

JOINT ADMISSIONS AND MATRICULATION BOARD

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Registrar



OFFICE OF THE REGISTRAR

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The Vice Chancellor,
Lagos State.

GUIDELINES FOR THE 2024/2025 ADMISSIONS EXERCISE

1.0 INTRODUCTION AND OBJECTIVES

The Joint Admissions and Matriculations Board (JAMB) conducted the 2024 Unified Tertiary Matriculation Examination (UTME) between Friday, 19th April, 2024, and Monday, 29th April 2024, nationwide and also Direct Entry Registration. Similarly, the UTME was conducted in Foreign Countries on Saturday, 13th July, 2024. All the results have been released.

Subsequently, the Board held the 2024 Policy Meeting on Admissions into Tertiary Institutions in Nigeria on Thursday, 18th July, 2024, at the Hairat Ade Balogun Auditorium, Body of Benchers Headquarters, Plot 688, Institute and Research District FCC, Phase III, Abuja – FCT, under the Chairmanship of Honorable Minister of Education, Prof. Tahir Mamman OON, SAN.

Present at the meeting were the Hon. Minister of State for Education, Hon. Yusuf T. Sununu, Chairman Senate Committee on Tertiary Education and TETFUND and Chairman Senate Committee on ICT and Cyber Crime. Others were the Registrar and Management staff of JAMB as well as the Chief Executives of the National Universities Commission (NUC), National Board for Technical Education (NBTE), National Commission for Colleges of Education (NCCE), National Youth Service Corps (NYSC), Council for Legal Education, Federal Competition and Consumer Protection Commission

and Nigerian Education Loan Fund. The Heads, Registrars and Admissions Officers from the Tertiary Institutions, Media Executives and other stakeholders were also present.

The participants considered the memoranda and approved the items, which would serve as the decisions to guide all Schedule Officers on admissions in the Tertiary institutions and JAMB for a seamless and transparent 2024 admissions exercise.

The decisions from the meeting are itemized and presented accordingly.

2.0 COMPLIANCE WITH DECISIONS OF 2024 POLICY MEETING

- 2.1 The decisions as well as the policy directives as contained in the address of the Honourable Minister of Education at the Policy Meeting shall serve as the guidelines for the 2024 Admissions Exercise.
- 2.2 All Heads of Tertiary Institutions are to ensure total compliance with the guidelines.
- 2.3 Sanctions (as specified by the Honourable Minister of Education) shall be applied to institutions that violate any of the decisions.

3.0 CESSATION OF ILLEGAL/IRREGULAR ADMISSIONS

- 3.1 All applications for admissions to Regular and Non-Regular First Degree, National Diploma/National Innovation Diploma and the Nigeria Certificate in Education must be processed ONLY through the Joint Admissions and Matriculation Board (JAMB) using the CAPS platform.
- 3.2 Institutions that are still involved in advertising or selling application forms for admissions into the programmes listed in 3.1 above should immediately stop. Rather, institutions should advise candidates to apply through the Joint Admissions and Matriculation Board (JAMB). Duplication of Application Form is NOT allowed.
- 3.3 The Joint Admissions and Matriculation Board (JAMB) and the three (3) Regulatory Agencies (National Universities Commission (NUC), National Board for Technical Education (NBTE) and National Commission for Colleges of Education (NCCE)) will ensure that all Tertiary Institutions comply with the policy directives. Any violation would be promptly reported in writing, by JAMB, to the Honourable Minister of Education.

3.4 The duration of all Non-Regular Studies must be maintained as approved by the Regulatory Agencies. This is generally not less than one hundred and fifty percent (150%) of the equivalence of Regular Studies.

4.0 CONDONEMENT OF UNDISCLOSED INSTITUTION ILLEGAL ADMISSIONS (CUIIA)

4.1 The window for the uploading, capturing and processing of illegal admissions by Institutions from 2017-2020 would be left open for some time and the process would be guided by the various advisories issued. **INSTITUTIONS YET TO CONCLUDE THE PROCESS SHOULD DO SO IMMEDIATELY AS THE WINDOW WILL SOON BE CLOSED.** Institutions are also to be cautious when processing the CUIIA to avoid the difficulties experienced by candidates, resulting from errors made during computation and upload at the institutions and declaration of candidates under unaccredited programmes.

