How to Apply Online to Bahrain Polytechnic

1. Via Bahrain Polytechnic website http://www.polytechnic.bh.

2. Select the **Admission** tab.

3. Click on Apply Now 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"**.

Bahrain Polytechnic
welcomes your Admission Application for

2020-2021

Apply now from home, submit your online application and pay your application fee. Applying to Bahrain Polytechnic is **fron from 13 April to 1 June 2020. الـ**

Login ID

Password

By submitting this application you agree to abide by all Policies and Procedures.

Login

First Time User? Create new account.

Important:

You must create one Application under each account. (Login ID and Password)
Any duplicate applications and payments will be considered as one. (No refund)

Link: Entry Requirements

a

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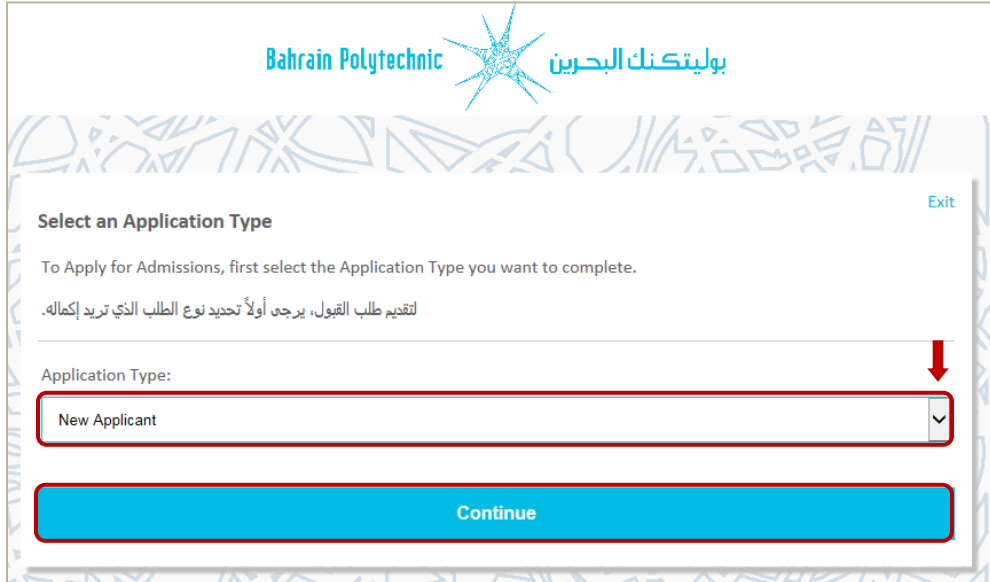
1. Click on **"Create new account"** link.

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"**.

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"**.

6. The **Apply for Admissions** page will be displayed.

   6.1 Admission Term*: Select a "**Semester1 2020-2021**" from the drop down menu .
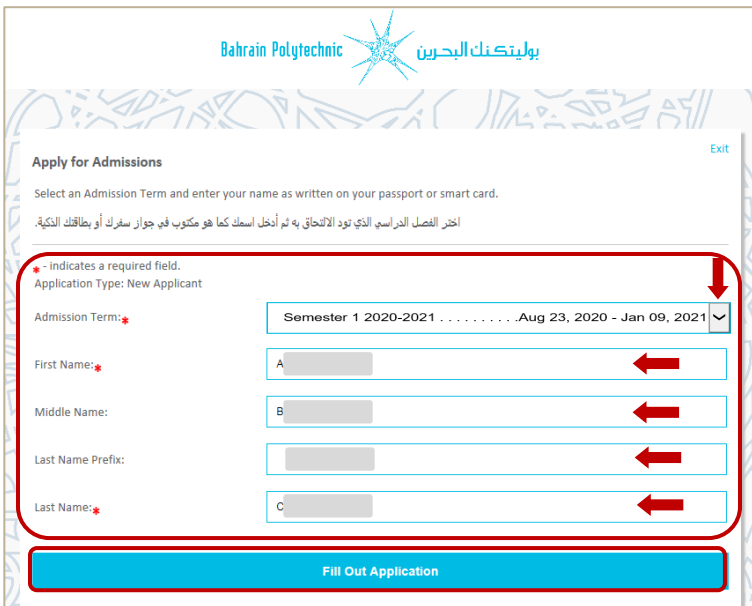
   6.2 First Name*: Enter your first name.

