

# ONLINE REGISTRATION

All newly admitted postgraduate students are to register online for the 2017/2018 Academic Year. Students can **ONLY** register after **70%** payment of fees.

**Registration Period: Monday, 21<sup>st</sup> August - Friday 1<sup>st</sup> September, 2017.**

Please follow the procedure below:

## STEP 1

Visit the University's website: <http://registration.gij.edu.gh>

## STEP 2

Enter your user name made up of your Student ID Number.

Example: A postgraduate student with an **ID No. MAPR 17001** will have a User name **MAPR17001**.

## STEP 3

Default Password: **gij2000** (To be changed by Student after first log in)

## STEP 4

Select **STUDENT** on the menu bar.

Click on **MY INFORMATION**



Student

My Information

## STEP 5

Click on **OTHER INFORMATION** tab and confirm your registration by clicking on the Register Button on the page. (Button will NOT be visible if required 70% fee is not paid)

## NOTE:

Students who fail to register by the deadline will NOT be eligible to attend lectures and also sit for Mid & End of Semester Examinations.

A copy of Bank Pay-In-Slip should be deposited in the Finance office after registration.

Students who are unable to log in to register should please report to the **Graduate Secretariat** within the specified registration period or pay the **PENALTY** for late registration.