MINISTRY OF BASIC AND SECONDARY EDUCATION (HEADQUARTERS)
PMB 5015
ASABA
DELTA STATE

REQUIREMENTS FOR THE REGISTRATION OF
NEW PRIVATE SCHOOLS
(NURSERY, PRIMARY AND SECONDARY SCHOOLS)
APPLYING THROUGH THE eMIS PORTAL

October 2026

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1. Who this is for

These requirements are for anyone who wants to open a new **private** nursery (Early Childhood Care Development and Education – ECCDE), primary or secondary school in Delta State. The application is made online on the State's eMIS portal: the Ministry inspects the proposed site, then the buildings and operations, before it approves the school.

Only approved schools can sign in to the Schools Portal. A lesson centre should ask the Ministry's registration desk which of these requirements apply to it.

2. What the Ministry requires

A private school may admit learners only after the Ministry has approved it. Schools found operating without approval are sealed until they obtain it.

- **Approval is for the levels approved.** A school approved for primary education may not run secondary classes; the Ministry has withdrawn the licences of schools that did.
- **No claim of approval before approval.** A school may not describe itself as "Government Approved" until the Ministry has approved it.

- **Registered teachers.** Under the Teachers Registration Council of Nigeria (TRCN) Act it is an offence for a person who is not registered to practise as a teacher. The minimum qualification for teaching is the Nigeria Certificate in Education (NCE).
- **Safe premises.** The National Policy on Safety, Security and Violence-Free Schools (2021) applies to every school, public or private, and directs State Ministries of Education to approve only schools that meet its minimum safety and security standards.

3. What to have ready before you apply

The application follows the order below. Items marked **(required)** must be given before the step can be saved or the application submitted; give the others as well, as soon as you have them – the inspection team checks them all.

3.1 The school

- ☐ The **proposed name** exactly as it appears on the certificate of the Corporate Affairs Commission (CAC), whether the name **matches the CAC certificate**, and the **CAC certificate number** (all required).
- ☐ The **nature of ownership** (required): private individual(s), religious body, NGO, para-military / police / military, association / community, or company.
- ☐ The number of **proprietors or directors** named on the CAC documents.
- ☐ The **levels of education** applied for – ECCDE / Nursery, Primary, Secondary (at least one is required) – and the **curriculum** for each level (required).
- ☐ The **LGA** the school is sited in and the **address** of the site (both required), the town and community, and the **GPS co-ordinates** of the site's entrance (the form can read them from a phone at the gate).
- ☐ Whether the school is mixed or single-sex, day or boarding, urban or rural, and whether it is a special-needs school.
- ☐ A **contact person** for the application and their phone number (both required), and an e-mail address.

3.2 Each proprietor or director

- ☐ The **full name** and **phone number** (both required); nationality, e-mail, date of birth, gender, marital status and religion.
- ☐ The **National Identification Number (NIN)** – the 11 digits on the NIN slip – or, for a foreign national, the passport number (required).
- ☐ For a Nigerian, the state and LGA of origin (required) and the community; for everyone, the state and LGA of residence and the residential address (required).
- ☐ Scans of: the **NIN slip or international passport** (required); the **tax clearance certificate**; the **police clearance certificate**; and a **letter of good standing** from a traditional ruler, the chairman of the LGA of origin or residence, or the President-General of the community.

3.3 The proposed site

- ☐ The **property size** in square metres and the **number of buildings** on it (both required).
- ☐ Its **current status** (required): an empty lot, an existing building to be modified into a school, or a property already built as a school.
- ☐ An answer to every question about the surroundings (required): whether any part is under a **high-tension electricity line**; near a **noise** source (a market, quarry, bakery or gas plant) or an **air pollutant**

or hazardous-waste facility such as a factory; **shared** with other tenants; or under **litigation** or pledged as **collateral** for a loan.

- ☐ Whether the site is **rented, leased or owned** (required), with the lease's start and expiry dates where it is leased (required).
- ☐ Scans of the **evidence of ownership or lease** – the rent agreement, the lease agreement, or the power of attorney / Certificate of Occupancy (required) – the **certified survey plan**, and the **site plan** (required).

3.4 The company's documents and the building plans

- ☐ The **CAC certificate** for the proposed name – business name registration or incorporation (required).
- ☐ The **memorandum and articles of association** (for a company).
- ☐ An **approved building plan** for each building on the site plan.

> **Tip.** Each document can be a PDF (the form shows the largest size it accepts) or a clear photograph (JPG or PNG; pictures are reduced in size on upload). Names and addresses typed on the form are saved in capital letters, as on official records.

