



LAGOS STATE UNIVERSITY EXTERNAL SYSTEM PROCEDURE FOR ON-LINE REGISTRATION

A. FRESHERS

STEP ONE: Visit LASUES website: www.lasues.org to print your Notice of Admission containing personalized **BURSARY IDENTIFICATION NUMBER (BIN)**. The BIN is unique and permanent and should be quoted for each payment and for every transaction throughout your study. **PAYMENT(S) MADE WITHOUT DUELY ALLOCATED BIN CANNOT BE ACCOUNTED FOR.**

STEP TWO: Payments should be made at branches of the designated banks and into specific accounts indicated in the fee schedule displayed on the Campus-specific **fees detail for 2009/2010 session** of the website. After payment, the bank teller should be presented to the LASU Micro Finance Bank (LMFB) of the respective campuses for the issuance of receipts.

STEP THREE:

- (a) Pay appropriate Sundry charges as contained in the 2009/2010 Campus-specific schedule of Sundry Payments at your Campus Accounts Department.
- (b) Present receipt from LASU MICROFINANCE BANK and the receipt from the Campus Accounts Department to the Bursary Department of your Campus and obtain a bursary clearance endorsed by the Bursary Finance Officer.

STEP FOUR: Present the endorsed bursary clearance to the Registry Department of your Campus for the collection of the Online Registration Scratch card.

STEP FIVE: Visit LASUES website: www.lasues.org and commence on-line registration with the Online Registration Scratch card.

STEP SIX: Start registration with bursary number. Upload a digital copy of passport photograph which will be used for all identification, fill all bio-data and academic record forms. Proceed to semester course registration with registry-issued online registration card.

STEP SEVEN:

- (a) Print copies of all forms filled, including course registration form. Present the registration forms to the Assistant Director, (Academics) for vetting and signing. Then submit the signed forms to the Registry office of the Campus.
- (b) Present forms to Bursary for financial clearance and endorsements
- (c) Present forms to programme officers of your program for clearance and endorsements.
- (d) Present forms to the Campus Registry for confirmation and endorsement.
- (e) Present forms to the AD'S office for final endorsement.
- (f) Submit forms to the Campus Registry for filing.

PLEASE NOTE:

- (a) Acceptance Offer of Admission and all necessary payments (Acceptance, Payment 1, Payments 2 a & b and at least 1st installment of payment 3) must be made ***before or by Friday 30th April 2010, to secure the offer.***
- (b) ***Each program has a limited quota, after which the admission offer lapses.***

B. RETURNING STUDENTS

STEP ONE: Pay your fees (payment 1 and at least the first instalment of payment 2) using your **BIN** and the specific bank account in the 2009/2010 Fee Schedule.

STEP TWO: Present the Bank teller to LASU MICROFINANCE BANK of your Campus for the issuance of receipts.

STEP THREE:

- (a) Pay appropriate sundry charges as contained in the 2009/2010 Campus –specific schedule of sundry payment at your Campus Accounts Department.
- (b) Present receipt from LASU MICROFINANCE BANK and the receipt from the Campus Accounts Department to the Bursary Department of your Campus and obtain a Bursary Clearance endorsed by the Bursary Finance Officer.

STEP FOUR: Present the endorsed Bursary Clearance to the Registry Department of your Campus for the collection of the online registration scratch cards.

STEP FIVE: Login with the bursary number and password and commence semester course registration with the registry-issued online registration card.

STEP SIX:

- (a) Print copies of all forms filled, including course registration form. Present the forms to the Assistant Director, (Academics) for vetting and signing. Then submit the signed forms to the Registry office of the Campus.

- (b) Present forms to Bursary for financial clearance and endorsements
- © Present forms to programme officers of your program for clearance and endorsements.
- (d) Present a registration form to the Campus Registry for confirmation and endorsement.
- (e) Present forms to the AD'S office for final endorsement.
- (f) Submit the form to the Campus Registry for filing.

***The Lagos State University External System (LASUES)
welcomes you and wishes you a peaceful and productive
academic session.***

**FOR ENQUIRIES/COMPLAINTS: info@lasues.org or
mailsfordirector@lasues.org or director@lasues.org or call: 01-
8547019 Website: www.lasues.org**

LASUES MANAGEMENT