

JOINT ADMISSIONS AND MATRICULATION BOARD

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Registrar/Chief Executive



OFFICE OF THE REGISTRAR

9th July, 2020

Dear, Vice Chancellors/Provosts/Rectors

GUIDELINES FOR THE 2020 ADMISSIONS EXERCISE

These are the guidelines for 2020 Admission Exercise, which are expected to guide all the participants in admission process. The guidelines explain the nitty-gritty of the processes of admission of candidates into the Nigerian Tertiary Institutions. All Heads of Institutions and Admission Officers are advised to carefully study and understand the content of the document with a view to implementing it fully for a seamless and transparent admission exercise. Your usual cooperation and understanding of the strategic importance of these guidelines are highly anticipated.

You will recall that the 2020 policy meeting on admission exercise to tertiary institutions in Nigeria was held on Tuesday 16th June, 2020 via virtual meeting under the chairmanship of Honorable Minister of Education Malam Adamu Adamu who was represented by the Honourable Minister of State for Education Chukwuemeka Nwajiuba. The Chairman, Senate Committee on Tertiary Education and TETFUND, Senator Ahmed Babba Kaita, Permanent Secretary, Federal Ministry of Education, Arc. Sunny Echono and Director-General, National Youth Service Corp, Brig. Gen. Shu'aibu Ibrahim also attended.

At the meeting were also the Chairman of the Governing Board of the Joint Admissions and Matriculation Board (JAMB), Dr. Emmanuel Ndukwe, Registrar of JAMB, Prof. Is-haq Olanrewaju Oloyede. Heads and Principal Officers of Tertiary Institutions in Nigeria with their schedule officers on admission attended the meeting virtually.

Also present were members of the Governing Board of Joint Admissions and Matriculation Board, Management staff of JAMB, top Media Executives, and members of the press.

At the meeting, the following decisions were taken to serve as policy guidelines for the 2020 Admission Exercise.

A. COMPLIANCE WITH DECISIONS OF 2020 POLICY MEETING

- i. The decisions as well as the policy directives as contained in the address of the Honourable Minister of Education at the Policy Meeting shall serve as the guidelines for the 2020 Admissions Exercise.
- ii. All Heads of Tertiary Institutions are to ensure total compliance with the guidelines.
- iii. Sanctions shall be applied to institutions that violate the decisions.

B. CESSATION OF ILLEGAL/IRREGULAR ADMISSIONS

- i. All applications for admissions to First Degree, National Diploma, National Innovation Diploma and the Nigeria Certificate in Education into Full Time, Distance Learning, Part Time, Outreach, Sandwich, etc. must be processed **ONLY** through the Joint Admissions and Matriculation Board (JAMB).
- ii. Institutions which are still involved in advertising or selling application forms for admissions into the programmes listed in 1.3 (i) above should stop henceforth. Institutions should advise candidates to apply to them through Joint Admissions and Matriculation Board (JAMB). Duplication of application forms is **NOT** allowed.
- iii. Joint Admissions and Matriculation Board (JAMB) and the three (3) Regulatory Agencies (National Universities Commission (NUC), National Board for Technical Education (NBTE) and National Commission for Colleges of Education (NCCE)) will ensure that all Tertiary Institutions comply with this policy directive.
- iv. The duration of all **Non-Full Time Studies** must be maintained as approved by the Regulatory Agencies. This is generally not less than one hundred and fifty percent (150%) of the equivalence of Full Time.

C. ADVERTORIALS

Institutions that desire to place advertisement can do so by advising candidates who applied for the current UTME to change to their institution as First (1st) Choice rather than requesting the candidates to purchase another application form or apply. This is to prevent the issue of double registration which is a violation of the JAMB mandate.

D. MODE OF 2020 ADMISSION

1. The Admission-Exercise for the 2020/2021 Academic Session would be conducted on Central Admission Processing System (CAPS). No Institution is allowed to publish, announce, exhibit or paste any name(s) of admitted candidate without prior approval of the name on CAPS. **INDEED, THE EXERCISE IS TO BE FULLY CONDUCTED ONLY ON CAPS.**

2. The principal participants are:

- The Registrar of the Joint Admissions and Matriculation Board (JAMB) as Chairman;
 - Heads of Tertiary Institutions;
 - Director of Admissions (JAMB)
 - Admission Officers of Tertiary Institutions;
 - JAMB Desk Officers; and
 - Candidates.
3. The 1st and 2nd Choices Admission-Exercise be conducted for all institutions from 21st August 2020 to a later date that would be determined by the Federal Ministry of Education and communicated to all the institutions. The uncertainties of the Covid-19 make it impossible to fix a terminal date.
4. Policy Guidelines for 2020 Admission-Exercise as approved by the Policy Meeting and the directives by the Honorable Minister of Education shall be formally communicated to the institutions on or before 15th July, 2020.

