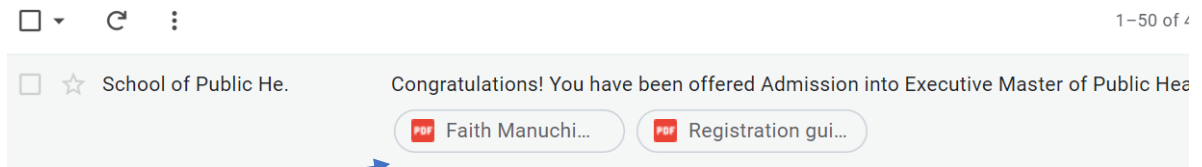


2021/2022 SESSION REGISTRATION PROCEDURE FOR SCHOOL OF PUBLIC HEALTH

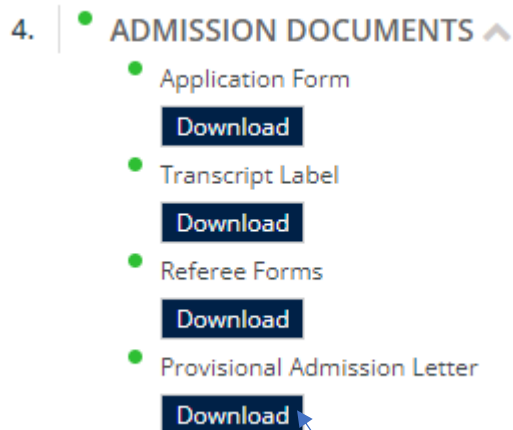
ADMISSIONS PORTAL: www.admissions.upsph.edu.ng or www.upsph.edu.ng/admissions

PROVISIONAL ADMISSION LETTER PRINTING

1. On being granted Provisional Admission, you will receive an Email with an Attached **'PROVISIONAL ADMISSION LETTER'** and a **'REGISTRATION GUIDE'** both in PDF format. The Admission Letter Can Also be downloaded from your **DASHBOARD** on our Admissions Portal.



SAMPLE EMAIL



You can login to your portal, click on the **"ADMISSIONS OR DASHBOARD MENU"**, SCROLL DOWN AND CLICK THE **"DOWNLOAD"** provisional admission letter icon. The PDF letter will be downloaded to your device

ACCEPTANCE FEE PAYMENT PROCEDURES- N30,000 (Thirty Thousand Naira)

The School has two (2) methods of payment for Acceptance Fees.

Bank Deposit/Bank Transfer/Internet/USSD Transfer Option and Online ATM Card Payment Option

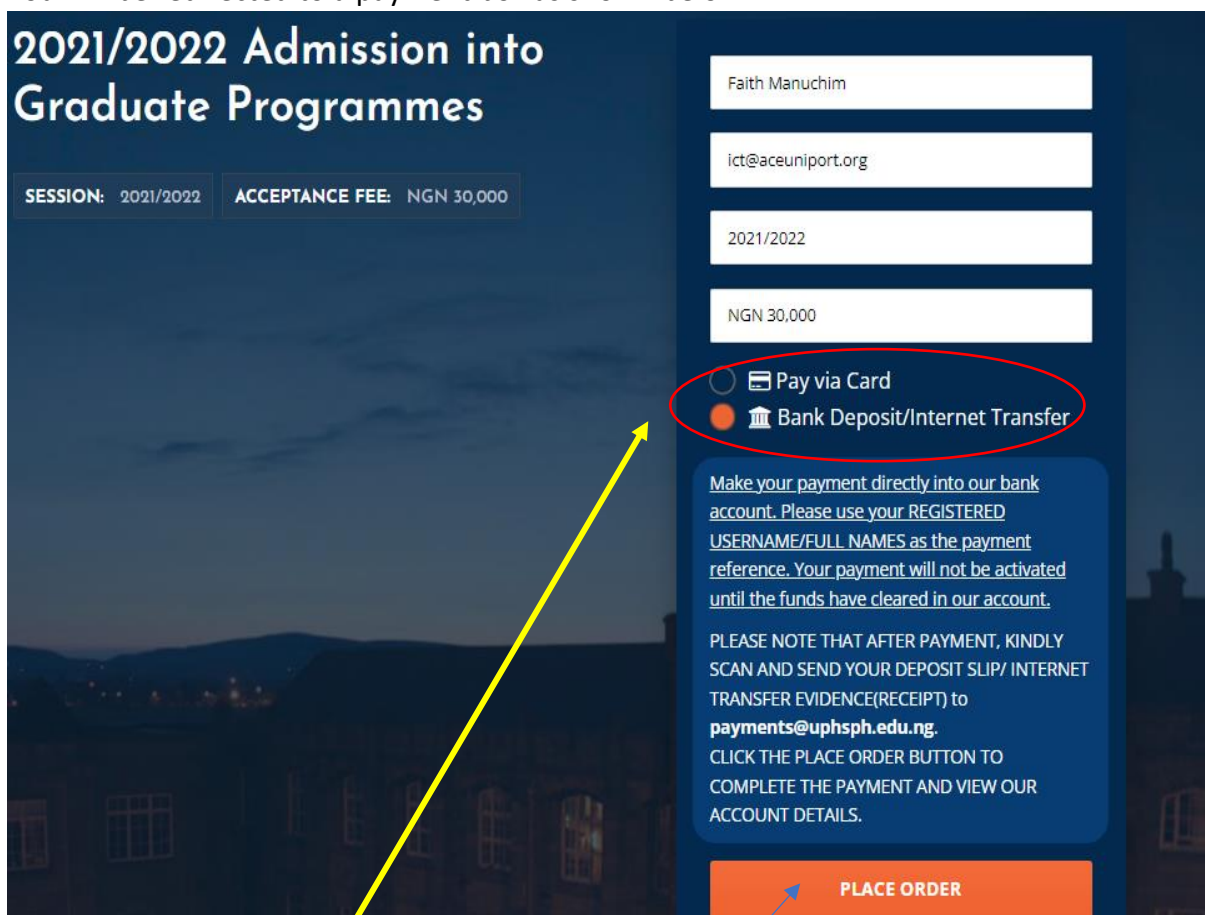
The process for payment of application fee **MUST** be initiated from the portal.

