

27<sup>th</sup> September, 2021

Dear Vice Chancellor/Provost/Rector/Head

### **GUIDELINES FOR THE 2021 ADMISSIONS EXERCISE**

This document is to guide all critical stakeholders on the 2021 admission exercise. It highlights the salient points on the processes of admitting candidates into Nigerian Tertiary Institutions. All schedule officers on admissions are advised to carefully study and understand the content of the document with a view to implementing it fully for a seamless and transparent admission exercise.

Recall that the 2021 Policy Meeting on Admission to tertiary institutions in Nigeria was held (virtually) on Tuesday 31<sup>st</sup> August, 2021 under the chairmanship of Honourable Minister of Education, Malam Adamu Adamu who was represented by the Permanent Secretary, Federal Ministry of Education, Arc. Sunny Echono. The Chairman, House Committee on Tertiary Education and Services, Hon. Suleiman Goro, Director-General, National Youth Service Corps (NYSC) represented by Director, Corps Mobilization, Mrs. Victoria Ango and representative of the Chairman, Code of Conduct Bureau, Rtd. Commissioner of Police, Yinka Balogun were in attendance.

At the meeting were also the Registrar of JAMB, Prof. Is-haq Olanrewaju Oloyede, Management staff of JAMB and members of the press while Heads of Tertiary Institutions in Nigeria attended the meeting virtually.

The following were the decisions of the Policy Meeting which shall serve as the policy guidelines for the 2021 Admission Exercise.

#### **A. COMPLIANCE WITH DECISIONS OF 2021 POLICY MEETING**

- i) The decisions as well as the policy directives as contained in the address of the Honourable Minister of Education at the Policy Meeting shall serve as the guidelines for the 2021 Admissions Exercise.
- ii) The Ministry of Education will monitor the adherence to Policy Guidelines.
- iii) All Heads of Tertiary Institutions are to ensure total compliance with the guidelines.

iv) Sanctions shall be applied to institutions that violate any of the decisions.

#### **B. CESSATION OF ILLEGAL/IRREGULAR ADMISSIONS**

- i) All applications for admissions to First Degree, National Diploma, National Innovation Diploma and the Nigeria Certificate in Education into Full-Time, Distance Learning, Part-Time, Outreach, Sandwich, etc., must be processed **ONLY** through the Joint Admissions and Matriculation Board (JAMB).
- ii) Institutions which are still involved in advertising or selling “application forms” for admissions into the programmes listed in B (i) above should stop the practice henceforth. Institutions should advise candidates to apply to them through Joint Admissions and Matriculation Board (JAMB). Duplication of application forms is **NOT** allowed.
- iii) Joint Admissions and Matriculation Board (JAMB) and the three (3) Regulatory Agencies (National Universities Commission (NUC), National Board for Technical Education (NBTE) and National Commission for Colleges of Education (NCCE)) will ensure that all Tertiary Institutions comply with this policy directive. Other Professional Regulatory Agencies will also play a role in sanitizing the process.
- iv) The duration of all Non-Full Time Studies must be maintained as approved by the Regulatory Agencies. This is generally not less than one hundred and fifty percent (150%) of the equivalence of Full Time.

#### **C. ADVERTORIALS**

Institutions that desire to place advertisement can do so by advising candidates who sat for the current UTME (or DE candidates) to change their institutions as First (1st) Choice rather than requesting the candidates to purchase another application form or apply. This is to prevent the issue of double registration which is a violation of the mandate of JAMB.

#### **D. MODE OF 2021 ADMISSION**

1. The Admission-Exercise for the 2021/2022 Academic Session would be conducted on Central Admission Processing System (CAPS) of JAMB. No Institution is allowed to publish, announce, exhibit or paste any name(s) of admitted candidate(s) without prior approval of the name(s) on CAPS.
2. The principal participants are:
  - ❖ The Registrar of the Joint Admissions and Matriculation Board (JAMB) as Chairman;
  - ❖ Heads of Tertiary Institutions;
  - ❖ Director of Admissions (JAMB);
  - ❖ Admission Officers of Tertiary Institutions;
  - ❖ JAMB Desk Officers; and

❖ Candidates.

3. Policy Guidelines for 2021 Admission-Exercise as approved by the Policy Meeting and the directives by the Honourable Minister of Education shall be formally communicated to the institutions not later than two (2) weeks after the Policy Meeting.

