

# SIMPLE STEPS TO APPLYING



## CREATE ACCOUNT

1. Click on New Application.
2. Enter your name, and a valid phone number (ensure that it is your phone number for it will be used in subsequent communication with you).
3. You will be redirected to the login page.



## LOGIN

1. Login as **Existing Application**, by Using your phone number (The one you entered earlier) as your Username as well as password.
2. A successful login will take you to the welcome page.



## PAYMENT

Confirm your information on the page and proceed to select a payment method. After a successful payment, you would proceed to fill your application form. You are required to enter your personal information including your names and other relevant information. A valid phone number is required which is going to be the primary communication medium in regards to your application.



## CHOICE OF PROGRAMME

You are required to select the choice of your programme of study from the list of available programmes.



## EDUCATIONAL QUALIFICATIONS

- i) You are expected to enter not more than two sittings of O'level Examination results
- ii) You are expected to enter grade details of relevant O'level results (SSCE/WAEC/GCE/NECO/TCII etc). You are also required to specify the centre number and exam number of all the results you have entered.
- iv) You are also expected to inter the details of Institutions attended with Dates, Certificates awarded & Discipline and year of awarded.



## UPLOADING YOUR PASSPORT PHOTOGRAPH & DOCUMENTS

- i) You are required to upload your recent passport photograph that is very clear and with a plain background. The picture should be a JPEG format and not more than 50kb in size.
- ii) Upload your Certificates/Statement of Results and other Relevant documents specified in **Document Upload**. The document should be a JPEG or PDF format and not more than 200kb in size each.



## APPLICATION SUBMISSION

After filling all the necessary information, you should submit the application by clicking on the 'Submit application' button. Before final submission of the application, cross check to ensure all the information are correct. This is because after submitting the form you cannot have access to edit any of the information.

**NB:** *You always have access to Document upload even after submitting your form, you can upload your Referees form later.*



## PRINTING OF APPLICATION FORM, REFEREE FORM, & TRANSCRIPT REQUEST FORM

- i) After successful submission of the application, your application page is displayed. Click on Print Application to print Form to print it, Application ID will be generated.
- ii) Click on **ATBU Referee form** to print it and take it to your **2-3 referees** to fill it, scan the filled forms and upload it back to the portal.
- iii) Click on **ATBU Transcript form** to print it, take it to your former school and attached it to your application for transcript to be mailed to **The Secretary, School of Postgraduate Studies, ATBU, Bauchi.**



## APPLICATION STATUS

You will be contacted via SMS on your phone if you're admitted.