5.0 ADVERTORIALS

5.1 Institutions that desire to place advertisements can do so by advising candidates who applied for the current 2024 UTME/DE to change to their institution as First (1st) Choice rather than requesting the candidates to purchase another Application Form or apply to them directly. This is to prevent the issue of double application which is a violation of the JAMB mandate.

6.0 MODE OF 2024 ADMISSION

6.1 The 2024 Admission exercise will be conducted on the Central Admissions Processing System (CAPS). No Institution is to publish, announce, exhibit or paste any name(s) of admitted candidates without prior approval of the name on CAPS. **INDEED, ALL ADMISSIONS EXERCISES ARE TO BE CONDUCTED ONLY ON CAPS.**

6.2 No Offer of Admission should be communicated to any candidate through any other means except CAPS unless the candidate has been initially approved for admission on CAPS. Individual Institution's websites/platforms can publish Admission already approved on CAPS. Similarly, No Candidate can be registered for any course other than the one HE/SHE had been offered and accepted on CAPS.

It is a heinous practice for any Institution to offer or purport to have offered admission to any candidate without having completed the process of admissions on CAPS.

6.3 The principal participants on the CAPS would be:

- The Registrar of the Joint Admissions and Matriculation Board (JAMB)
- Director of Admissions (JAMB)
- Heads of Tertiary Institutions
- Registrars of Tertiary Institutions (view-only mode)
- Admission Officers of Tertiary Institutions
- JAMB Desk Officers and
- Candidates.

7.0 ELIGIBLE CANDIDATES FOR THE 2024 ADMISSIONS EXERCISE

7.1 The eligible candidates for the admissions exercise would be:

- i) Candidates who at the time of admission to the institution, is not less than 16 years old (18years would be the minimum from the 2025/6 session).
- ii) Candidates who registered, sat for the UTME, and obtained the minimum admissible score for the First-Choice institution.
- iii) Candidates who registered for the DE or upgraded from UTME to DE and whose A-level qualifications have been verified.

8.0 UPGRADE TO DE FROM UTME

8.1 A UTME candidate who obtains an A-Level qualification after the close of sales of DE application can seek an upgrade from UTME to DE.

8.2 He/she logs into his/her profile, chooses **upgrade** and completes the process free of charge. The platform allows him/her to change programme/institution at no cost.

8.3 Once it is done, '**U**' is automatically added to his/her original registration number and his/her uploaded certificate/result is automatically made available to the Institution through CAPS (which must be cleared by NIPEDS before admission).

8.4 Upgrade can be done before or after Post-UTME but the candidate must notify the Institution to update their download list from CAPS.

9.0 REGISTRATION AND VERIFICATION OF DIRECT ENTRY (DE) CANDIDATES

9.1 VERIFICATION OF DIRECT ENTRY QUALIFICATIONS

It was discovered that some DE candidates had gained admissions using fake or forged certificates, either obtained from non-accredited/non-existing institutions or manipulating/doctored certificates issued to genuine students. With this development, all claimed qualifications will now have to be verified.

9.2 PRE-REGISTRATION/ADMISSION VERIFICATION BY JAMB

9.2.1 JAMB, with the approval of the Federal Ministry of Education, has established the Nigeria Integrated Post-Secondary Education Data System (NIPEDS) which has the mandate to verify all A-level certificates/results used in the DE application before admission is considered.

JAMB will request the verification of claimed certificates/results from awarding institutions at the point of registration, which must be responded to. DE applications with pending verifications will not be processed for admissions.

9.2.2 Going by the experiences of the 2023 DE registration exercise, the Board introduced, where necessary, the pre-registration checks and data alignment for applicants with IJMB, JUPEB, and NABTEB qualifications from 2024. This provision enables the system to authenticate the details supplied by a prospective candidate at the point of registration with what has been preloaded to NIPEDS by the relevant examination bodies. A platform “**THIRD-PARTY A-LEVEL DATA ALIGNMENT PLATFORM (TALDAP)**” has been provided to cater for this.

9.3 POST-ADMISSION VERIFICATION BY INSTITUTIONS

Each institution is to further ensure that:

- i. the verification of the entry qualifications, used by Direct Entry candidates who are studying in the institution and affiliates (where applicable), is carried out.
- ii. the result of the verification as well as the actions taken by the Senate/Academic Board of the institution, on such students found to have used falsified qualifications, is to be forwarded to the Board to expunge their names from the National Matriculation List.

iii. The Board will pursue the initiative of making all candidates partake in the UTME irrespective of level of entry.