   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"**.

7. The **Application checklist** page will be displayed.

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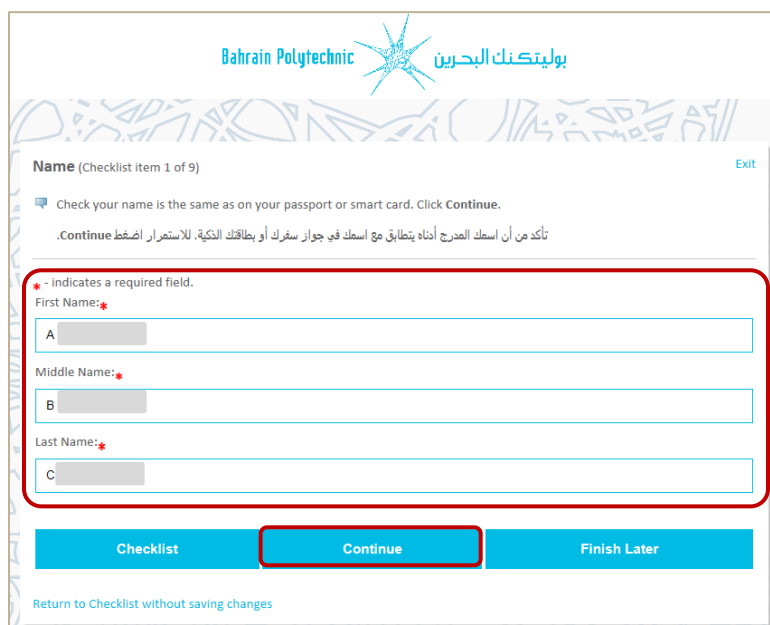

8. The **Name** page will be displayed.

   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"**.

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.

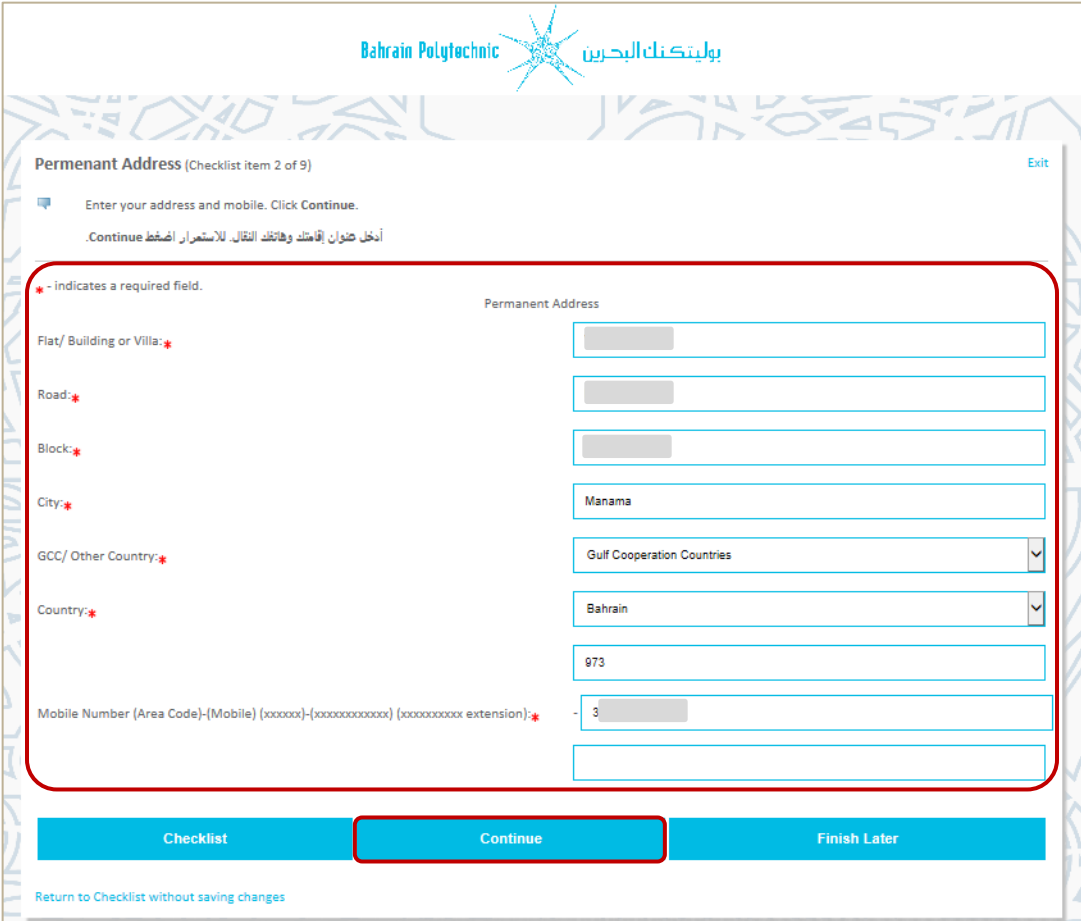   **9.3 Block:*** Enter your block number.

