

# How to Apply Online to Bahrain Polytechnic

- 1. Via Bahrain Polytechnic website <u>http://www.polytechnic.bh</u>.
- 2. Select the Admission tab.
- **3.** Click on <u>Apply Now</u> link.
- 4. The Admissions Login page will be displayed.
  - a. If you have applied online before, then:
    - 1. Login ID: Enter your login ID.
    - 2. Password: Enter your password.
    - 3. Click on "Login".

μαι	بوليتڪنك البحرين 🕺 rrain Polytechnic	
	Bahrain Polytechnic welcomes your Admission Application for 2020-2021	
	ome, submit your online application and pay your application fee. n Polytechnic is <b>fron from 13 April to 1 June 2020.</b> ال	
Password		
By submitting this	application you agree to abide by all Policies and Procedures.	
by submitting this		
by submitting this	Login	
	Login reate new account.	
First Time User? Cr Important: You must create of		



- b. If a first time to apply online, then:
  - 1. Click on "Create new account" link.

	ین Bahrain Polytechnic	بوليتكنك البحر	
	Bahrain Polytech	nic	
	welcomes your Admission App		
	2020-202	21	
	m home, submit your online application ar ahrain Polytechnic is <b>from 13 April to 1 Jun</b> e		
Applying to B			
Login ID Password		e 2020. العربية	
Applying to B Login ID Password	ahrain Polytechnic is from 13 April to 1 June	e 2020. العربية	

2. Create a Login: Enter a login ID.

**NOTE:** Only English alphabet, numbers and (-, . , \_ ) are allowed).

- 3. Create a PIN: Enter a password.
- 4. Verify PIN: Re-enter your password.
- 5. Click on **"Login"**.

بوليتڪنك البدرين Bahrain Polytechnic
Create Login ID and PIN. PIN - must be 6 numbers only. You must remember this, you will need it to login again. قم بإنشاء اسم مستخدم ورقم سري جديدين. يجب أن يتكون الرقم السري من ستة أرقام فقط .
Create a Login
Only English alphabet and Numbers plus ( -, -, _) are allowed
Create a PIN
Verify PIN
Login



- 5. The Select an Application Type page will be displayed.
  - 5.1 Application Type: Select a New Applicant from the drop-down menu
  - 5.2 Click on "Continue".

بولیتکنك البحرین Bahrain Polytechnic	5
Select an Application Type	4
To Apply for Admissions, first select the Application Type you want to complete.	0
لتقديم طلب القبول، يرجه أولاً تحديد نوع الطلب الذي تريد إكماله.	6
Application Type:	
New Applicant	
	)
Continue	1
	5

- 6. The Apply for Admissions page will be displayed.
  - 6.1 Admission Term\*: Select a "Semester1 2020-2021" from the drop down menu
  - 6.2 First Name\*: Enter your first name.
  - 6.3 Middle Name: Enter your middle name. (optional)
  - 6.4 Last Name Prefix: Enter your last name prefix. (optional)
  - 6.5 Last Name\*: Enter your last name.
  - 6.6 Click on "Fill Out Application".

	Bahrair	بوليتڪنك البحرين Polytechnic	6
1	DEALARC	PARTICIPATION AND AND AND AND AND AND AND AND AND AN	$\bigcirc$
Γ	Apply for Admissions	Exit	
	Select an Admission Term and enter your na	me as written on your passport or smart card.	
D	ل اسمك كما هو مكتوب في جواز سغرك أو بطاقتك الذكية.	اختر الفصل الدراسي الذي تود الالتحاق به ثم أدخ	
3	- indicates a required field.		
ľ	Application Type: New Applicant		
Ē	Admission Term:*	Semester 1 2020-2021 Aug 23, 2020 - Jan 09, 2021	
VIA UI	First Name:*	A ()	
L	Middle Name:		
-	Last Name Prefix:		
	Last Name:*	· · · · · · · · · · · · · · · · · · ·	
うろう		Fill Out Application	



# 7. The Application checklist page will be displayed.

Follow the information checklist and enter the information requested in each category starting with **"Name"** link.

