

# UNIVERSITY OF IBADAN

## Student Affairs Division



Dear UI Undergraduate Student,

### **Application for Accommodation in the Halls of Residence for the 2025/2026 Academic Session**

The Accommodation Module on the UI Portal is open to **undergraduate students** seeking spaces in the Halls of Residence (HoRs), according to the schedule below. **ONLY the fresh and returning students who apply for accommodation on the portal will be eligible for spaces in the HoRs.** All previous applications have been cleared. Hence, all those who had earlier applied will have to reapply. We regret all the inconveniences caused by this.

Application will proceed in the following order:

- Fresh Students 26 Feb. to 4 March 2026
- Final Year Students 1 to 6 March 2026
- Other Returning Students (*Stalelites*) 5 to 9 March 2026
- Postgraduate students will be granted access to the Accommodation Module on a later date.

**Kindly Note that No Fresh or Returning Student will be Accommodated in the Halls of Residence Earlier than 2 and 5 March 2026, respectively.**

If you wish to apply for accommodation, here is how to go about it:

#### **A) Steps to Apply for Accommodation in the HoR**

1. Log in to <https://student-portal.ui.edu.ng/login>
2. Click the **Hall** button on the dash board
3. You will see two primary pages: **Hall Application** and **Hall Allocation**.
4. Select **Hall Application**
5. The Application form will appear.
6. Fill in your **Next-of-Kin** information and click **Save Next-of-Kin** to proceed to the **Application Page**.
7. On the **Application Page**, you will find some of your details already filled.
8. Upload **a recent colour passport photograph of the right specification**. Check Section C (Page 2) of this document for the precise specification of the passport photograph.
9. Provide additional information on accommodation history, health challenges (if any), Jaja registration etc.
10. Returning students will be required to select **Yes** or **No** to the question “**Have you completed the Jaja registration?**” If you select **Yes**, your Jaja registration status will be confirmed from our database. If found, you will be allowed to proceed to **Submit Hall Application**. Otherwise, you may **NOT proceed** with the application.
11. Click **Submit** to complete the application.
12. Fresh students **will not** be asked about Jaja Registration on the **Application Page**. They will be allowed to proceed to **Submit Hall Application** after filling details about health challenges (if any).
13. Please remember to click the **Submit** button to complete the application.
14. Once you have successfully submitted the application, kindly keep checking the **Hall Allocation** page (through steps 1 to 3) for the verdict of the Hall Warden.

#### **B) Steps to Pay for Accommodation and the Allocation to a Room**

1. Once the Hall Warden accepts your application, your status will change from **Registered** to **Accepted**.
2. If your status reads **Accepted**, click the **Fees** button on the left menu bar, then click **My Fees** to view your **Hall Fee** and **Basic Hall Dues**

3. Select **Hall Fee** first, and proceed to pay. When the transaction is complete:
  - a. Click **Fees**
  - b. Click **Transactions** and
  - c. Click **View** to download or print your receipt.
4. Repeat Steps 2 and 3 for the payment of **Basic Hall Dues and Optional Hall Dues** (by navigating [www.unibadanmfb.org](http://www.unibadanmfb.org)).
5. While it is compulsory to pay **Basic Hall Dues**, you are completely free to choose which **Optional Hall Dues** to pay for.
6. Upon the confirmation of your payment, your status will change to **Paid**, and the **Hall Warden will assign** you to a room.
7. Your **Room Number** will then appear on the **Hall Allocation** page.
8. Kindly print your **Accommodation Slip** and **Hall Identity Card *in colour***.
9. On arrival in the HoR, you will receive the key to your room only upon presenting your **Accommodation Slip** and **Hall Identity Card**.

### **C) Specification of the Passport Photograph to be Uploaded**

1. The passport photograph to be uploaded must be of the following Specification:
  - a. **A recent photograph (not older than 6 months)**
  - b. **Passport style (head and shoulders only)**
  - c. **Clear and sharp image (not blurry)**
  - d. **Colour Photograph with a white background**
  - e. **Face clearly visible (no filters, no heavy shadows)**
  - f. **No glasses, hats or caps**
  - g. **File format JPG or PNG only**
  - h. **Maximum file size: 1MB**
  - i. **Minimum resolution: 300 x 300 pixels**

**Kindly note that applications with passport photographs that do not conform with the above specification WILL BE REJECTED.**

*Wishing you the best as you apply.*

Demola Lewis  
*Dean of Students (26-Feb-2026)*

**Help Lines: 09070983683, 08135354119, 08027351059**