E. DOCUMENTS FOR THE 2020 ADMISSION-EXERCISE

The following documents would be used for the conduct of the 2020 Admissions Exercise:

- i. the 2020 UTME/DE results;
- ii. the JAMB's 2020 Admissions Quota as prescribed by the Regulatory Bodies (NUC/NBTE/NCCE);
- iii. the 2020 UTME Brochure as published and on IBASS;
- iv. the Guidelines on Admissions to Tertiary Institutions as prescribed by the institutions' Proprietors (Federal, State and Private); and
- v. Policy decisions on 2020 Admissions Exercise and the directives of the Honourable Minister of Education at the Policy Meeting.

F. UPGRADE TO DE FROM UTME

- i. A candidate who obtains A/L qualifications after the close of sale of application can seek upgrade from UTME to DE.
- ii. He/She logs into his/her profile, chooses **upgrade** and completes the process free of charge. The platform allows him/her to change programme or/and institution at no cost.
- iii. Once it is done, '**U**' is automatically added to his/her original registration number and his/her uploaded result is automatically made available to the institution through CAPS.
- iv. The Upgrade can be done before or after Post-UTME but the candidate must notify the institution in order to update their download list from CAPS (see attached Advisory on Upgrade from UTME Registration to Direct Entry).

G. PROCEDURE FOR THE ADMISSION-EXERCISE

1. Recommendations and Approval

Institutions are to recommend candidates for admission after having presented to the Board the following information through CAPS:

- i. the approved general quota for each institution and the distribution to the various programmes;
- ii. Minimum UTME score for each programme;
- iii. Minimum DE qualification grades for Direct Entry Candidates;
- iv. Components of Cut-off marks and the allotted score for each component;
- v. the cut-off date for the 1st and 2nd Choice admissions after which no result upload nor change of Institution as 1st Choice would be allowed;
- vi. supplementary admission can be allowed but fresh candidates cannot have right to being on merit list but through other criteria to fill existing vacancies; and
- vii. other admissions criteria (if any).

2. Step by Step in the Admission Process

For a candidate to be registered in an institution from 2020 Admissions Exercise, he or she must have:

- i. been recommended by the institution;
- ii. been approved and admitted by JAMB;
- iii. accepted the offer online on JAMB's website at no cost;
- iv. printed both Result Slip and Admission Letter directly from JAMB's website;
- v. presented the two (2) documents in (iv) above to the Institution; and
- vi. been screened and must have presented acceptable credentials including those in (iv) above.

3. Documentation

To register admitted candidates, institutions are to receive from each candidate and file the following:

- i. JAMB **original** Result Slip;
- ii. JAMB **original** online Admission Letter and
- iii. copies of candidates' credentials.

4. Verification

Each institution is to:

- i. verify the characteristics (giving by JAMB) e.g. registration number is to be water mark across each of the two documents;
- ii. download the mobile app (**JAMB QR SCANNER**) on your phone or similar devices and use it to verify security features on the documents such as Name, Registration Number, Institution/course. The **JAMB QR SCANNER APP** can be downloaded from either Goggle or Apple Store;
- iii. check the candidate's status on CAPS; and
- iv. at the point of registration, download list of candidates offered provisional admissions from CAPS. It will be indicated against each candidate, whether the Result Slip and Admission Letter have been printed or not (see attached CAPS User Guide).

5. Frequent Downloads and Portal-Closure

- i. Since candidates continue to change courses and institutions until the close of portal of the institution, it is mandatory for institutions to daily update their downloads to be current so as not to recommend a candidate that has changed to another institution or lose a new qualified candidate.
- ii. Each institution is to notify JAMB when it is closing its portal and will no longer accept new candidates, at least one week before the closure. However, candidates can still change from such institution.
- iii. CAPS is a quick and most reliable platform for all communications on the admission-exercise.

