



## **DELTA STATE POLYTECHNIC OGWASHI – UKU**

### **2020/2021 CLEARANCE PROCEEDURE FOR HND1 STUDENTS**

The following procedures are required for clearance into the institution for the 2020/2021 academic session when your name is published on the admission list.

1. Within two weeks of notice of admission, pay your acceptance fee.
2. Proceed with your acceptance fee receipt to the medical centre for payment for medical test.
3. Proceed to ICT to pay for your SSCE/ ND result verification and submit a photocopy of the results and receipt of payment with the desk officer in ICT.
4. Visit the school portal to upload the following original document to your personalised student data page
  - A) Birth certificate either from government hospital or National population commission or a declared age from the court.
  - B) Certificate of local government of origin.
  - C) SSCE or NECO or NABTEB result
  - D) Jamb result for ND admission. (candidates who did ND without JAMB must upload their ND admission letter instead)
  - E) ND result
  - F) IT letter of completion
  - G) Attestation letter from either your church, Imam or Legal practitioner
5. Proceed to Admission Office on your scheduled date for physical clearance and sighting of all original documents as in 4 above, inclusive of application print out, medical receipt, acceptance fee receipt and receipt for result verification.
6. Cleared students can proceed to pay their school fees and other statutory departmental dues online.
7. Proceed to Result Verification unit to obtain your verified result.
8. Visit the school bookshop to purchase five green files and make photocopy of all receipts, credentials and printouts into each of the file and label as follows
  - Admission
  - Exams and records ( attach 4 self addressed envelope with stamp affixed)
  - School (attach 1 self addressed envelope with stamp affixed)
  - Department
  - Student Affairs

**KINDLY NOTE THAT YOUR ADMISSION IS A PROVISIONAL ADMISSION. YOU ARE REQUIRED TO COMPLETE YOUR REGISTRATION PROCESS A WEEK BEFORE YOUR FIRST SEMESTER EXAMINATION OR YOU FORFEIT YOUR ADMISSION WITHOUT PREJUDICE.**