



Name:
 Reg. NO.....
 Degree Program.....

**THE NELSON MANDELA
 AFRICAN INSTITUTION OF SCIENCE AND TECHNOLOGY
 REGISTRATION CHECKLIST - STEP BY STEP**

S/N	Requirement and Checking Department/Unit	Remarks		Signature of Authorizing Officer
		Yes	No	
	1: Admission Department			
1	Admission letter			
2	Evidence of application fee payment/GePG			
3	Identity Card (Passport/National ID/Voter's Card)			
4	Acceptance letter			
5	Release letter from employer (for employed students)			
6	Five passport size (photos)			
7	Evidence of sponsorship			
8	Original School certificates			
9	Birth certificate			
10	TCU Validated Certificates (if needed)			
11	Certified copies of School certificates			
12	Original University/College certificates and transcripts			
13	Certified copies of University/College certificates and transcripts			
	2: Accounts Department			
14	Payment of tuition fee			
15	TCU Payment			
16	Payment of accommodation costs -			
17	Students Union			
18	Payment of caution money			
19	Payment for student ID card			
20	Student bank account			
	3: Health Unit			
21	Dully filled medical examination form			
22	Membership to Health Insurance Services/Scheme			
	4: Students Welfare Department			
23	Hostel/room allocation - Students' accommodation forms (If needed)			
24	Accommodation contract – Students' accommodation rules (If needed)			
25	Students' By-Laws			
	5: ICT- Resource Centre Department			
26	Student e-mail			
27	Student identity card			
28	Registration form			

	6: Academic Department			
29	Prospectus			
30	Academic Regulations			
31	Guideline for Preparation and Submission of Students Research Proposals and Dissertation/Thesis, and Conduct of Students Research			
32	Timetable			
33	Enrollment of courses			
	7: Registry Unit			
34	Compilation of documents & filing			
	8. Library			
35	Library orientation and Information access skills			
36	Students Registration Management System			
	9. Quality Assurance			
37	Checking students registration quality			