



FEDERAL COLLEGE OF ANIMAL HEALTH & PRODUCTION TECHNOLOGY

NATIONAL VETERINARY RESEARCH INSTITUTE
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PROCEDURE FOR REGISTRATION OF NEW AND RETURNING STUDENTS

- Step 1- Login to the portal portal.fcahptvom.edu.ng and enter your phone number and form payment RRR to check your admission status.
- Step 2- Click on the link 'pay acceptance fee' and pay the acceptance fee, take the RRR generated for payment to any Bank or pay online with your ATM card. Collect receipt from the Bursary after the payment.
- Step 3 - Print admission letter and attestation of candidate form at the College portal
- Step 4 - Verification of Admission and credentials by the Academic Unit
- Step 5 -
 - (a). Issuance of registration materials (new students only)
 - (b). Clearance by the Registration Officer (new & returning students)
 - (c). Visit General Studies Department for clearance
 - (d). Activate your profile for payment at Computer Department
- Step 6- Generate RRR for payment of School Fees from the Computer Department
- Step 7- Pay School Fees at any bank or online with ATM Card.
- Step 8- Collect receipt at the Bursary Department
- Step 9-
 - (a). Generate matriculation numbers for new students by Computer Unit/Computer Department
 - (b). Print Course Registration and Bio-data form & Certificate of complete registration form from the portal
- Step 10- Fill and sign Course Registration and Bio-data Forms (four copies each)
- Step 11- Return Student's Record File with complete documents to the Academic Unit
- Step 12- Issuance of certificate of complete registration by the Registration Officer.

NOTE:

1. Returning students should start at step 5 (b). any student (new or returning) who pays school fees without first obtaining clearance from the Registration Officer stands the risk of losing his/her money if eventually not cleared.