



Nigeria's national
flagship on education
record digitisation,
verification, and
academic data reference
framework.

NIGERIA EDUCATION REPOSITORY & DATABANK

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FOR URGENT DISSEMINATION

PUBLIC CLARIFICATION ON NERD COMPLIANCE CLEARANCE

Issued by the National Secretariat of the Nigeria Education Repository and Databank (NERD)

1.0 Understanding NERD Clearance/verification

“NERD Clearance” refers to the process by which your Academic Outputs (credentials such as certificates, transcripts, results (notification or statement of results), etc, as well as item submissions such as Project Reports, theses, dissertations, etc) are duly captured and permanently logged in the National Database of NERD / NCVS after validated for authenticity by your institution and thereafter considered unalterable, instantly verifiable, and nationally referenceable with unique national verifiers (like the National Credential Number “NCN” and ancillary security codes) for purposes like NYSC mobilization, Employee NCVS Clearance, Embassies and Foreign Missions’ NCVS Clearance, etc. The enrolment of institutions, organisations, officials, and individuals is done at <https://ned.gov.ng/onboarding>. Your institution uploads your academic record, but you, as a student, upload your project report.

1.2 What to know

1.2.1 Academic Outputs

Among others, Section 2.3 of the NERD regulations defines Academic Outputs as any of the following:

- i. An academic manuscript or report generated by a student in the course of undergoing academic programmes in an accredited institution in Nigeria, either in full or partial fulfilment of the requirements for the award of a certificate, a diploma, or a degree during undergraduate or postgraduate programmes.
- ii. An academic result, diploma, certificate, or degree or other academic credentials of students in any accredited post-secondary school and tertiary institution in Nigeria.

The Section then listed examples of Academic Output to include:

- iii. Theses, dissertations, project reports, teaching practice reports, term papers, seminar papers, SIWES or I.T. reports, internship reports, journal articles, case studies, credentials, results, and digital or electronic copies of transcripts.

2.0 Responsibilities

2.1 Responsibilities of Institutions

Institutions must appoint officials to three key roles:

- **NERD Focal Officer** (someone with the mandate of the VC/Rector/Provost/Commandant, etc, and must derive authority directly from the institution's Chief Executive),
- **NERD Record Officer** (someone with the mandate of the Registrar or Chief Record Officer and must derive authority directly from the Registrar or Chief Record Officer),
- **NERD Digitisation Officer** (someone technically capable of providing on-the-ground support when required – preferably the Chief of ICT of the institution).

NERD advises that the Principal or Chief Librarian of the institution or institute should be part of the team.

2.1.1 Institutions' Responsibilities on Academic Credentials

- A. Your institution will electronically upload your academic records (certificates, transcripts, exam results, etc). These must be the Senate-approved or Board-approved mark sheets. When entered into the NERD system, they become part of the national database. This is the responsibility of your institution-appointed NERD Record Officer (NRO) acting under the mandate of the Registrar. Each official will log in to NERD via <https://ned.gov.ng/login>. Some modules require personalised, careful setting up as per the institution's peculiarity. Each institution is advised to contact secretariat@ned.gov.ng (+234 803 316 4294) for this purpose.
- B. In the case of academic credentials, the NCVS accepts what your institution has submitted as the genuine and authentic record, duly validated by your institution's record officer (NDO) acting under the direct mandate of the Registrar.
- C. Once verified, each credential is assigned a National Credential Number (NCN). Some security codes, including a QR code / FrameQR code, will be affixed to the certificate/result, etc, to enable instant verification in future. It is also possible under the NERD National Policy for your institution to make arrangements with NCVS and embed the NCN and associated security codes on each academic credential directly at the time of production.

2.1.2 Institution's Responsibilities on Project Reports (project, dissertation, thesis, etc)

- i. The NERD Programme has been designed as an institutionalised academic integrity, verification, and standard enhancement system of the Nigerian federation aimed at helping the nation accomplish the objective of the Education (National Minimum Standards) Act.
- ii. From within the NERD document digitisation dashboard, an HOD, a Supervisor, etc, will confirm the authenticity or otherwise of a student's submission (academic report). Each institution is expected to contact NERD about other services embedded therein.

2.2 Responsibilities of Students on Project Report/Thesis, etc

- i. It is the responsibility of students to log in to the NERD dashboard at <https://ned.gov.ng/login> and upload their academic reports.
- ii. It is the responsibility of students to process their NERD Clearance through the NERD dashboard.
- iii. Students should note that whilst NERD Clearance compliance covers both academic credential upload and academic report deposition, due to the enforcement directive of the Federal Government being very close to the 2025 Batch C mobilisation by the NYSC, NERD is relaxing the academic credential component to allow institutions enough time to get familiar with the NERD Framework, as duly anticipated in the milestone set in the National Policy. Prospective Corps Members may thus notice that the National Credential Verification Service (NCVS) component is not enforced in their clearance at this time.

3.0 NERD Compliance Clearance, Authorised URLs, and Support

3.1 Authorised URLs

- i. NERD URL for onboarding is <https://ned.gov.ng/onboarding> (all registrations take place here). This URL became active on the 6th of October 2025.
- ii. NERD URL for upload is <https://ned.gov.ng/login>. This URL will become active as of Tuesday 14th of October 2025.
- iii. Once the NERD upload URL is active, those who have enrolled will get the URL in their inboxes. Those who have enrolled but have yet to get the URL in their inboxes should check their spam or junk folders. They, too, should still go ahead and log in through the URL. The process should be effortless.