9.4 ACCEPTABLE DIRECT ENTRY QUALIFICATIONS

9.4.1 JAMB has been receiving requests for recognition from institutions/professional bodies regarding their certificates and results. The Board accepts diplomas and degrees awarded by institutions based on their being quality-assured by either NUC, NBTE or NCCE.

For a University Diploma Certificate or Statement of Result not awarded directly by a University and signed by the Vice Chancellor and/or Registrar of the University, on the authority of the Senate, it remains unacceptable.

9.4.2 At the point of Direct Entry registration, candidates **must** fill in:-

- a) Registration/Matriculation number of the previous school attended where the qualification was obtained
- b) Subject(s) of qualification
- c) Awarding Institution
- d) Institution actually attended

9.4.3 The acceptable qualifications for DE applications are:

S/N	QUALIFICATION	REQUIREMENT(S)		GRADING (POINTS)
		CERTIFICATE/STATEMENT OF RESULT HOLDERS	CANDIDATES ON AWAITING RESULT	
A	First (1st) Degree	In addition to 9.4.2 candidates must upload: a) Copy of certificate used in the application (statement of result can only be accepted for qualifications obtained after 2021) b) Letter of Admission, offered by JAMB, for the qualification obtained.	Not acceptable	16
B	University Diploma/Nigerian French Language Diploma	In addition to 9.4.2 candidates must upload: a) Copy of certificate used in the application (statement of result can only be accepted for	Not acceptable	i. Distinction – 16 ii. Merit – 12 iii. Credit – 10 iv. Pass – 6

S/N	QUALIFICATION	REQUIREMENT(S)		GRADING (POINTS)
		CERTIFICATE/STATEMENT OF RESULT HOLDERS	CANDIDATES ON AWAITING RESULT	
		<p>qualifications obtained after 2021)</p> <p>b) Letter of Admission, offered by the University/Nigerian French Language Diploma for the qualification obtained.</p>		
C	Higher National Diploma (HND)	<p>In addition to 9.4.2 candidates must upload:</p> <p>a) Copy of certificate used in the application (statement of result can only be accepted for qualifications obtained after 2021)</p> <p>b) Letter of Admission, offered by JAMB, for the qualification obtained.</p>	Not acceptable	<p>i. Distinction – 16</p> <p>ii. Upper Credit – 12</p> <p>iii. Lower Credit – 10</p> <p>iv. Pass – 6</p>
D	National Diploma, National Innovation Diploma (ND/NID)	<p>In addition to 9.4.2 candidates must upload:</p> <p>a) Copy of certificate used in the application (statement of result can only be accepted for qualifications obtained after 2021)</p> <p>b) Letter of Admission, offered by JAMB, for the qualification obtained.</p>	Not acceptable	<p>i. Distinction – 16</p> <p>ii. Upper Credit – 12</p> <p>iii. Lower Credit – 10</p> <p>iv. Pass – 6</p>
E	Nigeria Certificate in Education (NCE)	<p>In addition to 9.4.2 candidates must upload:</p> <p>a) Copy of certificate used in the application (statement of result can only be accepted for</p>	Not acceptable	<p>i. Distinction – 16</p> <p>ii. Credit – 12</p> <p>iii. Merit – 10</p> <p>iv. Pass – 6</p>

S/N	QUALIFICATION	REQUIREMENT(S)		GRADING (POINTS)
		CERTIFICATE/STATEMENT OF RESULT HOLDERS	CANDIDATES ON AWAITING RESULT	
		<p>qualifications obtained after 2021)</p> <p>b) Letter of Admission, offered by JAMB, for the qualification obtained.</p>		
F	Interim Joint Matriculation Board (IJMB) A' Level	<p>In addition to 9.4.2 candidates must provide the year and date of registration and also upload:</p> <p>a) Copy of IJMB certificate being used for the application.</p> <p>b) Letter of Admission into IJMB programme given by IJMB.</p>	<p>In addition to 9.4.2 candidate must provide the year and date of registration, INDICATE AWAITING RESULT and (ii) also upload Letter of Admission into IJMB programme given by IJMB.</p>	<p>i. A – 5</p> <p>ii. B – 4</p> <p>iii. C – 3</p> <p>iv. D – 2</p> <p>v. E – 1</p>
G	Joint Universities Preliminary Examination Board (JUPEB) A' Level	<p>In addition to 9.4.2 candidates must provide the year and date of registration and also upload:</p> <p>a) Copy of JUPEB certificate being used for the application.</p> <p>b) Letter of Admission into the JUPEB programme given by JUPEB.</p>	<p>In addition to 9.4.2 candidate must provide the year and date of registration, INDICATE AWAITING RESULT and (ii) also upload Letter of Admission into the JUPEB programme given by JUPEB.</p>	<p>i. A – 5</p> <p>ii. B – 4</p> <p>iii. C – 3</p> <p>iv. D – 2</p> <p>v. E – 1</p>
H	NABTEB Advanced National Business Certificate (ANBC)	<p>In addition to 9.4.2 candidates must provide the year and date of registration and also upload:</p> <p>a) Copy of NABTEB certificate being used for the application.</p>	<p>In addition to 9.4.2 candidate must provide the year and date of registration, INDICATE AWAITING RESULT and</p>	<p>i. A – 5</p> <p>ii. B – 4</p> <p>iii. C – 3</p> <p>iv. D – 2</p> <p>v. E – 1</p>

