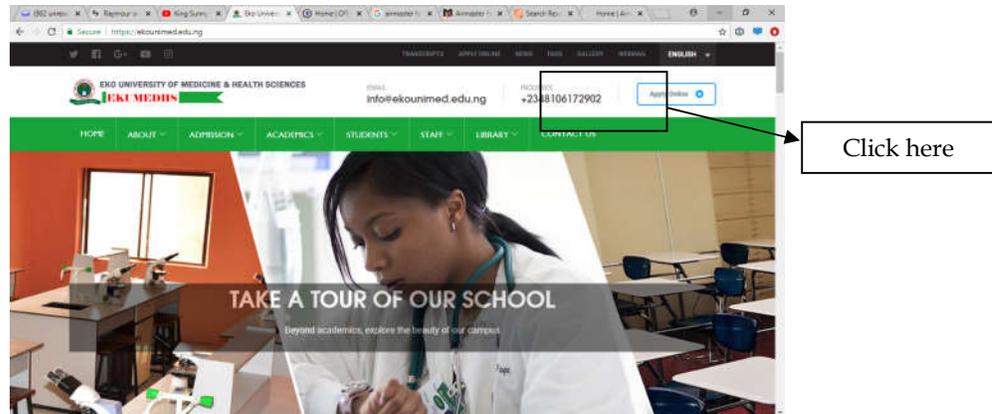# EKO UNIVERSITY OF MEDICINE AND HEALTH SCIENCES

Students Application

Procedure Guidelines Manual
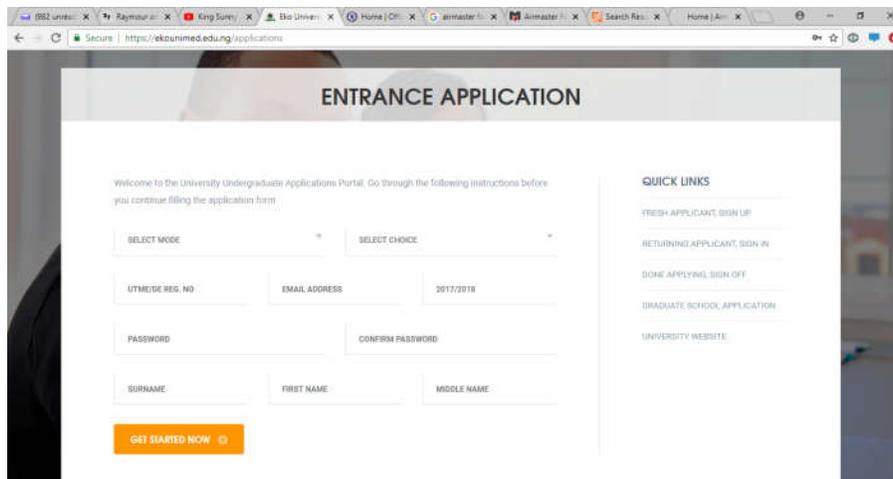
27th July, 2018

Application Process

The application process into Eko University of Medicine & Health Sciences is very simple easy to understand by applicants. To begin the application process interested candidate will have to follow the following steps:

- Go to https://www.ekounimed.edu.ng
- Click the Apply Online Button on the top right of the website.

- From the active page, fill in the following:

- Select Application Mode
- Select Your Choice
- Enter your UTME/DE Reg. No
- Enter Your Email Address for correspondents
- Enter Your Secret Password for application process
- Confirm Your Secret Password
- Enter Your SurName

- Enter Your FirstName
- Enter Your Middle Name
- Then Click the **GET STARTED NOW** Button.

The filling of the Application form is a 5-stage process, such that you can have a break in between and resume filling the form from where you stopped. Follow the stages to complete the application process.

- Enter Your Phone Number for communication.
- Then Click The Begin Payment Process Button.
- Select Your Preferred Mode of Payment, i.e. Debit/Credit Card, Inter Bank Transfer or make payment at the bank.
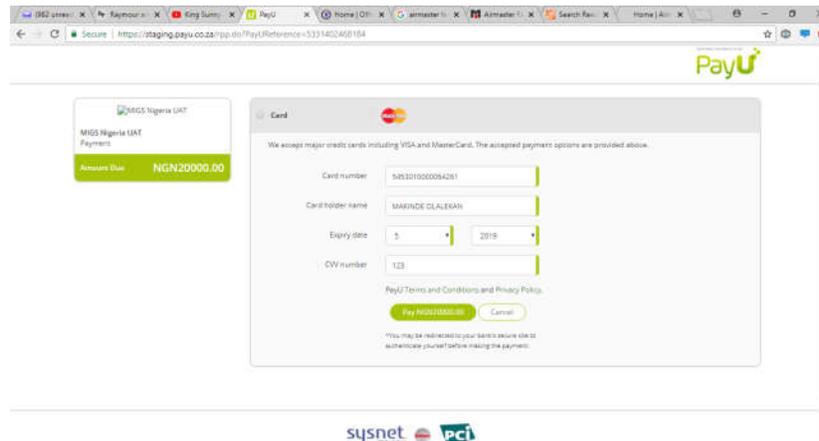
Payment with Credit/Debit Cards

This payment process involve making paying application fee through approved Debit or Credit Card, at the click of the "Payment with Credit/Debit Cards", the applicable fee for the application is display.

Follow the following steps to make payment:

- Enter Your Card Number

- Enter Card Holder Name

- Enter Card Expiry Date (Month) and (Year)

- if the card type is a MasterCard, you will be required to enter the CVV of the card, please Note the CVV is the 3 digit number at the back of your Credit/Debit Cards.