4. Applying on eMIS

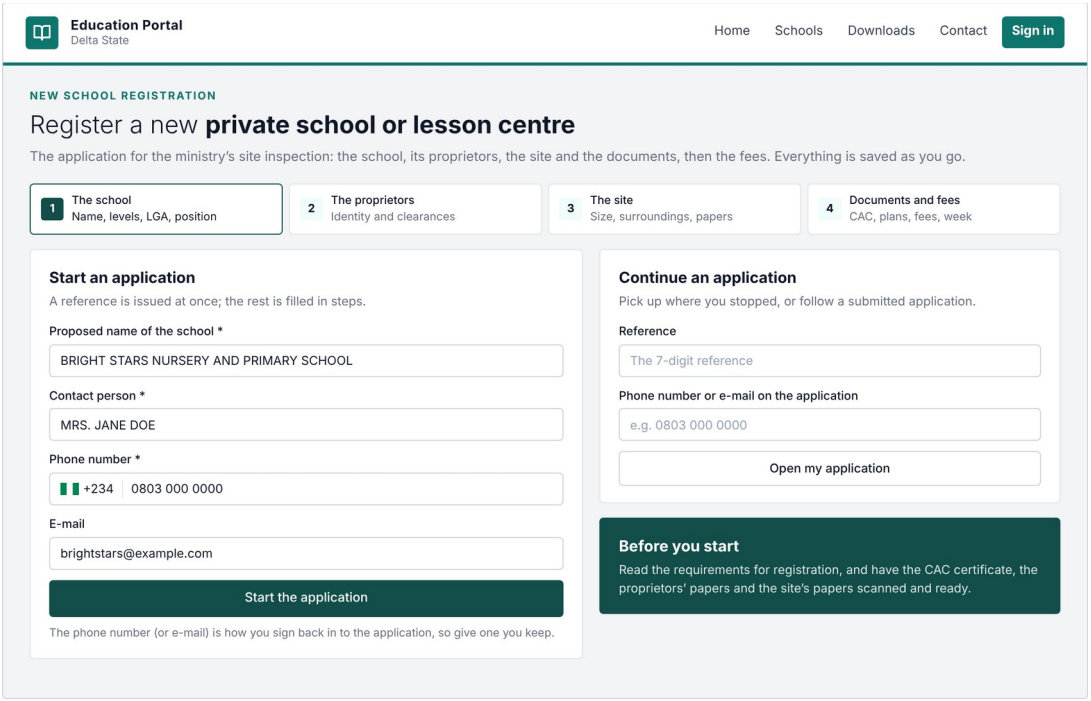


Figure 1. New school registration on the eMIS portal: start an application (a reference is issued at once), or open one you started.

1. On the eMIS website click **Registration** in the top menu, or **Start a licence application** on the home page. (The school sign-in page also has **Apply to register a school**.)
2. Under **Start an application**, type the proposed name of the school, the contact person and a phone number (and an e-mail if you have one), and click **Start the application**. A seven-digit **reference** is issued at once, with the application number. Keep the reference: with the phone number or e-mail it opens the application again, under **Continue an application**.
3. Fill the form's five steps – **The school**, **Proprietors**, **The site**, **Documents**, and **Fees and submit**. A step is saved when you click its button (**Save and continue**, **Save this proprietor**, **Save the site details**), and a document is kept as soon as you click **Upload**.

4. On the last step, check the fees (see Fees and payment), choose the **preferred week for the site inspection** and tick the declaration that the information and documents are true. The page lists anything still needed before you can submit.
5. Click **Submit the application**. The application now waits for payment.

> **Take care.** Save the step you are on before you leave. **Save and leave** closes the application without saving: anything typed on the open step and not yet saved is lost.

> **Take care.** The site inspection team checks everything you declare on the site itself. A misrepresented location, ownership or size counts against the application.

5. Fees and payment

The fees follow from what you apply for: the **levels of education** and the **status of the property**. They are shown on the application's last step before you submit, and on the **fee invoice (PDF)** you can download once the application is submitted.

The fee lines – for example the site inspection fee and the building and operational approval inspection fee for each level applied for – are set by the Ministry in its fee schedule on the portal. The invoice always shows the schedule in force on the day you submit.

5.1 Paying

- **Online**: open your application from **Check an application** (the reference and the phone number or e-mail, then **Open the application**). Under **Pay online now**, the button **Pay NGN … online** shows the total – the fees plus a **convenience fee** for paying online. The payment window opens over the page; pay by card, bank transfer or USSD. A payment that goes through is confirmed at once, the application moves to the Inspectorate, and a **payment receipt (PDF)** appears on the application's page.
- **At the Ministry's registration desk**: quote the application number and pay as the invoice directs (the convenience fee is for online payment only). The desk confirms the payment and it then shows on the application's page.

When an online payment goes through you also receive a e-mail (at the phone number and e-mail on the application). Keep the invoice and the receipt with the application's papers.

6. Inspection and approval

After payment the application goes through these stages. Each one is shown on your application's page as it happens; the inspection date, each inspection report and the Ministry's decision are also sent to you by e-mail.

