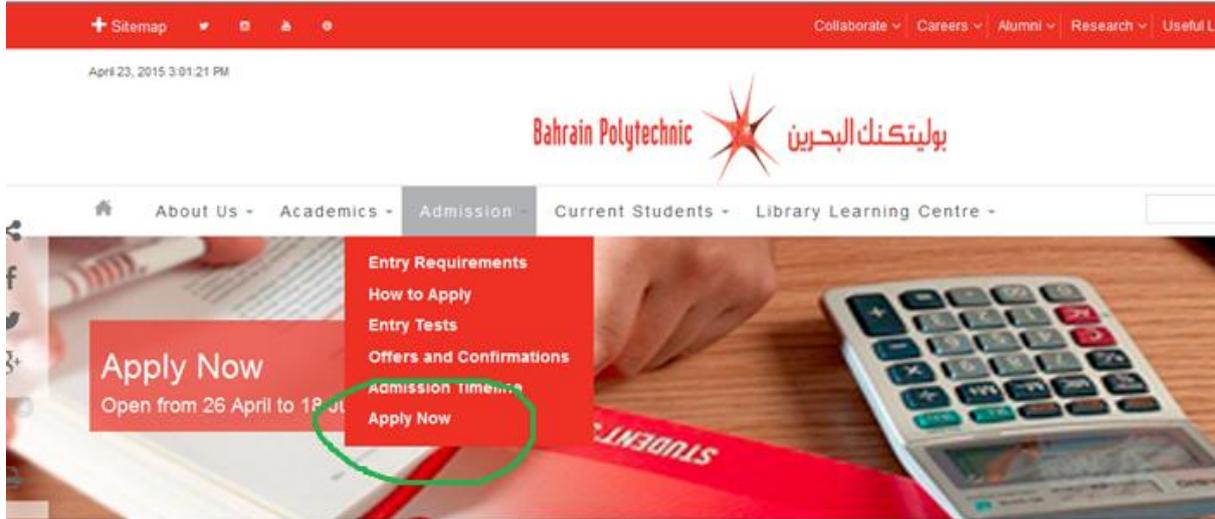


# How To Apply Online To Bahrain Polytechnic

Click on [Apply Now](#)