Bahrain Polytechnic	بوليتڪنك البحرين
	SA ( The BEER AS!
Application Checklist	Exit
later.	ame. is Complete when you finish all sections OR Finish Later to complete
لتقديم الطلب عليك إكمال جميع الأقسام الواردة أذناه، بدءًا بالاسم. عند الانتهاء من جميع الأقسام، أو اضغط على Finish Later لإكمالها لاحقاً في Name Carting with Name	تشير العلامة 🗸 إلى إكمال القسم اضغط على Application is Complete :
Starting with Name     Permenant Address	Planned Course of Study
Personal Information	Additional Information
0 Nationality	0 Documents Upload
D Emergency Contact	2
Applica	ation is Complete
F	inish Later
Email us: studentinfo@polytechnic.bh	

- 8. The Name page will be displayed.
  - 8.1 Check your First, Middle and Last Name \*.

**NOTE:** Make sure it is written as in your passport or smartcard.

8.2 Click on "Continue".

Bahrain	البحرين Polytechnic	بوليتكنك	8
DEMARK	In the second	A PART AT	
Name (Checklist item 1 of 9)			Exit
🚪 👎 Check your name is the same as on you	ur passport or smart card. Click Continu	ie.	1
أو بطاقتك الذكية. للاستمرار اضغط Continue.	ىمك المدرج أدناه يتطابق مع اسمك في جواز سفرك	تأكد من أن اس	2
- indicates a required field.			
First Name:			
A			(4)
Middle Name:*			]
В			4
Last Name:*			
c			2
Checklist	Continue	Finish Later	
Return to Checklist without saving changes			0



- 9. The Permanent Address page will be displayed.
  - **9.1 Flat/Building or Villa:\*** Enter your flat and building number or villa number.
  - **9.2 Road:\*** Enter your road number.
  - 9.3 Block:\* Enter your block number.
  - **9.4 City:\*** Enter your town name.
  - 9.5 GCC/Other Country:\* Select your relevant country area (Gulf Cooperation Countries/Other

County) from the drop-down menu  $\square$ .

- **9.6 Country:**\* Select your country from the drop-down menu
- 9.7 Mobile Number (Area Code)- (Mobile):\* Enter your country code and mobile number.
- 9.8 Click on "Continue".

Bahrain Polytechnic	بوليتكنك البحرين
	1 Thomas In
Permenant Address (Checklist item 2 of 9)	Exit
Enter your address and mobile. Click Continue.	
أدخل ضوان إقامتك وهاتفك النقال. للاستمرار اضغط Continue.	
* - indicates a required field. Permanent A	\ddress
Flat/ Building or Villa:*	
Road: <b>*</b>	
Block:*	
City:*	Manama
GCC/ Other Country:*	Gulf Cooperation Countries
Country:*	Bahrain
4	973
Mobile Number (Area Code)-(Mobile) (x00000/-(x000000000x) (x00000000x extension):*	- 3
Checklist Continue	Finish Later
Return to Checklist without saving changes	



- 10. The Permanent Information page will be displayed.
  - **10.1** Nationality:\* Select your citizenship as in your passport from the drop-down menu
  - **10.2 Personal Email:\*** Enter your email address.
  - **10.3** Verify e-mail address:\* Re-enter your email address.
  - **10.4 CPR (XXXXXXXX):\*** Enter your CPR number.
  - **10.5** Gender:\* Select your gender from the drop-down menu $\square$ .
  - 10.6 Birth Date:\*
    - Month: Select month of your birth date from the drop-down menu
    - **Day:** Select day of your birth date from the drop-down menu  $\square$ .
    - Year: Enter year of your birth date.
  - 10.7 Medical Information: Select medical condition/s if you suffer from any from the list box.NOTE: If you have other Medical Issue please state in the box.
  - 10.8 Click on "Continue".

- indicates a required	field.		
Nationality: 🜟	Bahraini		~
Personal Email: <b>*</b>			
Verify e-mail address:*			
CPR (XXXXXXXXX):*			
Gender: <b>*</b>	● Male ○ Female Month		
	February		~
	Day		
Birth Date: <mark>*</mark>	20		~
	Year (YYYY)		
	2000		
Medical Information:	None Anaemia Angina Pectoris Anxiety Disorder Asthma Att. Deficit Hyperactivity Dis		<b>~</b>
If you have Other Medical Issue please state in the box : ان کنت تعاني من مرض ) (آخر پرچي تحديد نوعه			Û
Checklist	Continue	Finish Later	



- **11.** The **Nationality** page will be displayed.
  - **11.1** Nationality Country:\* Select the country whose citizenship you hold (have the passport)

from the drop-down menu  $\checkmark$ .

