

JOINT ADMISSIONS AND MATRICULATION BOARD

National Headquarters Complex, Suleja Road, Bwari, P.M.B. 189, Garki, Abuja, Nigeria.

Tel: 08166335513, <http://www.jamb.gov.ng>

PROF. IS-HAQ O. OLOYEDE, CON, FNAL

Registrar



OFFICE OF THE REGISTRAR

No: 2023ff03

5th June, 2023

ADVISORY ON PROCEDURE FOR EMERGENCY TRANSFER OF RETURNEE NIGERIAN STUDENTS INTO NIGERIAN UNIVERSITY SYSTEM IN TIME OF CRISIS

Please find below the procedure for processing transfer of Returnee Nigerian Students into Nigerian University system in time of crisis:

1. A prospective student travelling abroad for undergraduate studies normally registers (document his/her travel) with the Federal Ministry of Education (FME) and obtains a Document ID. It is called "Notification to Study Abroad". In case of crises such registration becomes helpful.
2. Anyone who did not but has now become a returnee who is desirous of transfer into a Nigerian University must do a retroactive registration with the Federal Ministry of Education as follows:
 - Go to FME website - www.education.gov.ng
 - Go to attestation of academic documents or <http://.ess.education.gov.ng>
 - Tick the certificates you want to evaluate (Tick your highest qualification in Nigeria to enable you pick a date)
 - Pick a date
 - Make payment via remittal - RRR code
 - Print Appointment Slip
 - Go to FME Revenue Unit - 2nd floor
 - Go to 8th floor - Evaluation Accreditation Division with original copies of your credentials base on your Date of Appointment

Explanation on the Process of Documentation with Federal Ministry of Education (The purpose of the visit is to be registered)

On the Menu

Check the credibility of your credentials

Search_arrow_forward

Procedures for Evaluation & Accreditation

filter_1

Access Application

Sign up an account, complete email validation and proceed to login

filter_2
Get Started
Select Application type and provide required details.

filter_3
Make Payment
Select documents for authentication/evaluation, generate RRR Payment code and make payment of non-refundable fee

filter_4
Upload Documents
After payment upload related documents (1 original copy and 2 photocopies will be required on the appointment date)

filter_5
Schedule Appointment
Proceed to select available appointment date and time session.

filter_6
Proceed to Accreditation Venue
Go to venue with all credentials for verification

3. Returnee Student visits Returnee Application page on IBASS from JAMB website: www.jamb.gov.ng
4. In the IBASS page, the Returnee Student uploads the registration slip obtained from the FME and then completes the Returnee Transfer Personal data:
 - a. Name
 - b. NIN
 - c. Telephone Number
 - d. Active e-mail address
 - e. Current University
 - f. Country and City of Study
 - g. Programme
 - h. Year of Entry
 - i. Current Level of Study
5. Returnee Student selects intended University of Choice and Programme.
6. Returnee Student uploads scanned copy of the following documents:
 - a. Current University Admission letter;
 - b. Transcript/Student Semester Results;
 - c. Data page of International Passport; and
 - d. Sworn Affidavit (confirming the genuineness of information supplied and that insincere or false information shall lead to withdrawal from studies and/or of certificates (in the event of issuance). Prosecution may also follow.
7. Returnee Student clicks SUBMIT button, which now sends an email to intended University of Choice for Request for Application to Apply for Inter-University Transfer.

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PROF. IS-HAQ O. OLOYEDE, OFR, FNAL

Registrar



OFFICE OF THE REGISTRAR

No: 2019ff 024

27th November, 2019

ADVISORY ON PROCEDURE FOR APPLICATION FOR FOREIGN INTER-UNIVERSITY TRANSFER FOR STALITES (NOT FRESHERS)

Please find below the procedure for application for foreign inter-University transfer for Stalites:

1. The proposed institution sends a list of all candidates (not Freshers) for foreign Inter-University transfer to State JAMB Office with a letter of indemnity.
 2. The proposed institution directs each candidate to State JAMB Office to create his/her profile on efacility platform (Candidate not on the list earlier sent by the proposed institution would be rejected by the State JAMB Office and cannot process any application on the system).
 3. At State JAMB Office, the candidate fills the INTER-UNIVERSITY TRANSFER APPLICATION FORM FOR STALITES (NOT FRESHERS) FROM FOREIGN UNIVERSITIES online which would be available only at the State JAMB Office (Note that only the State JAMB Office that the institution is located can attend to the candidates).
 4. Each candidate is expected to print and submit the auto-generated Indemnity Form after completing the application to **his/her Current and Proposed Institutions** for the signature of the Heads of the Institutions to indemnify JAMB on the accuracy of the information provided by the candidate. **The form is to be endorsed first by the current institution.**
 5. The Proposed Institution sends the endorsed and indemnified form to the Coordinator of the State JAMB Office.
 6. The form is uploaded from the State JAMB Office to the Headquarters and made available to the efacility platform for processing.
1. If the application is approved, the candidate is notified through his/her email.
 2. The candidate can thereafter print his/her admission letter and access other services online from his/her profile.

Note: Each candidate is to pay for the services online (www.jamb.gov.ng) using ATM cards, Quick Teller or other e-payment channels available for any of the Board's services.

Fabian Okoro
Director, Information Technology Services
For: Registrar