



UNIVERSITY OF ILORIN

**REGISTRAR'S OFFICE
INTERNAL MEMORANDUM**

FROM: Registrar

TO: Final Year Students

REF: UIL/RO/S.17

DATE: 28th July, 2025

NOTICE TO FINAL YEAR (GRADUATING) STUDENTS

This is to inform all final year students that the clearance process has been automated and can now be accessed via the University website. This initiative is aimed at easing the clearance process and making it seamless. All affected students are enjoined to complete the clearance form following the guidelines.

Similarly, graduating students are required to make payment for the Convocation as part of the clearance process. The payment details are as follows:

A)	Undergraduate Degrees:	N
1	Student's Copy of Transcript	10,000
2	Certificate	10,000
	TOTAL	20,000
3*	Hiring of Academic Gown (Non-refundable)	
4*	Order of Proceedings	
5*	Muffler	
6*	Student ID Card (NYSC)	
7*	T-shirt	
8*	Administrative Charges	
B)	Master's and other Postgraduate Degrees:	
1	Student's Copy of Transcript	10,000
2	Certificate	10,000
	TOTAL	20,000
3*	Hiring of Academic Gown (Non-refundable)	
4*	Order of Proceedings	
5*	Muffler	
6*	T-shirt	
7*	Administrative Charges	
C)	Ph.D. Degrees:	
1	Certificate	10,000
	TOTAL	10,000
2*	Muffler	
3*	T-shirt	
4*	Order of Proceedings	
5*	Administrative Charges	

It is important to note that prompt completion of the clearance process will facilitate the presentation of final year results for approval by the Senate. All affected students are hereby enjoined to complete their clearance without delay, please. Students are advised to make their payments with Automated Teller

Machine (ATM) Cards. The ATM cards acceptable for use are **Master** and **Visa cards**. Students should therefore ensure that the amount in their accounts is up to the value of the required charges and prevailing bank charges.

Please note that the asterisk items are to be coordinated by Unilorin Holdings Limited.

Thank you.

M. A. Alfania

cc: Vice-Chancellor
Deputy Vice-Chancellors
Bursar
University Librarian
Provost, College of Health Sciences
Deans
Heads of Departments
Ag. Dean, Student Affairs
Director, COMSIT
Director, CAU
Director, Internal Audit Unit
PAR, Registrar's Office

} Kindly give this information a wider publicity

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