S/N	QUALIFICATION	REQUIREMENT(S)		GRADING (POINTS)
		CERTIFICATE/STATEMENT OF RESULT HOLDERS	CANDIDATES ON AWAITING RESULT	
		b) Letter of Admission/registration slip into the NABTEB programme by NABTEB.	(ii) also upload Letter of Admission/registration slip into the NABTEB programme by NABTEB.	
I	NABTEB Advanced National Technical Certificate (ANTC)	In addition to 9.4.2 candidates must provide the year and date of registration and also upload: a) Copy of NABTEB certificate being used for the application. b) Letter of Admission/registration slip into the NABTEB programme by NABTEB.	In addition to 9.4.2 candidate must provide the year and date of registration, INDICATE AWAITING RESULT and (ii) also upload Letter of Admission/registration slip into the NABTEB programme by NABTEB.	i. A – 5 ii. B – 4 iii. C – 3 iv. D – 2 v. E – 1
J	NABTEB GCE-A' Level (2015 – 2021) Only certificates obtained from 2015 to 2021 and on the existing database of the Board, would be accepted for Direct Entry admission. From 2026, it will no longer be accepted	In addition to 9.4.2 candidates must provide the year and date of registration and also upload: a) Copy of NABTEB certificate being used for the application. b) Letter of Admission/registration slip into the NABTEB programme by NABTEB.	Totally non-existent	i. A – 5 ii. B – 4 iii. C – 3 iv. D – 2 v. E – 1
K	International Qualifications: i. 1 st Degree (Foreign)	In addition to 9.4.2 candidates must provide the year and date of registration and also upload a copy of the	Not acceptable	

S/N	QUALIFICATION	REQUIREMENT(S)		GRADING (POINTS)
		CERTIFICATE/STATE MENT OF RESULT HOLDERS	CANDIDATES ON AWAITING RESULT	
	ii. International Baccalaureate (IBN) iii. Cambridge A-Level iv. International GCE A-level	certificate being used for the application. Note: Candidates with interpreted certificates must also upload a copy of the original un-interpreted copies.		
L	The National Registered Nurse /National Registered Midwife (NRN/NRM) certificates are no longer acceptable. In its place, the National Diploma/Higher National Diploma in Nursing will be accepted and the awarding institutions will verify the qualification.			

10.0 DOCUMENTS FOR THE 2024 ADMISSION EXERCISE

10.1 The following documents will be used for the conduct of the 2024 Admissions Exercise:

- i) the 2024 UTME/DE results;
- ii) the 2024 Admissions Quota as formally received from the Regulatory Bodies (NUC/NBTE/NCCE) and relevant professional bodies;
- iii) the 2024 UTME/DE Brochure as published and on IBASS;
- iv) the Guidelines on Admissions to Tertiary Institutions as prescribed by the institutions' Proprietors (Federal, State and Private); and

- v) the directives of the Honourable Minister of Education at the Policy Meeting and Policy decisions on the 2024 Admissions Exercise as approved and circulated.

11.0 RECOMMENDATIONS AND APPROVAL

11.1 Institutions are to recommend candidates for admission after having set/forwarded the following information on CAPS:

- i. The distribution of quotas to the various programmes; (Except that the quota for regulated programmes will be set by JAMB with the guidance of the relevant regulatory/professional bodies);
- ii. Minimum UTME score for each programme;
- iii. Minimum DE qualification grades for Direct Entry Candidates;
- iv. Complete Post-UTME scores for all applicants uploaded to the platform provided on CAPS
- v. Components of the minimum admissible score and the allotted score for each component;
- vi. The cut-off date for the commencement of 2024 admission (including closure of portal where desired after which no result upload nor change of Institution would be allowed); and
- vii. Other admissions criteria (if any).

