



KADUNA STATE UNIVERSITY
OFFICE OF THE REGISTRAR

2024/2025 REGISTRATION GUIDELINES FOR NEW STUDENTS

IMPORTANT NOTICE

All admitted candidates are required to complete the registration procedures online without the need to visit the school in person. This guideline provides a successful and seamless registration procedure. Communications will be sent exclusively through the candidate's registered phone number, email address, and the official Kaduna State University portal.

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 centre for assistance. Skip the above steps if you have already accepted the admission offer.
- Download your JAMB Admission Letter and Updated JAMB Result Slip, as these are required for the next steps. (charges for admission letter downloads are paid to JAMB via Remita).

Step 2: O-Level Results Verification

- Click on the provided link for the purchase of a verification token.
<https://applicant.safapply.com/kasuverifications>
- Once your O-Level results have been successfully verified, you will receive a notification to proceed with the next step.

Step 3: 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. Kindly respond promptly to all queries.

Step 4: 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 5: 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 your bank of convenience using the Remita-generated code.) Once payment is completed, proceed to register for your courses.

Step 6: Course Registration

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

Step 7: 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: 15th January to 2nd February 2025
- Evidence of school fee payment must be presented at each collection point.

CAUTION

- **Do not transfer money to unauthorized bank accounts.**
- **Make all payments through the official KASU portal or designated bank branches.**
- **Check your registered email regularly for updates.**

For Enquiry:

- Click on the link below to access a detailed user guide for the registration procedure:
[<https://support.safrecords.com/portal/en/kb/safrecords/students/student-guide>]
- Contact the Directorate of Admissions and Examinations via:
 - **Email:** kasudaereg@kasu.edu.ng
 - **WhatsApp:** +2347080942014

Signed
Samira Balarabe Esq.
Registrar