



## **BINYAMINU USMAN POLYTECHNIC, HADEJIA P.M.B 013 HADEJIA, JIGAWA STATE**

### **REGISTRATION GUIDELINES FOR 2016/2017 NEWLY ADMITTED STUDENTS**

All newly admitted students are required to carefully read the following instructions:

1. Make sure you come along with the downloaded sample of your admission letter and original copies of all your credentials to the registration venue.
2. Proceed to your Department for screening and authentication of the admission letter and credentials by the Registration Officer.
3. All screened students are to report to Bursary for collection of Bank Teller on presentation of dully authenticated admission letter.
4. Proceed to UBA Hadejia Branch for the payment of registration fees.
5. After successful payment of registration fees, return to the Bursary with the Bank Teller for collection of payment receipt.
6. Return to your Department again for collection of verification slip (PIN NUMBER) on presentation of receipt dully signed by the Bursary.
7. Proceed to BUPOLY ICT Center or any internet café for online registration as follows:
  - Go to College website address [www.bupoly.edu.ng](http://www.bupoly.edu.ng) (preferably using Firefox or Google chrome browsers for optimal performance).
  - Click on Registration Link.
  - Enter your application ID as your LOGIN ID (refer to your copy of application form for the application ID or the serial number of the scratch card).
  - Enter “PASSWORD” as your default password (note that you are to change password upon first time login for confidentiality).
  - Fill in your Bio-data on your profile.
  - Upload a recent passport photograph.
  - Verify your fees payment using the verification slip (PIN NUMBER) obtained from your Departmental Registration Officer.
  - Register your course and print two (2) copies of the registration form and submit to the Departmental Registration Officer.
8. Proceed to the Student Affairs Office for submission of the downloaded copies of Bio-data form, signed copy of registration form, processing of your ID card and hostel accommodation.