11.2 Institutions are to note that supplementary admission can be allowed but fresh candidates cannot have the right to be on the merit list but through other criteria (Catchment or ELDS) to fill existing vacancies.

12.0 REGISTRATION AND DOCUMENTATION

12.1 For a candidate to be registered in an institution from the 2024 Admissions Exercise, he or she must have:

- i) uploaded on CAPS the result which prima facie qualified the candidate for the programme to be studied;
- ii) been proposed and recommended by the institution;
- iii) been approved by JAMB;
- iv) accepted the offer using biometrics or sending “ACCEPT” to 55019 or 66019;

- v) printed both JAMB Result Slip and Admission Letter directly from JAMB's website;
- vi) presented the two (2) documents in (v) above to the Institution; and
- vii) been screened and must have presented acceptable credentials including those in (v) above.

13.0 VERIFICATION OF ADMISSION STATUS AND DOCUMENTS

13.1 Each institution is to:

- i) verify the characteristics (given by JAMB) e.g. registration number is watermarked across each of the two documents (Result slip and Admission letter);
- ii) download the mobile app (**JAMB QR SCANNER**) on a phone or similar devices and use it to verify security features on the documents such as Name, Registration Number, and Institution/course. The **JAMB QR SCANNER APP** can be downloaded from the Google Play Store and Apple Store;
- iii) check the candidate's status on CAPS; and
- iv) at the point of registration, download a list of candidates offered provisional admissions from CAPS. It will be indicated against each candidate, whether the Result Slip and Admission Letter has been printed or not.

14.0 FREQUENT DOWNLOADS AND PORTAL CLOSURE

14.1 Since candidates continue to change institutions and programmes until the close of the portal of the institution, it is mandatory for institutions to ensure that their downloads are current through daily updates, so as not to lose a newly qualified candidate. Constant download before any batch of admission is absolutely necessary.

14.2 Each institution is to notify JAMB when it wants its portal closed and will no longer accept new candidates. A notice of a minimum of 2 weeks is hereby expected. However, candidates can still change from such institutions.

14.3 Each institution is to take note of the "inter-university closure" and "intra-university closure" when making the requests for the closure of their portal.

15.0 UTME/DE SCORE/GRADE FOR THE 2024 ADMISSION EXERCISE

- 15.1 Every institution is at liberty to determine the minimum UTME score acceptable to it for admission. Similarly, for DE, each institution will determine the number of points required by it for Direct Entry admission. Nevertheless, no institution can recommend or admit any candidate with less than 2 points for Direct Entry.
- 15.2 In the same vein, no institution can admit/accept the transfer of a candidate for any degree programme unless the candidate will spend on full-time, not less than two (2) consecutive academic sessions in the Institution.
- 15.3 No institution will be allowed to recommend or admit any candidate whose total score is below the minimum admissible score proposed by the Institution and approved by the Policy Meeting. The totality of all scores being used for the ranking of the candidate shall be considered in determining the percentage (%) minimum score.
- 15.4 Every institution should maintain its own approved minimum admissible score as submitted to JAMB and endorsed by the Policy Meeting. No institution will however, be allowed to admit lower than the threshold for the category as follows:

S/N	Category	Minimum Threshold
1	Degree	140
2	National Diploma/National Innovation Diploma	100
3	National Certificate of Education	100
4	Direct Entry	2 points

- 15.5 Ranking for admission would be determined by the totality of the following assessments:
- i) UTME score/DE Grades (within their respective threshold);
 - ii) Institutional Screening scores (if applicable);
 - iii) grading of Senior School Certificate (SSCE) Grades (if applicable);
 - iv) interview/practical scores (if applicable) and in all cases
 - v) the percentage (%) allotted to UTME score should range from 50% to 100%.
- 15.6 Admission Officers are to download O-Level details of candidates on CAPS before initiating the process of admissions for any programme. No Institution shall require any

candidate to upload any result other than those downloaded from CAPS which the institutions are encouraged to also re-verify on their own.