**11.2** Click on **"Continue"**.

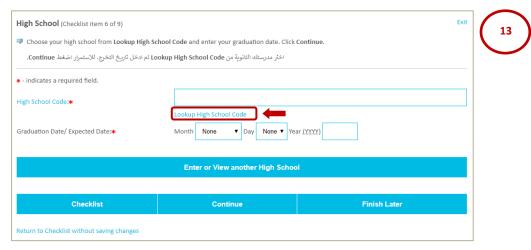
Bahrain	البحرين Polytechnic	بوليتكنك	(	11
ON SATAN	Jan C	5.0000	5//	$\smile$
Nationality (Checklist item 4 of 9)			Exit	
Choose your nationality as on your pass	oort, click Continue.		h	
قم بتحديد جنسيتك، ثم اضغط Continue.				
* - indicates a required field.				
Nationality Country:	Bahrain		~	
			2	
Checklist	Continue	Finish Later		
Return to Checklist without saving chang	es		2	
FROM DISTRICT			33/1/1/	

- **12.** The **Emergency Contact** page will be displayed.
  - 12.1 Relationship:\* Select person relationship for emergency contact from the drop-down menu.~
  - **12.2** First Name:\* Enter your person relationship first name.
  - **12.3** Middle Name:\* Enter your person relationship middle name.
  - **12.4** Last Name:\* Enter your person relationship last name.
  - **12.5 Mobile Number (Area Code)- (Mobile):\*** Enter your person relationship country code and mobile number.
  - 12.6 Click on "Continue".

Bahrain Polyt	echnic يتكنك البحرين	lei	
	12	NO AD M	
Emergency Contact (Checklist item 5 of 9)		Exit	1
Enter a contact for emergencies. Click Continue.			
ومات من تراه مناسباً للاتصال به في حالات الطوارئ، ثم اضغط Continue.	أدخل متل		2
• indicates a required field.			
Relationship:	Father	~	1
First Name:	E		S
Middle Name: 🙀	C		2
Last Name:	¢		7
	973		9
Mobile Number (xxx)-(xxxxxxx) (xxxxxxxxxxxxxxxxxxxxxx	- (	×	
			1
En	ter or View another Relative		
Checklist	Continue	Finish Later	K
Return to Checklist without saving changes			4

**13.** The **High School** page will be displayed.





- 13.2 Select the Country from the drop-down menu
- 13.3 Click on "List Cities in Selected State, Province or Country".

High School Lookup Page		Exit
Select the Country where your High School is located. Click the button below.		
اختر الدولة التي تقع فيها مدرستك الثانوية، اضغط الزر أدناه.		
No states or provinces available		
OR		•
Select a Country:	Select	,
List Cities in Selected State, Province or Countr	ry	
Return to High School page		

- **13.4** Select the city your **High School** is located in from the drop-down menu
- 13.5 Click on "List High Schools in selected City".

High School Lookup Page		Exit
Select the <b>city</b> where your High School is located. Click the button below.		
اختر المدينة التي تقع فيها مدرستك الثانوية. اضغط الزر أدناه. 		Ļ
Select High School City:	Select	
List High Schools	s in selected City	





- **13.6** Select **High School Name** from the drop-down menu
- **13.7** Click on "Copy selected High School information to Data Entry form".

High School Lookup Page	Exit
Select the name of your high school. Click the button below.	
اختر المدرسة الثانوية التي درست بها. اضغط الزر أدناه.	
Select High School name:	Select 🔻
Copy selected High Sc	hool information to Data Entry form
Return to High School page	

- **13.8** Select your Graduation date/ Expected Date \*:
  - Month: Select month of your graduation from the drop-down menu
  - **Day:** Select day of your graduation from the drop-down menu<sup>⊥</sup>.
  - Year: Enter year of your graduation.
- **13.9** Select your (Study Track) in high school.
- **13.10** Click on "Continue".

Bahrain Polytechnic	بوليتكنك البدرين
High School (Checklist item 6 of 9)	Exit
Choose your high school from Lookup High School Code and enter your graduation date. Click Conti	inue.
اختر مدرستك الثانوية من Lookup High School Code ثم ادخل تاريخ التخرج. للاستمرار اصغط Continue.	
• - indicates a required field.	
High School Code:	SP049
	Lookup High School Code
	Month
	February
Graduation Date/Expected Date:	Day
Graduation Date/ Expected Date.	17 👻
	Year (YYYY)
	2019
الرجاء اختيار مسار او التخصص بالمدرسة:/Please Select your (Study Track) in high school - Science (هامي):	● Yes ○ No
- Arts (ادي)):	O Yes ⊛ No
- Commercial (العواري):	○ Yes ⊛ No
- Vocational Education (التسليم الفني و المهني)	○ Yes ● No
- Other (ایرس تحدیدها):	Ĵ
Enter or View another H	igh School
Checklist Continue	Finish Later
Return to Checklist without saving changes	

- **14.** The **Planned Course of Study** page will be displayed.
  - **14.1** Select the **Programme** \* from the drop-down menu
  - **14.2** Click on **"Continue"**.

