

BENUE STATE POLYTECHNIC, UGBOKOLO

Order of Registration for the 2018/2019 Academic Session

1. Application Fee Validation and Online Application Update (by All Newly Admitted Students and intending applicants) at: www.benpoly.net
2. Interested Candidates are to pay ₦5,000 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.
3. ICT unit will confirm the payment and generate application number for candidates.
4. Candidates are to use application number to pay admin fee of ₦2,000 on the portal www.benpoly.net using the E-Payment platform and complete the application form online.
5. Admitted candidates are to pay ₦3,000 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.
6. 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.
7. 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.
8. School ICT unit will confirm the school fee and generate Matriculation number for he/she to pay admin fee of ₦9,000 on the portal (www.benpoly.net) using the E-payment platform to register courses online.
9. Proceed to the Bursary department to change the eBillsPay® Transaction receipts to School fee receipts.
10. Collection of Registration Materials (All Students) from the Central Store/Department after Confirmation of Student's Online Registration by the department
11. Security Screening (All Students) at the Main Security Unit.
12. Medical Certificate of Fitness from the Polytechnic Clinic to be submitted to the Academic Officer not later than a month after registration.
13. Registration with the Library.
14. Registration with Students' Affairs Division and Hostel Accommodation.
15. Submission of Stationary item(s) at the Polytechnic Central Stores.
16. Letter of undertaking to be of Good Behavior by Parents/Guardians
17. 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.