

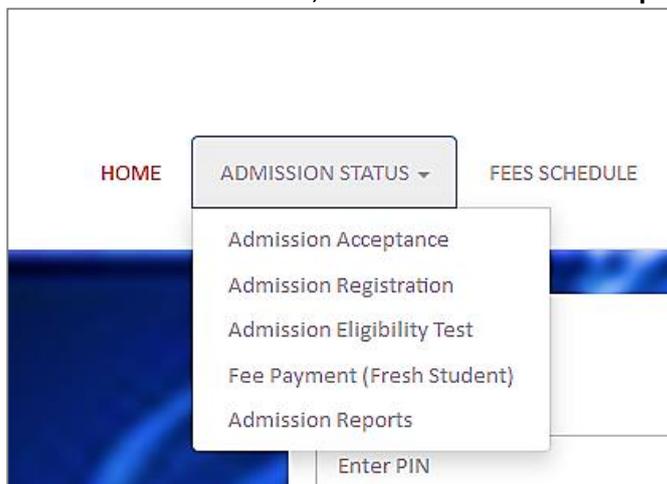
FRESH STUDENTS REGISTRATION PROCEDURE

Step 1: Admission Acceptance

1. Go to aris.uniport.edu.ng



2. Click **ADMISSION STATUS**, then click **Admission Acceptance**



3. Enter your Registration Number (JAMB Number/Application Number) and click **Search**



4. Fill in the following data: *Email, Phone*, then click **Accept** button.
5. Click **Continue with Payment** to generate your *RRR Code*. You can complete your payment online or print out the Payment Slip generated and pay at any of the approved Banks.

Step 2: Admission Registration

1. Go to aris.uniport.edu.ng
2. Click **ADMISSION STATUS**, then click **Admission Registration**
3. Enter your Registration Number (JAMB Number/Application Number) and click **Submit**
4. Fill in all the required data. After completing each section click its **Save** button.

Step 3: Admission Eligibility Test

1. Go to aris.uniport.edu.ng
2. Click **ADMISSION STATUS**, then click **Admission Eligibility Test**
3. Enter your Registration Number (JAMB Number/Application Number)
4. Enter the Password created in Step 2
5. Click **Search**. This will display the area where you will fill in your O-Level and JAMB details. JAMB details applicable to UTME Entry Mode.

Perform the relevant Eligibility Test

Entry Qualification

Update successful. Perform the relevant Eligibility Test

O-Level Eligibility Test

Select Subject

Select Grade

Select Subject

O-Level Subject successfully added

O-Level Subjects	Grade
CHEMISTRY	A2
ENGLISH LANGUAGE	C4
MATHEMATICS	A3
PHYSICS	C5

6. Select Entry Qualification and click the Save button of the section
7. Fill in your O-Level details by selecting the Subject and Grade earned, then click **Add**. If you wish to remove any of the added subjects, select the subject in the lower part of the particular section and click **Remove**. **NOTE:** You cannot perform this operation if you have not completed all the prior operations/requirements.
8. Fill in your JAMB details (if it is applicable to your Mode of Entry). The procedure is similar to O-Level. Ensure that the sum of scores you enter for each of your JAMB subjects totals to your JAMB score, else your Eligibility Test will fail.
9. After completing filling in the required data, click its **Eligibility Test Check** button. If your Eligibility Test was successful. You will get a message as shown below. At this point you can proceed to pay your school fees (See Step 4.); otherwise, you will get an Eligibility Test Failed message as well as a list of possible alternative degree course programs you can shop for.

Eligibility Test Passed. You can now proceed with hardcopies of your credentials for verification

Step 4: FEE PAYMENT

1. Go to aris.uniport.edu.ng
2. Click **ADMISSION STATUS**, then click **Fee Payment (Fresh Students)**



**University of
Port Harcourt**

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Fee Payment



Registration Number

Password

Payment Style

3. Enter your Registration Number (JAMB Number/Application Number)
4. Enter the Password created in Step 2.
5. Select the Payment Style you wish to pay with. Only the payment Style Applicable to your Degree Program and Study Year will be displayed. The different applicable Payment Styles for fresh students are:

Degree Program	Full-Payment	1 st Installment	2 nd Installment	3 rd Installment
Under-Graduate (FT)	Applicable	Not Applicable	Not Applicable	Not Applicable
Under-Graduate (PT)	Applicable	Applicable	Applicable	Applicable
PNCE	Applicable	Not Applicable	Not Applicable	Not Applicable
PHND	Applicable	Not Applicable	Not Applicable	Not Applicable

6. When you select an applicable Payment Style, the Fee Payment Style breakdown will be displayed just to alert you of the amounts for the different installments for the payment style. If you are comfortable with the payment style, then click **Generate** button to generate your payment based on the Payment Style you selected. For instance, if you selected 2-INSTALLMENT PAYMENT, you will have two payments generated for you (one will be the first installment and the other, second installment).
7. In Select Payment drop-down box, select the payment of interest and click **Continue with Payment** button to generate the RRR number for it. The RRR number will be generated and you can proceed to any of the accredited banks to make payment (or you can click on the online payment link on the Payment Receipt to connect you to Remitta platform where you can make the online payment)
8. After making your payment (either at the bank or via online payment platform), come back to the portal and log on to verify your payment, as well as print your University of Port Harcourt School Fee receipts.

