

# CATHOLIC UNIVERSITY OF CAMEROON (CATUC), BAMENDA

## 2017/2018 ACADEMIC YEAR

### PROCEDURE FOR UNDERGRADUATE REGISTRATION

- 1) Pay a **Registration Fee of Ten Thousand (10.000frs)** into any of our Bank Accounts:  
Account Name: *Catholic University of Cameroon, (CATUC) Bamenda* a) ECOBANK = 0200122608355201 b) SGBC = 05160350250-22 c) NFC BANK = 17301022306 d) Union Bank of Cameroon (UBC) = 00111013204 e) United Bank of Africa (UBA) = 04050000060  
**NB: All Payments should be done in the Student's Name.**
- 2) Present the **Bank Receipt** at the Registry, and collect an **Application Form A1** (for Faculty of Business - FBMS, Faculty of Science - FSC, Faculty of Humanities -FHSS), or collect an **Entrance Form** (for those sitting the Entrance Exams into the Professional Schools: School of Engineering - SENG, School of Agriculture -STANR, School of Health & Medical Sciences - SHMS).
- 3) Complete the Form A1 and submit it to the Registry with the following documents attached:
  - i. One clean photocopy of Birth Certificate
  - ii. One clean photocopy of GCE O'L Certificate/Result Slip or Probatoire
  - iii. One clean photocopy of GCE A'L Certificate/Result Slip or BAC
  - iv. 1000frs for Passport-size Photograph (hard & soft to be taken on campus)

*N/B*

- *Students with foreign degrees/certificates should present Equivalences to their certificates obtained from the Ministry of Higher Education (MINESUP), Yaounde.*
- *All students applying for the Philosophy programme should certify all their certificates.*

### WHAT TO DO AFTER PUBLICATION OF THE ADMISSION LIST

- 1) Collect your Admission Letter from the Registry from Monday 2<sup>nd</sup> October, 2017
- 2) Pay the minimum first installment fees indicated in your Admission Letter
- 3) Collect and Complete a **FORM A2** from the Registry for your CATUC Matriculation Number
- 4) Collect a Personalized **FORM A3** from the **FINANCE OFFICE**
- 5) Students shall complete their Form A3 with their Heads of Department (HODs) who shall forward same to the Dean or Provost for signature
- 6) Photocopies of completed Form A3 shall be deposited with Deans/Provosts who shall forward one copy to the Registry. (The student should jealously keep the original copy)
- 7) Students who do not submit their Form A3 to their HODs shall not be permitted to attend lectures after October 09<sup>th</sup>. 2017.

### IMPORTANT DATES

<b>August 1<sup>st</sup> 2017:</b>	Start of <b>Registration</b>
<b>September 22<sup>nd</sup> 2017:</b>	Publication of <b>First list</b> of Newly Admitted Freshmen/Women
<b>September 27<sup>th</sup> 2017:</b>	Finalization of <b>Form A3</b> begins
<b>October 2<sup>nd</sup> 2017:</b>	<b>Orientation</b> and meeting with New Students (All must be on campus)
<b>October 09<sup>th</sup> 2017:</b>	<b>Lectures</b> for the First Semester for 2017/2018 officially Begin
<b>October 18<sup>th</sup> 2017:</b>	<b>Rehearsals</b> towards Opening Mass (All new students must be present)
<b>October 25<sup>th</sup> 2017:</b>	<b>Opening Mass &amp; Matriculation</b> (All staff & New students must be present)

For more inquiries, contact CATUC REGISTRY on: **243-072-942**

**Email:** [info@catuc.org](mailto:info@catuc.org)/**Website:** [www.catuc.org](http://www.catuc.org)