



BAYELSA MEDICAL UNIVERSITY

Imgbi Road, P.M.B. 178 Yenagoa, Bayelsa State, Nigeria.

ADMISSION UNIT

Dear Esteemed Candidate,

Subject: 2024/2025 Academic Session Clearance & Registration

This is to inform all prospective students who have completed their online screening that physical clearance and registration will commence on **Monday, 11th November 2024**, and conclude on **Friday, 22nd November 2024**. Clearance/registration will begin at **9:00 AM daily** at the **Rooftop Auditorium**.

CLEARANCE/REGISTRATION SCHEDULE FOR THE 2024/2025 ACADEMIC SESSION

Date	Day	Departments
Monday 11/11/24	Day 1	Human Physiology, Human Anatomy, Biochemistry
Tuesday 12/11/24	Day 2	Physics, Chemistry, Biology, Computer Science, Microbiology, Physics and Electronics, Statistics, Mathematics
Wednesday 13/11/24	Day 3	Healthcare Management and Hospital Administration, Health Information Management, Dental Technology
Thursday 14/11/24	Day 4	Radiography and Radiation Science
Friday 15/11/24	Day 5	Medicine and Surgery
Monday 18/11/24	Day 6	Nursing, Community Health, Public Health
Tuesday 19/11/24	Day 7	Physiotherapy, Nutrition and Dietetics, Medical Laboratory Science
Wednesday 20/11/24	Day 8	Optometry
Thursday 21/11/24	Day 9	Spillover
Friday 22/11/24	Day 10	Spillover

Please Note: Students are advised to adhere to their respective department's assigned dates. Non-compliance with the scheduled dates **will not be treated**, and such students will need to wait until Days 9 and 10 for clearance as **spillover** cases.

Requirements:

- **Twelve (12)** recent colored passport-size photographs, with your name and course of study clearly written on the reverse side.
- **Originals and four (4) photocopies** of the following documents:

STEP 1: Document Verification

1. BMU Online Screening Success Letter (Printed from your BMU Portal: <https://my.bmu.edu.ng/applicants/login>)
2. Payment Receipts for University Fees and Accommodation Fee (Accommodation is optional)
3. Original JAMB Admission Letter (Candidates yet to receive their JAMB admission letter should present their BMU Online Screening Success letter)
4. Statutory Declaration of Good Behavior Form (Printed from your BMU Portal: <https://my.bmu.edu.ng/applicants/login>)
5. 2024 JAMB UTME Result slip
6. B.Sc/HND/ND/NCE/A'Level Certificate (Direct Entry Candidates Only)
7. O'level Result (NECO, WAEC with unused scratch card for result verification)
8. Birth Certificates or Statutory Declaration of Age
9. Local Government Identification Letter or Certificate
10. Letter of Attestation from Parents/Guardians (Printed from your BMU Portal: <https://my.bmu.edu.ng/applicants/login>)

Note: Ensure that your O'level results are uploaded to your JAMB CAPS, and that the course on your screening letter matches the course on your JAMB CAPS before proceeding to the clearance center.

STEP 2: T-SOFT Clearance

(The following documents will be provided by T-SOFT):

1. BMU Admissions Letter
2. Acceptance Form
3. General Registration Form
4. Clearance Certificate

STEP 3: Faculty Clearance

- Upon successful clearance, candidates should proceed to their faculty for Course Enrollment and Departmental Registration.

STEP 4: Health Center Clearance

- Candidates must bring the following:
 - Chest X-ray film with report
 - Urinalysis, HB Genotype, blood group, and PCV results from a government-approved hospital or the Bayelsa Diagnostic Center, Yenagoa.

- Evidence of immunization against Tetanus, Pertussis, Diphtheria, Poliomyelitis, and Hepatitis B.
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Note: Registration will close on Friday, 29th November 2024. Late registration will be open from 2nd December to 20th December 2024, with a late fee of 10,000 Naira.

