

REQUIREMENTS FOR COLLECTION OF CERTIFICATES

S/NO.	REQUIREMENTS	SESSION OF GRADUATION							
		2011/2012 SESSION BACKWARDS		2012/2013 SESSION			2013/2014 SESSION		
		FIRST DEGREE (FULL-TIME AND PART- TIME/SANDWICH), CERTIFICATE, & DIPLOMA	HIGHER DEG	FIRST DEGREE		HIGHER DEGREE	FIRST DEGREE		HIGHER DEGREE
		FULL- TIME, ACIB/B.Sc POST-HND & SSLT	PART-TIME (CCE) / SANDWICH			FULL-TIME, ACIB/B.Sc, POST-HND, SSLT	PART-TIME (CCE) / SANDWICH		
4.	<p>ORIGINAL CERTIFICATE FEE RECEIPT Pay the sum of ₦5,500.00 (five thousand, five hundred naira) at the underlisted Bank and obtain receipt from the Treasury Office, Bursary Department, 2nd Floor, Senate Building, University Park. Name of Bank: First Bank of Nigeria PLC Account Name: Uniport Student Fees A/C 3 Account Number: 2019256382</p>	Applicable	Applicable	Not Applicable (see S/No.5)	Applicable	Applicable	Not Applicable (see S/No.5)	Applicable	Applicable
5.	<p>CONVOCATION PACK (STUDENT'S COPY OF TRANSCRIPT AND ORIGINAL CERTIFICATE) RECEIPT Pay the sum of ₦23,000.00 (Bank charges inclusive), at any Branch of the University approved Banks, except U & C Microfinance Bank. Thereafter, print receipt online and obtain Receipt from the Treasury Office, Bursary Department, 2nd Floor, Senate Building, University Park.</p>	Not Applicable	Not Applicable	Applicable	Not Applicable	Not Applicable	Applicable	Not Applicable	Not Applicable

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		FIRST DEGREE(FULL-TIME AND PART-TIME), CERTIFICATE,& DIPLOMA	HIGHER DEGREE	FIRST DEGREE		HIGHER DEGREE	FIRST DEGREE		HIGHER DEGREE
			FULL-TIME, ACIB/B.Sc, POST-HND & SSLT	PART-TIME (CCE) / SANDWICH		FULL-TIME, ACIB/B.Sc, POST-HND & SSLT	PART-TIME (CCE)		
6.	STUDENT I.D. CARD (OR AN AFFIDAVIT SWORN TO AT THE COURT, WITH A RECENT PASSPORT PHOTOGRAPH, IF I.D. CARD IS MISSING).	Applicable	Applicable	Applicable	Applicable	Applicable	Applicable	Applicable	Applicable
7.	PAYMENT FOR HIRE OF CONVOCATION GOWN First Degree, Certificate and Diploma = ₦3000.00 (Bank details and procedure are same as S/No 4 above) Higher Degree = ₦5000.00 (Payment is made at the U & C Microfinance Bank thereafter, obtain receipt from the College of Graduate Studies)	Applicable	Applicable	Applicable	Applicable	Applicable	Applicable (The Final Year Students in the 2013/2014 session who paid for this along with their Non-Statutory Charges are to present the Receipt in this regard).	Applicable	Applicable

Note: Certificates are not issued by proxy.

* Please this supersedes the schedule dated 22nd June, 2015

Signed:
Registrar
24th August, 2015