



KATSINA STATE COLLEGE OF NURSING AND MIDWIFERY, KATSINA

INSTRUCTIONS AND GUIDELINES FOR ONLINE APPLICATION

SUPPORT LINES

Phone Numbers: 09083024636, 07086711766, 08035096383, 07057208670

Email: conamkats@gmail.com

INSTRUCTIONS

1. All applicants MUST have at least five credits including English Language, Mathematics, Biology, Physics and Chemistry at not more than two (2) sittings in WAEC, NECO and/or NABTEB.
2. ALL programmes are Full Time. Applicants working in any organization should have a release letter.
3. ALL programmes have their period of application. Applicants can ONLY apply to a programme during its period of application.
4. Applicants for Basic Midwifery MUST be female.
5. Applicant for Community Midwifery MUST be a female Indigene of Katsina State and resident of her community in Katsina State.
6. Applicants for Post Basic Nursing MUST be a Registered Midwife.
7. Applicants for Refresher Nursing and Refresher Midwifery MUST have evidence of ELIMINATION in their Final Qualifying Examination of the Nursing and Midwifery Council of Nigeria.

GUIDELINES FOR ONLINE APPLICATION

ACCOUNT CREATION

1. Open your browser
2. Type **www.conamkat.edu.ng** on the Address Bar and press Enter.
3. At the top header, click on “**Apply Online**”.
4. The website will direct you to the Application Portal **apply.conamkat.edu.ng**

5. Click on “**Application Instruction**”, to read the Instruction and Application Guidelines for the online application.
6. Click on “**Start Application**” to create account.
7. A dialogue box will appear, click **OK**.
8. Enter your Password, Firstname, Surname, Othername (if any), GSM Number, email and choose the programme by clicking on “Select Programme Option”.
9. Click on the line under “**Solve the Maths**” and type the answer.
10. Click on “**Create Account**”.
11. Your account will be created successfully and your details will be sent to your email address and will also appear on your computer screen.

APPLICATION FEE PAYMENT

1. After account creation, Click on the button called “**Click to Continue**”
2. You will be returned to Continue Application page, enter your **email** and **password** and click on **Login**
3. At the top left, click on “**Pay Application Fee**”.
4. Click on “**Proceed to Make Payment**”
5. A dialogue Box will appear, click on **OK**
6. Click on “**Proceed to Pay**”
7. A dialogue Box will appear, click on **OK**
8. Click on the Payment Mode you want (“**PAY NOW WITH ATM CARD**” or “**Print Payment Slip and Pay in Designated Bank Branch**”)
9. If you choose “**Print Payment Slip and Pay in Designated Bank Branch**”, print the payment transaction and take it to any bank nationwide.
10. If you choose “**PAY NOW WITH ATM CARD**”, you will be directed to Remita page, supply the necessary details and make your payment.

FILLING OF THE APPLICATION FORM

1. If paid through Remita, you will be directed to “**Continue Application**” page, Go to **Step 3** of this section.
2. If paid at bank, visit the application portal **apply.conamkat.edu.ng** and click on “**Continue Application**”.
3. Enter your **Email** and **Password** and click on **Login**
4. At the top left, Click on **Home**, then **Biodata** and supply your details on each field
5. Click on **Upload your passport** and upload your recent passport photograph. Passport photograph size should NOT be more than 100KB.
6. Click on **Update Profile**
7. At the top left, Click on **O-Level** and enter your Senior Secondary **School Name**, **Centre Number**, **Exam Number**, **Certificate Obtained (WAEC, NECO, or NABTEB)**,

From Date and To Date (Note: Primary and Junior Secondary Schools details are not needed). Then click on **Add School**.

8. If you are using two results, enter the details of the second result as you did in Step 7.
9. Click on **Next**
10. Enter your Subject, Exam and Grade and click on **"Add Result"**. REPEAT this step until you add all the 5 subjects. **NOTE:** At this stage, you will only see the 5 subjects required and the acceptable grades. If you are using 2 results, when you select the subject, select the Exam Type that you have credit on it and select the grade.
11. After entering the 5 main subjects, Click on **"You can Add More Subjects"** to add more subjects (**optional**)
12. Click on **Next**
13. Click on the field for **"Select Certificate to Upload"** and select STATEMENT OF RESULTS/CERTIFICATES. Then Click on **"Choose File"** and choose the file to upload from its location. Then Click on **"Upload Certificates"**. If you are using 2 results, REPEAT this step and upload the other one, else go to the next step. **NOTE:** Attached ONLY a scan copy of your Statement of Results/Certificate(s). Statement of Results/Certificates file size should NOT be more than 300KB.
14. Click on **Next**
15. A preview of the information you entered will be displayed. If you there is something you wrongly entered and you want to edit, go to the top left and click on the section where the information is and edit it. But if you are satisfied with the information you entered, click on the small box under **Declaration** and click **SUBMIT APPLICATION**. **NOTE:** Application cannot be edited after submission.

PRINTING

1. Print your **Completed Application Forms, Acknowledge Card and Payment Receipt**. Ensure that you and your guardian sign the Completed Application Form and write the date of signing.
2. To print you Payment Receipt, at the top left, Click on **Transaction History** and click on the item under **Session TID**, then print it.