

UNIVERSITY OF NIGERIA, NSUKKA
OFFICE OF THE REGISTRAR
**GUIDELINES FOR THE CONSIDERATION OF APPLICATION FOR INTER-
UNIVERSITY TRANSFER**

1. An application for admission by transfer shall be addressed to the Chairman, Senate Entrance Board and submitted to the Admissions Office for presentation to Senate Entrance Board for consideration.
2. Transfer students shall possess the minimum University of Nigeria and Departmental entry requirement prior to entry into university from where they are seeking transfer.
3. Transfer students shall make a minimum cumulative grade point average of 3.00 on a 5.00 point scale to qualify for consideration and should not have spent more than two (2) academic sessions in his or her former university.
4. The number of students offered admission by transfer shall not exceed 4% of the departmental admission quota in any one year.
5. Application should be accompanied by student's transcript. Entrance Board member(s) would be sent to the university from where transfer is being sought for verification of the transcript.
6. At any stage irregularity is discovered in the papers presented by the student(s), such student(s) shall be withdrawn from the university.
7. Disciplinary action shall be taken against any officer of the university found colluding with or circumventing the process of the transfer.
8. A transfer student is required to possess a JAMB score which is not less than the minimum score of UNN students admitted into his department in his admission year.
9. He must transfer into the same course as he studied in his university.
10. Transfer student must not be admitted beyond second (2nd) year for all programmes in the university.
11. A transfer student must be a current student of the university from which he seeks transfer.
12. All application for Inter – University Transfer for the 2015/2016 academic session should be received on or before November 30, 2015.
13. All recommendations for admission by transfer from Faculty shall be submitted to the Admission Office for collation and presentation to Senate Entrance Board for consideration.

APPLICATION PROCEDURE

1. Visit the University of Nigeria website (www.unn.edu.ng) or portal (unnportal.edu.ng), log in your Telephone Number to generate and download a unique **Payment Invoice** for Application Processing Fee. Take the invoice to any branch of UBA, Zennith Bank, First Bank, Access Bank and Fidelity Bank or any other bank on the e-tranzact platform to pay ₦70,000.00 processing fee. Ensure that the Invoice Number is keyed in appropriately at the bank and obtain a Confirmation Slip containing a Confirmation Number and your Invoice Number.
2. Visit the University of Nigeria website or portal (www.unn.edu.ng or unnportal.edu.ng) again and login your Telephone number, the Confirmation and Invoice numbers, and then complete the Inter-University Transfer Form online.
3. Candidates should note that any form which is not completed on-line will not be processed.

A.I. Okonta, FCAI, FIIA
Registrar

UNIVERSITY OF NIGERIA, NSUKKA
OFFICE OF THE REGISTRAR
[ADMISSIONS]

APPLICATION FOR INTER UNIVERSITY TRANSFER ADMISSION

FOR OFFICE USE ONLY Form Number _____ Confirmation No. _____ Invoice No. _____ Bank _____ Bank Branch _____ Date Paid _____	Application Fee _____ Result of _____ Application Successful <input type="checkbox"/> Unsuccessful <input type="checkbox"/> Processed by (Admissions Official) _____ Name _____ Signature _____ Date _____
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1. CANDIDATE'S NAME IS FULL
2. CANDIDATE'S CURRENT UNIVERSITY DETAILS

PRESENT UNIVERSITY

PRESENT COURSE OF STUDY

FACULTY

DEPARTMENT

3. PROPOSED COURSE OF STUDY

FACULTY:

DEPARTMENT:

PROGRAMME:

4. SEX
6. AGE NEXT BIRTHDAY
8. STATE OF ORIGIN
10. ADDRESS FOR CORRESPONDENCE

5. DATE OF BIRTH
7. NATIONALITY
9. LOCAL GOVERNMENT AREA

- 11.

	INSTITUTION	DURATION		CERTIFICATE OBTAINED	GRADE FOR CLASS OF PASS
		FROM	TO		

12. QUALIFYING EXAMINATIONS PRIOR TO ADMISSION TO YOUR PRESENT UNIVERSITY

(a) SITTING 1			(b) SITTING 2	
EXAM TYPE (Waec, Neco, etc)			EXAM TYPE (Waec, Neco, etc)	
EXAM YEAR (May/Jun, Nov/Dec)			EXAM YEAR (May/Jun, Nov/Dec)	
EXAM CENTRE			EXAM CENTRE	
EXAM NUMBER			EXAM NUMBER	
S/N	SUBJECT	GRADE	S/N	SUBJECT
Exam Overall Result			Exam Overall Result	

(c) HIGER SCHOOL CERTIFICATE			(d) GCE ADVANCED LEVEL	
EXAM DATE			EXAM DATE	
EXAM CENTRE			EXAM CENTRE	
EXAM NUMBER			EXAM NUMBER	
S/N	SUBJECT	GRADE	S/N	SUBJECT
Exam Overall Result			Exam Overall Result	

