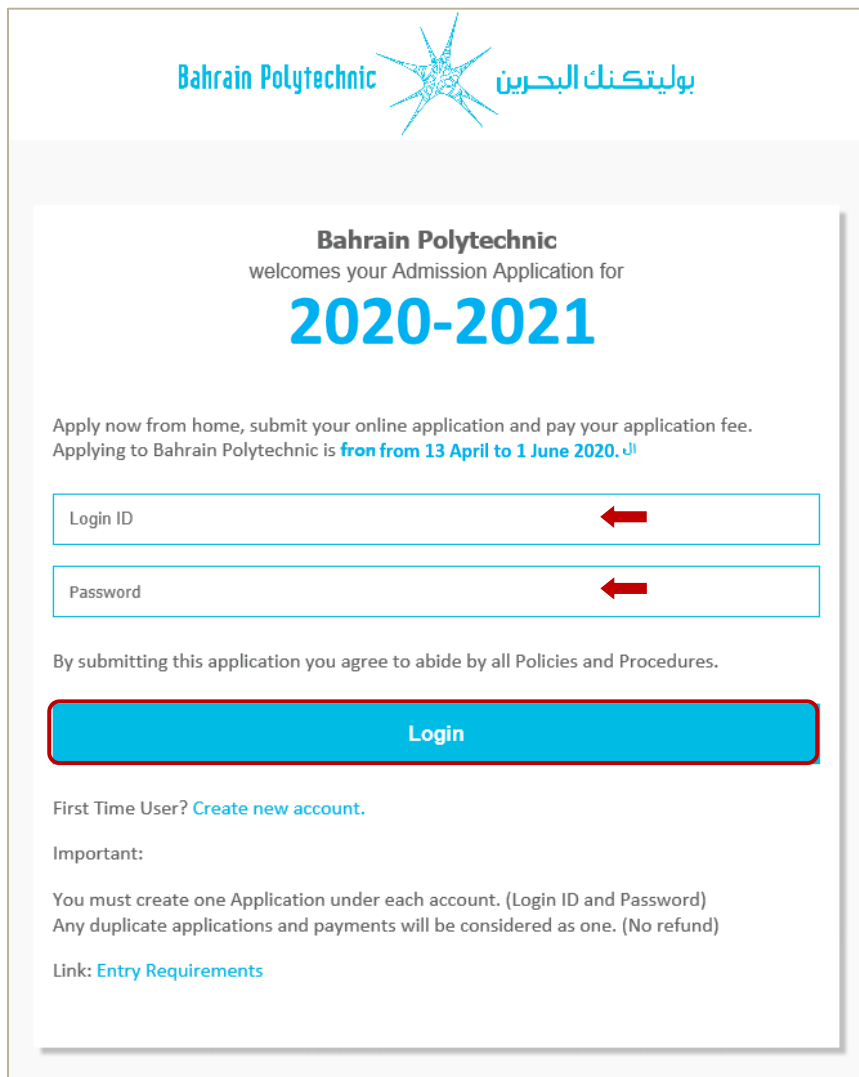
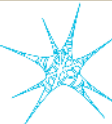


How to Apply Online to Bahrain Polytechnic


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  بوليتكنك البحرين

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 **from from 13 April to 1 June 2020.** ^{ال}

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](#)

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



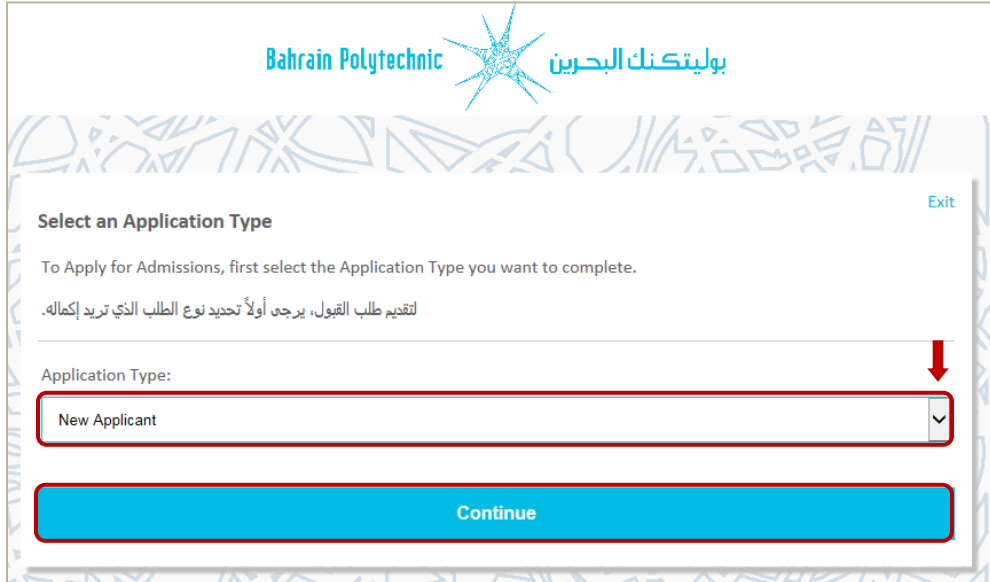
2. **Create a Login:** Enter a login ID.
NOTE: Only English alphabet, numbers and (-, . , _) are allowed).
3. **Create a PIN:** Enter a password.
4. **Verify PIN:** Re-enter your password.
5. Click on “Login”.