How to Appl	y Online to F	Bahrain	Polytechnic		×	بوليتكنك البحرين Bahrai <u>n Pol</u> utechnic
	به للاستمرار اضغط Continue.	major you most w ve limited places a الذي تفضل الالتحاق	ant to study. Click <b>Continue</b> . nd to be selected, you must meet the criteria.		Exit	14
	<ul> <li>indicates a required field.</li> </ul>				<b>↓</b>	
	Programme:*	Bachelor of Busir	less		•	
	Checklist		Continue	Finish Later		

### **15.** The **Planned Course of Study** page will be displayed again.

**15.1** The programme that you have been chosen will be displayed.

**NOTE:** If you would like to change the programme that you have previously chosen:

- 1. Click on "Change this Programme".
- 2. Repeat the steps from **14** to **15**.

# **15.2** Click on "Continue".

Inned Course of Study (Checklis	citem y or 5j		
· ·	، most want to study. Click <b>Continu</b> e. places and to be selected, you must meet the criteria. اختر البرنامج اللدراسي الذي تقد يرجى ملاحظة أن المقاعد محدودة في جميع البرامج،		
indicates a required field. ogramme:	Bachelor of Business		
	Change this Program		
Checklist	Continue	Finish Later	

## 16. The Additional Information and Athletic Information:

#### **16.1** Answer all questions.

# **16.2** Click on "**Continue**".

dditional Information (Checklist item 8 of 9)		Exit
Please answer the questions below. Click Continue.		
(1) Where did you hear about Bahrain Polytechnic? من أين سمعت عن بوليتكنك البحرين؟		
- Indicates a required field.		
n newspaper press releases and articles (في البيانات والمقالات الصحافية) *	Yes No Yes No	
n radio advertisements (في إعلانات الراديو) 🗮 At an exhibition (في المعارض)	Ses ● No	
At school (العدرسة) *	© Yes ◎ No	
*(من أحد الأصدقاء أو الأقارب) From friends or relatives	Yes No	
From other sources, Please specify (جهة أخرى، يرجى تحديدها)		
) Have you looked at the Bahrain Polytechnic website? ♦ هل قمت بزيارة موقع بوليتكنك البحرين الإلكتروز	◎ Yes ◎ No	



(1) Would you like to participate in the Bahrain Polytechnic sport activities? If "Yes" please specify in the next Question:	● Yes ○ No ○ No Response	
(2) Type the Activity Number or Name in the box:		
1. Football 2. Basketball 3. Volleyball 4.Handball 5.Track & Field 6. Tennis 7. Tennis Table	1	
(3) Do you play for Sport Club?	○ Yes ◉ No ○ No Response	
(4) Do you have any health concerns or sport injuries?	○ Yes ◉ No ○ No Response	

- **17.** The **Document Upload** page will be displayed.
  - **17.1** Upload valid **National Identification** and/or upload your **passport**.
  - **17.2** Other (*Optional*): Upload other documents (Transcript, Medical Report, Good conduct, & Equivalence Letter).
  - 17.3 Click on "Browse" to search for the file to be uploaded.
  - 17.4 Click on "Upload".
  - **17.5** Click on **"Continue"**.

Documents Upload (Checklist item 9 of 9)	Exit 17
Upload your valid national Identification and/or Passport.	
Optional: Upload other documents (transcripts, Medical Report, Good conduct, and Equivalence letter)	
File size should not exceed 2MB	
National Identification Browse Upload	
Passport Browse Upload	
Other Browse Coptional Upload	
Uploaded logo-360x100.png successfully.	
Files Uploaded:	
logo-360x100.png Successful Upload Delete	
Checklist Continue Finish Later	



- **18.** The **Application Checklist** page will be displayed.
  - **18.1** Check all are marked with " $\mathbf{V}$ ".
  - **18.2** Click on "Application is Complete".