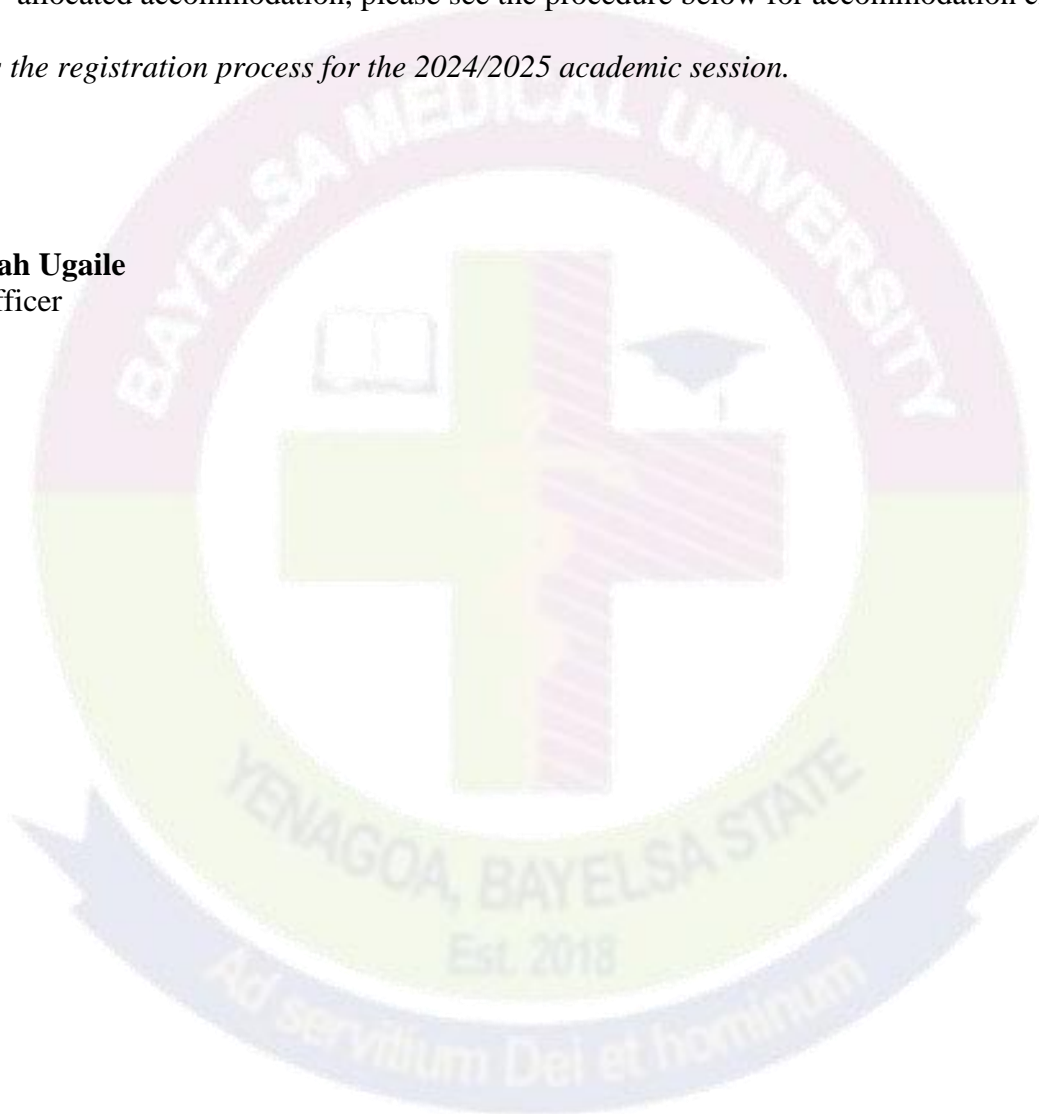
Student Accommodation Clearance

For candidates' allocated accommodation, please see the procedure below for accommodation clearance.

This concludes the registration process for the 2024/2025 academic session.



Ms. Luke Sarah Ugaile
Admissions Officer





MEMO

From: The Dean, Students' Affairs
To: To All Concerned Students
Ref. No: BMU/SA/AD/IM/03/
Date: Friday, November 7, 2024
Subject: **PROCEDURE FOR ADMISSION OF FRESH AND RETURNING STUDENTS INTO THE HALL OF RESIDENCE.**

With reference to the above subject matter, I am directed to inform all students who have either paid or have been cleared to pay for accommodation that the process for admittance into the hall of residence for the 2024/2025 session shall be centrally done by the relevant Departments. The resumption dates and processing venue is as follows:

- **Date:** 11/11/24 (Fresh Students) and 15/11/24 (Returning Students).
- **Venue:** Roof Top Auditorium
- **Time:** 9:00am Prompt

Consequently, all FRESH STUDENTS are advised to come with the under-listed documents arranged in the order below and also print out the Hostel Allocation Undertaking Form, Accommodation Clearance Form and the Counseling Registration Form from the University website and present same for signing at the Students' Affairs Unit or Desk. However, Returning Students who have been allocated accommodation are to print the Hostel Allocation as well as the Accommodation Clearance Forms only from the University website and follow the procedure accordingly.