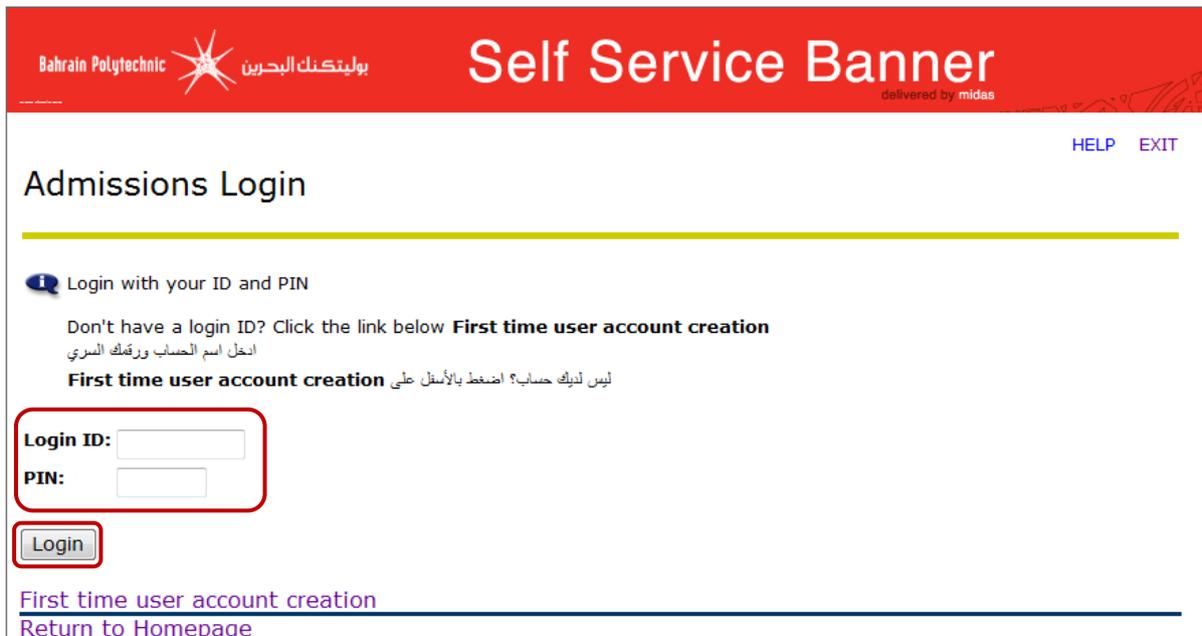


Bahrain Polytechnic - Admission

## Admission

What Bahrain Polytechnic Offers

1. If you have applied online before, then:
  - 1.1. Write your login ID and PIN
  - 1.2. Click "Login"



The screenshot shows the 'Self Service Banner' for Admissions Login. The banner includes the Bahrain Polytechnic logo and the text 'Self Service Banner delivered by midas'. Below the banner, there is a 'HELP EXIT' link. The main heading is 'Admissions Login'. A message says 'Login with your ID and PIN'. Below this, there is a link for 'First time user account creation' with the text 'Don't have a login ID? Click the link below First time user account creation' and 'ادخل اسم الحساب ورقمك السري' in Arabic. Below the link, there is a question in Arabic: 'ليس لديك حساب؟ اضغط بالأسفل على'. There are two input fields: 'Login ID:' and 'PIN:'. Below the input fields is a 'Login' button. At the bottom, there is a link for 'First time user account creation' and a link for 'Return to Homepage'.

2. First time to apply online, then:
  - 2.1. Click "First time user account creation"

## Admissions Login

 Login with your ID and PIN

Don't have a login ID? Click **First time user account creation**

ادخل اسم الحساب ورقمك السري

ليس لديك حساب؟ اضغط **First time user account creation**

Login ID:

PIN:

Login

[First time user account creation](#)

[Return to Homepage](#)

- 2.2. Create a login ID and PIN (PIN MUST be 6 numbers),
- 2.3. Re-enter the PIN
- 2.4. Click "Login"

## Admissions Login - New User

 Creat **Login ID** and **PIN**. PIN - must be 6 numbers only

You must remember this, you will need it to login again

إنسي اسم حسابك ورقمك الخاص. الرقم - مكون من 6 أرقام فقط

تأكد من حفظك لهذه المعلومات لأنك ستحتاجها لاحقاً

ملاحظة: الأسئلة ستكون باللغة الإنجليزية

Create a Login ID:

Create a PIN:

Verify PIN:

Login

[Return to Homepage](#)

3. Select an Application Type
  - 3.1. From the drop down options select "New Applicant"
  - 3.2. Then click "Continue"



## Select an Application Type

**i** To Apply for Admissions, first select the Application Type you want to complete.

Application Type: New Applicant ▾

Continue

[Return to Homepage](#)

### 4. Apply for Admissions

4.1. Select from the drop down menu the term as “Semester1 2012-2013”

4.2. . Enter your name same as what it shows in your Passport or Smartcard

4.3. Click “Fill Out Application”.



## Apply for Admissions

**i** Select an **Admission Term**

Enter Your Name as shown in your smart card or passport

اختر الفصل الدراسي

ادخل اسمك مطابقاً للبطاقة الذكية أو جواز السفر

\* - indicates a required field.

Application Type: New Applicant

Admission Term: \* Select... ▾

First Name: \*

Middle Name:

Last Name: \*

Fill Out Application

[Return to Application Menu](#)

### 5. Application checklist

Now go through the information checklist and enter in the information requested in each category. In this guide we are starting with “Name” so click on that.



# How To Apply Online To Bahrain Polytechnic

Bahrain Polytechnic بوليتكنك البحرين **Self Service Banner** delivered by midas

[HELP](#) [EXIT](#)

## Application Checklist

**i** 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، بدءًا بالاسم. تشير العلامة ✓ إلى إكمال القسم اضغط **Application is Complete** عند الانتهاء من جميع الأقسام، أو اضغط على **Finish Later** لإكمالها لاحقًا. على

- Name**
- High School**
- Permenant Address**
- Programme Preference**
- Personal Information**
- Additional Information**
- Nationality**
- Declaration**
- Emergency Contact**

Application is Complete

Finish Later

### 6. Name

6.1. Check your name, make sure it is written as in your passport or smartcard

6.2. Select if you have applied before

6.3. Click "Continue"

Bahrain Polytechnic بوليتكنك البحرين **Self Service Banner** delivered by midas

Search   [SITE MAP](#) [HELP](#) [EXIT](#)

---

**Name** (Checklist item 1 of 9)

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

\* - indicates a required field.