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 .

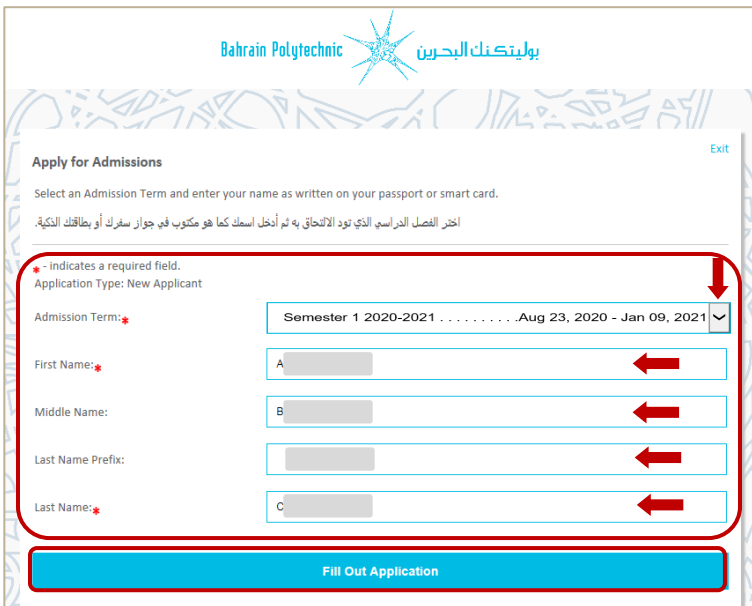
6.2 **First Name***: Enter your first name.

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.



Application Checklist Exit

You must complete all sections to apply. Start with your name.

✓ Tick indicates section is complete. Click **Application is Complete** when you finish all sections OR **Finish Later** to complete later.

لتقديم الطلب عليك إكمال جميع الأقسام الواردة أدناه، بدءاً بالاسم. تشير العلامة ✓ إلى إكمال القسم اضغط على **Application is Complete** عند الانتهاء من جميع الأقسام، أو اضغط على **Finish Later** لإكمالها لاحقاً.

- Name ← **Starting with Name**
- Permanent Address
- Personal Information
- Nationality
- Emergency Contact
- High School
- Planned Course of Study
- Additional Information
- Documents Upload

Application is Complete

Finish Later

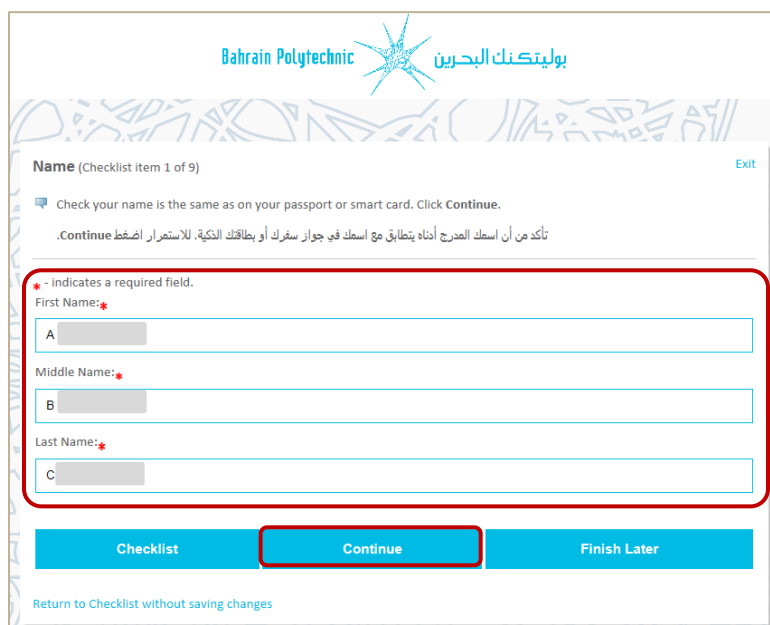
Email us: studentinfo@polytechnic.bh

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"**.