**NOTE:** To complete your application later, click on "Finish Later".

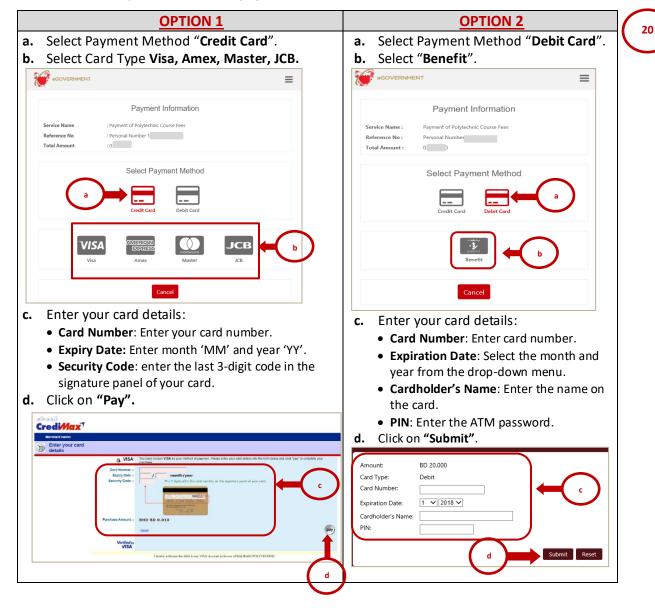
v	ication is Complete when you finish all sections OR Finish Later to complete later.	
م الطلب عليك إثمال جميع الافسام الوارده ادناه، بدءًا بالإسم بن جميع الأقسام، أو اضغط على Finish Later لإكمالها لاحقً	لنقد تشیر العلامة 🏑 إلى إكمال القسم اشغط على Application is Complete عند الانتهاء	
Name	J High School	
V Permenant Address	J Planned Course of Study	
Personal Information	J Additional Information	
Nationality	🔰 Documents Upload	
Emergency Contact	*	
	Application is Complete	)
	Finish Later	1
mail us: studentinfo@polytechnic.bh		

- **19.** The **Admission Fee charge** page will be displayed.
  - **19.1** Select the **Identification Type** from the drop-down menu
  - **19.2** Enter the **Identification Number**.
  - **19.3** Click on "Continue to Online Payment".

Admission Fee Charge	t	19
Amount Due(BHD): 20	)	$\smile$
Identification Type	)	
Identification Number	)	
Continue to Online Payment		
Back to Application Exit		



- 20. The eGovernment Payment Information page will be displayed.
- **21.** Select one of the options below for a payment method:





# 22. The Payment Detail page will be displayed.

22.1 The **Receipt** will be generated for payment successful status and will receive an **Email**.

NOTE: Pint the Receipt or Save it, this receipt will not be shown again

22.2 Click on "Click here to select Entry Test Date" link.

Bahrain Polytechnic	يوليتكنك البدرين
Payment Detail	Mm 13/04/2008 E13.44 noreply.registry@polytechnic.bh Your Bahrain Polytechnic Application
Applicant ID: N	13-04-20
Amount(BHD): 20	- النالاقانسلة استمر الولزنكلة البحرين ) انتشكم بطلب الالحاق بيرليكله البحرين، سرف Thank you for applying to Bahrain Polytechnic. The Admission department مشهول بميانة الطلب
Payment Status: SUCCESSFUL Receipt Number: 6083	سز فيمكنم الترسيل معا متر الاريد الانكتريني الانكتريني معالمين الانكتريني any inquiries please contact us by <u>Admissions@polytechnic</u> sending an email to <u>Amissions@polytechinc.bh</u>
Click here to select Entry Test Date	تلوا بقول فائق الاحترام القول Admission Team

<ol> <li>Click on <b>"Try Again"</b> link.</li> <li>Repeat the steps from <b>19</b> to <b>22</b>.</li> </ol>		
Bahrain Polytechnic	بوليتكنك البحرين	
Payment Detail	D	
An error occured while processing your payment. 1		
Applicant ID:		
Applicant Name:		
Amount(BHD):		
Payment Status: Transaction Cancelled		

- 22.3 The Entry Test Date Selection page will be displayed.
- 22.4 Select the entry test date from the drop-down menu $\bowtie$ .
- 22.5 Click on **"Submit"**.

Bahrain Polytechnic بوليتڪنك البحرين	
	Exit
Entry Test Date Selection	L
Tuesday, 21 July 2020 at 09:00	~
Submit	

22.6 The selected entry test date will be displayed and will receive an **Email** for further information about entry test.

