GUIDELINE FOR FILLING THE ONLINE APPLICATION FORM
**STEP 1 (Account Creation)**

1. On the home page of the website (http://pg.udusok.edu.ng) click on **Create Account**.
STEP 2 (Account Creation 2)

1. Fill in the form as shown below by keying in all necessary information
2. Click on **Create Account Now** (an account is created with the information you have provided and a payment invoice generated)

**NOTES:**

1. Make sure the **Email Address** and the **Phone Number** you provide are valid as the system will be communicating to you via your **Email address** and **Phone number**.
2. Use a **Password** you can remember as you will be using the password in future to log into your account.
**STEP 3: (Payment Invoice)**

1. Click on **Printable Format**; a printable **payment invoice** is generated as follows:
**STEP 4** (Payment Invoice 2)

1. Click on **Print Invoice Now** to print the invoice **OR** copy the **Invoice number** and present to any branch of **First Bank Nig. PLC** to make payment (The bank may request for your **GSM number**).
STEP 5 (Starting the Application)

After your payment is confirmed at the bank, you will be supplied with an application number, which will also be sent to you through your Email Address and Phone number.

Log into the system at http://pg.udusok.edu.ng using the application number and your password.
**STEP 6** (Bio Data)

1. Enter your **Date of Birth**, **Gender**, **Marital Status**, **Nationality**, **State of Origin**, **LGA**, **Home Town**, **Contact Address** and **Permanent Address**.
2. Click on **Save Profile** to continue
**STEP 7** (Bio data 2)

Click on **Continue Application** to proceed
STEP 8 (O-LEVEL)

1. Enter Exam Name, Exam Number, Exam year, Centre No, Centre Name and your O-Level Subjects in your First Sitting (Compulsory) and Second Sitting (Optional)
2. Click on Save and Continue
**STEP 9** (A-Level records)

1. Enter your A-level Academic record in the boxes provided.
2. Click on **Save and Preview** (the record entered will be displayed)
STEP 10 (A-Level records)

1. You may enter as many records as possible filling in the boxes and clicking on **Save and Preview**
2. When all the records are filled, click on **Continue Application** to proceed
**STEP 11** (University)

1. Enter your University Academic record in the boxes provided.
2. Click on **Save and Preview** (the record entered will be displayed)
**STEP 12** (University)

3. You may enter as many records as possible filling in the boxes and clicking on **Save and Preview**

4. When all the records are filled, click on **Continue Application** to proceed
**STEP 13** (Research Proposal for Ph.D Applicants only)

1. For a Ph.D applicant, enter your proposed Research Topic and Abstract
2. Click on Save Application to continue
3. Click on Continue Application on the displayed page

**For Non-Ph.D Applicants**

1. Click on Refree on the menu Bar or Save Application to continue
**STEP 14 (Referee)**

1. Enter the details of 3 referees on the form provided. Click on **Save and Preview** any time you complete the details of a referee.
2. When the details of the referees are entered completely, click on **Continue Application** to Proceed.

**NOTE:** Make sure that the **Email addresses** and the **Phone Numbers** of all the referees you supply are valid as the system will send your request to them through these media.
**STEP 15** (Passport and Signature)

1. Click on **Browse** on the **Upload Passport** field to upload your scanned picture.
2. Click on **Browse** on the **Upload Signature** field to upload your scanned signature.
3. Click on **Upload** (the submitted picture and **Signature** will be displayed).
4. Click on **Continue Application** to Proceed.
**STEP 16 (Declaration)**

1. Click on the declaration **Check box** provided to agree to the condition of the application.
2. Click on **Submit Finally and Print Details** to generate an **Application Form**.
**STEP 17** (Application Form)

1. Click on **Print a Copy Now**
**STEP 18** (Application Form in printable format)

1. Print a copy of the generated **Application Form**