Name (Checklist item 1 of 9) Exit

Check your name is the same as on your passport or smart card. Click **Continue**.

تأكد من أن اسمك المدرج أدناه يتطابق مع اسمك في جواز سفرك أو بطاقة الهوية. للاستمرار اضغط **Continue**.

* - Indicates a required field.

First Name: *

A

Middle Name: *

B

Last Name: *

C

Checklist **Continue** **Finish Later**

Return to Checklist without saving changes


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.

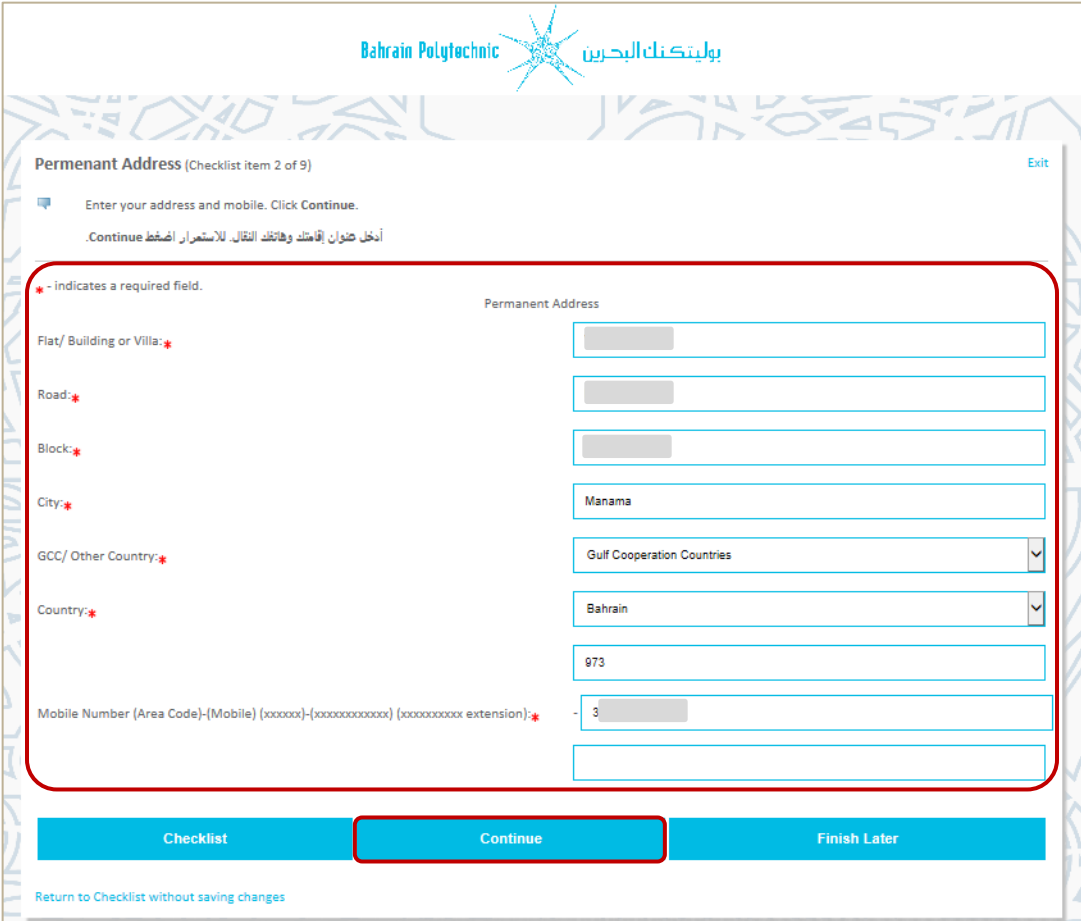
9.4 City:* Enter your town name.

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”**.



Bahrain Polytechnic بوليتكنك البحرين

Permenant Address (Checklist item 2 of 9) [Exit](#)

Enter your address and mobile. Click Continue.
أدخل عنوان إقامتك وهاتفك النقالي. للاستمرار اضغط Continue.

* - indicates a required field.

Permanent Address

Flat/ Building or Villa:*

Road:*

Block:*

City:*

GCC/ Other Country:*

Country:*


Mobile Number (Area Code)-(Mobile) (xxxxxxxx)-(xxxxxxxxxxxx) (xxxxxxxxxx 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 .

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”**.

Disclaimer: Please make sure all the information you are entering is correct. Any false information may affect your application.

* - indicates a required field.