H. UTME/DE SCORE FOR THE 2020 ADMISSION-EXERCISE

1. Every institution is at liberty to determine the UTME score acceptable to it for admission. Similarly for DE, each institution will determine the number of point required by it for Direct Entry admission. Nevertheless, No institution can recommend or admit any candidate with less than 2 points for direct entry.
2. No institution will be allowed to recommend or admit any candidate whose UTME score is below the following threshold:

i. Degree	—	160
ii. ND	—	120
iii. NCE	—	100
iv. NID	—	100
3. Institutions cannot reduce their submitted minimum UTME score on the basis of National minimum score in (H2) above. Only institutions with minimum UTME score lower than the National minimum UTME score are obliged to upgrade to meet or surpass the National Minimum score.
4. In the same vein, no institution can graduate a candidate who has not been a full time student of that institution for at least 2 consecutive years.
5. Affiliated institutions are to adopt the same minimum UTME scores as the mother institutions
6. Admissions would be determined by the following criteria:
 - i. UTME score/DE Grades (within their respective threshold);
 - ii. Institutional Screening scores (if applicable);
 - iii. grading of Senior School Certificate (SSCE) Grades (if applicable);
 - iv. interview/practical scores (if applicable) and
 - v. the percentage (%) allotted to UTME score should range from 50% to 100%.
7. No candidate can be considered for admission if he/she does not meet the prescribed requirements by the institution provided such requirement has been approved and published by JAMB.

8. No institution can impose on a candidate a requirement that had not been previously published by JAMB.
9. Institutions are to adhere to institutional/programme standard and comply with entry requirement as documented in the Board's Brochure.

I. INSTITUTION SCREENING AND SCREENING FEES

- i. Any institution interested in conducting any form of screening could do so, but the gross charge for the screening should not exceed Two Thousand Naira (**₦2,000.00**) only.
- ii. It is not allowed for any institution to make candidates directly or indirectly incur further related expenses on screening exercise such as administrative and bank charges. JAMB will provide for free to all Institutions access to photo images and finger print data of candidates in order to curb the substitution of candidates who sat for the examinations.
- iii. NO INSTITUTION IS ALLOWED TO RECAPTURE OR DEMAND ANY PHOTOGRAPH OR BIOMETRIC DATA FROM ANY CANDIDATE, RATHER, THE PICTURE AND BIOMETRIC OF CANDIDATE SUPPLIED BY JAMB SHOULD BE USED FOR THE EXERCISE TO ELIMINATE IMPERSONATION AND SUBSTITUTION OF REAL CANDIDATE.
- iv. Every Institution is to exercise due diligence and ascertain the authenticity of candidates' credentials and certificates.

J. IMPLEMENTATION OF SCIENCE/ART RATIO

1. The Federal Government's guidelines on admission mandate institutions to adhere to the **60:40 (Science/Art ratio)** for conventional Universities/Colleges of Education, **80:20** for Specialized Universities and **70:30 (Technology/Non-Technology ratio)** for Polytechnics and Monotechnics. In addition, the guidelines on admissions should be as prescribed by the institutions' proprietors. For Federal Institutions, the allotment shall be Merit 45%, Catchment 35% and Educationally Less Developed State 20%.
2. Merit Quota for Federal and State Institutions:
 - a. Federal Institutions: Merit Quota is 45%.
 - b. For State Institutions, the Merit quota should be in two layers as follows:
 - i. National Merit Quota – for the first topmost 10% (indigenes and non-indigenes including foreigners); and
 - ii. Indigene Merit Quota – additional 35% allotted to indigenes of the State on merit basis after the first topmost 10% National Merit.
3. State and Private Tertiary Institutions should apply the criteria as approved by their proprietors.

K. REVIEW AND UPDATE OF 2021 UTME BROCHURE

- i. The review of Brochure is now automated and online through IBASS (Integrated Brochure and Syllabus System);
- ii. This can be accessed at *ibass.jamb.gov.ng*;
- iii. Each Institution is to use its secured access credentials to login in. It can be requested through the Institutions registered e-mail address on CAPS;
- iv. Each Institution views its present requirement and makes online request for amendment, deletion or addition on IBASS platform;
- v. All approved request will be communicated vide platform provided within the approved
- vi. guideline of the respective Regulatory Agencies; and
- vii. The request to be reflected in the 2021 brochure must be made on or before 15th October, 2020 (note that what is published by JAMB is based on IBASS as the legitimate and binding requirement).

L. END OF 2020 ADMISSION-EXERCISE

The deadline for the 2020 Admission-Exercise to all Institutions is to be determined by the Federal Ministry of Education and communicated to all institutions because of the uncertainties of Covid_19.

