

Office of Admission and Registration

Registration Regulations

These procedures begin after the nomination of the student, from the General Administration for admission, evaluation and certification of certificates in Khartoum.

First: Registration procedures for new students:

Registration procedures for new students are as follows:

- 1-Fill out a form of commitment to comply fully with the University regulations and laws.
2. Fill out the Deanship of Student Affairs form.
3. Paying tuition, registration fees and card.
4. Attach 4 recent and colorful photographs.
5. Attach a copy of the national ID, Sudanese certificate or equivalent.
6. Foreign students must attach the residence document.
7. Conduct the medical examination by the accredited university doctor.
8. Conducting interviews valid by university faculties.
9. Receiving the card and applying throughout the study period.
10. Attending the free introductory course, which is organized by the university's faculties.

Second: Procedures for re-registration of senior students:

These procedures begin after the student passes the concerned exams for the academic year and is as follows:

1. Fill the registration form for the semester following the successful year of the student.
2. Payment of the prescribed tuition fees and registration fees.
3. Completing the form prepared for re-registration from the Scientific Affairs Secretariat.

Third: General Provisions:

1. Student's name would be removed from the university records if he / she break a final semester in accordance with the student's rules of conduct.
2. The student who is required to be repeated, or who is dismissed academically, or who has requested the suspension must fill the forms for re-registration from the Registrar's office.
3. If the student loses his card, he shall inform the police authorities of this matter, and bring the relevant document to the Deanship of Student Affairs to obtain an alternative card. The student shall bear the cost of this card.

4. This Regulation would be published annually for all students in the place designated for advertising.