



REGISTRATION PROCEDURES FOR FRESH ULBS STUDENTS

2019/2020 ACADEMIC SESSION

1. Click on 'Portal' link on the menu and Click on 'Current Student'
2. Login with your **Application** No as Matric No and your Surname in lowercase as your password.
3. You will be required to change your password after login and
4. Update Biodata
5. Login to the student portal on ULBS and generate your payment advice. You are required to upload the following documents (if you have not):
 - Degree Certificate (OR send an transcript to the ULBS):
 - Evidence of change of name (marriage certificate/news paper advert)
 - NYSC certificate
 - Curriculum Vitae
6. Present yourself for the screening at the ULBS office as scheduled
7. Upon successful completion of screening Proceed to make payment online or take the payment advice to any commercial bank in Nigeria to make payment. Please note that Instalment payment is only available on request (Students are required to pay both Obligatory and Tuition Fees before they can Register Online After generate e-receipt on the portal.)
8. Complete your course registration form Online

9. Print two (2) copies each of Course Form, Acceptance Form, Biodata, Admission Letter, Payment Advice and Receipts
10. The Course Forms need to be signed by Student, Course coordinator and ULBS Admin Secretary. Submit the form at the ULBS office.

Students should channel their complaints and enquiries to ulbs@unilag.edu.ng

Thank you.

**For enquiries please contact:
The Administrative Secretary**

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