

ONLINE REGISTRATION

All newly admitted postgraduate students are to register online for the 2018/2019 Academic Year. Students can **ONLY** register after **70%** payment of fees.

Registration Period: Monday, 6th August - Friday 17th August, 2018.

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. MAPR18001** will have a User name **MAPR18001**.

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 register by clicking on the **Confirm Registration Button** on the page. (Button will **NOT** be visible if required 70% fees and GRASAG dues are 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 and registration slip should be deposited at the **Graduate Secretariat** 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.