Nationality:* Bahrain 


Personal Email:*

Verify e-mail address:*

CPR (XXXXXXXX):*

Gender:* ☒ Male ☐ Female

Month
February 

Day
20 

Year (YYYY)
2000


Medical Information:
None
Anaemia
Angina Pectoris
Anxiety Disorder
Asthma
Att. Deficit Hyperactivity Dis
Diabetes

If you have Other Medical Issue please state in the box :
ان كنت تعاني من مرض (آخر يرجى تحديد نوعه)

10

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 .

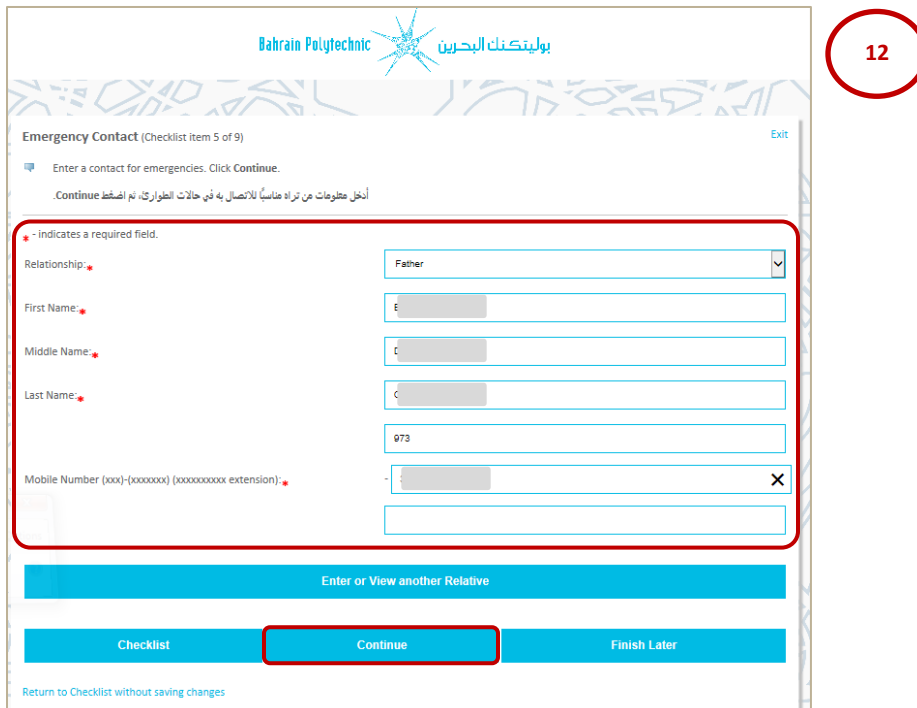
12.2 **First Name:*** Enter your person relationship first name.

12.3 **Middle Name:*** Enter your person relationship middle name.

12.4 **Last Name:*** Enter your person relationship last name.

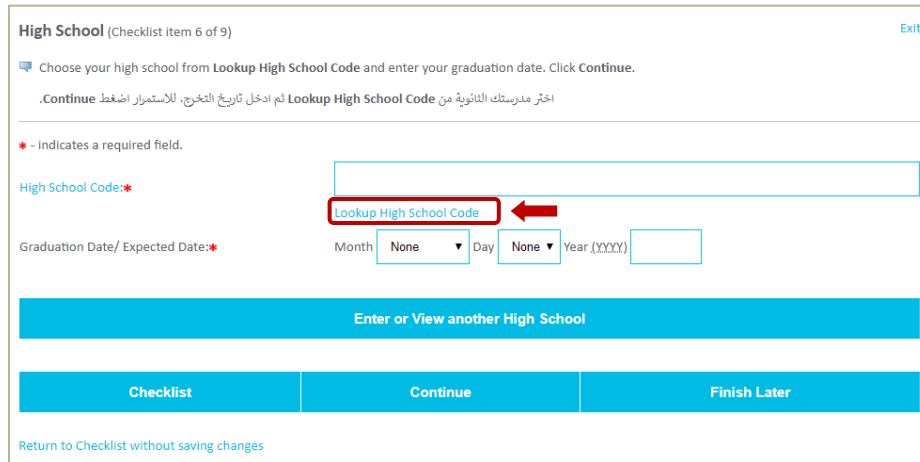
12.5 **Mobile Number (Area Code)- (Mobile):*** Enter your person relationship country code and mobile number.

