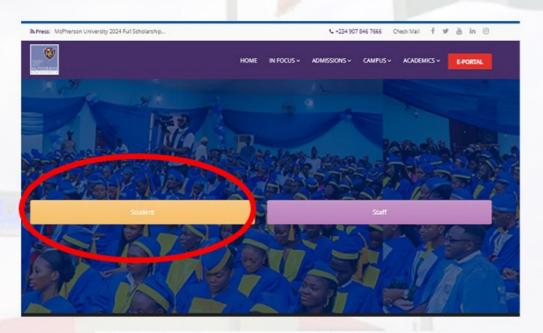
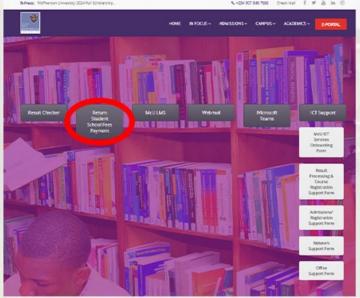
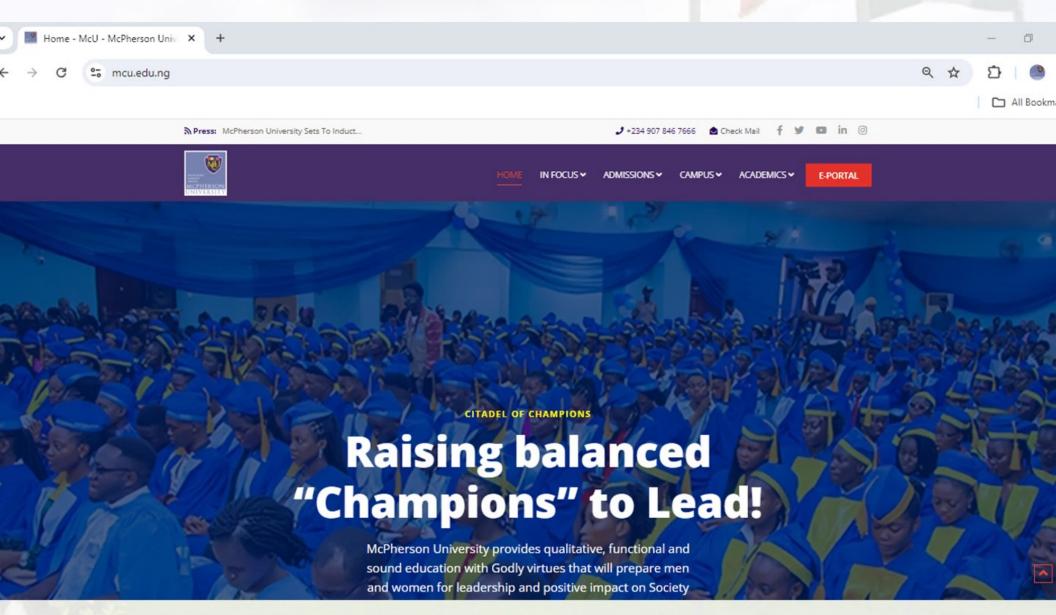
Step 1: (cont'd)

- a. Click on E-Portal,
- b. Click on Students
- c. Click on Returning Student School
  Fee Payment





Step 1: Log on to https://mcu.edu.ngthen



#### Step 2: (cont'd)

READ THE 2024/2025 REGISTRATION PROCEDURE to understand the steps, then click on proceed.

#### Step 2 [Student Biodata]

#### Student Biodata

· Click on Student Biodata

#### For Fresh Students

- . It is compulsory that you fill all the sections accordingly. Under the Upload section, you will be required to upload the scanned copy of the following documents:
  - Passport(not more than 1 month old), Birth Certificate, Certificate of Local Government of Origin, Court Affitdavit, Attestation Letter, Jamb Admission Letter, Olevel Result(s), NCE/ND/HND if Direct Entry
- o click on "Finalize and Preview Biodata Registration" under the Finalize section
- After clicking on Finalize, print your biodata and proceed to your screening officer with all your credentials that you have supplied TO BE SCREENED and if your screening is passed, your MATRIC NUMBER will be generated and you will be notified on your Dashboard
- Please Note: You will not be able to generate MATRIC NUMBER if you fail to complete these sections appropriately and pass the online screening
- o Incase you do not pass the online screening, please go to the Admission Officer for further assistance.

#### For Returning Students

- If you have filled the biodata before, go to Step 3
- If you have not filled the biodata before, It is compulsory that you fill all the sections accordingly where necessary. Under the Upload section, you will be required to upload the scanned copy of the following documents
  - Passport(not more than 1 month old), Birth Certificate, Certificate of Local Government of Origin, Court Affitdavit, Attestation Letter, Jamb Admission Letter, Olevel Result(s), NCE/ND/HND if Direct Entry
- o click on "Finalize and Preview Biodata Registration" under the Finalize section
- After clicking on Finalize, you will be allowed to generate school fee invoice and make payment at the bank
- Please Note: You will not be able to generate school invoice and make payment at the bank if you fail to complete these sections appropriately.

