

National Youth Service Corps

1. Online Registration

The National Youth Service Corps publish her Time Table on her Official website. Check full Mobilization process Time Table for every Service Year Batch here:

<http://www.nysc.gov.ng/mobtable.html>

2. Requirement for Registration

The requirement for registration is published on the Scheme official website. Read the full requirements for online Registration/Mobilization here:

<http://www.nysc.gov.ng/mobreq.html>

3. Things to Do (Registration)

a) BEFORE REGISTRATION

- i. Nigeria trained graduates should verify and ensure their details are correct as uploaded on the NYSC portal here:

<https://portal.nysc.org.ng/nysc2/VerifySenateLists.aspx>.

NB: For locally-trained graduates, only those whose names appear on the Senate/Academic Board Approved Result lists submitted by their institutions will have access to register on the NYSC portal.

- ii. Have a functional email address or Create a functional email address if you don't have one before.

Note: *Locally-trained prospective Corps Members are expected to use correct institution matriculation numbers to register.*

b) DURING REGISTRATION

- i. Create account with your functional email address on the NYSC registration portal.
- ii. Activate your newly created account by clicking on the activation link sent to your email address supplied during account creation.
- iii. Proceed to
 - ✓ Fill your details
 - ✓ Capture Biometric. Note this should not be done by proxy.

- ✓ Upload clean and clear off white background passport photograph.
- ✓ Preview your registration form to ensure the details are correct.
- ✓ Agree with the registration terms and conditions.
- ✓ Upload your scanned signature or sign using digital signature scanner
- ✓ Click on submit
- ✓ Keep your login details for subsequent use.

c) Concessional Posting

Prospective/Corps Members can enjoy concessional posting during registration based on Marital or Health Ground.

❖ Marital Ground

This is for Married Female Prospective Corps Members who wants to be posted to her husband's State of domicile. Such Prospective Corps Members should login to their Dashboard and upload the following documents during online registration

- Copies of her marriage certificate
- Evidence of change of name and husband's place of domicile during registration
- Husband's means of Identification (Driving License, National ID card etc.)

❖ Health Ground

Prospective Corps Members with serious health challenge should indicate their **TRUE HEALTH STATUS** during registration to enable concessional deployment for them. Such Prospective Corps Members should login to their Dashboard and upload the following documents during online registration

- Medical report from Federal or State General Hospitals
- Doctor's Details

Note that those who want to relocate from there current state of deployment to their husband's State of domicile should submit an application with the following documents attached

- i. Marriage Certificate
- ii. Newspaper publication for change of Name
- iii. Letter from Husband Employer
- iv. Husband means of Identification.

d) DO I NEED TO REGISTER ON NYSC PORTAL AS A PART-TIME GRADUATE?

Yes. Part-time graduates are to register when the registration portal opens so as to enable them print their Exclusion Letter on their dashboard.

e) WHAT CAN I DO AFTER REGISTRATION?

The following Self Services are available on the Prospective/Corps Members' to take advantage of

- i. Correction of Name spelling mistakes
- ii. Correction of Date of Birth
- iii. Correction of Course of Study
- iv. Correction of Class of Degree
- v. Correction of Qualification
- vi. Application for Relocation after Camp
- vii. Printing of Call up, Exclusion and Relocation letters
- viii. Printing of Place of Primary Assignment Letter after Camp Reposting.
- ix. Printing of Leave Approval letters.

4. PROCEDURES FOR CORRECTIONS

a) Correction of Name Spelling Mistake/Rearrangement

The following procedures are to be followed:

- i. Login into your Dashboard using your username and password.
- ii. Click on Apply for Name Correction: Fill the required fields.
- iii. Click on Place Request to submit and wait for approval.

