



# THE FEDERAL POLYTECHNIC

## EDE, OSUN STATE

Private Mail Bag 231, Ede, Osun State, Nigeria. Telephone 035-360096

### ACADEMIC AFFAIRS DIVISION

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#### 2020/2021 REGISTRATION PROCEDURE AND PAYMENT INSTRUCTIONS

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#### (A) FRESH STUDENTS

**Note:** ALL ND FT admitted candidates must accept his/her admission on CAPS and print out the JAMB Admission Letter and Original Result Slip, which will be required during registration process in the Institution.

*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 bottom-left corner
- ii. Enter your Form Number and click Check Status (Note: Only National Diploma Full Time Candidates can use Jamb Number)
- iii. Once you confirm that you have been admitted, click on Print Admission Slip
  - a. Enter your email address and phone number, then choose your payment option
  - b. Payment can be made via online enabled ATM cards (Visa, Verve, MasterCard), USSD (with the RRR Number generated for the specified Payment) or paying directly to the bank with the RRR (Remita Retrieval Reference) Number generated.
  - c. Complete the Payment and Print the Admission Slip
- iv. click on Pay Acceptance Fee and repeat step (a) to (c) and print the following
  - a. Institution Admission Letter
  - b. Acceptance Receipt

#### -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 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 JAMB Number or Form Number. Your payment would have reflected on the portal, if not click on **payment history** and click reQuery for the specified transaction.

**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.**

- v. Then click on proceed to school fees link
- vi. Click on School Fee Payment
- vii. This process is similar to the payment of Acceptance Fee
- viii. If you are using **TWO (2)** SSCE results then select 2 for Number of O'Level Result---**!!!THIS IS VERY IMPORTANT IF YOU ARE USING TWO RESULTS**
- ix. Click on Registration to Update your Biodata and O'level (Make sure you upload your recent Passport and Correct O'level result(s)).
- x. Click on registration to register for semester courses
- xi. Thereafter, click on registration and select printing/Downloading to print all documents needed like - Acceptance Receipt, Biodata Form, Clearance form, Library form, Course Registered Form and ID Card Form.
- xii. Full time Students are expected to print Original Result Slip, Jamb Admission Letter and make appropriate number of copies for submission.

#### **(B) RETURNING STUDENTS**

Returning students are expected to check their last semester result on the Polytechnic Portal to confirm their status.

- i. From the Portal Home Page, click on **ePortal** and choose **Student** link
- ii. Log in with your Matric Number for both the username and Password, this can be changed immediately you log in.
- iii. Enter your email address and phone number, then choose your payment option
- iv. Payment can be effected using any Remita Payment Method (Visa, Verve, MasterCard, Remita, Internet Bank) or Bank Payment

#### **-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.

- v. Click on Registration to Update your Biodata and O'level result
- vi. Click on registration to register for semester courses
- vii. Thereafter, click on registration and select print to print all document needed like Biodata, Clearance form, Library form, and course registered form.

**NOTE:** Confirm the **Official Approved School Fees** from the School Portal before making payment.

**AT THE COMPLETION OF THE ONLINE REGISTRATION CANDIDATES ARE REQUIRED TO SUBMIT THE FOLLOWING DOCUMENTS TO THE SCHOOL OFFICE**

**National Diploma (FT)**

- Birth Certificate
- Local Government Certificate
- O'Level Result(s)
- JAMB Admission Letter
- JAMB Result Slip
- Acceptance Fee Payment Receipt
- Polytechnic Admission Letter
- School Fee Payment Receipt
- Integrated Fee Payment Receipt
- Completed Bio-data Form
- Course Registration Form
- ID Card Form
- Library Access Form
- Medical Clearance (from The Institution Medical Center)
- Oath of Allegiance.

**National Diploma (DPT & RPT)**

- Birth Certificate
- Local Government Certificate
- O'Level Result(s)
- Jamb Part Time Registration Form
- Acceptance Fee Payment Receipt
- Polytechnic Admission Letter
- School Fee Payment Receipt
- Integrated Fee Payment Receipt
- Completed Bio-data Form
- Course Registration Form
- ID Card Form
- Library Access Form
- Medical Clearance (from The Institution Medical Center)
- Oath of Allegiance.

**Higher National Diploma (FT & DPT)**

- Birth Certificate
- Local Government Certificate
- O'Level Result(s)
- National Diploma Result
- IT Completion Letter
- Acceptance Fee Payment Receipt
- Polytechnic Admission Letter
- School Fee Payment Receipt
- Integrated Fee Payment Receipt
- Completed Bio-data Form
- Course Registration Form
- ID Card Form
- Library Access Form
- Medical Clearance (from The Institution Medical Center)
- Oath of Allegiance.