



**KWAME NKRUMAH UNIVERSITY**  
**REGISTRATION PROCEDURE FORM – DECEMBER 2019**  
**POSTGRADUATE DIPLOMA AND POSTGRADUATE (MASTERS)**  
**OPEN AND DISTANCE LEARNING(ODL)**

NAME: ..... STUDENT NUMBER:.....

Tick (v) your programme category below:

1	POSTGRADUATE (MASTERS RETURNING)	
2	POSTGRADUATE (DIPLOMA IN METHODOLOGY RETURNING)	

**Complete the Registration procedure as outlined below:**

STEP	ACTION	SIGNATURE
1	Collect forms from Admissions office and check student portal <b>(All students)</b>	
2	Proceed to online reporting NOTE: YOU SHOULD REPORT ONLINE ON YOUR OWN BY USING PHONE, PC, LAPTOP, TABLET or VIA ICT DEPARTMENT. ( Do not use Opera Mini)	
3	If you applied for boarding proceed to the Dean of Students office <b>(KAFUE ANNEX)</b> for confirmation of rooms and meal card printing. PLEASE NOTE: YOU CAN STILL APPLY FOR ROOMS ONLINE	(OPTIONAL)
4	Verify your balance with accounts (ALL STUDENTS)	
5	<b>All students:</b> Confirm you have completed registration by having this document stamped. <ul style="list-style-type: none"> <li>- Check courses</li> <li>- Submit the filled in documents to Academic Office - Admissions</li> </ul>	VERIFIED  ----- Signature Name .....