    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.

    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"**.

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 (XXXXXXXXX):*** Enter your CPR number.

10.5 **Gender:*** Select your gender from the drop-down menu .

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 .

- **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"**.

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 ⌄ .

   11.2   Click on **"Continue"**.

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"**.

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

    13.1   Click on "**Lookup High School Code**" link.
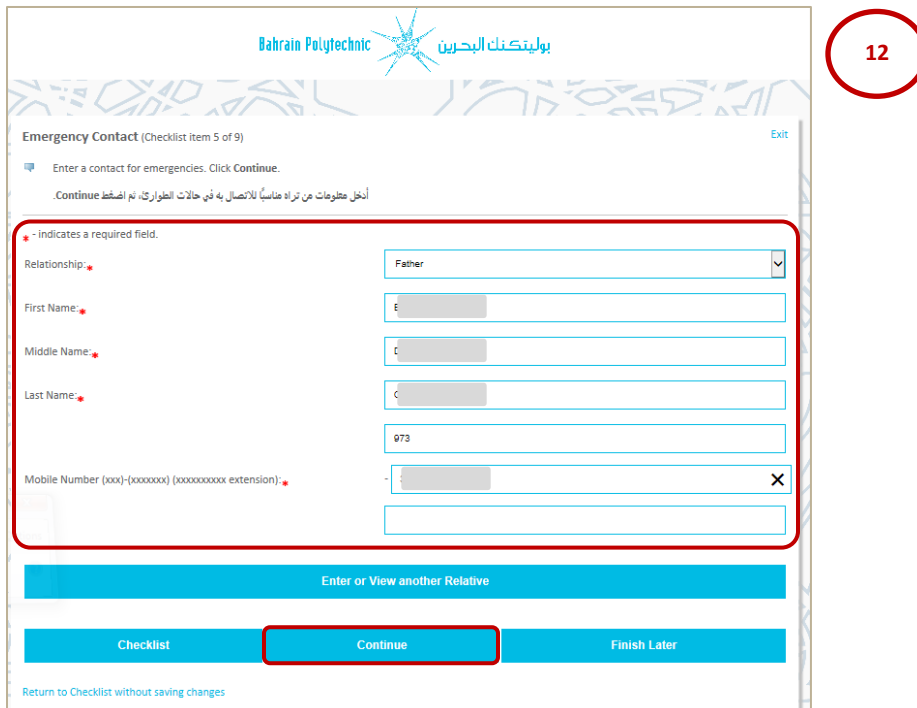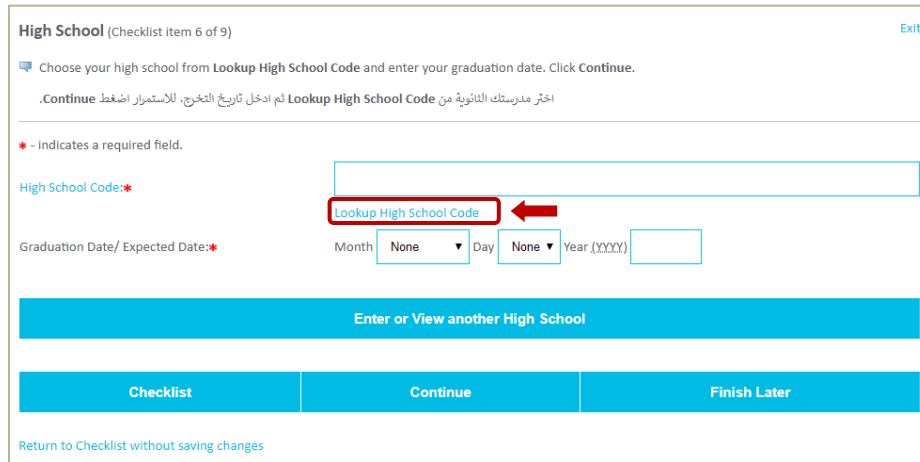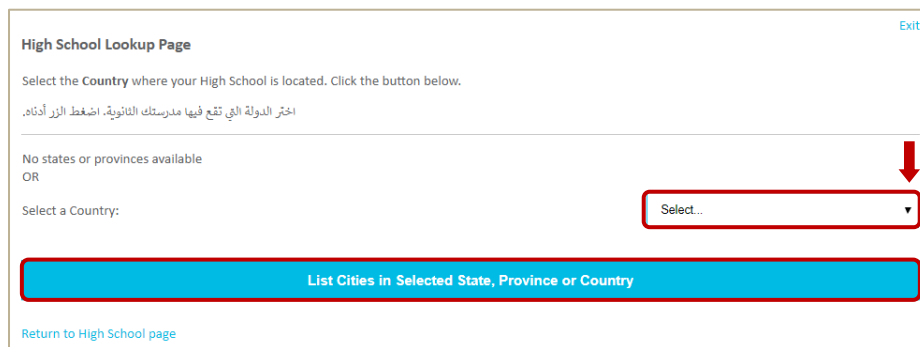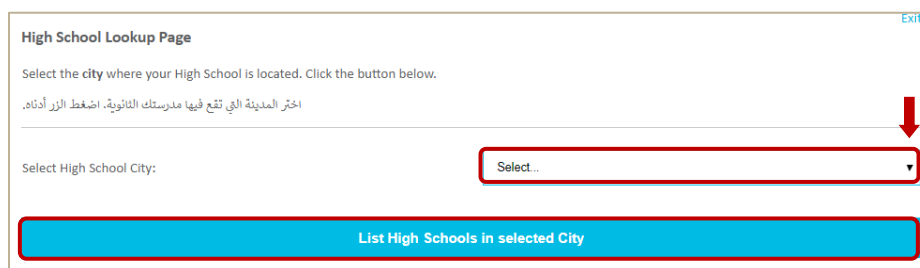
High School (Checklist item 6 of 9)   Exit