Notes:

- The portal performs automatic payment verification periodically, which means that your payment may be verified automatically immediately the payment is successful.
- You can always reprint any of your previous payment receipts at any time.
- You cannot generate RRR number for payment when there are unpaid previous payments.
- You can only generate payment for the current academic session.
- Once you initiate payment based on a particular payment style, you will not be able to change to another payment style.

- Your payment history will be displayed at the bottom of the Payment window (similar to the one below)

Step 5: Admission Reports

In between the above steps, you may be required to print one or more of the following reports as part of the registration process. At such times, you can always print the report from here by following the steps below:

1. Go to aris.uniport.edu.ng
2. Click **ADMISSION STATUS**, then click **Admission Reports**
3. Enter your Registration Number (JAMB Number/Application Number)
4. Enter the Password created in Step 2
5. Click **Search**. This will display the area where you will find the links to the following reports:

Admission Reports

Registration Number	<input type="text" value="36210231JC"/>		
Password	<input type="password" value="....."/>		
<input type="button" value="Search"/>			
Registration No	<input type="text" value="36210231JC"/>	Admission Mode	<input type="text" value="JAMB"/>
Surname	<input type="text" value="SOLANKE"/>	Sex	<input type="text" value="MALE"/>
Other Names	<input type="text" value="CHUKWUDI MICHAEL"/>	Score	<input type="text" value="215"/>
Faculty	<input type="text" value="SCIENCE"/>	Degree Type	<input type="text" value="UNDER-GRADUATE"/>
Department	<input type="text" value="COMPUTER SCIENCE"/>	Program Type	<input type="text" value="FULL-TIME"/>
Degree Course	<input type="text" value="COMPUTER SCIENCE"/>	Admission Session	<input type="text" value="2006/2007"/>
Admission Status	<input type="text" value="ADMITTED"/>	Acceptance Status	<input type="text" value="ACCEPTED"/>

[Acceptance Form](#) | [Personal Admission Slip](#) | [Guarantors Form](#) | [Eligibility Form](#) | [Medical Report Form](#) | [Medical Examination Form](#) | [Letter of Invitation](#) | [Admission Clearance Form](#) | [Deferment Form](#) | [Matriculation Registration Form](#) | [Matriculation Oath](#) | [Biodata Form](#) | [Portal Login Info](#)

- Acceptance Form:** *To be printed and signed by candidate. Forms part of the credentials during verification.*
- Provisional Admission Slip:** *Provisional admissions slip stating the guidelines to complete admission registration.*
- Guarantor's Form:** *To be printed and signed by candidate. Forms part of the credentials during verification.*
- Eligibility Form:** *To be printed and signed by candidate. Forms part of the credentials during verification.*
- Medical Report Form:** *To be printed and taken to LULU BRIGGS Medical Centre. Forms part of the credentials during verification. Furthermore, candidates need to print this report after successful Eligibility Test and proceed to Medical Centre for examination test. Ensure that your Examination Date is stated in the report; otherwise contact the ICTC to assign a date to you. You can only visit the Medical Centre on the date assigned to you.*
- Medical Examination Form:** *To be printed and taken to LULU BRIGGS Medical Centre. Forms part of the credentials during verification. This is the second form for Medical Examination.*
- Letter of Invitation:**
- Admission Clearance Form:** *To be printed after Faculty Officer Verification. Forms part of the documents that you will submit to your Department for filling.*
- Deferment Form:** *Applicable to candidate's wishing to defer Admission.*
- Matriculation Registration Form:** *To be printed after Faculty Officer Verification. Forms part of the documents that you will submit to your Department for filling.*

- k) **Matriculation Oath Form:** *To be printed after Faculty Officer Verification. Forms part of the documents that you will submit to your Department for filling.*
- l) **Biodata Form:** *To be printed after Faculty Officer Verification. Forms part of the documents that you will submit to your Department for filling.*
- m) **Portal Login Info Form:** *To be printed after Faculty Officer Verification. This form provides the candidate his/her Portal Login information to enable the candidate login for Academic Course Registration.*