12.6 Click on **“Continue”**.



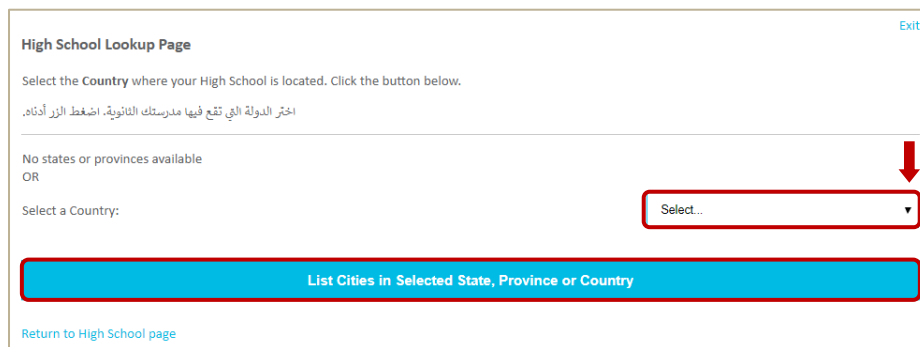
13. The High School page will be displayed.

13.1 Click on “Lookup High School Code” link.



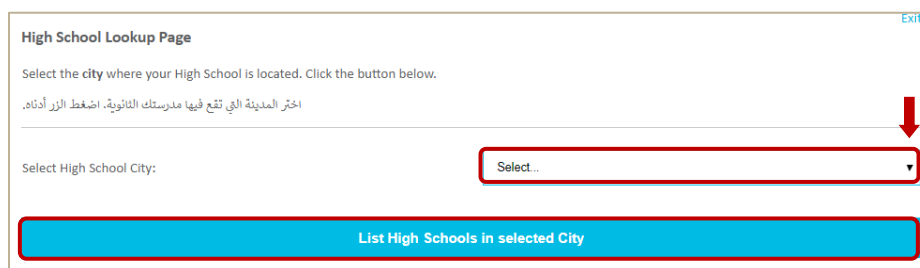
13.2 Select the **Country** from the drop-down menu .

13.3 Click on “List Cities in Selected State, Province or Country”.



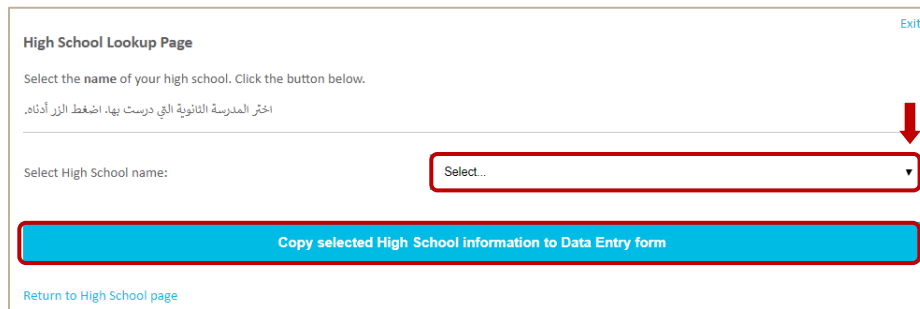
13.4 Select the city your **High School** is located in from the drop-down menu .

13.5 Click on “List High Schools in selected City”.





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

13.7 Click on “Copy selected High School information to Data Entry form”.



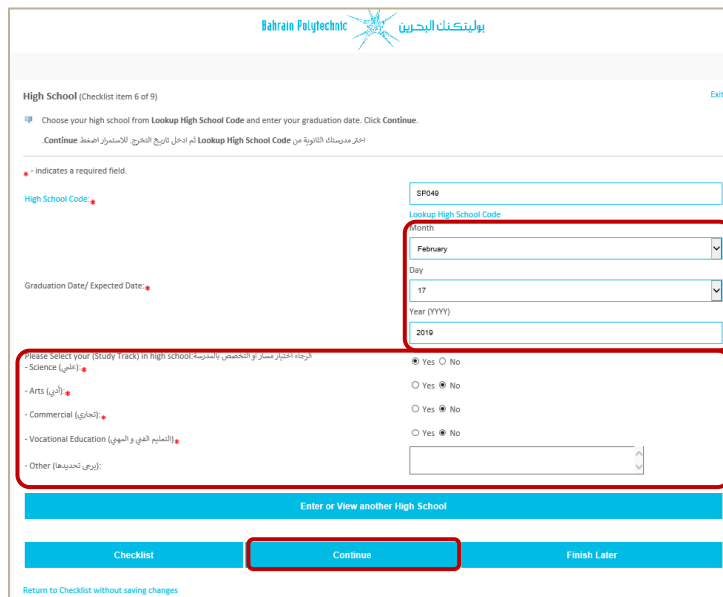
The screenshot shows the 'High School Lookup Page'. It has a title bar with 'Exit' on the right. Below the title, there is a text instruction: 'Select the name of your high school. Click the button below.' followed by its Arabic translation. A red arrow points to a dropdown menu labeled 'Select High School name:' with a 'Select...' option. Below this is a large blue button with the text 'Copy selected High School information to Data Entry form'. At the bottom left, there is a link '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 .
- **Year:** Enter year of your graduation.

