

P.O. Box 33991, LUSAKA, ZAMBIA
Telephone: LUSAKA, +260 211 282417
Email: registrar@lmmu.ac.zm
Website: www.lmmu.ac.zm

In reply please quote:

No:.....



**Levy
Mwanawasa
Medical
University**

OFFICE OF THE REGISTRAR

27th September, 2023.

NOTICE TO ALL STUDENTS ON EXAMINATION ELIGIBILITY

The *Final Examinations for the 2022/2023 Academic Year* are slated to commence on *Monday 6th November 2023*. Therefore, Management would like to bring to your attention the essential requirements for exam eligibility and course registration for this academic year.

To be eligible to sit for the exams, please ensure the following:

1. **Tuition Fee Payment:** Complete the payment of your tuition fees (100%) for this academic year. Note that the 75% threshold is due on 30th September, 2023.
2. **Online Course Registration:** Complete your online course registration on the student portal.
3. **Listed on the Examination Register:** Complete registration and courses approved by the Programme Coordinators on the Student Portal.
4. **Printed Exam Docket:** Print the Exam Docket on your portal which will be scanned using Barcode Readers by Security for you to gain access to the Examination Room.

If you encounter any difficulties accessing your portal or completing registration, you are encouraged to visit the ICT Office for assistance.

Please note that your portal access will be granted only upon fulfilling the registration fee requirement for this academic year.

Students with outstanding issues related to results should clear with the relevant Schools/Institute/Academic Office by 20th October, 2023.

For any inquiries or concerns regarding your payments, you are invited to visit the Accounts Office.

Annel Chishimba Bowa (Mr)
Registrar