



NATIONAL OPEN UNIVERSITY OF NIGERIA

PLOT 91 CADASTRAL ZONE, NNAMDI AZIKIWE EXPRESSWAY, JABI, ABUJA

(OFFICE OF THE REGISTRAR)

GUIDELINES ON JAMB REGULARIZATION REGISTRATION FOR NATIONAL OPEN UNIVERSITY OF NIGERIAN STUDENTS

This guideline is specifically for students who were admitted from the year 2017 to 2023, i.e your matriculation number starts with NOU17..., NOU18... to NOU23...

To get your Joint Admissions and Matriculation Board (JAMB) number and admission letter, you have to carry out registration through JAMB e-registration app following the steps outlined below:

Step 1 JAMB Profile Code:

- Using your NIN number from NIMC, a candidate sends SMS of his/her NIN through a phone number to 55019 Or 66019 to generate JAMB profile code.

Step 2: Create JAMB Profile

- Visit the nearest JAMB Office or Accredited CBT Centre (See attached)
- Candidates are advised to first check their names submitted by NOUN to JAMB using their NOUN matriculation number (e.g NOUN17xxxx) through "Other Registration" menu on the e-registration app. (check candidate from NOUN list)
- After confirming that your name is among the list, then, a candidate proceeds with his/her email and profile code to create an account on the JAMB e-registration app. Provide relevant details to complete your JAMB profile.

Step 3: Confirmation of your NOUN Details on JAMB Portal

- After confirmation that your studentship details are uploaded on the JAMB portal, such candidate can now proceed for payment of CBT Centre service Charge ONLY (N700).
- **Note:** If your detail is not found, kindly contact NOUN through academicoffice@noun.edu.ng

Step 4: Start Registration:

While at the nearest JAMB office or Accredited CBT Centre, please ensure you follow through the underlisted process by focusing on the dual screen in front of you:

- Choose "NOUN" under "Other Registrations."
- Input the relevant subjects from your O' Level result(s) and enter the required credits (This should not be more than two (2) sittings)
- Select National Open University of Nigeria (NOUN) as your First Choice for the NOUN Institution and specify your course of study.
- Undergo biometric capture, including all fingers and a life facial capture.
- In addition, upload a scanned copy of your O' Level result(s), not exceeding two (2) sittings.

- Submit your application and print out the NOUN Registration Slip.
- **Note:** 2017 candidates upwards do not need the indemnity form as the admission is done strictly on JAMB CAPS. For students admitted prior to 2017, they are to fill the indemnity form and submit at the Academic Registry Office, NOUN Headquarters, Jabi-Abuja along with your NOUN admission letter, NOUN application form and O'level result(s).

Step 5: Check Admission Status and Print Admission Letter:

- Log into your JAMB profile and click, "Check Admission Status"
- Select your Admission Year: e.g: 2017 Unified Tertiary Matriculation Examination (UTME)
- Enter your JAMB Registration Number, e.g, 20173140*789YBB
- Click on access to CAPS for 2017 upward while Check Admission Status"

Step 6: Accept Admission:

- After checking your admission status, click on "Access My CAPS"
- Select "NOUN" Admissions
- Click on "Accept Admission"

Step 7: Print Admission Letter:

- After accepting your admission, return to the JAMB Portal
- Select your admission year: e.g 2017 Unified Tertiary Matriculation Examination (UTME)
- On the side menu, click, "Print Admission Letter"
- For the question, "Have you checked your Admission Status?", click, "Yes"
- Proceed to make payment of one thousand naira only (₦1000) through Xpress Payments for printing of Admission Letter. Enter your ATM Card details to complete the payment
- Select your admission year: e.g.: 2017 Unified Tertiary Matriculation Examination (UTME)
- Click on "Print Admission Letter to download your admission letter"
- Enter your JAMB Registration Number, e.g, 20173140*789YBB
- Having completed all the steps above, JAMB will verify your admission and you can be issued your JAMB regularization number

Signed
Registrar