



UNIVERSITY OF BENIN,
BENIN CITY

2017/2018 CLEARANCE EXERCISE FOR JUPEB CANDIDATES

1. The Candidates admitted into University of Benin JUPEB Foundation Programme for the 2017/2018 academic session are required to login at <https://www.uniben.edu>, Select the Menu Option **Student Portal**; Select the WAEUP Portal and login with the username and password used for application and Screening Result Checking.
2. Click on "Download Application Slip".
Print out; take note of your Student ID. and Password. You will henceforth, use your ID and Password for subsequent login. Login and print your provisional admission letter.
3. Optional: You can change your password by clicking "change password" button and you can also change your email and phone number by using "Edit" button.
4. ONLY CANDIDATES WITH THE RIGHT PASSPORT SIZE (1- inch X 1-inch) WITH RED BACKGROUND PHOTOGRAPH USED FOR THE SCREENING AND ALREADY EMBEDDED IN THEIR DOCUMENTS AND WITH REQUISITE RESULTS TO CLEAR SHOULD PROCEED WITH THE CLEARANCE PROCESS AS OUTLINED BELOW
5. Pay the Non refundable JUPEB ACCEPTANCE FEE of ₦50,000.
On the Menu, click on "My data". select "Payment" option then click on "Add online payment ticket" button. Use the link **Pay With Remita** and follow the relevant instructions to pay using your ATM Card. Your record will be activated to enable you fill out the clearance form upon successful payment,
6. Click on "My Data" on the menu and select "Clearance data" option. to open your Clearance / Eligibility form.
7. Fill the Clearance/Eligibility Form appropriately. Scan and upload the following documents:
 - a. "O" level Certificates and Statements of „O" level results from the schools
 - b. Birth Certificate or Declaration of Age
 - c. Acceptance Letter
 - d. Guarantor"s Letter
 - e. Affidavit of Good Conduct.
 - f. Affidavit of Non Membership of Secret Cults.
 - g. UNIBEN offer of Provisional Admission slips

(Please note that affidavits sworn in any Court of Law in Nigeria are acceptable)

8. At the bottom of the Clearance/Eligibility Form, click on the "Save" button to return later and complete the form OR click on "Save and request clearance" button to finally submit your Clearance/Eligibility.

9. Make relevant copies as requested by your officers. Come to the physical clearance Venue - Basement/Student Centre UNIBEN between 9am-4pm daily - with the following items
File jacket containing the following:
 - i. Birth Certificate or Age declaration.
 - ii. WEAC or NECO result printouts and respective scratch cards.
 - iii. Letter of Admission.
 - iv. 2 passport photographs with red background.
 - v. Printout of JUPEB Acceptance fee payment.
10. Upon successful physical clearance, You can then proceed to pay your School Fee/Charges.
Please note that you are not allowed into the lecture halls and to proceed with any other activity without evidence of payment of fees
11. On the Menu, click on "My data". select "Payment" option then click on "Add online payment ticket" button
Select from the Payment Category, "School Fee" and click on "Create Ticket" button and then click the link under Payment ID
12. Click on the "College Pay" button to view payment details and click the "Submit" button to proceed with the payment through the payment gateway.
13. Select your ATM Card type and supply the card details (card number, expiration date, 4 digit PIN etc.) as required.
14. Then click on "PAY" button.