- 15.7 No candidate can be considered for admission if he/she does not meet the prescribed requirements by the institution provided such a requirement has been approved and published by JAMB.
- 15.8 No institution can impose on a candidate a requirement that had not been previously submitted to and published by JAMB.
- 15.9 Institutions are to adhere to institutional/programme standards and comply with entry requirements as documented in the 2024 e-Brochure.

16.0 INSTITUTION SCREENING FEES

- 16.1 Any institution interested in conducting any form of screening could do so, but the gross charge for the screening should not exceed Two Thousand Naira (₦2,000.00) only.
- 16.2 It is not allowed for any institution to make candidates directly or indirectly incur further related expenses on screening exercises such as administrative and bank charges. JAMB will provide for free, to all Institutions, access to photo images and fingerprint data of candidates, to curb the substitution of candidates who sat for the examinations.
- 16.3 **NO INSTITUTION IS ALLOWED TO RECAPTURE, DEMAND ANY RESULT UPLOAD, PHOTOGRAPH OR BIOMETRIC FROM ANY CANDIDATE, RATHER, THE PICTURE RESULT AND BIOMETRIC OF CANDIDATE SUPPLIED BY JAMB SHOULD BE USED FOR THE EXERCISE TO ELIMINATE FRAUD, IMPERSONATION AND SUBSTITUTION OF REAL CANDIDATES.**

17.0 IMPLEMENTATION OF SCIENCE/ART RATIO AND ADMISSION CRITERIA

- 17.1 The Federal Government's guidelines on Admission mandate Institutions to adhere to the **60:40 (Science/Art ratio)** for conventional Universities/Colleges of Education, **80:20** for Specialized Universities and **70:30 (Technology/Non-Technology ratio)** for Polytechnics and Monotechnics. In addition, the guidelines on admissions should be as prescribed by the institutions' proprietors. For Federal Institutions, the allotment shall be Merit 45%, Catchment 35% and Educationally Less Developed States 20%.
- 17.2 Merit Quota for Federal and State Institutions
 - i. Federal Institutions: Merit Quota is 45%.

- ii. For State Institutions, the Merit quota should be in two layers as follows:
 - Indigene Quota and National Quota.
 - a) the National Merit Quota for State Institutions is the first topmost 10% irrespective of where the candidate might come from or classification;
 - b) Indigene Merit Quota for State Institutions is the additional 35% allotted to indigenes of the State on a merit basis after the first topmost 10% National Merit.
 - c) The merit quota stated in (a) and (b) are the minimum acceptable for admission.

17.3 Private Tertiary Institutions should apply the criteria as approved by their proprietors. However, it is expected that JAMB will be notified of the criteria.

18.0 REVIEW AND UPDATE OF 2025 UTME BROCHURE

- 18.1 The review of the Brochure is to be online through IBASS (Integrated Brochure and Syllabus System);
- 18.2 This can be accessed at *ibass.jamb.gov.ng*;
- 18.3 Each Institution is to use its secured access credentials to log in. It can be requested through the Institution's registered e-mail address on CAPS;
- 18.4 Each Institution views its present requirement and makes an online request for amendment, deletion or addition on IBASS platform;
- 18.5 All approved requests would be communicated via the platform, provided they are within the approved guidelines of the respective Regulatory Agencies; and
- 18.6 The request to be reflected in the 2025 brochure must be made on or before 31st October, 2024 (note that what is published by JAMB based on IBASS is the legitimate and binding requirement).

19.0 END OF 2024 ADMISSION EXERCISE

- 19.1 The end of 2024 Admissions-Exercise would be decided by the Federal Ministry of Education and communicated to all institutions. This is in view of the current reality in academic sessions where 2 to 3 sessions are concurrently running because of the 2020 pandemic and 2022 ASUU strike.

20.0 FORFEITURE OF CHOICE CANDIDATES AND ADMISSION TIMELINES

- 20.1 All institutions are to conduct their Admission-Exercise within the approved schedule.
- 20.2 At the expiration of the period, any institution that failed to have conducted its admission, will no longer have the candidates on its platform on CAPS.
- 20.3 There will be a grace period of four (4) weeks within which all approved admissions must be accepted by the candidates. Failure to which such admissions will be deleted and the candidates placed under the “refusal to accept category” punishable by ineligibility to be admitted again.