#### **E. DOCUMENTS FOR THE 2021 ADMISSION-EXERCISE**

The following documents would be used for the conduct of the 2021 Admissions Exercise:

- i) the 2021 UTME/DE results;
- ii) the JAMB's 2021 Admissions Quota as received from the Regulatory Bodies (NUC/NBTE/NCCE);
- iii) the 2021 UTME Brochure as published and on IBASS;
- iv) the Guidelines on Admissions to Tertiary Institutions as prescribed by the institutions' Proprietors (Federal, State and Private); and
- v) Policy decisions on 2021 Admissions Exercise and the directives of the Honourable Minister of Education at the Policy Meeting (The Honourable Minister of Education directives are contained in the attached speech for strict compliance).

#### **F. UPGRADE TO DE FROM UTME**

- i) Any candidate who obtains A/L qualifications after the close of sale of application can seek upgrade from UTME to DE.
- ii) He/She logs into his/her profile, chooses **upgrade** and completes the process **free of charge**. The platform allows him/her to change programme or/and institution at no cost.
- iii) Once it is done, letter '**U**' is automatically added to his/her original registration number and his/her uploaded result is automatically made available to the institution through CAPS.
- iv) The Upgrade can be done before or after post-UTME but the **candidate must notify the institution** in order to update their download lists from CAPS

#### **G. PROCEDURE FOR THE ADMISSION-EXERCISE**

##### **1. Recommendations and Approval**

Institutions are to recommend candidates for admission to JAMB after having presented the following information through CAPS:

- i) the approved general quota for each institution and the distribution to the various programmes (Except that the quota for regulated programmes must be within the limits approved by the appropriate professional agency);
- ii) minimum UTME score for each programme;
- iii) minimum DE qualification grades for Direct Entry Candidates;
- iv) components of Cut-off marks and the allotted score for each component;
- v) the cut-off date for the 2021 admissions after which no result upload nor change of Institution would be allowed;
- vi) supplementary admission can be allowed but fresh candidates cannot have right to being on merit list but through other criteria to fill existing vacancies; and
- vii) other admissions criteria (if any).

## **2. Step by Step in the Admission Process**

For a candidate to be registered in an institution from 2021 Admissions Exercise, he or she must have:

- i) uploaded on CAPS the result which prima facie qualified the candidate for the programme to be studied;
- ii) been recommended by the institution for admission;
- iii) been approved and admitted by JAMB;
- iv) accepted the offer of provisional admission online on JAMB's website (at no cost);
- v) printed both JAMB Result Slip and Admission Letter directly from JAMB's website;
- vi) presented the two (2) documents in 2(v) above to the Institution; and
- vii) been screened and must have presented acceptable credentials including those in (v) above.

## **3. Documentation**

To register admitted candidates, institutions are to receive from each candidate and file the followings:

- i) JAMB original Result Slip;

ii) JAMB original online Admission Letter; and

iii) copies of candidates' credentials.

No institution should issue its own Admission letter but rely on the JAMB admission letter presented by the candidate. Any institution that issues admission letters to candidates outside the official letter issued by JAMB would be sanctioned for violation of the admissions process. Such letters of admission are known to have given false comfort to illegally admitted students who would wake-up to their not being legitimately admitted only after graduation.

#### **4. Verification**

Each institution is to:

- i) verify the characteristics (given by JAMB) e.g. registration number is to be watermarked across each of the two documents;
- ii) download the mobile app (JAMB QR SCANNER) on phone or similar devices and use it to verify security features on the documents such as Name, Registration Number, Institution/course. The JAMB QR SCANNER APP can be downloaded from Google Play Store or Apple Store;
- iii) check the candidate's status on CAPS; and
- iv) at the point of registration, download list of candidates offered provisional admissions from CAPS. It will be indicated against each candidate, whether the Result Slip and Admission Letter have been printed or not.

#### **5. Frequent Downloads and Portal-Closure**

- i) Since candidates continue to change courses and institutions until the close of portal of the institution, it is mandatory for institutions to ensure that their downloads are current, through daily update so as not to recommend a candidate that has changed to another institution or lose a new qualified candidate.
- ii) Each institution is to notify JAMB when it is closing its portal and will no longer accept new candidates. Advance notice of two (2) weeks is expected. However, candidates can still change from such institution to another.

#### **H. UTME/DE SCORE FOR THE 2021 ADMISSION-EXERCISE**

1. Every institution is at liberty to determine the UTME score acceptable to it for admission provided the UTME score is approved by the Policy Meeting or JAMB before implementation. Similarly, for DE, each institution will determine the number of points required by it for Direct Entry admission. Nevertheless, no

institution can recommend or admit any candidate with less than 2 points for direct entry.

