

LAGOS STATE UNIVERSITY EXTERNAL SYSTEM

2010/2011 ACADEMIC SESSION

PROCEDURE FOR ON-LINE REGISTRATION

1. FRESHERS

STEP ONE: Visit LASUES website: www.lasues.org to print your Notice of Admission containing personalized **BURSARY IDENTIFICATION NUMBER (BIN)**. The BIN is unique and permanent and should be quoted for each payment and for every transaction throughout your study. **PAYMENT(S) MADE WITHOUT DUELY ALLOCATED BIN CANNOT BE ACCOUNTED FOR.**

STEP TWO: Payments should be made at branches of the designated banks and into specific accounts indicated in the fee schedule displayed on the Campus-specific **fees detail for 2010/2011 session** on the website. After payment, the bank teller should be presented to the LASU Micro Finance Bank (LMFB) of the respective campuses for the issuance of receipt(s).

STEP THREE:

(a) Pay appropriate Sundry charges as contained in the 2010/2011 Campus-specific schedule of Sundry Payments at your Campus Accounts Department. Present receipt(s) from LMFB and obtain LASUES REGISTRATION CARD 1.

(b) Present receipt(s) from LMFB and the receipt from the Campus Accounts Department to the Bursary Department of your Campus and obtain a bursary clearance endorsed by the Bursary Finance Officer.

STEP FOUR: Present the endorsed bursary clearance and the LASUES Registration card 1 to the Registry Department of your Campus for the collection of the LASUES REGISTRATION CARD 2. Two cards (BOTH REGISTRATION CARDS 1 & 2) are required to achieve online course registration in each semester.

STEP FIVE: Visit LASUES website: www.lasues.org and commence on-line registration with the Online Registration Scratch card PIN 1 and 2.

STEP SIX: Start registration with bursary identification number (BIN). Upload a digital copy of passport photograph which will be used for all identification, fill all bio-data and academic record forms. Proceed to actual course registration with registry-issued and campus accounts-issued online registration cards PINs.

STEP SEVEN:

- (a) Print copies of all forms filled, including course registration form. Present the registration forms to your programme officer for vetting and signing.
- (b) Present forms to Bursary for financial clearance and endorsement.
- (c) Present registration forms to the Campus Registry for confirmation and endorsement.
- (d) Present forms to the AD'S office for final endorsement.
- (e) Submit the forms to the Campus Registry for filing.

PLEASE NOTE:

1. Acceptance of Offer of Admission and all necessary payments (Payment 1, Payment 2 and at least 1st installments of payment 3) must be made ***on or before 15th July 2011, to secure the offer.***
2. ***Each program has a limited quota, after which the admission offer lapses.***

2. RETURNING STUDENTS

STEP ONE: Pay your fees (payment 1 and at least the first installment of payment 2) using your **BIN** and the specified Bank Accounts in the 2010/2011 Fee Schedule.

STEP TWO: Present the Bank teller(s) to LMFB of your Campus for the issuance of receipt(s).

STEP THREE:

(a) Pay appropriate Sundry charges as contained in the 2010/2011 Campus-specific schedule of Sundry Payments at your Campus Accounts Department. Present receipt(s) from LMFB and obtain LASUES REGISTRATION CARD 1.

(b) Present receipt(s) from LMFB and the receipt from the Campus Accounts Department to the Bursary Department of your Campus and obtain a Bursary Clearance endorse by the Bursary Finance Officer.

STEP FOUR: Present the endorsed bursary clearance and the LASUES Registration card 1 to the Registry Department of your Campus for the collection of the LASUES REGISTRATION CARD 2. Two cards (BOTH REGISTRATION CARDS 1 & 2) are required to achieve online course registration in each semester.

STEP FIVE: Login with bursary number and respective password and commence actual course registration with the Online Registration Scratch card PIN 1 and 2.

STEP SIX:

- (a) Print copies of all forms filled, including course registration form. Present the registration forms to your programme officer for vetting and signing.
- (b) Present forms to Bursary for financial clearance and endorsement.
- (c) Present registration forms to the Campus Registry for confirmation and endorsement.
- (d) Present forms to the AD'S office for final endorsement.
- (e) Submit the forms to the Campus Registry for filing.

***The Lagos State University External System
(LASUES) welcomes you and wishes you a peaceful
and productive academic session.***

FOR ENQUIRIES/COMPLAINTS: info@lasues.org or

mailsfordirector@lasues.org

Website: www.lasues.org

LASUES MANAGEMENT