



Registration Requirements & Procedures

Nomination is done by the General Directorate of Admission and the admission form to be received, and no student shall be admitted unless he/she gets the approval of the General.

Students are to report physically for registration on the exact day of the registration, bringing with them the following supporting documents:

Passports, (for non-Sudanese), Civil Rolls' National Number, nationality or identity card (for Sudanese nationals), in addition to the birth certificate.

Six recent, colour photographs images (passport size).

Matching data on identity papers with what is stated in the admission forms.

Receipt (from the University) or deposit note (from the bank) to certify payment of tuition fees.

Proceedings shall be conducted according to the following order:

Candidates are to check with Admission Department in case of non-arrival of the admission form.

Students are to make sure that the names in the admission form match those in supporting documents.

Candidates are to meet the faculty registrar to receive the registration form and fill it in. The registrar shall copy the admission number onto the registration form, in addition to the student's name (four names), academic year, the desired college, family's postal address and phone, address and phone of closest relatives in Khartoum.

Payment of fees into the University's designated bank account, and presenting proof of such payment. Half the sum of fee may be accepted in cash and receive a check in lieu of outstanding half for registration purposes (see Tuition Fee Regulations).

Candidates are to obtain notice of the medical checkup from the Registrar.

Take the medical examination at the University, or in other places approved by the University.



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Show at the interview in the Dean's office or another office as determined in the announcement.

The signature of the student and their guardian on the Code of Conduct & Activity.

Receipt of the university ID card, which allows students to enter the university gate and use laboratories and libraries.

Wear the prescribed uniform within a week from the date of the interview.

The above procedures are subject to change depending on policies of the Ministry. These and the details of the announcements issued at the beginning of each year, constitute the current code for that year.

Registration is done in the places and times specified in the announcement, and period may be extended, for tardiness with accepted excuses.

A student who does not complete the registration procedures in the specified period is deemed unwilling to study at the university, and his/her Form shall be returned to the Admission Administration at the Ministry, and his place is announced vacant for other applicants.

Students who fail to register on the first day lose the opportunity to of free medical checkup and subsidized investigations, and shall have to bear expenses of such checkup at specified centres accredited.

A student who completes registration procedures then absent themselves from studies is not entitled for refund of the fees or any part of these fees.

A student who fully registered but could not attend class for acceptable reasons of which the university is informed from day-one (e.g. being in hospital) could considered absent with acceptable reason, treated as deferral (see below) or allowed to freeze (repeat) the year.

A student who is medically unfit, or who is rejected by the Interview Committee shall have

her/ his form returned to the Admission Administration. Their fees will be returned to them.



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Students of subsequent semesters, after Semester one, are not subject to medical check- up, and are to directly meet the Registrar on the day announced for registration and start the proceedings. The registration of those shall only last one day after which studies start immediately. Students who are not registered shall have their names stricken off the list after three days of the day set for registration, and other applicants are considered to replace them.

No student shall be entitled to enter the University nor attend lectures or other scholastic activities, inside or outside the University, nor use libraries unless after receiving their university card. Students must always carry the ID card with them, and must show it when requested to do so (see Code of Conduct & Behavior).

A registered student should not allow others to carry or use his/her university ID card, for any purpose. He/she is subject to penalty against such conduct, if and when proven, and are brought for questioning that may lead to their dismissal. A student is not allowed to carry or use others IDs. The non-student impostor will be taken through law procedures to bear all consequences resultant thereof. In case of loss of the ID card, students must immediately report the matter to the police and the University, in order to cancel it and issue a replacement card.