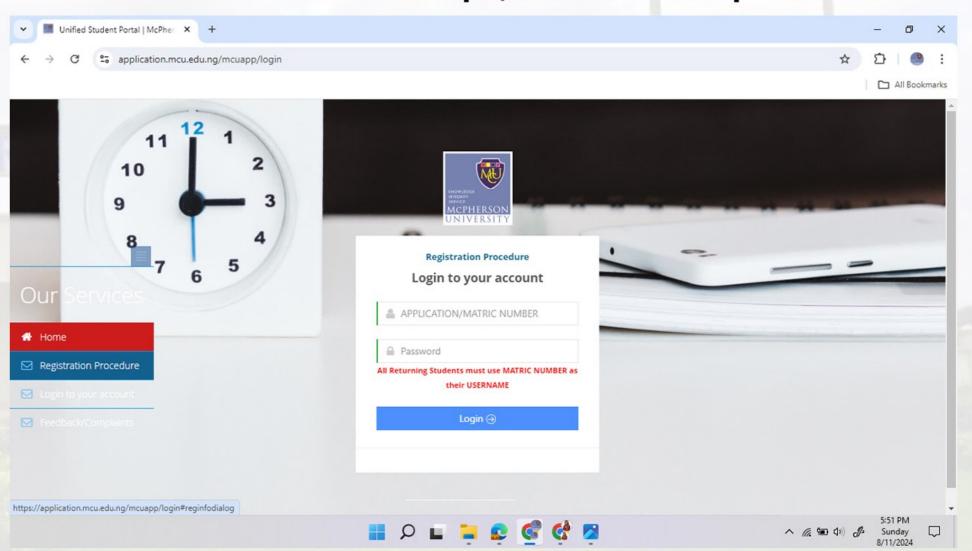
#### Step 3 [Payments]

Step 4 [Course Registration]

Proceed

Proceed

Step 2: READ THE 2024/2025 REGISTRATION PROCEDURE to understand the steps, then click on proceed.

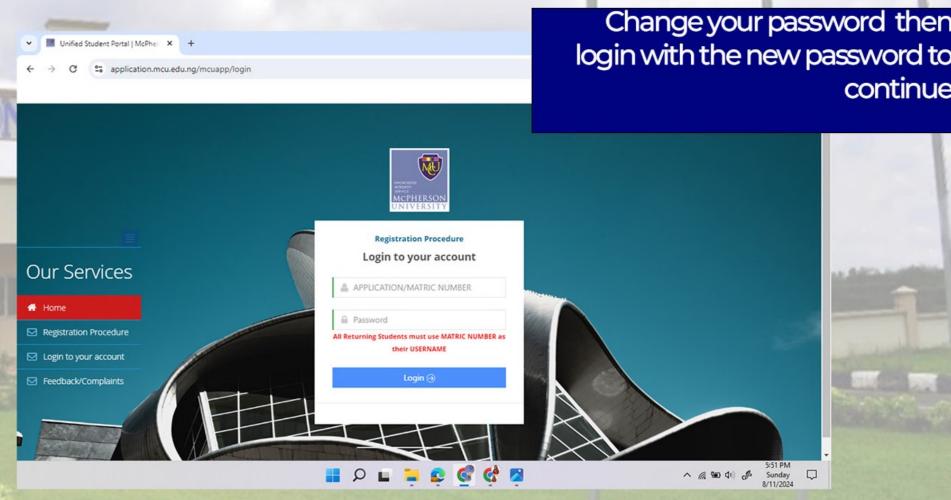


Step 2: (cont'd)

RETURNING STUDENTS: Type in the Matric Number as username an surname in uppercase/capital letters as passwor

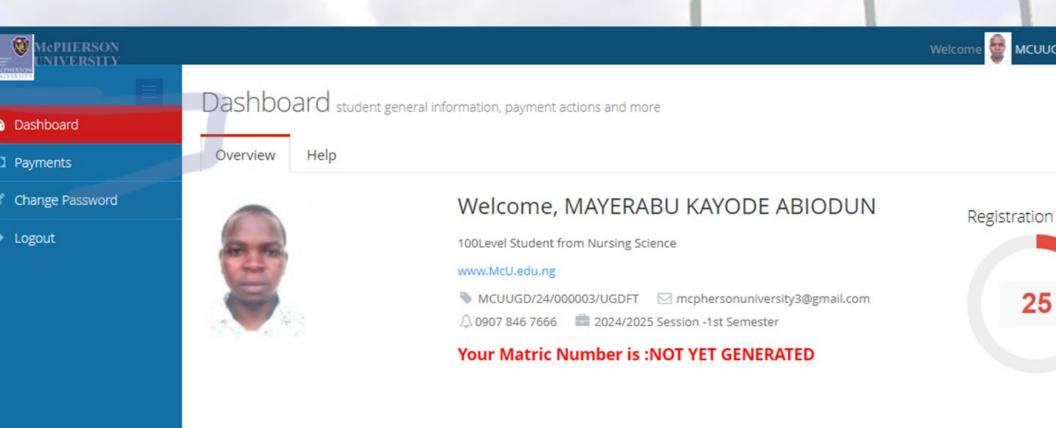
FRESH STUDENTS:

