



# FEDERAL MINISTRY OF EDUCATION

Federal Secretariat Complex, Phase 3, Shehu Shagari Way, PMB 146, Garki, Abuja.

website: [www.education.gov.ng](http://www.education.gov.ng)

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## **ADVISORY ON PROCEDURE FOR EMERGENCY TRANSFER OF RETURNEE NIGERIAN STUDENTS INTO NIGERIAN UNIVERSITY SYSTEM IN TIME OF CRISIS**

Please find below the procedure for processing transfer of Returnee Nigerian Students into Nigerian University system in time of crisis:

1. A prospective student travelling abroad for undergraduate studies normally registers (document his/her travel) with the Federal Ministry of Education (FME) and obtains a Document ID. It is called "Notification to Study Abroad". In case of crises such registration becomes helpful.

2. Anyone who did not but has now become a returnee who is desirous of transfer into a Nigerian University must do a retroactive registration with the Federal Ministry of Education as follows:

- Go to FME website - [www.education.gov.ng](http://www.education.gov.ng)
- Go to attestation of academic documents or <http://.ess.education.gov.ng>
- Tick the certificates you want to evaluate (Tick your highest qualification in Nigeria to enable you pick a date)
- Pick a date
- Make payment via remittal - RRR code
- Print Appointment Slip
- Go to FME Revenue Unit-2nd floor
- Go to 8th floor - Evaluation Accreditation Division with original copies of your credentials base on your Date of Appointment

Explanation on the Process of Documentation with Federal Ministry of Education  
(The purpose of the visit is to be registered)

### On the Menu

Check the credibility of your credentials  
Search\_arrow\_forward

### Procedures for Evaluation &

#### Accreditation

filter\_1

Access Application

Sign up an account, complete email validation and proceed to login

filter\_2

Get Started

Select Application type and provide required details.

filter\_3

Make Payment

Select documents for authentication/evaluation, generate RRR Payment code and make payment of non-refundable fee

filter\_4

Upload Documents

After payment upload related documents (1 original copy and 2 photocopies will be required on the appointment date)

filter\_5

Schedule Appointment

Proceed to select available appointment date and time session.

filter\_6

Proceed to Accreditation Venue

Go to venue with all credentials for verification

3. Returnee Student visits Returnee Application page on IBASS from JAMB website:  
[www.jamb.gov.ng](http://www.jamb.gov.ng)
4. In the IBASS page, the Returnee Student uploads the registration slip obtained from the FME and then completes the Returnee Transfer Personal data:
  - a. Name
  - b. NIN
  - c. Telephone Number
  - d. Active e-mail address
  - e. Current University
  - f. Country and City of Study
  - g. Programme
  - h. Year of Entry
  - i. Current Level of Study
5. Returnee Student selects intended University of Choice and Programme.
6. Returnee Student uploads scanned copy of the following documents:
  - a. Current University Admission letter;
  - b. Transcript/Student Semester Results;
  - c. Data page of International Passport; and

d. Sworn Affidavit (confirming the genuineness of information supplied and that insincere or false information shall lead to withdrawal from studies and/ or of certificates (in the event of issuance). Prosecution may also follow.

7. Returnee Student clicks SUBMIT button, which now sends an email to intended University of Choice for Request for Application to Apply for Inter-University Transfer.
8. Notification page for successful request is loaded and presented on the screen by IBASS System.
9. Returnee Student gets a notification email and SMS for his/her application request sent to the intended University of Choice.
10. Student's University of Choice gets an IBASS mail of the Student's Request for Application to Apply for Inter-University Transfer
11. Intended University evaluates Student's credentials for possible consideration.
12. If the Intended University of Choice is satisfied/unsatisfied with the credentials presented by the Returnee Student, a notification is sent on JAMB-IBASS-mail for Qualified/Unqualified for consideration.
13. Qualified Returnee Student is directed via the email and SMS to approach any JAMB Office (in person) to complete the Inter-University Transfer Application.  
  
Note that the process is tracked by JAMB, NUC and the candidate as follows:  
(a) Submitted      (b) Being reviewed by the University  
(c) Successful/Unsuccessful
14. The intended University of Choice then follows the Advisory on Inter-University Transfer of Students earlier sent to the institutions in 2019 (see attached).

**Announcer  
Management**