STEPS

1. Login to the admissions portal, Click on **"MY DASHBOARD MENU"**, scroll to the bottom and click the **'CLICK TO PAY'** button next to **PAY FOR ACCEPTANCE FEE**



2. You will be redirected to a payment box as shown below.

A screenshot of a payment interface for '2021/2022 Admission into Graduate Programmes'. The page has a dark blue background with a night cityscape. On the left, there are two boxes: 'SESSION: 2021/2022' and 'ACCEPTANCE FEE: NGN 30,000'. On the right, there are four white input fields containing: 'Faith Manuchim', 'ict@aceuniport.org', '2021/2022', and 'NGN 30,000'. Below these fields are two radio button options: 'Pay via Card' (unselected) and 'Bank Deposit/Internet Transfer' (selected). A red circle highlights these two options. Below the radio buttons is a blue text box with instructions: 'Make your payment directly into our bank account. Please use your REGISTERED USERNAME/FULL NAMES as the payment reference. Your payment will not be activated until the funds have cleared in our account. PLEASE NOTE THAT AFTER PAYMENT, KINDLY SCAN AND SEND YOUR DEPOSIT SLIP/ INTERNET TRANSFER EVIDENCE(RECEIPT) to payments@uphsph.edu.ng. CLICK THE PLACE ORDER BUTTON TO COMPLETE THE PAYMENT AND VIEW OUR ACCOUNT DETAILS.' At the bottom right, there is an orange button with white text that says 'PLACE ORDER'. A yellow arrow points from the bottom left towards the 'Bank Deposit/Internet Transfer' option, and a blue arrow points from the bottom left towards the 'PLACE ORDER' button.

Select your **preferred method of payment** and click the **PLACE ORDER** button.

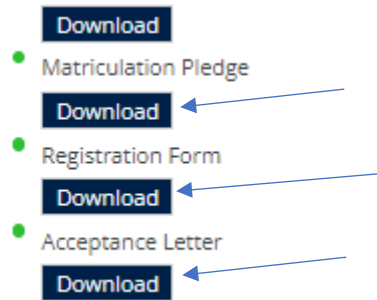
N/B:

