ABU Zaria: Online Application Forms Guide

Official guidelines to applicants on filling and submitting ABU's eForms online

All application forms into the various programmes of the University are now purchased, filled, submitted and processed online. This document contains official instructions and useful guidelines to all candidates wishing to fill and submit ABU's application forms online for PG programmes, Diploma programmes, LVT programmes, Sasakawa programmes, inter-faculty / inter-university transfers, special admissions and some certificate programmes. Applicants and cyber cafe operators are strongly advised to carefully go through this document and follow the instructions in order to ensure an error-free completion and submission of the various application forms that concern them.
Ahmadu Bello University, Zaria

Guidelines For Filling ABU Online Application Forms

For PG, Special Admission, Diploma, Higher Diploma, LVT, Sasakawa and Certificate Programmes

Prepared by the development team of
Institute of Computing & ICT

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Apart from the contact support lines and e-mail given at the end of this document, all other information contained in this document pertaining to names, photographs, phone numbers, e-mail addresses, or qualifications of individuals is fictitious and meant for illustration only.
Any resemblance to any person living or dead is purely coincidental.
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INTRODUCTION

All application forms into the various programmes of the University are now purchased, filled, submitted and processed online. This document contains official instructions and useful guidelines to all candidates wishing to fill and submit ABU's application forms online for PG programmes, Diploma programmes, LVT programmes, Sasakawa programmes, inter university/inter faculty transfers, special admissions and some certificate programmes.

Applicants as well as cyber cafe operators are strongly advised to carefully go through this document and follow the instructions in order to ensure an error-free completion and submission of the various application forms that concern them.

We eagerly look forward to having you join us to study at the famous Ahmadu Bello University, Zaria.

Best wishes from
Software Development Unit of ICICT
22nd July, 2014
1.1 What the ABU online application forms portal does
ABU application forms portal provides a platform for anyone wishing to study for any Diploma, Higher Diploma, LVT, Sasakawa, PG, special admissions and some certificate programmes to purchase the application form, fill the form and submit the completed form online.

1.2 Accessing the ABU online application forms portal
1.2.1 Who can access the ABU online application forms portal?
The ABU application forms portal can be used by anyone who falls into any of these categories of people:

- All prospective applicants into ABU Zaria
- All authorized staff of ABU MIS Office, the University Management, as well as relevant members of the development team.
- Appropriately authorized staff of all participating banks can also access the online application forms portal using a different module known as PayEazy, which manages all categories of fees payable by applicants and students of the University – including application form fees.

1.2.2 What devices can access the ABU online application forms portal?
The online application forms portal is a web-based application that runs on the World-Wide Web; hence any standard desktop or laptop computer connected to the Internet can access the online application forms portal. Some portable Internet-enabled devices, such as smart phones and blackberries, may also be used to access the portal though the user experience will be quite different on those devices. Whatever the class or type of device used, you should ensure that the device meets the following requirements:

- Any of the following modern web browsers is required:
  - Microsoft Internet Explorer (at least version 8).
  - Mozilla Firefox 3 and higher.
  - Opera 10 and higher.
  - Google Chrome.

- Adobe Acrobat Reader 5 or higher versions to open and print PDF documents generated by the portal.
1.2.3 What is the ABU eforms portal access URL (address)?

The ABU online application forms portal can be accessed by connecting to the Internet and going to http://forms.abu.edu.ng. Please do not add any "www" when typing the URL in the browser's address bar.

*** TO BE CONTINUED ***