**First Name: \***

**Middle Name: \***

**Last Name: \***

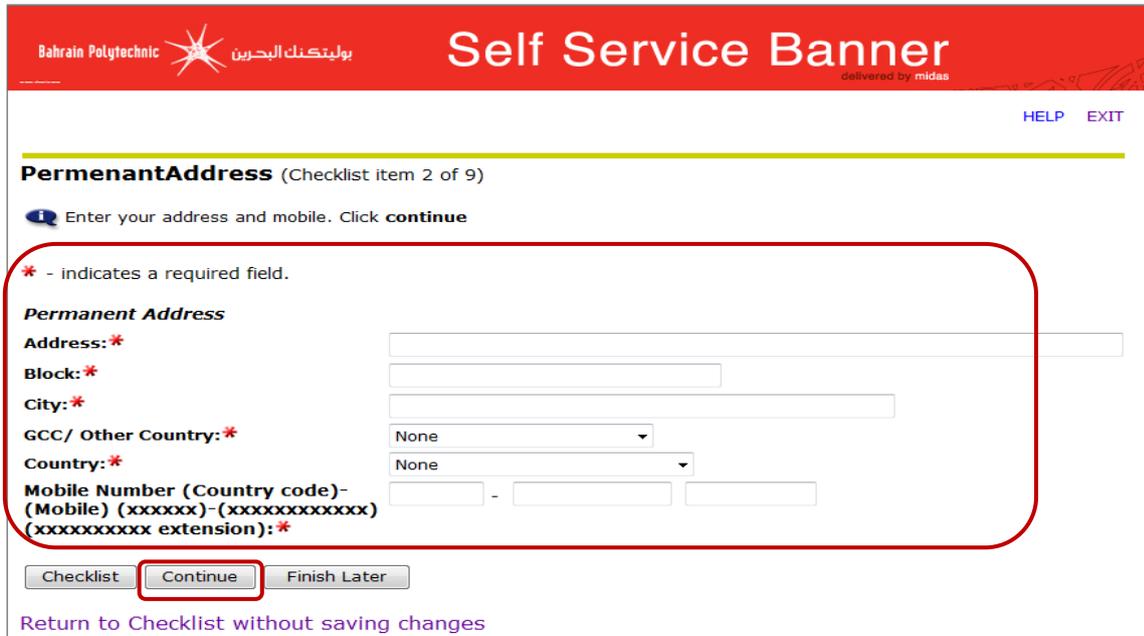
[Return to Checklist without saving changes](#)

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### 7. Permanent address

## How To Apply Online To Bahrain Polytechnic

- 7.1. Enter your permanent home address
- 7.2. Enter Mobile number with Country code
- 7.3. Click “Continue”



The screenshot shows the 'Self Service Banner' interface for entering permanent address information. The form includes the following fields:

- Permanent Address:** A red box highlights the entire form area. A note states: '\* - indicates a required field.'
- Address: \***: Text input field.
- Block: \***: Text input field.
- City: \***: Text input field.
- GCC/ Other Country: \***: Dropdown menu with 'None' selected.
- Country: \***: Dropdown menu with 'None' selected.
- Mobile Number (Country code)- (Mobile) (xxxxxx)-(xxxxxxxxxxxx) (xxxxxxxxxx extension): \***: Three text input fields for country code, main number, and extension.

Navigation buttons at the bottom include 'Checklist', 'Continue' (highlighted with a red box), and 'Finish Later'. A link 'Return to Checklist without saving changes' is also present.

### 8. Personal Information

- 8.1. Choose your citizenship from the drop down menu (what passport you hold)
- 8.2. Enter your email address, then again to verify it was entered correctly
- 8.3. Enter your CPR number, social security number OR passport number (if CPR number not applicable)
- 8.4. Select your gender
- 8.5. Enter in your birth date
- 8.6. Select “Yes” if you are a Bahraini resident
- 8.7. Select your medical condition/s if you suffer from any
- 8.8. Select whether you are currently employed
- 8.9. Click “Continue”



# How To Apply Online To Bahrain Polytechnic

Bahrain Polytechnic بوليتكنك البحرين **Self Service Banner** delivered by midas

HELP EXIT

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**Personal Information** (Checklist item 3 of 9)

**i** Enter your personal information. Click **continue**

\* - indicates a required field.