13.9 Select your (Study Track) in high school.

13.10 Click on “Continue”.



The screenshot shows the 'High School (Checklist item 6 of 9)' page. It has a title bar with 'Exit' on the right. Below the title, there is a text instruction: 'Choose your high school from Lookup High School Code and enter your graduation date. Click Continue.' followed by its Arabic translation. A red arrow points to a dropdown menu labeled 'High School Code:' with 'SP049' selected. Below this is a section for 'Graduation Date/ Expected Date' with three dropdown menus: 'Month' (February), 'Day' (17), and 'Year' (2019). Below these is a section for 'Please Select your (Study Track) in high school' with radio buttons for 'Science (علمي)', 'Arts (آدابي)', 'Commercial (تجاري)', 'Vocational Education (التعليم الفني والتجوي)', and 'Other (تحديد)', each followed by 'Yes' and 'No' options. At the bottom, there is a blue button 'Enter or View another High School' and a row of three buttons: 'Checklist', 'Continue' (highlighted with a red box), and 'Finish Later'. At the very bottom, there is a link '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”.

Planned Course of Study (Checklist item 7 of 9) Exit

Select the programme and major you most want to study. Click **Continue**.
Programmes and major have limited places and to be selected, you must meet the criteria.

Continue اختر البرنامج الدراسي الذي تفضل الالتحاق به للاستمرار اضغط
يرجى ملاحظة أن المقاعد محدودة في جميع البرامج، وبالتالي على الطالب استيفاء المعايير المطلوبة

* - indicates a required field.

Programme:* Bachelor of Business

Checklist **Continue** **Finish Later**

14

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"**.

Planned Course of Study (Checklist item 7 of 9) Exit

Select the programme and major you most want to study. Click **Continue**.
Programmes and major have limited places and to be selected, you must meet the criteria.

Continue اختر البرنامج الدراسي الذي تفضل الالتحاق به للاستمرار اضغط
يرجى ملاحظة أن المقاعد محدودة في جميع البرامج، وبالتالي على الطالب استيفاء المعايير المطلوبة

* - indicates a required field.

Programme: Bachelor of Business

Change this Program

Checklist **Continue** **Finish Later**

[Return to Checklist without saving changes](#)

15

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

16.1 Answer all questions.

16.2 Click on **"Continue"**.

Additional Information (Checklist item 8 of 9) Exit

Please answer the questions below. Click **Continue**.
الرجاء الإجابة على أسئلة أدناه. انقر **متابعة**

(1) Where did you hear about Bahrain Polytechnic?
من أين سمعت عن بوليتكنك البحرين؟

* - indicates a required field.

- In newspaper press releases and articles (إلى البيانات والمقالات الصحافية) *

- In radio advertisements (إلى إعلانات الراديو) *

- At an exhibition (إلى المعارض) *

- At school (إلى المدرسة) *

- From friends or relatives (من أحد الأصدقاء أو الأقارب) *

- From other sources, Please specify (جهة أخرى، يرجى تحديدها)

(2) Have you looked at the Bahrain Polytechnic website?
هل قمت بزيارة موقع بوليتكنك البحرين الإلكتروني؟

Yes No
Yes No
Yes No
Yes No
Yes No
Yes No

16

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](#)

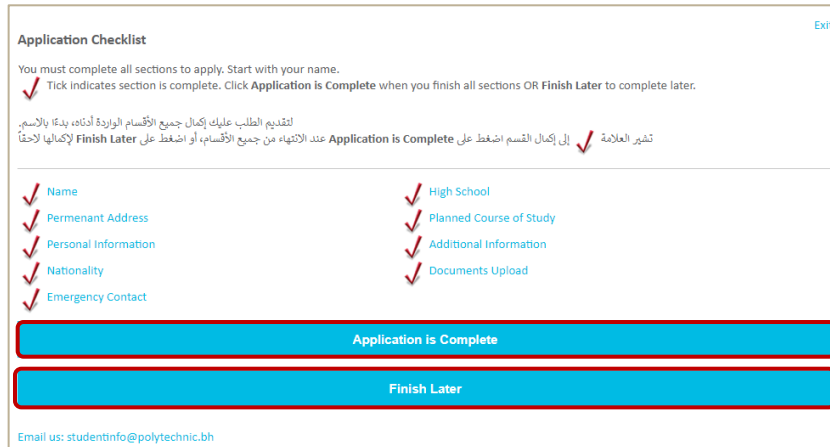
17

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**”.