Type in the Matric Number as username an surname in uppercase/capital letters as passwor

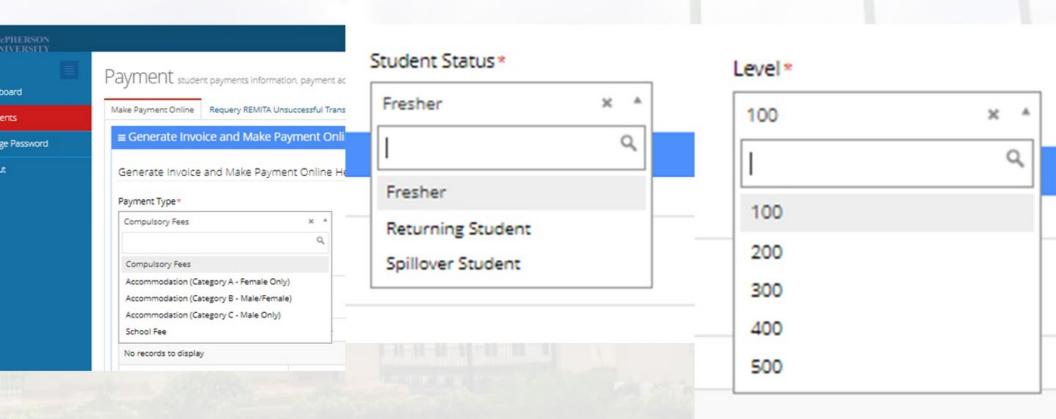


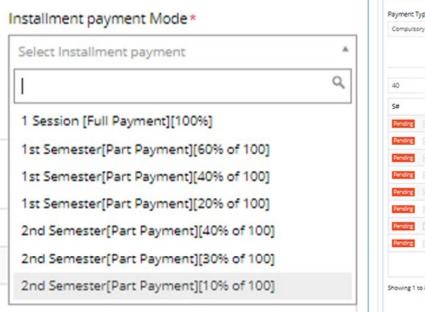
Step 4:

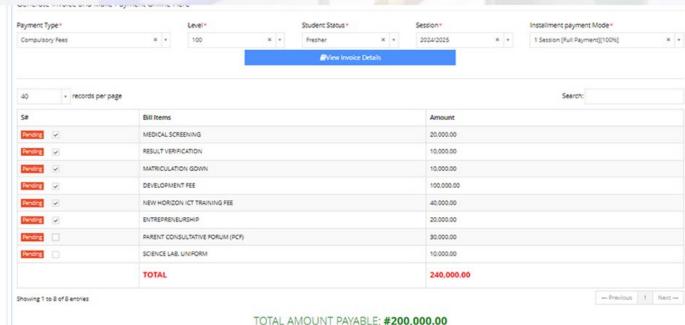
Under the dashboard, click on payments and proceed to make payment online.



Step 4 contd: Select your payment options







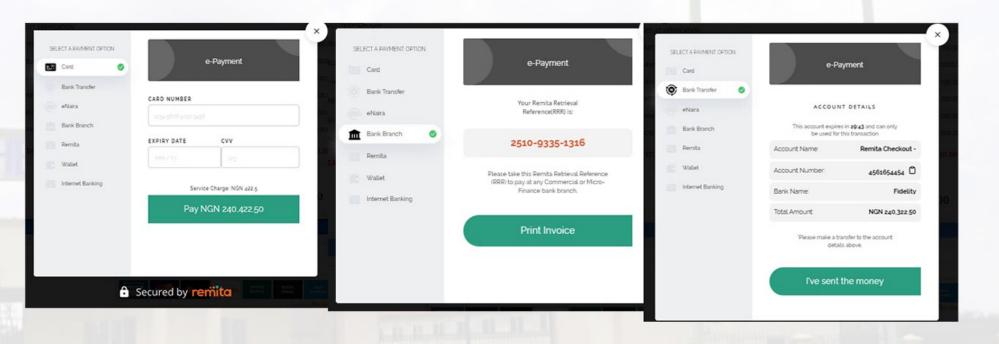
#### NOTE

The first payment is the compulsory fees which can be ticked to pay whatever amount that is available.

After the completion of the compulsory fee, then the portal will give access to pay accommodation fees at once

Lastly, the portal gives access to the payment of school fees which has been structured for 100%, 60%, 40% and 20% for the first semester and 40%, 30% and 10% for the second semester.

#### SELECT PAYMENT OPTION SUITABLE FOR YOU



# Print receipt after payment







#### STEPS FOR PAYMENT OF SCHOOL FEES BY RETURNING STUDENTS