M. FORFEITURE OF CHOICED CANDIDATES AND ADMISSION TIMELINES

1. All institutions are to conduct their Admission-Exercise within the approved schedule for 1st and 2nd choices respectively.
2. At the expiration of the period, any institution that failed to have conducted its admission will no longer have the candidates on its platform in CAPS.

N. EXEMPTION OF CERTAIN CATEGORY OF CANDIDATES FROM SCREENING TEST

- i. Candidates who sit for the Unified Tertiary Matriculation Examination (UTME) in foreign countries, Correctional Centres, as well as Blind and Deaf Candidates are to be exempted from pre-admission institutions screening test. The list of the respective candidates in these categories would be made available to the various Tertiary Institutions for guidance and necessary action.
- ii. This should be treated by the institutions under affirmative and inclusive actions for the accommodation of the affected candidates. The Board and the Tertiary Institutions are to ensure that candidates from this category who meet minimum requirements are admitted and their progress monitored in the various institutions for the purpose of confirmation of the effectiveness of the policy.
- iii. The Joint Admissions and Matriculation Board has put in place a mechanism that would prevent any candidate from taking undue advantage of this exemption. For instance, only candidates who are either foreigners or Nigerians that have been

confirmed to be residents in foreign countries and are products of foreign school system can enjoy this privilege in the interest of internationalization of the Nation's Tertiary Institutions. A Nigerian with less than six (6) month-stay in a foreign country is disallowed from taking the UTME in any foreign country.

O. ADMISSIONS INTO PART TIME, SANDWICH AND DISTANCE LEARNING PROGRAMMES

- i. In order to address the issue of flexible period of application, the Joint Admissions and Matriculation Board shall ensure that the online application platform is made available throughout the year for the Non-Regular candidates.
- ii. Please note that this policy directive is without prejudice to the processing fees being charged by the Tertiary Institutions for the different Part-time programmes.
- iii. Candidates for Distance Learning, Part-time and other related modes of study will apply through JAMB before approaching their preferred institutions to process their admission with JAMB registration number.
- iv. All categories of candidates for admissions must be processed through CAPS. Distance learning, Part-time and Sandwich candidates need not sit for UTME but sitting for it **does not disqualify** them. These categories of candidates would pay to their preferred institution a processing fee that will be determined by the institutions.
- v. JAMB is to place advert to inform the public that all modes of admission must be through JAMB
- vi. The **Application Forms** completed at the Institutions should be changed to Part-time/Distance Learning **Processing Form** to avoid confusion. Academic sessions are from 1st August to 31st July, therefore the date of admissions determines the sessions in which a candidate is admitted.

P. NATIONAL MATRICULATION LIST

- i. The Board reactivated the National Matriculation List during the 2019 admissions exercise in order to improve on the quality and authenticity of the Tertiary Education data base of the Nation. Every institution is expected to comply accordingly.
- ii. The Joint Admissions and Matriculation Board (JAMB) and the Regulatory Agencies have resumed their joint monitoring exercise of Matriculation and Admissions. It is mandatory for institutions to keep proper valid register of all matriculated students in the institutions. Each candidate's file should contain all the documents listed under item 7.3 (i-iii) above.

- iii. All successful candidates whose admissions are processed appropriately through the Joint Admissions and Matriculation Board (JAMB) would be listed and the list made available publicly to all stakeholders.
- iv. Any candidate whose name is NOT on the National Matriculation List would be considered not to have been admitted.
- v. The Matriculation List should be separated i.e. Full-Time, Distance Learning, Part-Time, Sandwich or Supplementary (for previously matriculated students of the institutions) etc. It is therefore mandatory to keep proper and valid register and this must be the same with the National Matriculation Register with the Joint Admissions and Matriculation Board.

Q. INVITATION TO MATRICULATION CEREMONY

- i. The Joint Admissions and Matriculation Board (JAMB), National Universities Commission (NUC), National Board for Technical Education (NBTE) and National Commission for Colleges of Education (NCCE) must be informed and invited not later than two (2) weeks before matriculation ceremony. The letter should be accompanied with the soft copy of the matriculation list. Please note that late invitation to matriculation ceremony will no longer be entertained.
- ii. List of violators will henceforth be published

R. PROCESS OF DELETION AND NON ACCEPTANCE OF ADMISSIONS ON CAPS

The Board identified three (3) scenarios relating to deletion and non-acceptance of admission on CAPS and therefore prescribe the process as follows:

- i. Where a candidate is offered admission into a programme and he/she does not want to accept the programme/institution during the year's admission exercise, he/she does the following:
 - a. The candidate would only need to reject the offer of admission and the candidate would be available to the institution or any other institution in addition to the market place for reconsideration (recommendation) through CAPS. This is an established procedure.
 - b. The quota utilised for such candidates would also be released and made available to the institution automatically.
- ii. Where a candidate is offered admission and after acceptance, he/she or the institution is desirous of changing the programme offered and accepted while the year's admission is still in progress, the following is applicable:
 - a. The candidate will complete change of admission letter form online indicating the details of the new institution.