(e) OTHER CERTIFICATES AND DIPLOMAS						
S/N	Name of Institution	Place and Country	Registration No.	From	To	Qualification Obtained Degrees, Diplomas, Certificates (State Class of Degree)

13. **HAVE YOU EVER APPLIED FOR ADMISSION TO THIS UNIVERSITY:** _____
WHEN? _____
WERE YOU OFFERED ADMISSION? _____
IF YES, STATE COURSE OF STUDY _____

14. **DO YOU HOLD A SCHOLARSHIP?**
IF SO, STATE AWARDED BODY AND NATURE OF SCHOLARSHIP

IF NOT, HOW DO YOU INTEND TO PAY YOUR UNIVERSITY FEES?

15. **DOCUMENTS ENCLOSED:**

- (a)
- (b)
- (c)
- (d)
- (e)
- (f)

16. **I HEREBY DECLARE THAT ALL THE PARTICULARS SUPPLIED IN THIS FORM ARE TO THE BEST OF MY KNOWLEDGE AND BELIEF COMPLETE AND ACCURATE. I AM AWARE THAT WITHHOLDING ANY INFORMATION OR GIVING FALSE INFORMATION AUTOMATICALLY DISQUALIFIES ME FROM BEING ADMITTED TO THE UNIVERSITY. IF ADMITTED TO THE UNIVERSITY, I REGARD MYSELF BOUND BY ORDINANCES AND REGULATIONS OF THE UNIVERSITY IN SO FAR AS THEY AFFECT ME.**

Signature of Applicant

Date

***PLEASE NOTE THAT YOUR APPLICATION FORM WOULD NOT BE PROCESSED EXCEPT IT IS SUPPORTED WITH YOUR ACADEMIC TRANSCRIPT, A SELF ADDRESSED AND STAMPED ENVELOPE**

PHOTOCOPIES OF ITEM 12 OF PAGE 2 (QUALIFYING EXAMINATIONS PRIOR TO ADMISSION TO UNIVERSITY) MUST BE ATTACHED TO THE APPLICATION FORM (WAEC, NECO & ANY OTHER ACCREDITED QUALIFICATION)

THE CANDIDATE IS REQUIRED TO COMPLETE SECTION 17 OF THIS REPORT. FOR THE COMPLETION OF SECTION 18 THE FORM SHOULD BE FORWARDED ONLY TO THE REGISTRAR OF THE CANDIDATE'S PRESENT UNIVERSITY PLEASE NOTE PERSONS TO WHOM THIS FORM IS PRESENTED FOR COMPLETION ARE REQUESTED TO BE AS EXHAUSTIVE AS POSSIBLE IN THEIR ANSWERS TO THE QUESTIONS BELOW AND TO SEND THE COMPLETED REPORT UNDER CONFIDENTIAL COVER TO:

THE REGISTRAR
(ADMISSIONS OFFICE)
UNIVERSITY OF NIGERIA
NSUKKA

17. TO BE COMPLETED BY CANDIDATE;

- (a) NAME OF CANDIDATE
- (b) MAJOR SUBJECT OR COURSE FOR WHICH APPLICATION IS BEING MADE

18. TO BE COMPLETED BY CANDIDATE'S PRESENT REGISTRAR

- (a) DURING WHAT PERIOD DID THE CANDIDATE ATTEND YOUR INSTITUTION?

- (b) WHAT WAS THE CANDIDATE'S CHARACTER LIKE DURING THIS PERIOD?

- (c) WHAT, ACCORDING TO YOUR RECORDS, IS THE CANDIDATE'S DATE OF BIRTH OR AGE?

- (d) WAS HIS/HER ACADEMIC ABILITY OUTSTANDING, SLIGHTLY ABOVE AVERAGE OR BELOW AVERAGE?

- (e) DO YOU THINK THE CANDIDATE CAN SUCCESSFULLY COPE WITH THE SUBJECT OR COURSE INDICATED IN 17 ABOVE?

- (f) PLEASE LIST ANY STRONG OR WEAK POINTS OF THE CANDIDATE WHILE ATTENDING YOUR INSTITUTION?

- (g) HAVE YOU ANY OTHER INFORMATION ABOUT THE CANDIDATE WHICH WOULD HELP THE UNIVERSITY TO HIS/HER SUITABILITY FOR ADMISSION? USE SEPARATE SHEET OF PAPER IF NECESSARY.

- (h) I CERTIFY THAT THE INFORMATION SUPPLIED ABOVE ABOUT THE CANDIDATE IS TO THE BEST OF MY KNOWLEDGE AND BELIEVE COMPLETE AND ACCURATE.

Signature of Applicant

Date

NAME IN FULL

OFFICIAL DESIGNATION

ADDRESS