21.0 EXEMPTION OF CERTAIN CATEGORIES OF CANDIDATES FROM SCREENING TEST

- 21.1 Candidates from outside Nigeria who applied through UTME/DE modes are exempted from the Post UTME screening test but can be screened after admission.
- 21.2 Candidates with disabilities, including (but not limited to) those who are blind, deaf, mute, autistic, amputees, lame, paralyzed, have Down syndrome, Dyslexia, Attention Deficit Hyperactivity Disorder (ADHD), albinism, cerebral palsy, and disfigurements, are exempt from the Post-UTME screening test.
- 21.3 All institutions should clearly disclose this exemption in their advertisements for the Post-UTME screening test and strictly enforce this policy.

22.0 ADMISSIONS INTO NON-REGULAR PROGRAMMES (PART-TIME, SANDWICH AND DISTANCE LEARNING)

- 22.1 **It is mandatory for all prospective candidates in this category to generate a profile code using their NIN before registration with JAMB.**
- 22.2 To address the issue of a flexible period of application, the Joint Admissions and Matriculation Board shall ensure that the online application platform is made available throughout the year for non-regular candidates.
- 22.3 Please note that this policy directive is without prejudice to the processing fees being charged by the Tertiary Institutions for the different Part-time programmes.

- 22.4 Candidates for Distance Learning, Part-time and other related modes of study will apply through JAMB before approaching their preferred institutions to process their admission with a JAMB registration number.
- 22.5 All categories of candidates for admissions must be processed through CAPS. Distance learning, Part-time and Sandwich candidates need not sit for UTME but sitting for it does not disqualify them. These categories of candidates would pay their preferred institution a processing fee that will be determined by the institutions.
- 22.6 The Application Forms completed at the Institutions should be changed to Part-time/Distance Learning Processing Forms to avoid confusion.

23.0 NATIONAL MATRICULATION LIST

- 23.1 **Institutions are to note that the Board reactivated the National Matriculation List by automating it, to improve the quality and authenticity of the Tertiary Education database of the Nation. Every institution is expected to upload its Matriculation list to the Board for the necessary analysis.**
- 23.2 The results of the analysis, which will dictate any of the following, shall be immediately returned to the institution via CAPS:
- i. Approval to proceed with Matriculation Ceremony**
 - ii. Approval to proceed but with some advice**
 - iii. Not approved for substantial non-compliance**
- 23.3 It is mandatory for institutions to keep proper valid registers of all matriculated students in the institutions. Each candidate's file should contain all the documents listed under 12.1(vi). All successful candidates whose admissions are processed appropriately through the Joint Admissions and Matriculation Board (JAMB) will be listed and the list made available publicly to all stakeholders.
- 23.4 Any candidate whose name is NOT on the National Matriculation List would be considered not to have been admitted by JAMB and that the admission is illegitimate. **No such irregular admission would be condoned.**
- 23.5 The Matriculation List should be separated i.e. Full-Time, Distance Learning, Part-Time, Sandwich or Supplementary (for previously matriculated students of the institutions) etc.

It is therefore mandatory to keep a proper and valid register and this must be the same with the National Matriculation Register with the Joint Admissions and Matriculation Board.

23.6 **The timely upload of each academic year's Matriculation list to JAMB will now be a pre-requisite for eligibility to compete for the NATAP-M awards**

24.0 INVITATION TO MATRICULATION CEREMONY

- i. The Joint Admissions and Matriculation Board (JAMB) through the CAPS mail, National Universities Commission (NUC), National Board for Technical Education (NBTE) and National Commission for Colleges of Education (NCCE) must all be informed and invited not later than two (2) weeks before matriculation ceremony. At the time of invitation, the soft copy of the matriculation list must have been uploaded. Please note that late invitations to the matriculation ceremony will no longer be entertained.
- ii. A list of violators will be published.
- iii. As was the practice, results of matriculation analysis will continue to be forwarded to institutions and also published in the JAMB Bulletin, so that the level of compliance and/or violations will be made available to relevant authorities and the public.