**Nationality:**\*

**Personal Email:**\*

**Verify e-mail address:**\*

**CPR/ Passport Number (XXXXXXXXXX):**\*

**Gender:**\*  Male  Female

**Birth Date:**\* Month  Day  Year (YYYY)

**Medical Information:**

**Do you work?\***  Yes  No  No Response

Checklist **Continue** Finish Later

[Return to Checklist without saving changes](#)

## 9. Nationality

9.1. Select the country whose citizenship you hold (have the passport)

9.2. Click "Continue"

Bahrain Polytechnic بوليتكنك البحرين **Self Service Banner** delivered by midas

HELP EXIT

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**Nationality** (Checklist item 5 of 10)

Choose your nationality, click **continue**

\* - indicates a required field.

**Nationality Country:**\*

Checklist **Continue** Finish Later

[Return to Checklist without saving changes](#)



## How To Apply Online To Bahrain Polytechnic

### 10. Emergency Contact

- 10.1. Choose the person relationship to you from the drop down menu
- 10.2. Enter full name
- 10.3. Enter mobile number with country code
- 10.4. Click "Continue"

Bahrain Polytechnic بوليتكنك البحرين **Self Service Banner** delivered by midas

[HELP](#) [EXIT](#)

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### Emergency Contact

 (Checklist item 6 of 10)

**i** Enter a contact for emergencies. Click **continue**

\* - indicates a required field.

<b>Relationship:*</b>	None
<b>First Name:*</b>	<input type="text"/>
<b>Middle Name:*</b>	<input type="text"/>
<b>Last Name:*</b>	<input type="text"/>
<b>Mobile Number (xxx)-(xxxxxxx) (xxxx extension):*</b>	<input type="text"/> - <input type="text"/> <input type="text"/>

[Return to Checklist without saving changes](#)



# How To Apply Online To Bahrain Polytechnic

## 11. High School

### 11.1. Click "Lookup High School Code"

Bahrain Polytechnic بوليتكنك البحرين Self Service Banner delivered by midas

HELP EXIT

### High School (Checklist item 7 of 10)

**i** 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. اضغط **continue**

\* - indicates a required field.

**High School Code:** \*

**Graduation Date/ Expected Date:** \* Month  Day  Year (YYYY)

Enter or View another High School

Checklist Continue Finish Later

[Return to Checklist without saving changes](#)

### 11.2. Select the country from the drop down menu.

### 11.3. Click "List Cities in Selected State, Province or Country"

Bahrain Polytechnic بوليتكنك البحرين Self Service Banner delivered by midas

HELP EXIT

### High School Lookup Page

Select the **country** where your High School is. Click the below button

**No states or provinces available**

OR

Select a Country:

List Cities in Selected State, Province or Country

[Return to High School page](#)

### 11.4. Select the city your High School is located in

### 11.5. Click "List High Schools in selected City".



# How To Apply Online To Bahrain Polytechnic

The screenshot shows the 'Self Service Banner' interface. At the top left is the Bahrain Polytechnic logo and name in Arabic and English. The main title 'Self Service Banner' is on the right, with 'delivered by midas' below it. There are 'HELP' and 'EXIT' links. The page title is 'High School Lookup Page'. Below it, the instruction reads: 'Select the **city** where your High School is. Click the below button'. A dropdown menu is labeled 'Select High School City:' with a 'Select...' option. Below the dropdown is a button labeled 'List High Schools in selected City'. At the bottom, there is a link: 'Return to High School page'.

- 11.6. Then select the name of your high school from the drop down menu
- 11.7. Click “Copy selected High School information to Data Entry form”.

The screenshot shows the 'Self Service Banner' interface. At the top left is the Bahrain Polytechnic logo and name in Arabic and English. The main title 'Self Service Banner' is on the right, with 'delivered by midas' below it. There are 'HELP' and 'EXIT' links. The page title is 'High School Lookup Page'. Below it, the instruction reads: 'Select the **name** of your high school. Click the below button'. A dropdown menu is labeled 'Select High School name:' with a 'Select...' option. Below the dropdown is a button labeled 'Copy selected High School information to Data Entry form'. At the bottom, there is a link: 'Return to High School page'.