💬 Choose your high school from **Lookup High School Code** and enter your graduation date. Click **Continue**.

اختر مدرستك الثانوية من **Lookup High School Code** ثم ادخل تاريخ التخرج. للاستمرار اضغط **Continue**.

✱ - indicates a required field.

High School Code:✱   [   ]

                   [Lookup High School Code] ⬅

Graduation Date/ Expected Date:✱   Month [None ▾] Day [None ▾] Year (YYYY) [   ]

Enter or View another High School

Checklist	Continue	Finish Later

Return to Checklist without saving changes

    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...   ▾]

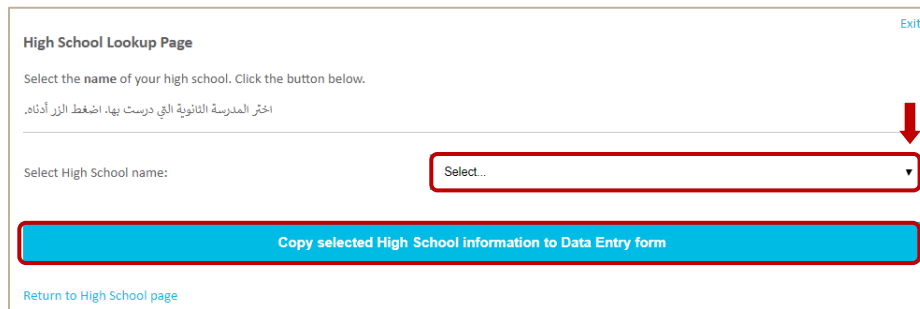| List Cities in Selected State, Province or Country |
|:---:|

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 **city** where your High School is located. Click the button below.

