



PROCEDURE FOR APPLICATION 2017/2018 ACADEMIC SESSION

1. Go to <https://dspg.waeup.org>
2. Click on Application on the menu
3. Click on the Application Category: either hnd or nd
4. Click on Register for Application button at the top left of the page
5. Fill the displayed Form. **Note that** asterisk is a compulsory field. That you must have a valid email address then Click send login credentials to email address
6. Go to your email address, open the sent message. Copy the username and the password on the email
7. Go to the portal (dspg.waeup.org). At the top right click login
8. Paste the copied username and password to the respective field.
9. Click login. Your page will be displayed. Click edit application record button
10. Fill the form (Remember asterisk means compulsory). Under passport photo click select button, upload a passport photograph of maximum size 50kb with red background. Then tick the field "I confirm that the passport photograph uploaded on this form is a true photo of me". Then save. Your passport photograph will be uploaded if it's the right size.
11. If successful in uploading a picture, click on add online payment ticket. Then, click on College PAY and then submit. It will take you to Interswitch website
12. Select the type of card on ATM Card: Verve or Master Card for online payment. Enter the nineteen (19) digit number, the expiry date, and CW number at the back of the card and your four (04) digit secret pin, then click on pay. Then print your payment slip.
13. If unsuccessful payment click on Requery College PAY before going to back to item 10 above
14. Review your application data before final online submission. **Note that** submitted application cannot be edited again by the applicant.
15. For further enquiry or if any issue, send an inquiry request through the portal or call the following lines:

08034427509

08034429391

08056542297

Between 10am and 4.00pm daily Monday to Friday