- 11.8. Enter in your graduation date
- 11.9. Click “Continue”



# How To Apply Online To Bahrain Polytechnic

Bahrain Polytechnic بوليتكنك البحرين
Self Service Banner
delivered by midas

[HELP](#) [EXIT](#)

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**High School** (Checklist item 7 of 10)

**i** 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. اضغط **continue**

\* - indicates a required field.

**High School Code:** \*  [Lookup High School Code](#)

**Graduation Date/ Expected Date:** \* Month  Day  Year (YYYY)

Return to Checklist without saving changes

## 12. Programme Preference

- 12.1. Choose the programme you would like to study from the drop down menu
- 12.2. Click "Continue"

Bahrain Polytechnic بوليتكنك البحرين
Self Service Banner
delivered by midas

[HELP](#) [EXIT](#)

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**Programme Preference** (Checklist item 8 of 9)

**i** Select the programme you would like to study. Click **continue**

For selection, you must meet the criteria. Some programmes have limited places

اختر البرنامج المفضل لديك. اضغط **continue**

للتفوق لابد من استيفائك للشروط. المقاعد محدودة في بعض البرامج

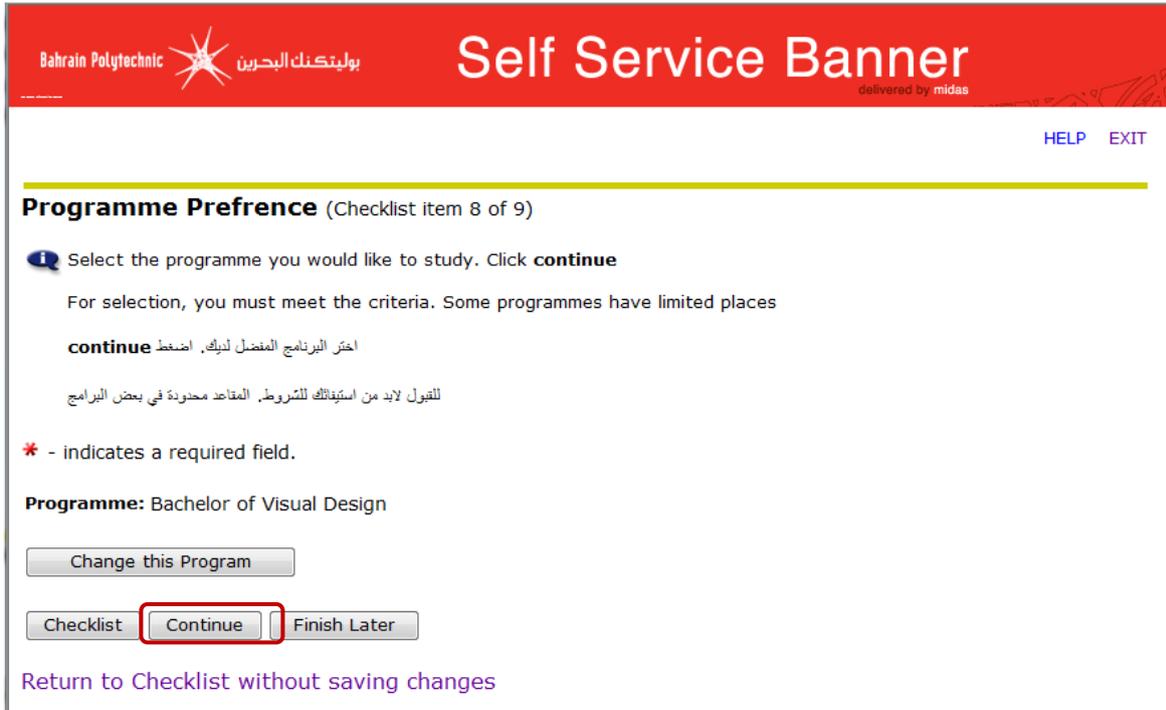
\* - indicates a required field.

**Programme:**

Return to Checklist without saving changes

## How To Apply Online To Bahrain Polytechnic

12.3. If you would like to change the programme that you have previously chosen click on “Change This Programme” otherwise click “Continue”.



