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THE UNIVERSITY OF BAMENDA

ONLINE REGISTRATION PROCEDURE FOR RETURNING STUDENTS

REGISTRATION

- 1 Log into your student account or create one [here](#) if you do not have
- 2 Click on the **pay fee** tab
- 3 Pay your platform service charge of XAF 1000 with MTN MoMo
- 4 Select to pay your Registration Fee and Medical fee
- 5 Select your fee Payment Channel
- 6 Make payment to the University's account (Registration and caution fees: XAF 50000 and Medical Insurance: XAF 6700)
- 7 Click on your profile (or icon) to go to drop-down menu
- 8 Click on the Transaction details link to view, download and print receipts.
- 9 Click on admission letter to download and print your admission letter.
- 10 Go to your department and present the originals of the documents listed on your admission letter.
- 11 Go to the health unit for your medicals and validation online.
- 12 Verify from your department the list of courses you are required to take and log into your account and register the courses.
- 13 Print your **Form B** (a form containing the courses you registered) and take it to your department for signatures.
- 14 **Verify the University Calendar of activities and do well to pay fees and register courses within the stipulated timeframes.**