1. JAMB Admission Letter (Candidates yet to receive their JAMB admission letter should present their BMU online screening form)
5. Senior School Certificate Examination (RESULT)
6. First School Leaving Certificate
7. Birth Certificate/Age Declaration
8. Local Government Identification Letter
9. Hostel Allocation Undertaking Form
11. Counselling Registration Form
12. Prescribed School Fees Payment Receipt
13. Accommodation Clearance Form

Please treat as very important.

A handwritten signature in black ink, appearing to read 'Solomon Oyeindiepreye'.

Mr. Solomon Oyeindiepreye [MCIPDM]
Deputy Registrar
Students' Affairs Officer
For: Dean, Students' Affairs

PROCEDURE FOR ADMISSION INTO THE HALLS OF RESIDENCE

FRESH STUDENTS

Fresh Students are advised to come with the under-listed documents arranged in the order below:

1. JAMB Admission Letter (Candidates yet to receive their JAMB admission letter should present their BMU online screening form)
3. Admission Acceptance Letter
4. Prescribed School Fees Payment Receipt
5. Senior School Certificate Examination (RESULT)
6. First School Leaving Certificate
7. Birth Certificate/Age Declaration
8. Local Government Identification Letter
9. Hostel Allocation Undertaking Form (if allocated hostel accommodation)
10. Counselling Registration Form
11. Accommodation Clearance Form (if allocated hostel accommodation)

RETURNING STUDENTS

Returning students who have been allocated accommodation are required to bring the following documents and present them to the Students' Affairs Unit (Desk 1):

1. **Hostel Allocation Undertaking Form** (downloadable from the University Portal)
2. **Accommodation Clearance Form** (downloadable from the University Portal)

Please Note: Students are advised to stick to their respective assigned Department dates as any non-compliance with the scheduled dates **SHALL NOT BE TREATED**. Such students shall be asked to wait till days 9 and 10 and their cases treated as **SPILL OVER**.

STEP 1: Student will proceed to the Students' Affairs Unit after printing out the under-listed forms from BMU website attaching proof of payment of tuition, accommodation (if allocated) and student Union Dues:

- a). Hostel Allocation Undertaking Form (if allocated accommodation)
- b). Counselling Registration Form
- c). Accommodation Clearance Form (if allocated accommodation)

STEP 2: Student will proceed to the Bursary Department to confirm, sign and stamp the Accommodation Clearance Form.

STEP 3: Students will proceed to the Students' Affairs Unit for signing of relevant forms (Hostel Allocation Undertaking Form, Accommodation Clearance Form and Counselling Registration Form). The original Counselling Registration Form shall be submitted to the Students' Affairs Unit.

STEP 4: Students are to proceed to the Hall of Residence for signing of the Hostel Allocation Undertaking Form, and the Accommodation Clearance Form by the Hall Warden. The original Hostel Allocation Undertaking Form, Accommodation Clearance Form is submitted to the Hall Warden, while a photocopy is submitted to the Students Affairs Officer.

STEP 5: The Hall Supervisors/Porters will then check-in students to their room/bed space allocated. Parents are not allowed in the hostel during clearance and check-in. However, for enquiries, parents are advised to contact the assigned University security guard on duty.

STEP 6: Students will proceed to the Porters for issuance of Room Key, Room Facility Checklist (RFC) which shall be signed by the first occupant of the room. However, the Hall Warden shall reserve the right to appoint the Head of the Room on behalf of the other residents.

Please Note: The most Senior Student is the automatic Head of the allocated Room and where there are two students at the same level, That is, where there are 300 level students sharing a room with either 200 or 100 level students as the case may be, the 300 level students shall be appointed Head of that room in question. However, where there are only a particular level students (100 Level) or only (200 Level) students in a room, the Hall Warden shall appoint the Head of the Room and her decision shall be final.