A. PAY VIA CARD METHOD IS ENSURES THAT YOU PROCEED TO THE NEXT STAGE **INSTANTLY**.

B. BANK DEPOSIT/INTERNET TRANSFER WILL HAVE TO BE CONFIRMED/APPROVED 24-48 HOURS AFTER YOU MAKE YOUR PAYMENT.

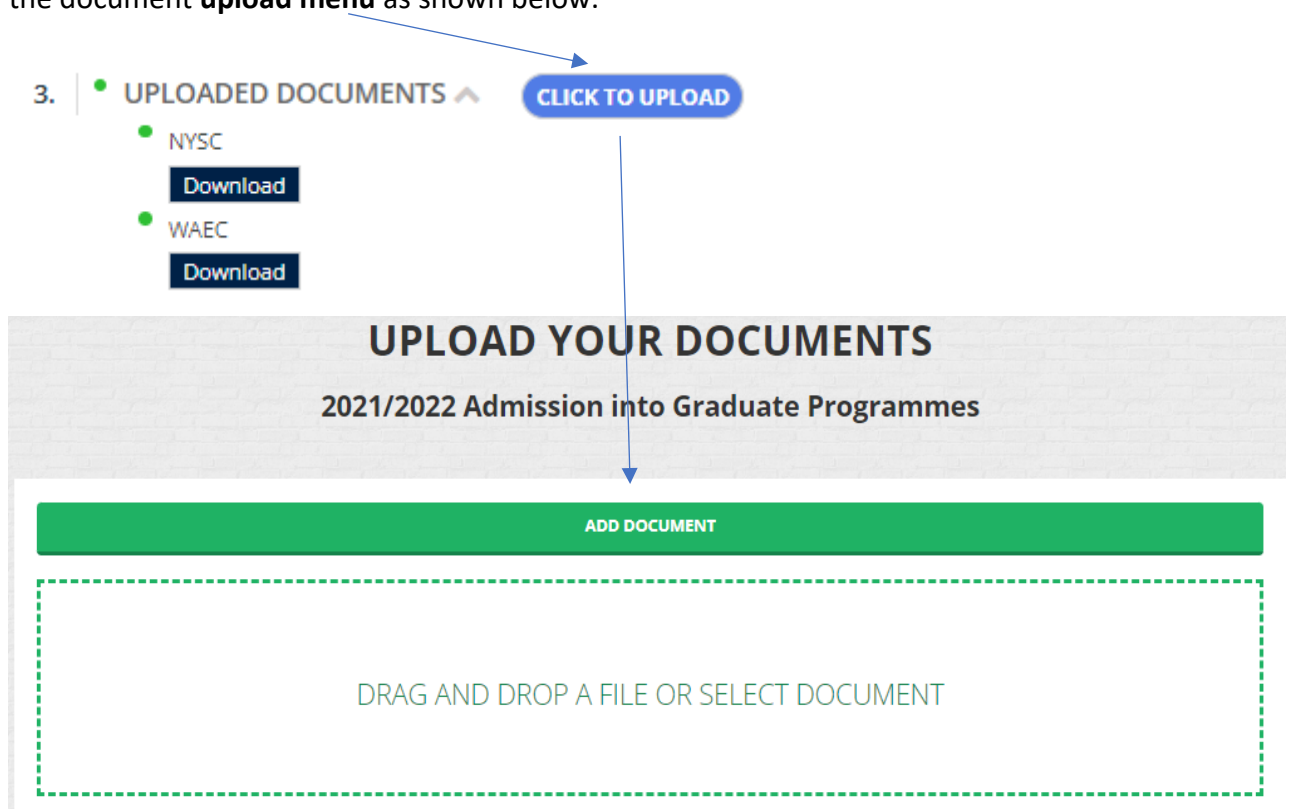
C. WHEN SENDING EVIDENCE OF PAYMENT TO payments@uphsph.edu.ng, Always state your **(‘NAME’, DEPARTMENT, SESSION OF ADMISSION, AMOUNT PAID AND METHOD OF PAYMENT)** in the **body** of the mail and use **‘ACCEPTANCE FEE PAYMENT’** as the **subject** of the email.

3. After Payment of acceptance fee, you will be activated to download the following forms.
 - a. Matriculation Pledge
 - b. Registration Form
 - c. Acceptance Letter



To download the forms, Login to your dashboard, scroll down and click on the download button next to each form

4. The Three Downloaded forms should be signed, scanned, and uploaded back to the portal using the document **upload menu** as shown below.



STEPS:

A. Login to your dashboard, click on the **DOCUMENTS OR ADMISSIONS MENU**, scroll down, and click the **'CLICK TO UPLOAD BUTTON'**

B. Click the **'ADD DOCUMENT'** button to upload and rename a document. Each document should be uploaded one after the other. Documents uploaded successfully will be shown below in an **UPLOAD HISTORY** window.

STUDENT REGISTRATION PROCEDURES

The School of Public Health operates two (2) methods of student registration. You are at liberty to choose a preferred mode of registration.

