

PROCEDURE FOR ON-LINE REGISTRATION

STEP ONE: Each new student should visit LASUSPTS website: www.lasuspts.org and obtain individual BURSARY IDENTIFICATION NUMBER (BIN). The BIN is unique and permanent and should be quoted for each payment and for every transaction throughout the study. PAYMENT MADE WITHOUT DUELY ALLOCATED BIN CANNOT BE ACCOUNTED FOR.

STEP TWO: Payments should be made to branches of the designated banks and specific accounts indicated in the fee schedule displayed on the fees detail for 2008/2009 session of the website. After payment, the bank teller should be presented to the Bursary Unit of respective campuses for the issuance of receipts and online registration card.

STEP THREE: Each student should visit LASUSPTS website: www.lasuspts.org and commence on-line registration with the online registration card PIN.

Each new student should start registration with bursary number, upload a digital copy of passport photograph which will be used for all identification , fill all bio-data and academic record forms before proceeding to actual course registration with registry-issued online registration card PIN.

Each returning student should login with bursary number and respective password and do actual course registration with the registry-issued online registration card PIN.

STEP FOUR: Students should print copies of all forms filled including course registration form for vetting and signing by the Assistant Director, (Academics) of respective campuses and submit same to the registry office.

The School of Part Time Studies welcomes you and wishes you a peaceful and productive academic session.

FOR ENQUIRIES/COMPLAINTS: info@lasuspts.org or mailsfordirector@lasuspts.org or director@lasuspts.org or call: 01-8547019 Website: www.lasuspts.org

LASU SPTS MANAGEMENT