- Click the **Pay** Button

    After a the payment is successful, the system returns you to the second stage of the application process, where the applicant is require to enter more details for the application.

Stage 2 of the Application Process

- Select Your Gender
- Select Your Date Of Birth
- Select Your State of Origin
- Select Your Local Government of Origin
- Select Your Country of Origin
- Enter Your Contact Address
- Enter Your Home Address
- Enter Name of Next Of Kin
- Select Relationship To Next Of Kin
- Enter Next Of Kin Telephone No
- Enter Next Of Kin Email Address
- Enter Next of Kin Contact Address

- ▪ Click the **SUBMIT & PROCEED** Button

Stage 3 of the Application Process

For the applicants applying through UTME, the 3 stage of the application process involves applicant entering his/her UTME scores for the application and also the School Cert result to be used for the application process.

Follow the following steps to complete the 3 stage of the application process
- ▪ Enter Number of Sitting
- ▪ Select Sitting Exam Type
- ▪ Enter Year of Exam Sitting
- ▪ Enter School Cert Number
- ▪ Select Your Choice of Programme.
- ▪ Select Your UTME Subjects and enter respective Scores
- ▪ Select Your O'Level Subjects and enter respective Grades

- Click The Submit And Proceed Button

For the applicants applying through Direct Entry, it involves entering the details of the highest qualification obtained, with which they (applicants) intend getting admission into EKOUNIMED

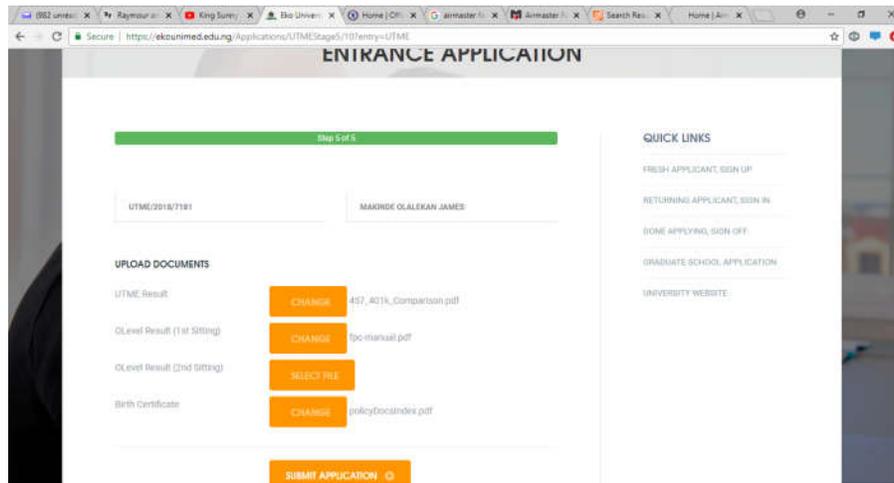## Stage 4 of the Application Process

The 4th stage of the application process involves applicant uploading a passport size photograph of 150px and 200px dimension and not more than 100KB in size. The image must be in either **png** or **jpg** formats

- Click Select Image Button
- Locate your passport size photograph and select it
- Click and Submit The Submit And Proceed Button

Stage 5 of the Application Process

The 5th stage of the application process involves applicant uploading all scanned copies of all results specified during the application process.
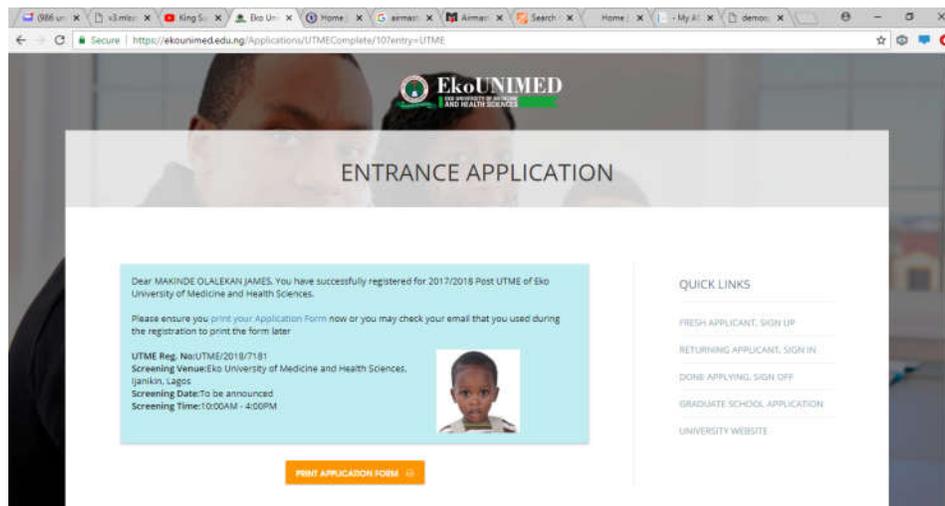
- Click and Upload the UTME Result
- Click and Upload the O'level Result for 1st sitting and 2nd Sitting as applicable to applicant.
- Click and Upload Your Birth Certificate

- Once completed, click the Submit Application Button

Application Completion Screen.

After a successfully completion of the 5 stages of the application process, the system displays information of the applicant and request the application to print the confirmation page of the application.

- Click on Print Application Form to print

Checking Admission Status

The next phase after the application is to wait for the University to review your applications and invite you for **Screening.** If you are successful, their decision will be communicated to you via the email address and the phone number you used in doing registration, with instructions on how to pay the **Acceptance Fee** and proceed for registrations. Once a decision has been taken on your application, a button will be enabled on your Applications Portal with caption **CHECK ADMISSION STATUS** as shown in the figure below: