

USMANU DANFODIYO UNIVERSITY TEACHING HOSPITAL, SOKOTO

Online Form Guidelines 2016/2017 session

STAGE 1: PIN NUMBER

- You enter the pin number and serial number collected from bank after payment

STAGE 2: BIO DATA

- In this stage, you enter your bio data in space provided.
- The username is the name you will be using to login.
- Make sure you enter active phone number and email address.
- Password should be at-least 7 characters.

STAGE 3: UPLOAD PICTURE

- In this stage, you upload your scanned passport size picture.
- The scanned picture should be saved with either **.jpg, .jpeg , .png or .gif** extension
- Make sure you reduced the size of the picture after scanning. That will reduce it memory capacity
- The file size should not be more than 15 kb.

STAGE 4: SCHOOL(S) ATTENDED

- In this stage, you enter the schools attended in the spaces provided.
- You enter you school attended information in the space provided.
- You **add more school, delete selected school and save school(s)** using the buttons provided respectively
- You are advice not to send more than 5 schools at a time
- You can delete the saved school using the Remove link.

STAGE 5: O'LEVEL RESULTS

- In this stage, you enter your O' Level results in the spaces provided.
- You enter you O' Level results in the space provided.
- You **add more O'Level, delete selected O'Level and save O'Level(s)** using the buttons provided respectively.
- You are advice not to send more than 5 O'Levels at a time.
- You can delete the saved O'Level using the Remove link.

STAGE 6: REFEREES

- In this stage, you enter the name and address of three referees
- You enter you Referees in the space provided.
- You add **more referees, delete selected referees and save referees(s)** using the buttons provided respectively.
- Three referees are needed
- You can delete the saved **Referee** using the Remove link.

STAGE 9: COMPLETE FORM

This section marks the end of the form. Make sure you fill all other sections before completing this section. After completing this section you cannot edit the form.

If you have fill all relevant section click on **Declaration Confirmation** to finish