Basic Information and General Requirement

1. All interested candidates are expected to have a personal e-mail address which must not be shared with others for the purpose of this application. (If you wish to get an e-mail account free, please visit any of these sites: www.yahoo.com, www.hotmail.com, www.live.com, www.rocketmail.com, www.ymail.com, www.gmail.com or any other site that provides e-mail services.)

2. The Postgraduate School, UI requires all applicants to have one telephone line to which text messages (SMS) could be sent.

3. All applicants are expected to be able to browse and check their e-mails from time to time.

4. Carefully read the prospectus to verify that the programme you are seeking admission into, is available and you have the basic qualifications required for admission into the programme

5. If you have questions about qualifications and programmes, Please call the information Officer on 09090561432, 09086464623 mail:il:informationofficer@pgschool.ui.edu.ng

6. If you have found a programme that you wish to apply for and you have the required basic qualifications, please click the 'New Application Process' button

7. Having satisfied step 1, each applicant would be requested to supply Names, Country of Origin, e-mail Address, phone number, country code and country of residence . A mail containing an application number and a password would be sent to the supplied e-mail address and the applicant would be requested to retrieve and supply these to confirm the e-mail Address. (It is very important that each applicant supplies a valid and accessible e-mail address)

8. Each applicant will then be required to select the programme he/she intends to apply for. An Invoice will be generated which you will pay at any branch of the banks listed on the invoice or pay online via the payment portal. (Foreigners would be expected to pay into the international account of the PG School specified on the invoice or use international cards). Please note that if you are

applying for the degree of Master or PGD, you would be required to take an English Proficiency test.

9. Following payment the applicant can commence the application procedure. Please note that you would be asked to upload scanned copies of your credentials. The credentials would include
    (a) NYSC certificate or Call Up letter [if you are currently on the service] (if you are a Nigerian)
    (b) Marriage Certificate (if you are female and married)
    (c) Degree/ Diploma Certificate(s) (e.g. First Degree, Masters, HND, (Please note that if your certificate is not yet ready, you could select to supply an attestation letter in the meantime)
    (d) O/A Level results - WAEC/GCE/NECO or certificates acceptable to the University of Ibadan
    (e) Any professional certificate that you may possess
    (f) Any other relevant documents to support your Application
10. To facilitate the process you are advised to prepare the scanned copies of these documents as well as your passport photograph (600 pixel in length and 480 pixel in breath) . The minimum size for a page is 6KB while the maximum size is 200KB. Only JPG, JPEG and PNG formats are accepted
11. Applicants will be required to supply the names and e-mail addresses of 3 individuals who would serve as your referees, All 3(Three) MUST be your former teacher/lecturer upon submission of form online, referees would be contacted via e-mail and directed to our e-referee portal to supply the needed information
12. After completion of all data entry, applicant will be required to review all information .All information may be corrected except the E-mail address and Country of Origin . Complaints are lodge directly with the Information Officer of the PG school
13. Are you satisfied with the review? click the submit form.
14. Print a copy of the Transcript Label to be sent along with your transcript request to your previous School. The Transcript Label must accompany to each transcript back to UI (UI graduates need not submit Transcript).

15. Application forms are submitted online. Do not submit printed copies at PGSCHOOL until you are granted admission and invited for clearance.
16. Applicant shall receive e-mail from the PG School on their application status. Applicants are advised to regularly log-on to the PG School Application portal to check on their application status.