

## BENUE STATE POLYTECHNIC, UGBOKOLO

### **Order of Application and Registration for the New Students: 2018/2019 Academic Session**

1. Application Fee Validation and Online Application Update (by All Newly Admitted Students and intending applicants) at: [www.benpoly.net](http://www.benpoly.net)
2. Interested Candidates applying for HND, Diploma and NDS programmed are to pay N5, 000 using BIRS portal (to be paid at the bank using NIBSS eBillsPay® platform and MUST collect their eBillsPay® Transaction receipts duly endorsed) and proceed to the school ICT unit to confirm the payment and generate application number to complete the application form online.
3. For those Candidates that sat for post UTME and score 120 and above are advice to proceed to school ICT with their JAMB Registration number to generate application number to complete the application form online.
4. All applicants are advice to log on at [www.benpoly.net](http://www.benpoly.net) to print admission screening form and proceed to HOD of his/her department for screening.
5. All completed online application form (hard copy or printed copy) are to be submitted to the Registry unit for onward processing of admission. **Warning!!** If you do not submit, your admission will not be process.
6. Admitted candidates are to pay N3000 acceptance fee using BIRS portal (to be paid at the bank using NIBSS eBillsPay® platform and MUST collect their eBillsPay® Transaction receipts duly endorsed) and proceed to the school ICT unit to print their admission letter upon confirmation of the payment.
7. Admitted candidates are to use their application number to pay admin fee of N 2000 on the portal [www.benpoly.net](http://www.benpoly.net) using the E-payment platform to enable them print admission letter.
8. Upon printing admission letter, the candidate is to proceed to HOD of his/her department for Results verification & confirmation of admission based on the admission master list as approved from the Registrar's office.
9. After Verification and confirmation of results by the HOD, the candidate is to proceed to the bank to pay school fee using BIRS portal (i.e. NIBSS eBillsPay® platform and MUST collect their eBillsPay® Transaction receipts duly endorsed) and proceed to school ICT unit.
10. School ICT unit will confirm the school fee and generate Matriculation number for he/she to pay admin fee of N9000 on the portal ([www.benpoly.net](http://www.benpoly.net)) using the E-payment platform to register courses online.
11. Proceed to the Bursary department to change the eBillsPay® Transaction receipts to School fee receipts.
12. Collection of Registration Materials (All Students) from the Central Store/Department after Confirmation of Student's Online Registration by the department
13. Security Screening (All Students) at the Main Security Unit.
14. Medical Certificate of Fitness from the Polytechnic Clinic to be submitted to the Academic Officer not later than a month after registration.
15. Registration with the Library.
16. Registration with Students' Affairs Division and Hostel Accommodation.
17. Submission of Stationary item(s) at the Polytechnic Central Stores.
18. Letter of undertaking to be of Good Behavior by Parents/Guardians

19. Filing of completed registration documents at the Academic Office

**NOTE:**

(a) Students **MUST** collect their eBillsPay® Transaction Receipts and duly endorsed Customer-Copy e-Receipt from the bank.

(b) All Fees paid are non-refundable.

**WARNING:**

(a) **DO NOT PAY** if your admission has not been confirmed by your department.

(b) Payment **MUST** be on the eBillsPay® platform of the Bank and should strictly abide by the Fees Schedule. Payments **MUST** be exact to prevent online validation errors.