



## FEDERAL POLYTECHNIC, EDE ACADEMIC AFFAIRS DIVISION

### REGISTRATION PROCEDURE FOR ND (FT, DPT & PT) AND HND FT

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#### (A) FRESH STUDENTS

*Admitted candidates are expected to check their names on the Polytechnic Portal and thereafter follow the procedure below;*

- i. Click on check admission status on the Home page left corner
- ii. Enter your Jamb No or Form No and click Check Status
- iii. Once you confirm that you have been admitted, click on Pay Acceptance Fee
- iv. Enter your email address and phone no, then choose your payment option
- v. Payment can be made via online enabled ATM cards (Visa, Verve, Mastercard) or paying directly to the bank

#### **-CARD PAYMENT**

Select either (Visa, Verve or Mastercard) and click pay

(You will be redirected to the payment platform where you will enter your card details and complete payment)

#### **-BANK PAYMENT**

Select 'Bank Branch' from payment type and click pay

You will be redirected to the Remita site where an RRR (Remita Retrieval Reference) number will be generated for you

Take this number to any bank branch and make payment

After payment, return to the polytechnic portal and login with your JambNo or FormNo

Your payment would have reflected on the portal, if not click on payment history and click re-query for the specified transaction.

- vi. After a successful transaction, click on Print Acceptance Receipt
- vii. click on Print Admission Letter

**NOTE: DO NOT PROCEED TO PAY SCHOOL FEES IF YOU DO NOT HAVE THE O'LEVEL REQUIREMENTS FOR THE SPECIFIED COURSE YOU WERE ADMITTED FOR.**

- viii. Then click on proceed to school fees link
- ix. Click on School Fee Payment
- x. This process is similar to the payment of Acceptance Fee
- xi. If you are using TWO (2) SSCE results then select 2 for No of O'Level---!!!THIS IS VERY IMPORTANT IF YOU ARE USING TWO RESULTS**
- xii. Click on Registration to Update your Biodata (Make sure you upload your recent Passport) and O'level result
- xiii. Click on registration to register for semester courses

- xiv. Thereafter, click on registration and select print to print all documents needed like - Acceptance Receipt, Biodata Form, Clearance form, Library form , course registered form
- xv. All these documents printed must be duly signed by appropriate officers and return it back to school office for final submission.
- xvi. Full time Students are expected to print Jamb Admission Letter and make appropriate number of copies for submission.

#### (B) RETURNING STUDENTS

- i. Returning students are expected to check their last semester result on the Polytechnic Portal to confirm their status.
- ii. From the Portal Home Page click on Academics and choose student link
- iii. Log in with your Matric Number for both the username and Password, this can be changed immediately you log in.
- iv. Enter your email address and phone no, then choose your payment option
- v. Payment can be made via online enabled ATM cards (Visa, Verve, Mastercard) or paying directly to the bank
  - CARD PAYMENT**  
Select either (Visa, Verve or Mastercard) and click pay  
(You will be redirected to the payment platform where you will enter your card details and complete payment)
  - BANK PAYMENT**  
Select 'Bank Branch' from payment type and click pay  
You will be redirected to the Remita site where an RRR (Remita Retrieval Reference) number will be generated for you  
Take this number to any bank branch and make payment  
After payment, return to the polytechnic portal and re login with your details  
Your payment would have reflected on the portal, if not click on payment history and click re-query for the specified transaction.
- vi. Click on Registration to Update your Biodata and O'level result
- vii. Click on registration to register for semester courses
- viii. Thereafter, click on registration and select print to print all document needed like- Biodata, Clearance form, Library form , course registered form
- ix. All these document printed must be duly signed by appropriate officers and return it back to school office for final submission.

**NOTE:** Confirm the **Official Approved School Fees** from the School Portal before Making Payment.