

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

A. PAYMENT OF ACCEPTANCE FEES

1. On the Students Menu, Click on Applicant Login
2. Enter your application login credentials- Username and Password
3. On your portal dashboard, click on **Check Admission Status**
4. If you have been admitted, you will see a **CONGRATULATIONS** message and a link to print your ACCEPTANCE FORM. Click on the link to generate RRR code, take the RRR code to any bank for payment or you can pay online.

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. After payment, return to the website and repeat steps 1, 2 and 3 to print your **ACCEPTANCE FORM.**

NOTE: After payment, if the system still redirects you to make payment, requery your RRR code (By Clicking "Requery Remita" under the Students' menu, type in your RRR number and then click on "show generated invoices" and then click on "Requery") or contact the ICT centre for assistance.

B. PAYMENT OF SCHOOL FEES

1. On the Students Menu, Click on Student Login
2. Enter your login credentials – PTI Form Number/Matric Number and Password
3. This will take you to a page to generate RRR Code for payment of school fees. Generate the RRR code, take the RRR code to any bank for payment or you can pay online.
4. After payment, return to the website and on the Students Menu, Click on Student Login
5. Enter your login credentials – PTI Form Number/Matric Number and Password
6. The system will grant you access to your online student's dashboard
7. You can now print the following nine (9) 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. UNDERTAKING FORM – Students Affairs

g. HOSTEL ALLOCATION FORM – Students Affairs

h. COURSE REGISTRATION FORM

i. EXAMINATION CARD

All nine (9) 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 documentation.

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 compulsory 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 "N30,000" 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 Department.

12. Take the receipt back to the Hall Administrators for Payment Verification and allocation of hostel space.

For **Technical Support**: Call: **08122855018** Email: **itsupport@pti.edu.ng** Visit: The **ICT Centre**

Signed

Head, DiPTI (ICT)