اختر المدينة التي تقع فيها مدرستك الثانوية. اضغط الزر أدناه.

Select High School City: [Select...   ▾]

List High Schools in selected City

13.6   Select **High School Name** from the drop-down menu.

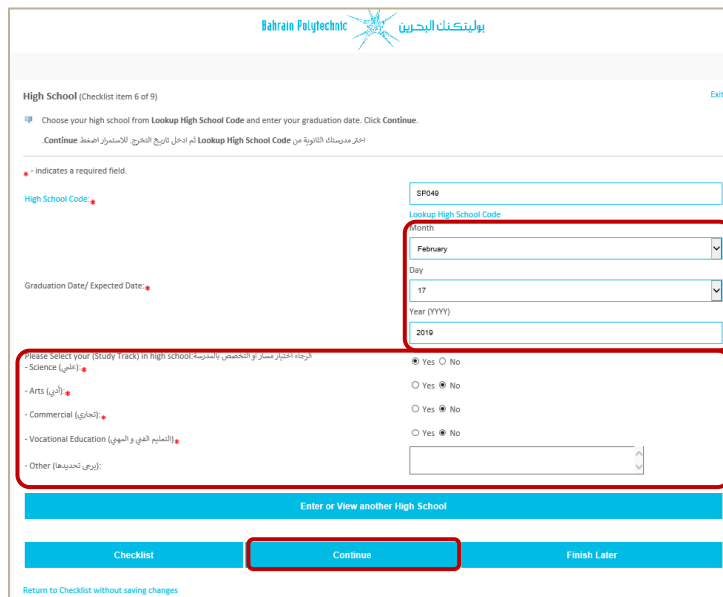**13.7**   Click on "**Copy selected High School information to Data Entry form**".

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.

- **Year:** Enter year of your graduation.

13.9   Select your (Study Track) in high school.

13.10   Click on "Continue".

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"**.

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**".

16. The **Additional Information** and **Athletic Information**:

    16.1 Answer all questions.

    16.2 Click on "**Continue**".

Athletic Information

(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

| Checklist | Continue | Finish Later |

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

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...   Optional   Upload

Uploaded logo-360x100.png successfully.

Files Uploaded:

logo-360x100.png   Successful Upload   Delete

| Checklist | Continue | Finish Later |

17

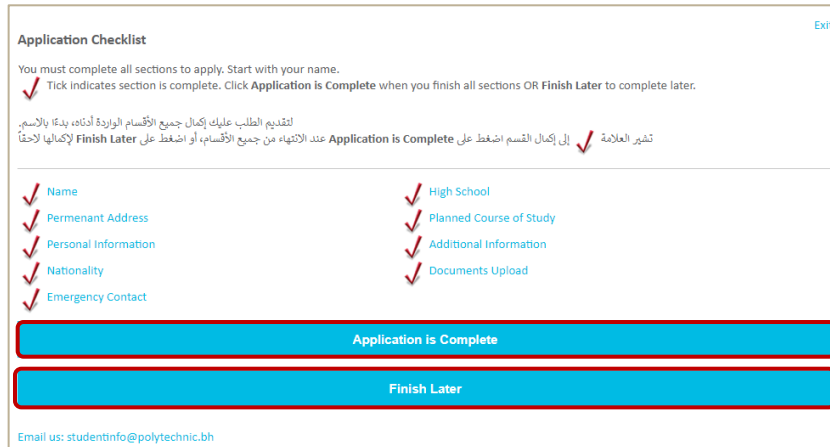بوليتكنك البحرين
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18. The **Application Checklist** page will be displayed.