The screenshot shows a web application interface for Bahrain Polytechnic. At the top, there is a red header with the Bahrain Polytechnic logo and name in Arabic and English, and the text "Self Service Banner" in large white font. Below the header, there are links for "HELP" and "EXIT". The main content area is titled "Programme Preference (Checklist item 8 of 9)". It contains an information icon and text: "Select the programme you would like to study. Click **continue**". Below this, it states: "For selection, you must meet the criteria. Some programmes have limited places". There are two lines of Arabic text: "اختر البرنامج المفضل لديك. اضغط **continue**" and "للقبول لابد من استيفائك للشروط. المقاعد محدودة في بعض البرامج". A note indicates that an asterisk (\*) denotes a required field. The current programme is listed as "Bachelor of Visual Design". There are three buttons: "Change this Program", "Continue" (highlighted with a red box), and "Finish Later". At the bottom, there is a link: "Return to Checklist without saving changes".

# How To Apply Online To Bahrain Polytechnic

## 13. Additional Information

- 13.1. Answer the question
- 13.2. Click “Continue”

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Self Service Banner
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Search  
[SITE MAP](#) [HELP](#) [EXIT](#)

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### Additional Information (Checklist item 9 of 9)

Please answer the questions below. Click **continue**

**Where did you hear about Bahraion Polytechnic:**

\* - indicates a required field.

- In newspaper advertisements \*
- In newspaper press releases and articles \*
- In radio advertisements \*
- At an exhibition \*
- At school \*
- From friends or relatives \*
- From other sources, Please specify:

Yes  No  No Response  
 Yes  No  No Response

Yes  No  No Response

Have you looked at Bahrain Polytechnic website? \*

What is your current situation?  
For example, school, university, working, unemployed \*

[Return to Checklist without saving changes](#)

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14. Now that you have all Application Checklist categories completed:  
Click “Application is Complete”



# How To Apply Online To Bahrain Polytechnic

Bahrain Polytechnic بوليتكنك البحرين **Self Service Banner** delivered by midas

[HELP](#) [EXIT](#)

## Application Checklist

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

Tick indicates section is complete. Click application is complete or finish later. Click **Application is Complete** once you finish all sections OR **Finish Later** to complete later.

✓ Name	✓ Emergency Contact
✓ PermenantAddress	✓ High School
✓ PO Box/Outside Bahrain Address	✓ Previous College/ University
✓ Personal Information	✓ Programme Prefrence
✓ Nationality	✓ Additional Information

[Contact us for more information](#)

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## How To Apply Online To Bahrain Polytechnic

15. **Print or save the signature page immediately**, this page will not be shown to you again.



# How To Apply Online To Bahrain Polytechnic

Signature Page

Page 1 of 3

## Signature Page

Academic Year 2015-2016

**Print or Save this page NOW, it will not appear again and bring it with you**  
**قم بطباعة أو حفظ هذه الصفحة الآن واحضرها معك لن تظهر هذه الصفحة مجددا**

CPR: \_\_\_\_\_,

ID: 2015 0 \_\_\_\_\_

Dear a a aaa,

Thank you for applying to Bahrain Polytechnic. To complete your application, bring this page, **BHD 20** (non-refundable application fee) to the **Student Information Center** in **Building 8** from 26 April to 18 June 2015, Sunday to Thursday, 9.00am - 2.00pm with the **original** and a **copy** of all following documents:

- One passport size photo.
- Valid Smart Card (2 sides on A4 paper).
- Valid Passport (A4 paper).
- Secondary school certificates (minimum CGPA 70%).
  - Bahraini Government schools – Semester 1, 2, 3, 4, 5 and 6.
  - British system – 5 IGCSE subjects (including one English subject) with minimum C grade.
  - 4 AS or 2 A levels (or equivalent) with minimum C grade.
  - Other systems Grade 10, 11 and 12.
- Equivalence letter From Ministry of Education (Private schools only).
- Secondary school statement of graduation.
- Good conduct report not older than 1 year.

### Notes:

- Your entry test appointment will be given when you submit this information.
- **NO documents will be returned after submission.**
- Late applications will not be accepted after 2pm on 18<sup>th</sup> June 2015.

For more details, see our website [www.polytechnic.bh](http://www.polytechnic.bh)

### Declaration and Agreement

- I confirm that all the information I provided in my application is correct.
- I agree to follow all regulations, policies and procedures of the Bahrain Polytechnic.
- I understand that any incorrect or missing information is sufficient reason to reject my application, cancel an offer (if made) or may lead to dismissal from the Polytechnic.