Bahrain Polytechnic بوليتكنك البحرين	N noreply.registry@polytechnic.bh Entry Test Date Confirmation		
,	Bahrain Polytechnic	بوليتكنك البحرين	
	Admissions 2	020-2021	
Selected entry test date : Tuesday, 21 July 2020 at 09:00	Test Appointment		
	Please print this email and bring it with you الرجاء طباعة هذ الرسالة واحضرها مك		
Please check your email for further information about entry test.	Name: Mu CPR: 1 Test Day, Date and Time: Tuesday, 21 July 2020 at 0		
	Test Location: Building 19		
	<ul> <li>Important information about entry tests:</li> <li>Bahrain Polytechnic has the right to reschedule the</li> </ul>	<mark>طومات <u>هایة</u> بخصوص امتحادات القیول:</mark> • تحاط بولیتکات البحرین بحق تغییر موعد استحان القیرل.	
	Entry test. • Entry Tests in Math and English.	ا للتحان القول في الرياضيات واللغة الانجليزية. احدة الاستحان 3 ساعات.	
	<ul> <li>Tests duration 3 hours.</li> </ul>	والرجاء لحضبار العذا البطاقة سم بطاقة الهوية والإلة الحاسبة	
	<ul> <li>Bring this card, your smart card and a calculator. Graph display and text save calculators are NOT allowed.</li> </ul>	لا يسمع بإدخال الألاث الحاسبَّة التي تعرض رسوم بينية أو تحفظ نصوص.	
	· Arrive early. If late, you will NOT be allowed to sit the	الرجاء الحضور مبكرا. في حالة التلغير. لن يسمح للطالب دخول قامة الاستمان.	
	<ul> <li>Bags and mobile phones are NOT allowed in the exam</li> </ul>	امن غير السموح انخال الطائب أو الهوائف القالة إلى قاعة	
	room.	الاستحان. • لا يمكن تغيير موعد الاستحان.	
	<ul> <li>Test date can NOT be changed.</li> <li>You must follow the invigilators instructions in the</li> </ul>	، يجب الألثرام الثام بتعليمات المراقبين في قاعة الاستحان، وفي حل عدم الإلترام قد يطلب سك معادرة الاستحان.	
	exam, or you may be asked to leave.	ه في حال حدوث الى خال نقدى أو حالة طوار بي: ألداء نقديم	
	<ul> <li>IF technical issues occur or an emergency, the tests will be rescheduled.</li> </ul>	الأمتحان سيطلب سلك إعادة الاستحان لاحقا. <b>علو مات أخر</b> برر	
	Further information:     You may be required to have an interview.	ه اند وطلب مدان حصر ور المقابلة المتصادرة. • ان يسمح باستعادة أي مستند بعد السليمح	
	<ul> <li>No documents will be returned after submission.</li> </ul>	دن يسمح باستعددا اي سنند بعد استيمه. «آخر: مرجد التغيير: التخصص الذي الرجب به هو: 1	
	<ul> <li>Last day to change your programme preference is 1 June 2020.</li> </ul>	بوابر 2020. • وتعين عليك التراصل مع قسم القبول في حللة تغيير بيانات	
	<ul> <li>You are required to update the Admission department</li> </ul>	الاتصال الخاصة بك (رقَّم الهاتف، البريَّد الإلكتروني).	
	if your contact details (phone or email) change. First round of offers will be published on Bahrain Polytechnic website on 13 August 2020. An email will	ا سيتم (علان نتائج القبول من خلال الموقع الإلكتروني بتاريخ 13 أغسطس 2020, كما سيتم إرسال بريد الكثروني لجميع الملتبة	
	<ul> <li>be sent to applicants.</li> <li>You are required to regularly check for an offer from</li> </ul>	، يتعين عليك متابعة موقع البوليتكنك الإلكتروني تمعرفة نتائج القبول وذلك خلال القرة من 13 أغسطس وحتى 27	
	13 August to 27 August 2020. If an offer is made and you do not confirm it during the published period, the offer will be cancelled.	الضَّمَّلَى 2020، وفي حَلَّ عَمَّ تَثَبَيت قَبَرَكَ حَلَّلَ لَقَرَبَة السلارية فإن قيرتك سيعد لاعيا.	
	See Website for more		
	Student Information Centre	olytechnic.bh	
	Iba Toors Gampus, Building 8 PO Bux 33349, Iba Toors, Bahrain		
	→ +973.17897000 or +973.17897328 → +973.17897000		
	administers@polytechnic.bh		
	Gyodytechnicth     BahrainPolytechnic		