

PETROLEUM TRAINING INSTITUTE

ACCEPTANCE / SCHOOL FEES PAYMENT & COURSE REGISTRATION PROCEDURES

1. Visit the PTI website www.pti.edu.ng, go to Portal and click on Applicant Login
2. Login to your portal using your Username & Password, then click on check admission status
3. Click on Print Acceptance Form & you will be redirected to generate Remita Payment Reference (RRR) for Acceptance Fee
4. Print the Remita Payment Reference & take it to the bank to make payment
5. Change your payment teller to receipt at the Accounts Department in PTI
6. Go back to the PTI website www.pti.edu.ng, go to Portal and click on Student Login
7. Login to your portal using your PTI Application Form Number & Password
8. The portal prompts you to generate Remita Payment Reference (RRR) for School Fees
9. Repeat Steps 4 and 5
10. Go to the PTI website www.pti.edu.ng, go to Portal and click on Student Login and login using your PTI Application Form Number & Password
11. Click on Course Registration on the left hand side of your portal, scroll down and click on "Click here to Register" to register your courses
12. Print your Course Registration form and print all other relevant documents (e.g. Clinic Form, Exam Card, Hostel Allocation Form, Library Card etc.)

NOTE:

1. All new students MUST generate the RRR code and pay for your acceptance fee before payment of school fees. (You MUST generate the RRR code from the PTI website)
2. If you are still prompted to pay either acceptance or school fees after making payment, kindly requery the RRR code.
3. For all returning students, carry over students and spill over students, it is mandatory for you to register for all your carry over courses (both first and second semester) when doing your registration.
4. If you lose your password, visit the ICT centre or send an email to itsupport@pti.edu.ng

Head, DiPTI (ICT)