1. Online Registration
2. Physical Onsite Registration

ONLINE REGISTRATION PROCESS

- A. A processing fee of **N5, 175** is to be paid to use this method. This payment can only be made online via www.uphsph.edu.ng/acceptancefee.

(You are not expected to send us the evidence of payment as the online payment process is automated)

PLEASE BANK DEPOSITS ARE NOT ALLOWED FOR ONLINE REGISTRATION

(N/B: PAYMENT OF THE FEE ENSURES THAT ALL DOCUMENTS UPLOADED WILL BE PRINTED IN DUPLICATES AND SENT FOR REGISTRATION)

(ALL REGIONAL STUDENTS (students who are not Nigerian Citizens) are to use the online method of registration but are not expected to make any payment)

B. DOCUMENTS NEEDED TO BE UPLOADED FOR ONLINE REGISTRATION

1. Signed Copy of Registration form **(Should be uploaded to the portal)**
2. Signed Copy of Matriculation pledge **(Should be uploaded to the portal)**
3. Signed Copy of Acceptance Letter **(Should be uploaded to the portal)**
4. Academic Credentials starting from the least (WAEC/O-LEVELS to your most recent qualification) **(Should be uploaded to the portal if it was not uploaded during admissions application)**
5. Curriculum Vitae **(Should be uploaded to the portal)**
6. Birth certificate **(Should be uploaded to the portal)**
7. NYSC Discharge Certificate **(Should be uploaded to the portal)**
8. Referee recommendation letter from at least two (2) referees **(This should be uploaded if your referee did not fill the reference section on your application form)**
9. Transcript from your institution **(can be sent via email to transcript@uphsph.edu.ng) or sent to our office using the address on the transcript label) Note that transcript can be sent 2 months after the Strike Industrial action. It will not affect your clearance process)**
10. A clear copy of passport sized photograph should be uploaded preferably on a white background.

PHYSICAL ONSITE REGISTRATION

- A. Onsite Physical registration process implies that students bring the required documents physically to the school or **send the documents via courier**
- B. The school only accepts courier firms with tracking id to ensure that documents get to our office (**DHL, UPS, FEDEX, GIG Logistics**) and any other reputable courier agency. We discourage the use of the regular post office as we will not be held responsible for documents that do not get delivered directly to our office.

C. DOCUMENTS NEEDED TO BE PRESENTED FOR ONSITE REGISTRATION

(TWO (2) COPIES OF EACH DOCUMENT SHOULD BE PRINTED)

1. Coloured copy of Application Form
2. Coloured copy of signed Registration form
3. Coloured copy of signed Matriculation pledge
4. Coloured Copy of Acceptance Letter
5. Coloured Copy of Admission letter
6. Academic Credentials starting from the least (WAEC/O-LEVELS to your most recent qualification)
7. Acceptance fees Evidence of Payment (Bank teller/Deposit slip/Internet transfer slip/online payment email printout)
8. Curriculum Vitae
9. Birth certificate
10. NYSC Discharge Certificate
11. Referee recommendation letter from at least two (2) referees (This can be printed from the portal and attached.) You can get copies from your referees if they did not fill it online.
12. Transcript from your institution (**can be sent via email to transcript@uphsph.edu.ng**) or **sent to our office using the address on the transcript label**) **Note that transcript can be sent 2 months after the Strike Industrial action. It will not affect your clearance process**)
13. Two clear copies of passport sized photograph preferably on a white background.

ALL DOCUMENTS IN DUPLICATE COPIES SHOULD BE SENT VIA A TRACKABLE COURIER SERVICE TO OUR OFFICE ADDRESS.

The Admissions Officer,
School of Public Health,
Opposite Fine Arts & Design Department,
By Uniport Bottling Water Company,
Abuja Campus,
University of Port Harcourt.
Choba.
Port Harcourt

Contact Number for Submissions: 08063335321

N/B: (All old students must show evidence of completed previous school fees receipt (printed from the school portal) (if your payment is not reflected, kindly send evidence of payment to payments@uphsph.edu.ng)

PAYMENT OF SCHOOL FEES/GENERATION OF REGISTRATION NUMBER/ACCESS TO OUR E-LEARNING PORTAL

To be issued with your **registration number** which enables you to write exams, get access to our **E-Learning portal** and partake in our lectures, you are expected to pay a '**minimum expected amount**' of your school fees.