2. No institution can admit/accept transfer of a candidate for any degree programme unless the candidate will spend on full-time, not less than two (2) consecutive sessions in the institution.
3. No institution will be allowed to recommend or admit any candidate whose total score is below the minimum score proposed by the institution. Every institution should maintain its minimum score as submitted and approved by the Board.
4. Ranking for admission would be determined by the totality of the following assessments:
  - i) UTME score/DE Grades (within their respective threshold);
  - ii) Institutional Screening scores (if applicable);
  - iii) grading of Senior School Certificate (SSCE) Grades (if applicable);
  - iv) interview/practical scores (if applicable); and in all cases
  - v) the percentage (%) allotted to UTME score should range from 50% to 100%.
5. Admissions Officers would have to download O' Level details of candidates on CAPS before admissions process can be initiated for any programme. Therefore, no institution shall require any candidate to upload any result other than those downloaded from CAPS which the institutions are expected to re-verify on resumption and registration of the students.
6. No candidate can be considered for admission if he/she does not meet the prescribed requirements by the institution provided such requirements have been approved and published by JAMB.
7. No institution can impose on a candidate a requirement that had not been previously approved and published by JAMB.
8. Institutions are to adhere to institutional/programme standard and comply with entry requirements as documented in the 2021 e-Brochure.
9. ALL ADMISSIONS ARE TO BE DONE ON CAPS
  - i) No institution shall offer or propose to offer admission through any other platform or medium to any candidate for NID, NCE, ND or Bachelor's degree programme unless the candidate has been so proposed and has accepted the offer on CAPS.
  - ii) No admission should be carried out or announced/published through any other platform other than CAPS.

iii) No admission should be communicated to any candidate through any means other than CAPS. Individual Institution's website/platform can publish admission already approved on CAPS. Similarly, No Candidate can be registered for any course/programme other than the one he/she had accepted on CAPS.

iv) In the unlikely event of change of programme, the CAPS must be updated.

#### **I. INSTITUTION SCREENING AND SCREENING FEES**

i) Any institution interested in conducting any form of screening could do so, but the gross charge for the screening should not exceed Two Thousand Naira (₦2,000.00) only.

ii) It is not allowed for any institution to make candidates directly or indirectly incur further related expenses on screening exercise such as administrative and bank charges. JAMB will provide for free to all Institutions, access to photo images, biometric enrolment data and uploaded result of candidates for re-verification in order to curb the substitution of candidates who sat for the UTME or registered as direct-entry-candidates.

iii) NO INSTITUTION IS ALLOWED TO RECAPTURE OR DEMAND ANY PHOTOGRAPH; BIOMETRIC DATA OR UPLOAD OF RESULT FROM ANY CANDIDATE, RATHER, THE PICTURE, BIOMETRIC AND UPLOADED RESULTS OF CANDIDATES SUPPLIED BY JAMB SHOULD BE USED FOR THE EXERCISE TO ELIMINATE IMPERSONATION AND SUBSTITUTION OF REAL CANDIDATES.

iv) Every Institution is to exercise due diligence and ascertain the authenticity of candidates' credentials and certificates during post-UTME or/and Registration of candidates into the Institutions.

#### **J. IMPLEMENTATION OF SCIENCE/ART RATIO**

1. The Federal Government's guidelines on admission mandate institutions to adhere to the 60:40 (Science/Art ratio) for conventional Universities/Colleges of Education, 80:20 for Specialized Universities and 70:30 (Technology/NonTechnology ratio) for Polytechnics and Monotechnics. In addition, the guidelines on admission should be as prescribed by the institutions' proprietors. For Federal Institutions, the allotment shall be Merit: 45%, Catchment: 35% and Educationally Less Developed State: 20%.

2. Merit Quota for Federal and State Institutions:

i) Federal Institutions Merit Quota is 45%.

ii) For State Institutions, the Merit quota should be in two layers as follows:

a. National Merit Quota – for the first topmost 10% (indigenes and non-indigenes including foreigners); and

b. Indigene Merit Quota – additional 35% allotted to indigenes of the State on merit basis after the first topmost 10% National Merit.

3. State and Private Tertiary Institutions should apply the criteria as approved by their proprietors.

**K. REVIEW AND UPDATE OF 2022 UTME BROCHURE**

- i) The review of Brochure is automated and online through IBASS (Integrated Brochure and Syllabus System);
- ii) This can be accessed at jamb.gov.ng;
- iii) Each Institution is to use its secured access credentials to login. It can be requested through the Institutions registered e-mail address on CAPS;
- iv) Each Institution views its present requirements and makes online request for amendment, deletion or addition on IBASS platform;
- v) All approved requests will be communicated vide the platform, provided they are within the approved guidelines of the respective Regulatory Institutions; and
- vi) The request to be reflected in the 2022 brochure must be made on or before 29<sup>th</sup> October, 2021. Please note that what is published by JAMB based on IBASS, is the legitimate and binding requirement.

