



National Open University of Nigeria
SCHOOL OF POSTGRADUATE STUDIES
Plot 91, Nnamdi Azikiwe Expressway, Jabi Cadastral Zone, Abuja

STEPS TO APPLY FOR PhD PROGRAMME

1. Logon to www.nouonline.nou.edu.ng
2. Click on the *Admission* on the homepage.
3. On the dropdown, click on *Am I qualified* to check for requirements by Faculty, Department, then Programme.
4. Click on *Apply for admission* after viewing the application requirements as per 3 above.
5. Click on available programmes.
6. Select your desired category (i.e Doctoral) then scroll down to fill the pre-payment form (You will be re-directed to the *Remita website (www.remite.net)* to make payment for the application form).
7. Make payment of a non-refundable fee of **₦20,000** using the **RRR**.
8. Repeat step 1 and 2.
9. At the dropdown, click on *Conclude hanging paymen*.
10. Select preferred option with respect to where you are domicile.
11. Check/Compete payment for application form by filling the form displayed.
12. Thereafter, you will receive your eight digits application form number (AFN) as a pop-up message. An email will also be sent to the email provided at 6 above.
13. Submit the page to create a password.
14. Login to the application form using the AFN and the newly created password.
15. Fill/Edit and submit the application form.

16. Print out the application form and attach a written application letter addressed to the Secretary, with the following: *“updated CV, a brief Research Proposal (not more than two pages), Birth Certificate/Declaration of Age, Copies of Credentials (from O’levels to Masters), receipt of Payment for the Form and two Reference Letters,”* and send in hardcopy to the Secretary, School of Postgraduate Studies, National Open University of Nigeria (NOUN).
17. **Non-NOUN Alumni** are required to contact their **Alma Mater** for their transcripts to be forwarded to Secretary, School of Postgraduate Studies.
18. On receipt of full documentation, the School of Postgraduate Studies forwards applications to the designated Departments which evaluate the application and schedule pre-qualified applicants for oral/written interview.
19. After the interview, the School of Postgraduate Studies contacts the applicants on the status of their interview (successful or otherwise).

NB

1. *Before making payment for the application form, applicants for PhD are advised to enquire from the concerned Departments or the School of Postgraduate Studies for the specific admission requirements of the programmes of their choice. Generally, an applicant is required to meet the matriculation requirements as well as a relevant Academic Master’s degree with a minimum CGPA of 3.50 on a scale of 5.00 for PhD, and 3.00 for MPhil/PhD. Please note that some Departments may have a higher CGPA requirements.*
2. *The CGPA is only one of the pre-requirements to be invited for the interview and not the singular basis for admission.*
3. *All **doctoral applicants** should note that admission is not instant but based on the **availability of Supervisors** and that the screening interviews are conducted once per semester in line with the approved academic calendar of the School of Postgraduate Studies. Therefore, candidates should exercise patience after the submission of their applications as the screening interview might take a couple of months before it is scheduled.*

Postgraduate Admissions Unit
School of Postgraduate Studies

Contacts: pgadmissions@noun.edu.ng, +2348106180130