- b. Print the indemnity form and take it to the new institution for the Head of institution's approval.
- c. The Head of the institution **MUST** sign the form which would be transmitted to the Coordinator of the JAMB State Office for upload to the Registrar for approval. See attached format on e-facility for change of admission letter.
- d. Once the Registrar gives approval, the candidate's status is automatically updated and he/she would be informed through mail.
- e. Through synchronization, CAPS is notified.

iii. **Where a candidate is offered admission and he/she neither accepts nor rejects the offer and the institution is desirous of substituting the candidate, the following applies:**

- a. The institution would forward the list of the candidates to the Board through CAPS in the following format:

Registration No.	Name	Programme Offered	Date of Offer (i.e. date of approval by Desk Officer)	Reason (if any) for non-response	Remark (to include I want to replace, I want to ...e.t.c)
.....

- b. The list must be signed by the Head of the institution for Registrar's approval.
- c. Once approved by the Registrar, the candidates would be deleted automatically and the utilized quota is made available again to the institution.

In case a candidate does not accept or reject admission on CAPS before JAMB's closure of CAPS for the year, the candidate would not be regarded as admitted and would not be on matriculation list for the year. He is not expected to be registered by any institution without JAMB's admission letter which cannot be printed without acceptance of admission.

S. TRANSFERRED CANDIDATES

Candidates already admitted into an Institution (Foreign or Local) and desire to transfer to another Institution must:

- a. apply to the desired Institution
- b. if they meet the criteria and get approval, will fill the form on JAMB Portal (e- facility) and print it out
- c. this is endorsed by the receiving Institution
- d. resend back to the former Institution and
- e. forwarded to JAMB Office for processing

T. PROVISION OF CANDIDATES' DETAILS TO INSTITUTIONS/PUBLIC

The Board will not release or attach candidates' contacts through any medium to Institutions or the Public, this is to avoid its abuse and litigations.

U. REGISTRATION OF CANDIDATES IN GROUP

The candidates' details are personal to them, Institutions are advised to desist from seeking and retaining candidates' username and password. Also the candidates are advised not to surrender their personal details to strangers or close relatives who might use them to distort their records without their knowledge

V. ARCHIVING OF PAST ADMISSIONS RECORDS ON CAPS

All Institutions should keep records of admissions done yearly as record for each year's admission will be deleted from CAPS Platform at the end of the exercise. The Board has its archive of admission done and would make it available on request by any Institution.

W. EXEMPTION ADMISSION

Institutions **must** have done 90% of its admissions for the year before requesting a waiver for the use of the exemption mode.

X. FORWARDING OF PREVIOUS MINUTES

- i. The Board will forward to the Institutions the e-copy of minutes of the previous policy meeting not later than three days before the next meeting.
- ii. No admission should be carried out or announced/published through any other platform other than CAPS.
- iii. No admission should be communicated to any candidate through any means other than CAPS. Individual Institution's website/platform can publish admission already approved on CAPS. Similarly, No Candidate can be registered for any course other than the one he/she had been accepted for on CAPS.

Thank you.



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Registrar



ADVISORY ON UPGRADE FROM UTME REGISTRATION TO DIRECT ENTRY

1. Candidates who wrote the 2020 UTME but later obtained a higher qualification (A-levels or its equivalent) can apply to convert the UTME registration to Direct Entry.
2. The conversion from UTME to DE attracts no additional fee (it is free).
3. Such candidates who wish to convert their UTME to DE should login to their profile on the efacility and complete the form (Convert UTME to DE)
4. After successful completion and submission of the form, the candidate's UTME registration number has letter "U" appended to it (the registration number now becomes 11 digits). For instance, the UTME registration number **25513377AD** after converting to DE becomes **25513377ADU**.
5. The converted registration details will only be available on CAPS under Direct Entry.
6. The record of candidates who have converted from UTME to DE can only be accessed on CAPS with the eleven (11) digits registration number.