Stage on the portal	What it means
Submitted – awaiting payment	The application is complete; the fees are due.
Paid – awaiting assignment to the CIE	The Inspectorate hands the application to the inspector of education for the school's LGA – the CIE (in Delta State, the LGA's Chief Inspector of Education, CIE).
With the CIE – team being assigned	The CIE puts together the site inspection team.
Team assigned – date being fixed	The team fixes the date of the visit.
Site inspection scheduled	The date shows on the application's page in a **Site inspection notice**, and is sent to you. If the date is impossible, give the reason and click **Request a later date**; the team decides.
Site inspected – reports being written	The team has visited; each inspector writes a report.
Site inspection report issued	The site inspection letter – favourable or unfavourable – can be downloaded.

	If you disagree with the report, say why on the application's page and click **Send the dispute**.
Approval inspection assigned	After a favourable site report, the Ministry's headquarters inspectors inspect the buildings and operations.
Approval inspection report issued	The approval inspection letter can be downloaded.
Registration approved (or refused)	The Ministry's decision. An approved school is placed on the register.

6.1 What the inspectors look at

- Whether the location, ownership and size of the property are as you declared, and whether the property is big enough for the levels applied for.
- The surroundings: high-tension lines, noise, air pollution and hazardous waste, shared tenancy, litigation.
- The site plan and layout for each level: playground, a rest area for nursery pupils, learners' and teachers' toilets, and for secondary schools the physics, chemistry and biology laboratories.
- General facilities: staff room, sick bay, school hall and computer laboratory.

Be on the site on the inspection day with the original documents you uploaded.

7. Following your application

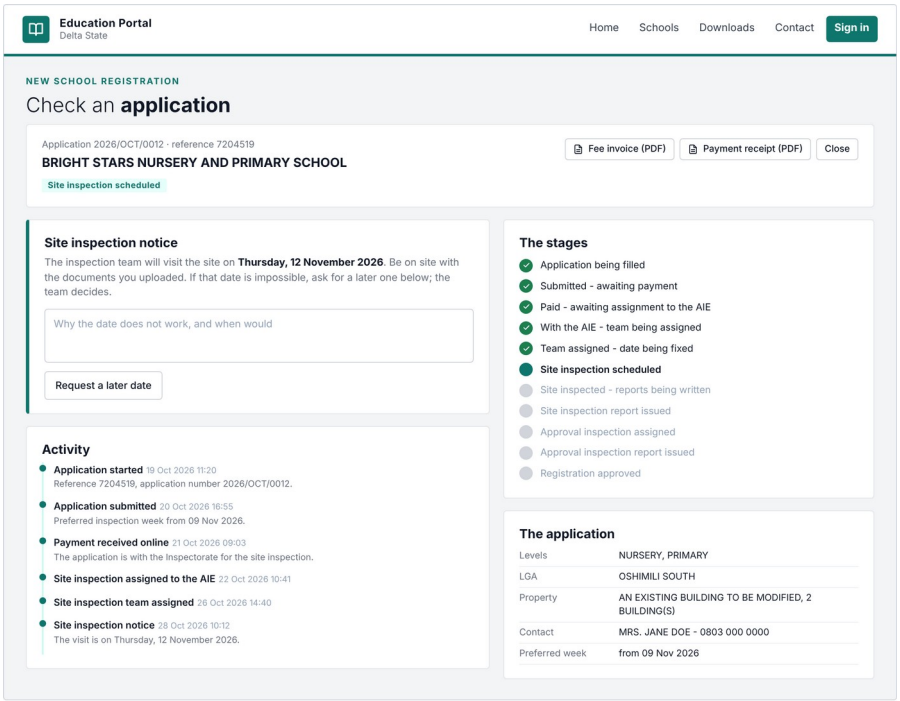


Figure 2. Check an application: the stage reached, the site inspection notice, the activity on the application and the stages still to come.

On the eMIS website open **Check an application's status** on the home page (or **Continue an application** on the registration page) and type your **reference** and the **phone number or e-mail** on the application. The page shows the stage reached and what you can do now – pay the fees, ask for a later inspection date, dispute a report – with the fee invoice, the receipt and the letters, the activity on the application, the stages still to come and every file uploaded.

8. After approval

An approved school collects its access to the Schools Portal with the access code from the State office (**First time? A school's first access** on the sign-in page) and sets its own password. From then on it keeps its

records on eMIS – learners, staff, results, infrastructure and monthly returns – as described in the Schools Portal User Guide and the Operational Guideline for Private Schools.

A school that the Ministry approved before it began using eMIS, and that is not yet on the eMIS register, asks the Ministry through the eMIS support line to add it, then collects its access the same way.

9. Help

Questions about an application go to the registration desk through the eMIS **Contact** page (choose “School registration or licence”), or the eMIS support line **0705 712 6118** (calls and WhatsApp).