

ENUGU STATE UNIVERSITY OF SCIENCE AND TECHNOLOGY
(Office of the Registrar)

INTERNAL MEMORANDUM

TO: University Community

FROM: Registrar

REF: ESUT/R/172 & 09

DATE: 9th December, 2022

ADMISSION OF STAFF BIOLOGICAL CHILDREN INTO THE UNIVERSITY FOR 2022/2023 SESSION.

This is to request staff of the University whose *Biological Children* chose ESUT as *first choice* University to submit their request through their HODs, Deans of Faculty or Heads of Unit to the Registrar, for processing as appropriate.

Staff are to ensure that their Children took the appropriate UTME subject combinations for his/her choice of course during the JAMB Examinations.

Staff in the Vice-Chancellor's Office (DAP, Works/Estate, Security, Public Relations and Audit) are expected to submit their applications through their respective Unit Heads to the Registrar.

Staff of Bursary Department and University Library should route theirs through their respective Principal Officers to the Registrar, while staff under Registry should submit theirs through their Unit Heads to the Registrar.

All submissions are to be verified for confirmation of claims in respect of biological children and any staff found to have made false claim(s) will have himself/herself to blame.

By a copy of this letter, all Key Officers of the University are hereby requested to compile the lists, confirm that the candidates are true *Biological Children* of the staff under them, and therefore forward their recommendations to the Registrar not later than *Wednesday 21st December, 2022*.


AMBROSE G. UGWU
REGISTRAR

CC: Vice-Chancellor
Other Principal Officers
Deans of Faculty
Directors
HODs,
Unit Heads
Notice Boards
File R/172 & 09