**L. END OF 2021 ADMISSION-EXERCISE**

The meeting agreed to defer this item to another meeting which would be scheduled in October, 2021 to decide on the possible closing date(s) for the 2021 admissions exercise.

**M. FORFEITURE OF CHOICE-CANDIDATES AND ADMISSION-TIMELINES**

- i) All institutions are to conduct their Admission Exercise within the approved schedule period.
- ii) At the expiration of the period, any institution that fails to **conclude** its admission will no longer have the candidates on its platform in CAPS.

**N. EXEMPTION OF CERTAIN CATEGORIES OF CANDIDATES FROM SCREENING TEST**

- i) Candidates who sit for the Unified Tertiary Matriculation Examination (UTME) in Foreign countries, Correctional Centres, as well as Blind and Deaf Candidates are to be exempted from pre-admission institutions screening test. The lists of the



respective candidates in these categories would be made available to the various Tertiary Institutions for guidance and necessary action.

- ii) This special waiver should be treated as **affirmative and inclusive actions** for the accommodation of the affected candidates. The Board and the Tertiary Institutions are to ensure that candidates from the categories who meet minimum requirements are admitted and their progress monitored in the various institutions for the purpose of confirmation of the effectiveness of the policy.
- iii) The Joint Admissions and Matriculation Board has put in place a mechanism that would prevent any candidate from taking undue advantage of this exemption. For instance, only candidates who are either foreigners or Nigerians that have been confirmed to be residents in foreign countries and are products of foreign school system can enjoy this privilege in the interest of internationalization of the Nation's Tertiary Institutions. A Nigerian with less than six (6) month-stay in a foreign country is disallowed from taking the UTME in any foreign country.

#### O. **ADMISSION INTO PART-TIME, SANDWICH AND DISTANCE LEARNING PROGRAMMES**

- i) In order to ensure flexible period of application for these non-regular programmes, the Joint Admissions and Matriculation Board shall make available, throughout the year, online application platform for the non-Regular candidates.
- ii) Please note that this policy directive is without prejudice to the processing fees being charged by the Tertiary Institutions for the different Part-time programmes. Formatted: Underline
- iii) Candidates for Distance Learning, Part-time and other related modes of study will apply through JAMB before approaching their preferred institutions to process their admission with JAMB registration numbers.
- iv) All categories of candidates for admissions must be processed through CAPS. Distance learning, Part-time and Sandwich candidates need not sit for the UTME but sitting for it does not disqualify them. These categories of candidates would pay to their preferred institution a processing fee (not application fee) that will be determined by the institutions.
- v) The Registration Forms being completed at the Institutions should be named "Part-time/Distance Learning Processing Form" to avoid confusion.
- vi) Academic sessions are from 1<sup>st</sup> August to 31<sup>st</sup> July, therefore the date of admissions determines the sessions in which a candidate is admitted. Formatted: Superscript  
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#### P. **NATIONAL MATRICULATION LIST**

- i) The Board has reactivated the National Matriculation Lists since the 2019 admission-exercise in order to improve on the quality and authenticity of the Tertiary Education data base of the Nation. Every institution is expected to comply accordingly.
- ii) The Joint Admissions and Matriculation Board (JAMB) and the Regulatory Agencies have resumed their joint monitoring exercise of Matriculation and Admissions. It is mandatory for institutions to keep proper valid Register of all matriculated students in the institutions. Each candidate's file should contain all the documents listed under item G3 (i-iii) above.
- iii) All successful candidates whose admissions are processed appropriately through the Joint Admissions and Matriculation Board (JAMB) would be listed and the list made available publicly to all stakeholders.
- iv) Any candidate whose name is NOT on the National Matriculation List would be considered not to have been admitted by JAMB and that the admission is illegitimate. No such illegitimate admission would be condoned.
- v) The Matriculation List should be separated i.e. Full-Time, Distance Learning, Part-Time, Sandwich or Supplementary (for previously matriculated students of the institutions) etc. It is therefore mandatory to keep proper and valid Register and this must be the same with the National Matriculation Register with the Joint Admissions and Matriculation Board.

**Q. INVITATION TO MATRICULATION CEREMONY**

- i) The Joint Admissions and Matriculation Board (JAMB), National Universities Commission (NUC), National Board for Technical Education (NBTE) and National Commission for Colleges of Education (NCCE) must be informed and invited not later than two (2) weeks before the Matriculation Ceremony. The letter should be accompanied with the soft and hard copies of the matriculation list. Please note that late invitation to matriculation ceremony will no longer be entertained.
- ii) List of violators will henceforth be published.