NB: Please note that NYSC does not approve addition or removal of names. Contact your Institution to officially write NYSC for such request.

b) Request for Addition/Removal/Replcaement of Name

The following procedures are to be followed:

- i. Login into your Dashboard using your username and password.
- ii. Click on Apply for Name Correction
- iii. Click on name Addition/Removal Option: Fill the required fields.
- iv. Click on Place Request to submit
- v. Contact your Students Affairs Officer for necessary actions.
- vi. Wait for final approval

c) Correction of Course of Study

The following procedures are to be followed:

- i. Login to your dashboard and ***click on the link for Correction of Course of Study;***
- ii. Select Course of Study; and
- iii. Click **SEND REQUEST**

Note: This approval is strictly done by your Institution's Student Affairs Officer (SAO).

d) Correction of Class of Study Degree

The following procedures are to be followed:

- i. Login to your dashboard and ***click on the link for Correction of Course of Study;***
- ii. Select Class of Degree; and
- iii. Click **SEND REQUEST**

Note: This approval is strictly done by your Institution's Student Affairs Officer (SAO).

e) Correction of Qualification

The following procedures are to be followed:

- i. Login to your dashboard and ***click on the link for Correction of Course of Study,***
- ii. Select Qualification; and
- iii. Click **SEND REQUEST**

Note: This approval is strictly done by your Institution's Student Affairs Officer (SAO).

f) Correction of Date of Birth for Already Registered PCMs Whose Exemption Certificate has been sent to their Institution (NIGERIA TRAINED GRADUATES)

The following procedure are to be followed for correction of date of birth after your EXEMPTION CERTIFICATE has been printed by NYSC

- i. Go to your Institution to collect the Original NYSC Exemption Certificate
- ii. Submit an application to your Student Affairs Officer if you are wrongly exempted who in turn forwards your application to NYSC Headquarters for processing
- iii. Your school will return to NYSC
 - ❖ Original Exemption Certificate
 - ❖ Photocopy of WAEC/GCE result certificate
- iv. NYSC will enable you to apply for Change of Date of Birth on your Dashboard when the online registration portal opens.

g) Correction of Date of Birth

The following procedures are to be followed:

- i. Get 19 or 20 digits WAEC verification pin from any First Bank branch
- ii. Login to your dashboard and **click on the link to Date of Birth;**
- iii. Enter WAEC Verification PIN, select WAEC Type, Year of exam and enter your Examination Number; and
- iv. Click on Verify button
- v. Click **SUBMIT or CANCEL**

Note that the difference between your Date of Graduation and Date of WAEC must be greater than or equals to Four (4) Years.

h) Correction of Date of Graduation of PCMs who are wrongly Exempted and their Exemption Certificate has been sent to their Institution (NIGERIA TRAINED GRADUATES)

The following procedures are to be followed for correction of date of graduation after your EXEMPTION CERTIFICATE has been printed by NYSC

- i. Go to your Institution to collect the Original NYSC Exemption Certificate and complain to Student Affairs Officer
- ii. Your Student Affairs Officer will then write a letter duly signed and forward to NYSC Headquarters stating your correct Date of Graduation for processing.
- iii. Your Student Affairs Officer will return to NYSC
 - ❖ Original Exemption Certificate
- iv. NYSC will enable you to revalidate when the online registration portal opens.

5. HOW DO I COLLECT MY EXEMPTION CERTIFICATE?

Locally trained graduates who are exempted from service should make sure they collect their Exemption Certificate on time from their Institutions. NYSC will only allow corrections within three (3) months from the date of Online Registration.

While

Foreign graduates come to the **NYSC Headquarters** with their Original documents for clearance and collection of their Exemption Certificate

6. DO I NEED TO GO TO CAMP WITH MY DOCUMENTS AS A FOREIGN GRADUATES?

Yes. Foreign graduates Prospective Corps Members who registered online must go to Camp with all Original documents as uploaded online and translated version of your certificate.

Ensure you are verified by the Verification Officer before leaving the camp on any grounds.

Failure to comply leads to Cancellation of Registration and you will not be posted to Place of Primary Assignment.

7. DO I NEED TO GO TO CAMP WITH MY PRACTICE LICENSE AS MEDICAL GRADUATES?

Yes. Prospective Corps Members who are in the Medical profession should come with their licenses to the Orientation Camp.

8. Contact Your Institution for the following:

- i. Name not found on Senate list
- ii. Matriculation/Jamb Number Already Exist