



KADUNA STATE UNIVERSITY
(OFFICE OF THE VICE-CHANCELLOR)
DIRECTORATE OF ADMISSIONS AND EXAMINATIONS

2024/2025 New Students Registration Guidelines

IMPORTANT NOTICE

All admitted candidates are required to complete the screening and registration process online, **without the need to be physically present on campus**. This guide provides the steps for a smooth and successful registration. Communication will be sent exclusively through the candidate's registered phone number, email address, and the official Kaduna State University (KASU) portals.

Step 1: Acceptance of Admission Offer on JAMB CAPS

- Log in to the JAMB CAPS portal (<https://efacility.jamb.gov.ng>).
- Accept your admission offer by clicking "Accept Admission." If you face any issues accessing JAMB CAPS, visit any nearest JAMB-accredited CBT center for assistance.
- Download your JAMB Admission Letter and Updated JAMB Result Slip, as these are required for the next steps.

Step 2: Upload of Documents on KASU SAFApply Portal

- Visit the KASU SafApply portal (<https://applicant.safapply.com/kasu>).
- Log in using your login credentials.
- Upload the following documents for verification:
 - JAMB Admission Letter.
 - Updated JAMB Result Slip.

Note:

A Conditional Offer will be sent to your email if your documents are complete and accurate. If there are missing or incorrect documents, you will receive an SMS or email with instructions on how to update your profile. Respond promptly to avoid delays.

Step 3: Payment of Acceptance Fee and Download of KASU Admission Offer.

- Click the payment link in the Conditional Offer email to access the payment gateway.
- Pay the Acceptance Fee only through the platform provided.
- After payment, you will receive a confirmation email with your KASU Admission Letter. Alternatively, you can log into SAFApply and download it under the **"Offer Letter"** tab.

Step 4: School Fee Payment

- Log in to the KASU Portal (<https://kasu.safrecords.com>) using:
 - Username: JAMB Registration Number.
 - Password: kasu2025 (change this immediately after logging in).
- Navigate to the “Fees” section to view the fee schedule and make payment.
- Payment methods include:
 - Online payment via the portal.
 - Payment at designated bank branches (Download your invoice from the portal and proceed to make payment at the bank.) Once payment is completed, proceed to register for your courses.

Step 5: Course Registration

- Log in to the portal and navigate to the “Courses” section.
- Register for your first and second-semester courses.

Step 6: Collection of New Students’ Kit

- **ID Card:** Proceed to the Security Office to collect your ID card.
- **GST Books:** Visit the GST Unit to collect your books.
- **Practical Kit:** Students enrolled in practical courses should visit KASU Consult to collect their kits.

Note

- Registration timeline: 8th to 23rd January 2025
- Evidence of school fee payment must be presented at each collection point.

CAUTION

Do not transfer money to individuals or unauthorized accounts.

Make all payments through official KASU portals or designated bank branches.

Check your registered email regularly for updates.

For Assistance:

- Click on the link below to access a detailed user guide for the registration steps:
[\[https://support.safrecords.com/portal/en/kb/safrecords/students/student-guide\]](https://support.safrecords.com/portal/en/kb/safrecords/students/student-guide)
- If you face any issues, contact the Directorate of Admissions and Examinations via:
 - Email: kasudaereg@kasu.edu.ng
 - WhatsApp: 07080942014

Signed
Samira Balarabe Esq.
Registrar