The Minimum expected amount is as stated below:

S/NO	PROGRAMME	MINIMUM EXPECTED AMOUNT
1	All PGD Programmes	N50,000.00
2	MSc Environmental Health, Epidemiology, Health Systems Management, Health Information Management, Public Health Nutrition, Health Promotion and Communication, Population and Reproductive Health	N100,000.00
3	MSc Community Health	N150,000.00
4	Executive MPH	N200,000.00
5	MSc Occupational Medicine	N250,000.00
6	PHD Epidemiology, Population and Reproductive Health, Health Systems Management	N200,000.00
7	Doctor of Public Health (DrPH)	N250,000.00

After payment, you will get your Registration Number and Learning Management System Login details from your dashboard as shown below.

Student Registration Number:
G2021/SPH/EMPH/FT/001

LMS Login Credentials

LMS Login Page:

<https://www.sphportal.com>

Username/Student

Registration No:

G2021/SPH/EMPH/FT/001

Password:

12345678

- Login to the admissions portal, Click on MY DASHBOARD/ADMISSIONS MENU and your Learning management details will be displayed. The PORTAL USER GUIDE WILL BE AVAILABLE for **DOWNLOAD** on the **MY DASHBOARD MENU**
- You will also receive an email with a user guide on how to use our portal.
- Access will be created on the Learning Management System 3 days after payment of school fees.

METHOD FOR PAYMENT OF SCHOOL FEES

1. Bank Deposit/Bank Transfer/Internet/USSD Transfer Option:

Students who wish to use this option should pay into our Bank Account. Details as follows:

BANK: United Bank for Africa

ACCOUNT NAME: Port Harcourt School of Public Health

ACCOUNT NUMBER: 1021823887

(Evidence of payment/transfer MUST be sent to our email address (payments@uphsph.edu.ng) for confirmation.

The subject of the email should be **'2021/2022 SCHOOL FEE PAYMENT'**

The email should contain the following.

Student Full Names, study program, Amount Paid, Method of payment

For Support: ADMINISTRATIVE: admissions@uphsph.edu.ng-08063335321 |

Technical: send SMS/WhatsApp message to 07067281841.

Calls: 07036714353



University of Port Harcourt School of Public Health

New structure for the payment of fees for the 2022/2023 academic session

PGD Programmes

Deadlines	7 th August, 2022	31 st December, 2022	9 th April, 2022
Once payment	N250,000 for PGD HIM and PGD Public Health	NIL	NIL
	N300,000 for PGD Community Health	NIL	NIL
Twice payment with N20,000 extra payment	N100,000 for PGD HIM and PGD Public Health	N170,000	NIL
	N120,000 for PGD Community Health	N200,000	NIL
Thrice payment with N50,000 extra payment	N50,000 for PGD HIM and PGD Public Health	N150,000	N100,000
	N50,000 for PGD Community Health	N200,000	N150,000

Masters Programmes

Deadlines	7 th August, 2022	31 st December, 2022	9 th April, 2022
Once payment	N400,000 for MSc Environmental Health, Epidemiology, Health Systems Management, Health Information Management, Public Health Nutrition, Health Promotion and Communication, Population and Reproductive Health	NIL	NIL
	N500,000 for MSc Community Health	NIL	NIL
	N600,000 for Executive MPH	NIL	NIL
	N850,000 for MSc Occupational Medicine	NIL	NIL

Twice payment with N20,000 extra payment	N150,000 for MSc Environmental Health, Epidemiology, Health Systems Management, Health Information Management, Public Health Nutrition, Health Promotion and Communication, Population and Reproductive Health	N270,000	NIL
	N200,000 for MSc Community Health	N320,000	NIL
	N250,000 for Executive MPH	N370,000	
	N350,000 for MSc Occupational Medicine	N520,000	
Thrice payment with N50,000 extra payment	N100,000 for MSc Environmental Health, Epidemiology, Health Systems Management, Health Information Management, Public Health Nutrition, Health Promotion and Communication, Population and Reproductive Health	N200, 000	N150, 000
	N150,000 for MSc Community Health	N250, 000	N150, 000
	N200,000 for Executive MPH	N300,000	N150, 000
	N250,000 for MSc Occupational Medicine	N350,000	N300, 000

PHD Programmes

Deadlines	7th August, 2022	31st December, 2022	9th April, 2022
Once payment	N400,000 per session for PHD PRH, HSM, EPIDEMIOLOGY	NIL	NIL
	N500,000 per session for Doctor of Public Health	NIL	NIL
Twice payment with N20,000 extra payment	N200,000 for PHD PRH, HSM, EPIDEMIOLOGY	N200,000	NIL
	N250,000 for Doctor of Public Health	N250,000	NIL