



ACHIEVERS UNIVERSITY, OWO

Knowledge, Integrity and Leadership
School of Postgraduate Studies

Online Postgraduate Application Procedure

A clear guide for payment verification, application completion, uploads and referee submission.

The application form opens only after the application-form payment has been verified.

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Account Setup and Payment Verification

1. Open the Postgraduate Portal and click **Application Form**.
2. If payment has not been verified, the portal shows the payment verification page first.
3. Generate or copy the unique payment code shown on the portal.
4. Pay the application fee through the approved payment channel or direct bank transfer.
5. Upload the original PDF receipt only. Screenshots and images are not accepted.
6. The portal checks that the PDF contains the generated payment code, Zenith Bank, Achievers University and the approved account number.
7. After successful verification, the multi-section digital application form opens.

Name Format Instruction: Write surname first in CAPITAL LETTERS, followed by First Name and Other Name in Title Case. Example: ADEBAYO Tunde Michael

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Direct Bank Transfer Details

Bank	Zenith Bank
Account Name	Achievers University, Owo
Account Number	1011901391
Narration / Remark	Use the exact payment code generated on the portal.

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Multi-section Application Form

1. **Account Setup:** applicant name, active email, phone, username and password.
2. **Personal Biodata:** gender, date of birth, marital status, nationality, state, LGA, addresses and next of kin.
3. **Proposed Programme:** mode of study, programme type, college/school, department and specialization.
4. **Academic History:** institutions attended, qualifications, class of degree/CGPA, NYSC status and professional memberships.
5. **Employment History:** employer, position, duration and job description.
6. **Referees:** three referees, preferably two academic and one professional, with email, phone, workplace and rank.
7. **Uploads and Review:** passport, certificates, NYSC certificate, professional certificates and research proposal where applicable.

Referee Link

1. After final submission, the system sends a private referee form link to each referee email supplied.
2. Referees fill and submit the confidential report online.
3. The Public Back Office can monitor applicant records and referee status.

Important: Use a functional email address because confirmations and referee links are sent by email. Use the exact payment code in the transfer narration or remark.