

PROCEDURE TO PAY ACCEPTANCE FEES, SCHOOL FEES, PERFORM ONLINE REGISTRATION, & CLEARANCE FOR NEW STUDENTS

A. PAYMENT OF ACCEPTANCE FEES

1. On the Admission Menu, click on Check Admission Status
2. Enter your Username and Password (i.e. your application login credentials)
3. On your portal dashboard, click on **Check Admission Status**
4. If your online admission is updated, you will see a **CONGRATULATIONS** message and a link to print ACCEPTANCE FORM, click on it to generate RRR code for payment

NOTE: If you have been admitted and you did not get the CONGRATULATIONS message on your portal or Your Login credential is invalid, please visit the Institute's ICT centre or Call the ICT Support Desk on 08122855018 or send an email to itsupport@pti.edu.ng

5. Print the RRR code and go to any bank to make payment. At this point you can download the approved fees on your dashboard

6. Return to the website and repeat steps 1, 2 and 3 to print your **ACCEPTANCE FORM.**

NOTE: If after payment, the system still tells you to generate RRR code, then you have to Requery the RRR code (The steps to do so is also available on this website) or contact the ICT centre for assistance.

B. PAYMENT OF SCHOOL FEES

1. On the Students Menu, Click on Student Login
2. Enter your application login credentials – Username and Password
3. This will take you to a page to generate RRR Code for payment of school fees
4. Take the RRR code to any bank for payment
5. Return to the website and repeat steps 1 & 2
6. The system will automatically generate a Matriculation Number for you based on your department/programme of choice which will be printed on your form
7. The system will allow you access to your online students dashboard
8. You can now print the following eight (8) documents from your dashboard.
 - a. **REGISTRATION FORM – Admission's Office**
 - b. **CLEARANCE FORM - Admission's Office**
 - c. **ADMISSION LETTER – Admission's Office**
 - d. **CLINIC FORM – Students Affairs**

- e. **PERSONAL DATA FORM – Students Affairs**
- f. **UNDERTAKEN FORM – Students Affairs**
- g. **HOSTEL ALLOCATION FORM – Students Affairs**
- h. **Course Registration Form**

All eight (8) forms are automatically filled with data inherited from the application modules and the Matriculation Number that was assigned by the portal on payment of school fees.

9. Take the printed forms to the admissions office for further administrative checks and documentations

C. COURSE REGISTRATION

1. Once Steps A and B are completed, students can now return to the website and Click on Student Login under Students Menu.
2. Enter your Matriculation Number or Application Form Number (**either one works**) in the Field for Matric No., and enter your password.
3. On your dashboard, click on Course Registration, register your courses and Print your course form.
4. Old/Returning students are to register / add all the courses they have failed (As carryover) before printing the course form

Note: Old/Returning students can only do their course registration after payment of school fees

Warning! All RRR Codes for the above payments MUST be generated from the PTI website only (www.pti.edu.ng)

D. PAYMENT OF HOSTEL FEES

Payment for hostel accommodation is optional and allocation is made only to students that have received the authority for allocation and have completed the payment.

1. Visit the hall administrators for allocation authorization
2. Visit www.remita.net
3. Click on Pay A Federal Government Agency
4. Under Name of MDAs, type PTI and choose Petroleum Training Institute.
5. Under Name of Service/Purpose, choose HOSTEL FEES.

6. Under Description, type "Hostel Allocation".
7. Under Amount to Pay, type "N25,000" or the required amount.
8. Enter your full name, phone number and email address.
9. Enter the security code and click Proceed to Payment.
10. Copy the RRR code and take it to any bank for payment.
11. Return to the campus with your teller to get your receipt from the Accounts Dept.
12. Take the receipt back to the Hall Administrators for Payment Verification
13. Within 12hrs after step 12, login in to your portal to print your Hostel Allocation form which will show your Hostel Allocation.

Signed

DiPTI (ICT)

For Technical Support:

Call: 08122855018

Email: itsupport@pti.edu.ng

Visit: The ICT centre