

# JOINT ADMISSIONS AND MATRICULATION BOARD

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

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**PROF. IS-HAQ OLANREWaju OLOYEDE OFR, FNAL**

Registrar/Chief Executive



## OFFICE OF THE REGISTRAR

Dear Vice-Chancellor/Rector/Provost,

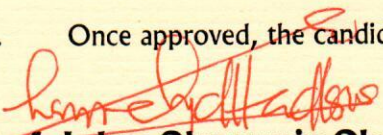
### **PROCEDURE FOR APPLICATION FOR LATE REGISTRATION (REGULARIZATION) AND OTHER E-SERVICES SUCH AS CORRECTION OF DATA**

Please find below the procedure for application for late registration (regularization) and other e-services such as correction of data.

1. Disturbed by the stress, risk and huge resources involved in the unnecessary travel to Bwari Headquarters of JAMB by the applicants and or their parents/institutions, the Board has perfected and commenced the online services for correction of data, regularisation of irregular admission, late registration, issuance of retroactive admission etc which hitherto were being done only in Bwari. The service charge remains unchanged except that it can now be done **ONLY** online. The services shall no longer be rendered except online. There is no need to travel to Bwari since it is now done **PROMPTLY** and **ONLINE**.
2. Each candidate is to pay for the services online using ATM card, Mobile App, Quick Teller or other e-payment channels available on the internet for any of the Board's services (**[www.jamb.org.ng](http://www.jamb.org.ng)**). Once payment is made, a transaction I.D. number will be issued to the candidate.
3. Each candidate is to complete his/her late application form or correction of data form online using the I.D. number issued after the e-payment has been made into TSA Account of JAMB.
4. An Indemnity Form ready to be printed online will be issued once the registration is completed and submitted online. JAMB and Heads of Tertiary Institutions have reached agreement on the transmission of specimen signature. **No breach is to be allowed.**
5. Each candidate is expected to print and submit the Indemnity Form to **his/her institution** for the signature of the Head of the Institution (or the Registrar in cases where such is so decided and the specimen signature also submitted directly to the Registrar of JAMB).
6. The duly signed Indemnity Form from the institution would be personally collected from the Head of institution (in some cases OR The Registrar) by the Coordinator of JAMB office in the State where the institution is domiciled.

**Note: On no account should the indemnity form be sent through a proxy/the applicant.**

7. JAMB State Coordinators have been advised on the transmission of indemnity form for JAMB Registrar's decision which will be communicated to the applicant and the Vice-Chancellor, Rector or Provost.
8. Once approved, the candidate accesses the services required online.

  
**Prof. Is-haq Olanrewaju Oloyede OFR FNAL**  
Registrar