



Office of the Registrar
RIVERS STATE UNIVERSITY
NKPOLU-OROWORUKWO, PORT HARCOURT
INTERNAL MEMORANDUM



FROM: Registrar

TO: All Students
All Notice Boards

REF.: RSU/REG/21/Vol.15/59

DATE: January 28, 2025

APPROVAL OF PROCEDURES FOR CLEARANCE/REGISTRATION WITH THE BURSARY DEPARTMENT

I am directed to inform all students that the Vice-Chancellor has approved the implementation of the outlined payment procedures for students in the University to ensure proper accounting for all students' transactions as follows:

1. Log on to e-campus portal with your User ID and Password.
2. Pay acceptance fee (new students only) using interswitch-enabled cards.
3. Pay portal access fee (payable once every new session).
4. Pay certificate verification fee and medical test fee (new students only).
5. Pay applicable preliminary charges such as students union government fee, sports fee, department/faculty/association fees, TSHIP and professional development fee.
6. Pay school fee.
7. Print receipts for all payments made.
8. Proceed to the **Bursary Student Accounts Unit** or the **Faculty Finance Office** for verification and authentication of the receipts for the payments made as well as registration.

Please note that any payment receipt not verified and authenticated by the Bursary Student Accounts Unit or Faculty Finance Office **SHALL** be considered **FAKE** and the student will not be allowed access to lecture halls, theatre or laboratory, neither admitted into the examination hall.

By this memo, all students, both fresh and returning are requested to follow the outlined procedures for Clearance/Registration with the Bursary Department.

IBS Harry

I.B.S. Harry (Mrs.)

cc: Director ICTC ✓

Please upload the procedures listed online. The above is for your implementation.

IBS Harry

I.B.S. Harry (Mrs.)