Application Checklist Exit

You must complete all sections to apply. Start with your name.
✓ Tick indicates section is complete. Click **Application is Complete** when you finish all sections OR **Finish Later** to complete later.

لتقديم الطلب عليك إكمال جميع الأقسام الواردة أدناه، بدءاً بالاسم. تشير العلامة ✓ إلى إكمال القسم اضغط على **Application is Complete** عند الانتهاء من جميع الأقسام، أو اضغط على **Finish Later** لإكمالها لاحقاً.

✓ Name	✓ High School
✓ Permanent Address	✓ Planned Course of Study
✓ Personal Information	✓ Additional Information
✓ Nationality	✓ Documents Upload
✓ Emergency Contact	

Application is Complete

Finish Later

Email us: studentinfo@polytechnic.bh

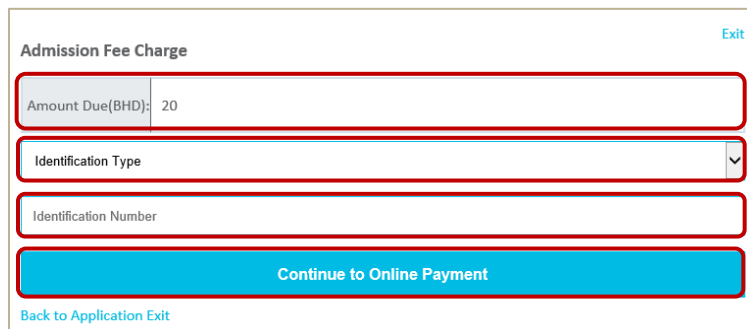
18

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 Exit

Amount Due(BHD): 20

Identification Type

Identification Number

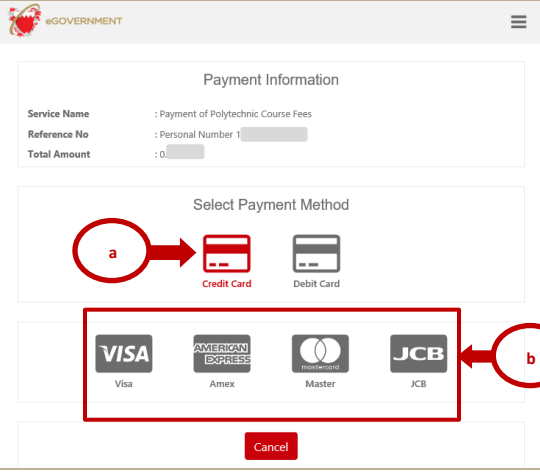
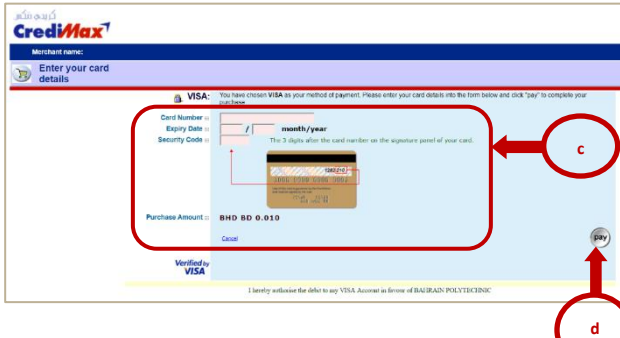
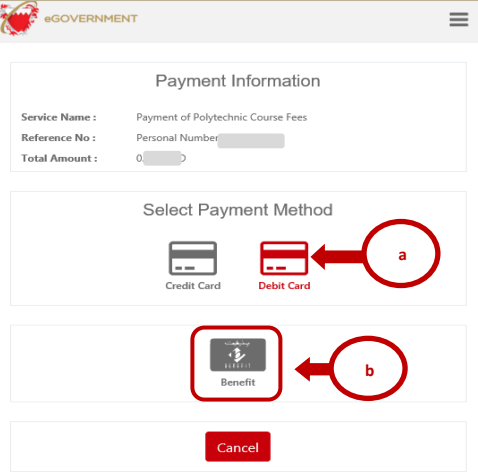
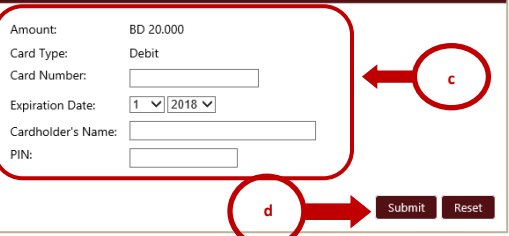
Continue to Online Payment

