank and insert PIN
* If you chose WebPay, click to pay after confirmation of payment values
* Once transaction is confirmed successful, click on "Print Receipt"

Step 3: Print Resumption Clearance

Step 4: Proceed to the Office of Admissions Officer for your Registry Clearance

Step 5: Proceed to ICT Center with your stamped Resumption Clearance Form for your ID card

Step 6: Proceed to the Hall of Residence with a copy of your stamped Resumption Clearance Form (**This is only for students who have paid for accommodation**)

Step 8: Proceed to your Department for any other necessary actions

PROCEDURE FOR ONLINE COURSE REGISTRATION

- Go to pgportal.covenantuniversity.edu.ng
- Login with your application number as your username and password
- Click on course registration
- Scroll down to Step 4 which is your current level courses
- Select the courses and add
- Wait for approval from your pg coordinator and
- Finally print out your course registration form and submit at the department and School of Postgraduate Studies.