18.1 Check all are marked with "√".

18.2 Click on **"Application is Complete"**.

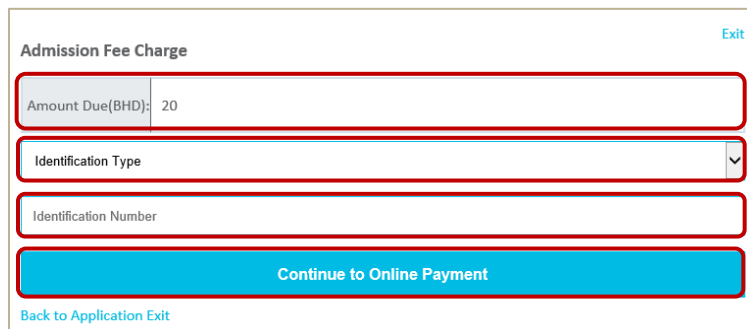**NOTE:** To complete your application later, click on **"Finish Later"**.

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**.
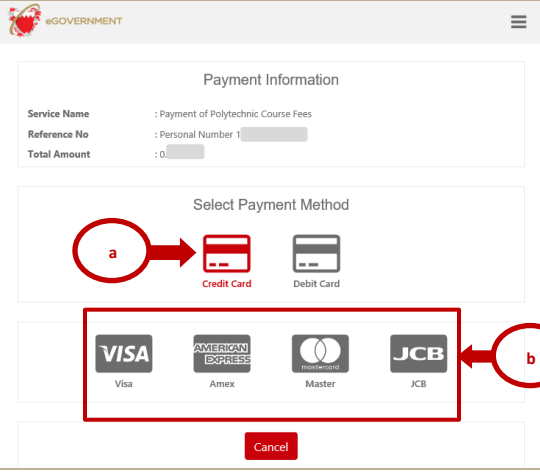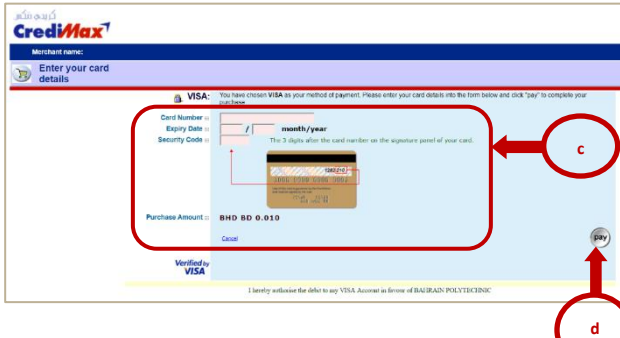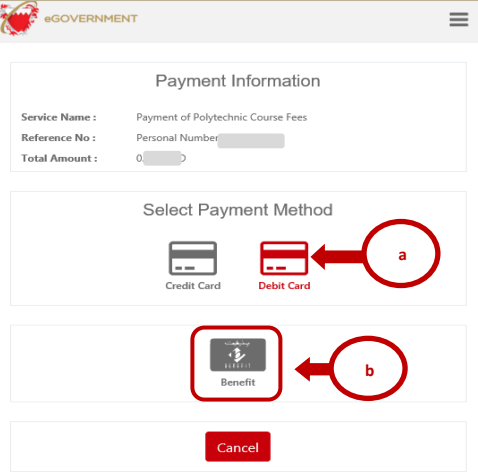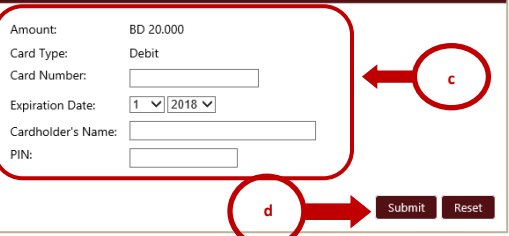
19.3 Click on **"Continue to Online Payment"**.

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20. The **eGovernment Payment Information** page will be displayed.