Back to Application Exit

19

20. The eGovernment Payment Information page will be displayed.

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

OPTION 1	OPTION 2
<p>a. Select Payment Method "Credit Card".</p> <p>b. Select Card Type Visa, Amex, Master, JCB.</p>  <p>c. Enter your card details:</p> <ul style="list-style-type: none"> • 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. <p>d. Click on "Pay".</p> 	<p>a. Select Payment Method "Debit Card".</p> <p>b. Select "Benefit".</p>  <p>c. Enter your card details:</p> <ul style="list-style-type: none"> • 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. <p>d. Click on "Submit".</p> 

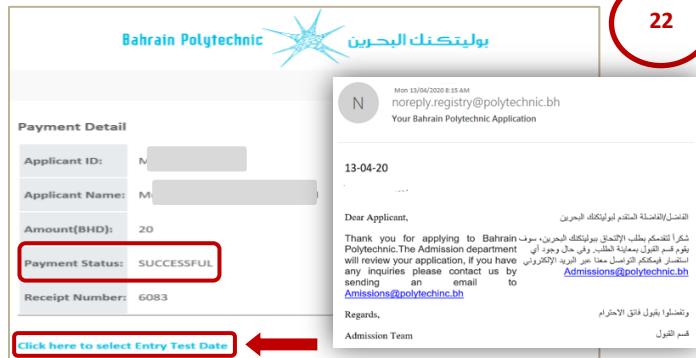
20

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: Print the Receipt or Save it, this receipt will not be shown again.

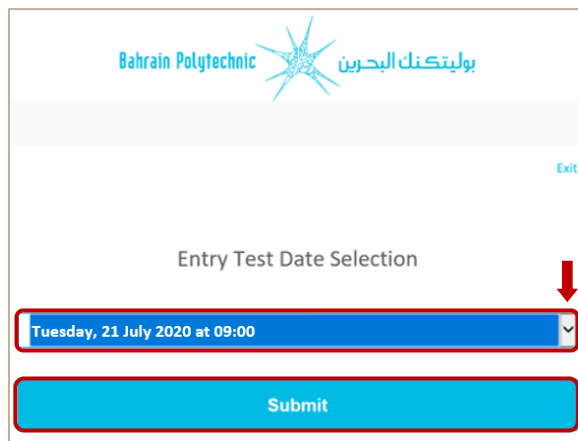
22.2 Click on **“Click here to select Entry Test Date”** link.



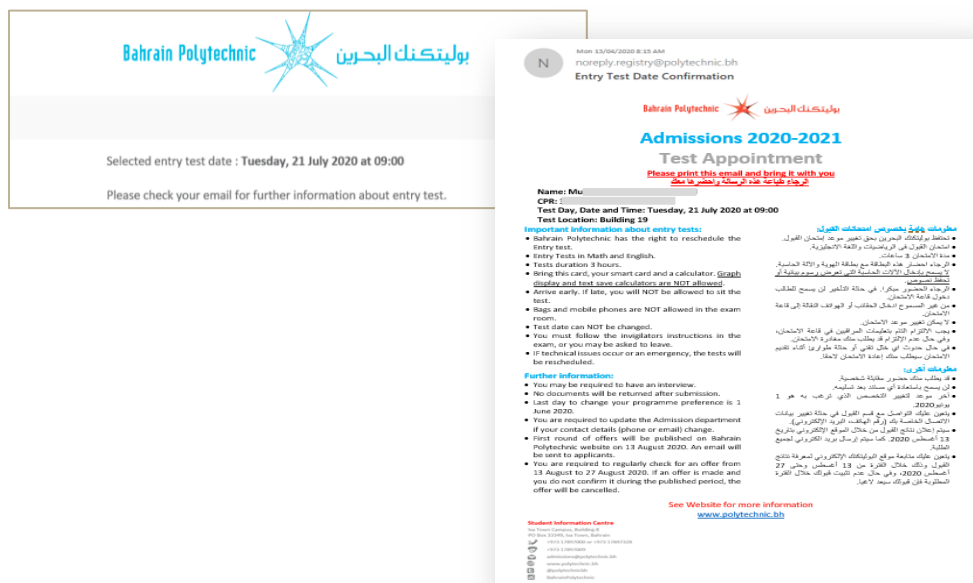
22.3 The **Entry Test Date Selection** page will be displayed.

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.



IMPORTANT

If the payment was unsuccessful:

1. Click on **“Try Again”** link.
2. Repeat the steps from 19 to 22.