**R. PROCESS OF DELETION AND NON-ACCEPTANCE OF ADMISSIONS ON CAPS**

The Board identified two (2) scenarios relating to deletion and non-acceptance of admission on CAPS and therefore prescribes the process as follows:

- i) Where a candidate is offered admission and after acceptance, he/she or the institution is desirous of changing the programme offered and accepted while the year's admission is still in progress, the following is applicable:
  - a. The candidate will complete change of admission letter Form online indicating the details of the new institution.

- b. Print the indemnity form and take it to the new institution for the Head of institution's approval.
- c. The Head of the institution MUST sign the form which would be transmitted to the Coordinator of the JAMB State Office for upload to the Registrar for approval.
- d. Once the Registrar gives approval, the candidate's status is automatically updated and he/she would be informed through mail.
- e. Through synchronization, CAPS is notified.

ii) Where a candidate is offered admission and he/she neither accepts nor rejects the offer and the institution is desirous of substituting the candidate, the following applies:

- a. The institution would forward the list of the candidates to the Board through CAPS in the following format:

Registration No.	Name	Course Offered	Date of Offer (i.e. date of approval by Desk Officer)	Reason (if any) for non-response	Remark (to include I want to replace, I want to ...e.t.c)
.....	.....	.....	.....	.....	.....

- b. The list must be signed by the Head of the institution for Registrar's approval.
- c. Once approved by the Registrar, the candidates would be deleted automatically and the utilized quota is made available again to the institution.

In case a candidate does not accept or reject admission on CAPS before JAMB's closure of CAPS for the year, the candidate would not be regarded as admitted and would not be on matriculation list for the year. He is not expected to be registered by any institution without JAMB's admission letter which cannot be printed without acceptance of admission.

Where a candidate has been recommended based on his/her application to the institution, the candidate is not available to any other institution and cannot be proposed on CAPS (and should not be proposed elsewhere) unless:

- i) the candidate completes a deletion form online;
- ii) submits application to the initial institution for release to another institution and the newly proposed Institution endorses the form accepting the transfer. The

endorsement serves as proposal and recommendation of the candidate to JAMB and JAMB approval shall complete the transfer which would enable the candidate print admissions letter into the new institution.

**S. TRANSFERRED CANDIDATES**

Candidates already admitted into an Institution (Foreign or Local) who desire to transfer to another Institution must:

- a. apply to the desired Institution (which will determine and inform the candidates their suitability);
- b. fill the form on JAMB Portal (e- facility) and print it out; This is endorsed by the receiving Institution; and
- c. return the printed form to the former Institution that is expected to forward the form to JAMB office for processing.

**T. PROVISION OF CANDIDATES' DETAILS TO INSTITUTIONS/PUBLIC**

The Board will not release candidates' contacts to Institutions or the Public without prior consent of the candidate(s). This is to avoid its abuse and litigations on violation of Nigerian Data Protection Regulation.

**U. REGISTRATION OF CANDIDATES IN GROUP**

The candidates' details are personal to them, Institutions are advised to desist from seeking or retaining candidates' username and password. Also, the candidates are advised not to surrender their personal details to strangers or close relatives who might use them to distort their records without their knowledge.

**V. ARCHIVING OF PAST ADMISSIONS RECORDS ON CAPS**

All Institutions should keep records of admissions done yearly as record for each year's admission will be deleted from CAPS Platform at the end of the exercise. The Board has its archive of admission done and would make it available on request by any Institution.

**W. EXEMPTION ADMISSION**

Institutions must have done 90% of its admissions for the year before requesting for a waiver for the use of the exemption mode on CAPS.

**X. FORWARDING OF PREVIOUS MINUTES**

The Board will forward to the Institutions the minutes of the 2021 Policy Meeting not later than two (2) weeks before the next meeting.


**Y. UNDISCLOSED ADMISSION BY SOME INSTITUTIONS**

To safe-guard the integrity of the admissions process, institutions had always been told that admissions done outside CAPS were unacceptable. However, some institutions still illegally admit candidates outside CAPS and this was considered a direct flouting of the Policy-directive.

The list of institutions with undisclosed admissions was therefore to be collated and forwarded to the Honourable Minister of Education for appropriate sanction as directed at the Policy Meeting. The Minister's directive contains the following:

**"... Heads of such Institutions will be held personally responsible either in or out of office"**

Thank you.

  
Prof. Is-haq O. Oloyede, OFR, FNAL, NPOM  
Registrar