25.0 PROCESS OF DELETION AND NON-ACCEPTANCE OF ADMISSIONS ON CAPS

25.1 The Board identified three (3) scenarios relating to deletion and non-acceptance of admission on CAPS and therefore prescribed the process as follows:

- i) **Where a candidate is offered admission into a programme and he/she does not want to accept the programme/institution during the year's admission exercise, he/she does the following:**
 - a. The candidate would only need to reject the offer of admission and the candidate would be available to the institution or any other institution in addition to the marketplace for reconsideration (recommendation) through CAPS. This is an established procedure.
 - b. The quota utilised for such candidates would also be released and made available to the institution automatically.

ii) Where a candidate is offered admission and after acceptance, he/she or the institution is desirous of changing the programme offered and accepted while the year's admission is still in progress, the following is applicable:

- a. The candidate will complete the “change of admission letter form” online indicating the details of the new institution.
- b. Print the indemnity form and take it to the new institution for the Head of institution’s approval.
- c. The Head of the institution MUST sign the form which would be transmitted to the Coordinator of the JAMB State Office in the state, for upload to the Registrar for approval.
- d. Once the Registrar grants approval, the candidate’s status is automatically updated and he/she will be informed through mail.
- e. Through synchronization, CAPS is notified.

iii) Where a candidate is offered admission and he/she neither accepts nor rejects the offer and the institution is desirous of substituting the candidate, the following applies:

- a. The institution would forward the list of the candidates to the Board through CAPS in the following format:

Registration No.	Name	Course Offered	Date of Offer (i.e. date of approval by Desk Officer)	Reason (if any) for non-response	Remark (to include I want to replace, I want to ...e.t.c)
.....

- b. The list must be signed by the Head of the institution for the Registrar’s approval.
- c. Once approved by the Registrar, the candidates would be deleted automatically and the utilised quota is made available again to the institution.

25.2 In case a candidate does not accept or reject admission on CAPS before JAMB’s closure of CAPS for the year, the candidate would not be regarded as admitted and would not be on the matriculation list for the year. He is not expected to be registered by any institution without JAMB’s admission letter which cannot be printed without acceptance of admission.

- 25.3 Where a candidate has been recommended based on his/her application to the institution, the candidate is not available to any other institution, unless:
- (i) the candidate completes a deletion form online;
 - (ii) submits an application to the initial institution for release to another institution and the newly proposed Institution endorses the form accepting the transfer. The endorsement serves as a proposal and recommendation of the candidate to JAMB and JAMB approval shall complete the transfer which would enable the candidate to print the admissions letter into the new institution.

26.0 TRANSFERRED CANDIDATES

- 26.1 Candidates already admitted into an Institution (Foreign or Local) and desire to transfer to another Institution must:
- a) apply to the desired Institution
 - b) if they meet the criteria and get approval, will fill out the inter-university transfer form on the JAMB Portal (e-facility), as applicable and print it out
 - c) this is endorsed by the receiving Institution
 - d) resend back to the former Institution and
 - e) forwarded to JAMB Office in the State for processing by the former institution.

27.0 NON-RELEASE OF CANDIDATES' DETAILS TO INSTITUTIONS/THE PUBLIC

- 27.1 The Board will not release candidates' contacts through any medium to Institutions, third party or the Public. This is to avoid its abuse and consequent litigations.
- 27.2 The candidates' details are personal to them, Institutions are advised to desist from seeking and retaining candidates' usernames and passwords. The candidates have also been advised not to surrender their personal details.

28.0 PAST ADMISSIONS RECORDS ON CAPS

All records of admissions carried out yearly since 2017 are permanently kept on the CAPS Platform at the end of the exercise. These permanent records include all the activities on the CAPS including the admissions, mail and time stamps of activities for reference purposes.

29.0 EXEMPTION ADMISSION

29.1 Institutions must have done 90% of their admissions for the year before requesting a waiver for the use of the exemption mode.

30.0 COMMUNICATION WITH THE BOARD

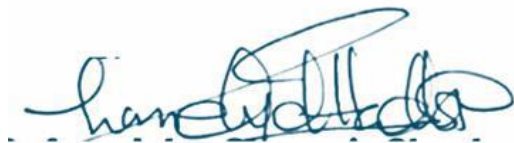
30.1 The Board, from 1st of January, 2023, only recognises the following as the acceptable media of communication between JAMB and the Regulatory Agencies (NUC, NBTE, NCCE) as well as each institution.

- i. IBASS MAIL:- for specific entry requirements, programme accreditation matters and other administrative matters.
- ii. CAPS MAIL:- for admissions-related matters.

30.2 The Board will not entertain communication from any institution or regulatory agency through any other medium.

The Board expects that your institution will be guided and abide by the provisions contained in this document thereby avoiding prescribed sanctions. Institutions are also advised to consult the relevant advisories issued by the Board. For ease of access, the Board has made the advisories available on the CAPS/IBASS platform.

Have assurances of the Board's highest regards, please.



Prof. Is-haq O. Oloyede CON, FNAL
REGISTRAR