

THE FEDERAL POLYTECHNIC, IDAH

ADMISSIONS OFFICE

ACADEMIC AFFAIRS (REGISTRY DEPARTMENT)

REGISTRATION GUIDELINE FOR STUDENTS OF THE 2014/2015 ACADEMIC SESSION

1. The Admitted candidates are expected to visit the school portal www.fepoda.edu.ng enter their JAMB registration Number (for ND) and Admission Form Number (for HND) into the spaced provided to enable them print their Admission Letter and the Acceptance Letter. Candidate should go to any of the following banks to pay the sum N5,000.00 (non-refundable) as the acceptance fee.

| Bank | Account Number | Account Name |
|------------|----------------|--------------------------|
| UBA | 1000499115 | Federal Polytechnic Idah |
| Zenith | 1012030663 | Federal Polytechnic Idah |
| ECOBank | 5832002553 | Federal Polytechnic Idah |
| Mainstreet | 6000095228 | Federal Polytechnic Idah |
| Unyogba | 1014400035 | Federal Polytechnic Idah |

2. Candidates should visit the Admissions Office for the Clearance Certificate and collection of undertaking form with the copies of the admission letter, the acceptance letter and the receipt for the payment of the acceptance fee.
3. Candidates should go to their departments with their original documents for departmental screening.
4. Admitted candidates who are successful in the Departmental Screening can then go to any of the banks specified above for the payment of school fee. Then they are also expected to go to the Head of Students Accounts Office (Bursary) after payment with the bank teller and the receipt of the acceptance fee for documentation.
5. They should take the completed undertaking form to the High Court, Department and Students Affairs for signature.
6. They are also expected to go to the Medical Center for Medical Test.
7. They are expected to go to the ICT Center of the Federal Polytechnic, Idah or any cyber café of their choice for their **COURSE REGISTRATION** form.
8. (a) On Completion of the course registration form, they should print three (3) copies of the course form, and take same to the Head of Department for signature. Thereafter they should submit one copy to the department, one to the admissions office and keep one copy. Note that copy of the evidence of payment of school fees should be included in the document for submission at the

department and admission office. (b) All NDI Students (except those through PRE-ND) are to purchase and complete the polytechnic admission form before final submission.

9. Final registration to be done at the Admissions Office and the department.

Registration closes two weeks after resumption.

NOTE:

Registration after the stipulated time attracts a late registration fee of five thousand naira only (N5000)

Expedite action and ensure that you register on time to avoid being penalized.

Signed

Registrar