3.2 Support

- i. Anyone unable to log in should immediately contact support@ned.gov.ng.
- ii. The following support lines will be available to attend to students' needs: **07071184432, 09035293953, 08180640370, and 07082592319.**
- iii. Reach the lines through WhatsApp for the best experience.

4.0 Uploading of Project (Project Report, Thesis, Dissertation, etc) to NERD

- i. Once logged in to the NERD website, each student should check the name at the top of the dashboard to confirm that they are his/her name and that there has not been any error.
- ii. The student should then check the names of the institution and department and confirm that they are his.
- iii. If there is any error in any of the above, please contact support@ned.gov.ng without delay.
- iv. Once it has been established, each student will see the “Upload Thesis, etc” menu on the left sidebar (on large screens such as a desktop computer or a laptop) to enable them to upload their Project Reports. They will also see “Process Clearance” on that same bar.
- v. On a mobile phone, they may see what looks like a hamburger menu at the top left, which, when clicked, will unveil the menu list.

4.1 Step-by-step guide to upload a project/thesis to NERD

The following are the 10 important steps to successfully upload your project/thesis:

- i. Select your submission type (Project, Dissertation, Thesis, etc)
- ii. Add the title of your work (as it is in your institution-approved work)
- iii. Add meta title (simply re-input your work’s title)
- iv. Add meta description (simply add a very short summary of your work)
- v. Use the next menu to generate keywords. You can also add your preferred keywords.
- vi. Next, upload the signed Certification Page of your work – just one page (where the names of your Supervisors, HOD, etc, appear alongside yours, depending on your school style). A student is required to submit the duly signed Certification page of their work.
- vii. Thereafter, copy your approved work and paste one after another in the text areas provided – covering Abstract, Introduction, Literature Review, Materials and Methods, Results, Discussion, Conclusion, Recommendations, Acknowledgements, Appendices, and References.
- viii. Next, add at least one Figure (a figure that best represents your work. You have the grace of adding 9 more Figures.
- ix. Optionally, you can upload a PDF version of your work. This is, however, not required. If you have filled each text area correctly, the NERD system will build a PDF from your inputs.
- x. Thereafter, click Submit Project. Voila!

5.0 NERD Compliance Clearance

At all times, the “NERD clearance” is the effective proof that your duly verified academic records are correctly submitted in the national database (the NERD system).

5.1 NERD Clearance Slip

- i. A “Clearance Slip” or proof of successful compliance is issued or recorded, which is required for certain services such as NYSC mobilisation, employment validation in both public and private sectors, etc.
- ii. NERD clearance is evidence that your Academic Report and Academic Credential(s) have complied with the NERD check.

5.2 Printing your NERD Clearance Slip

The following are the 6 important steps to successfully print your NERD Clearance:

- i. Click on the Process NERD Clearance menu – there you will see your submitted work(s).
- ii. Next, click on Affirm Supervisors (the provision has been added to the flow process to enable students to add details of their supervisors and HODs ahead of all lecturers getting onboard) – then go back to Process Clearance.
- iii. Next, click Print Clearance.
- iv. If you have yet to input your Supervisor and HOD details, the system will enforce it at this stage and disable the Print, Save, PDF Share, and Email buttons.
- v. If you have fulfilled all the above-stated requirements, you will immediately see your NERD Compliance clearance generated for the submission, complete with its National Document Number (NDN).
- vi. You will thereby be able to Save into PDF, Print, Share, and Send by Email.

6.0 Important note about NERD in 2025

NERD and the NYSC are aware that there is a mobilisation exercise very close to the commencement of national enforcement. The National Policy and the National Declaration of Effectiveness for NERD anticipate this. So, the early start is expected to be bumpy and rough, but no graduate will be left behind. The certificate (academic credential processes) is being relaxed at this stage to give institutions more time to understand the NERD framework. If a student clicks NCVS Clearance, it will not impact his/her clearance. National walkthrough sessions will be held virtually to train key focal persons and other stakeholders on the use of the platform. Institutions can also invite NERD officials to join them in one-on-one guidance of their NERD focal persons and live coaching of their students. Anyone able to use Facebook or LinkedIn will be able to use the NERD platform. A student does not need to travel, as everything on NERD is digital.

From January 2026, officials such as project Supervisors and Heads of Department are required to authenticate students’ academic submissions using the approved digital tools on NERD as part of a deliberate national education integrity check. This means that institutions should onboard their 400, 300, and 200-level students **now** to avoid a last-minute rush or unwarranted delays in the future. The National Students’ Clearing House (NSCH) Service of NERD requires that onboarding

of students start from when they are freshmen (100 levels). Moreover, Section 3.16 of the NERD regulations imposes obligations upon the Industrial Training Fund (ITF) to “include evidence of deposit or submission of SIWES or Industrial Training report by a student as a mandatory prerequisite for the processing of SIWES fund or refund and associated privileges”.

The NERD’s system is capable of instantly verifying academic credentials once the authorised institutional record officer uploads the relevant senate or board-approved data or mark sheets directly or through the platform’s API. Institutions are required to fast-track the onboarding process as the validated data are required in the ongoing nationwide credential verification exercise.

Summary of Key Takeaways

1. Enrol now via <https://ned.gov.ng/onboarding>.
2. Students upload projects; institutions upload credentials.
3. Clearance Slip = proof of verified submission.
4. Upload portal live 14 Oct 2025 → <https://ned.gov.ng/login>.
5. Support via listed contacts.
6. 2025 focuses on project upload; full credential enforcement later.
7. The entire process is digital. Students do not need to travel.



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