21. Select one of the options below for a payment method:

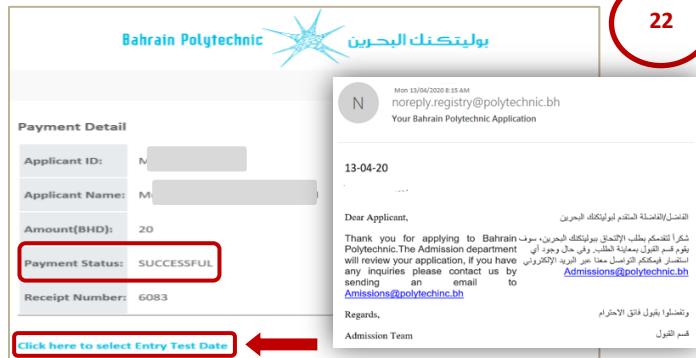| OPTION 1	OPTION 2
a. Select Payment Method "**Credit Card**". **b.** Select Card Type **Visa, Amex, Master, JCB.**	**a.** Select Payment Method "**Debit Card**". **b.** Select "**Benefit**".
c. Enter your card details: • **Card Number**: Enter your card number. • **Expiry Date:** Enter month 'MM' and year 'YY'. • **Security Code**: enter the last 3-digit code in the signature panel of your card. **d.** Click on "**Pay**".	**c.** Enter your card details: • **Card Number**: Enter card number. • **Expiration Date**: Select the month and year from the drop-down menu. • **Cardholder's Name**: Enter the name on the card. • **PIN**: Enter the ATM password. **d.** Click on "**Submit**".

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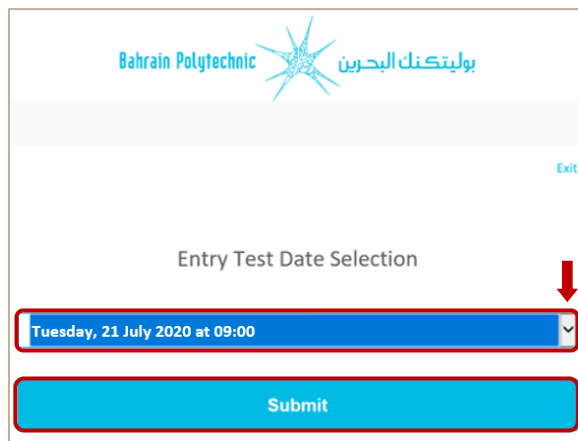
   22.2   Click on "**Click here to select Entry Test Date**" link.

IMPORTANT

If the payment was unsuccessful:
1. Click on **"Try Again"** link.
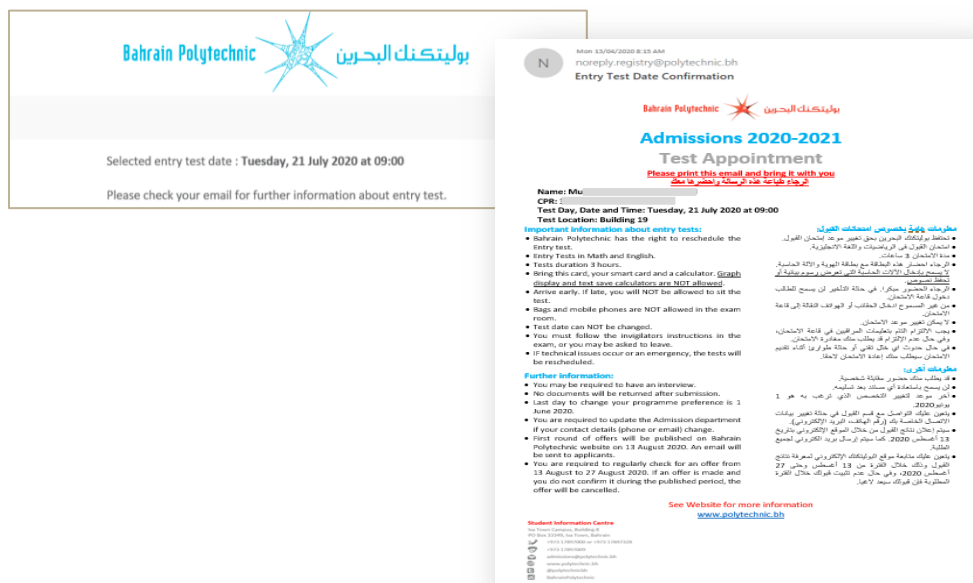2. Repeat the steps from **19** to **22**.

   22.3   The **Entry Test Date Selection** page will be displayed.

   22.4   Select the entry test date from the drop-down menu .

   22.5   Click on **"Submit"**.

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

   information about entry test.