

# How To Apply Online To Bahrain Polytechnic

Click on [Apply Now](#)

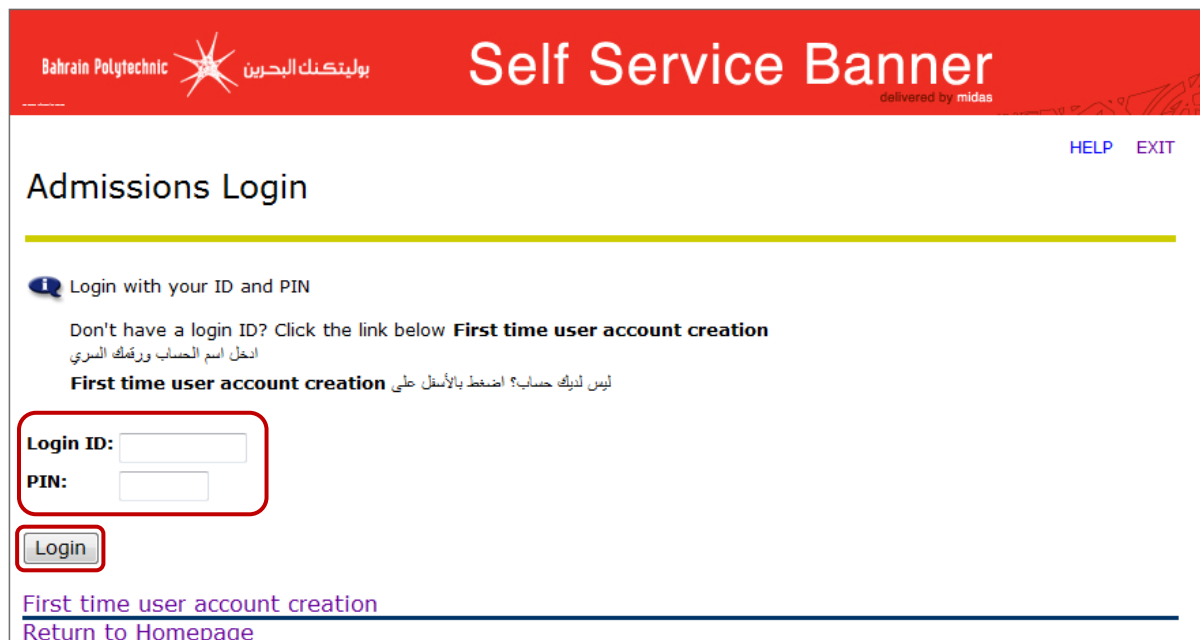


Bahrain Polytechnic - Admission

## 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 has a red header with the Bahrain Polytechnic logo and the text 'Self Service Banner' and 'delivered by midas'. Below the header, there is a section titled 'Admissions Login' with a yellow horizontal line. The text 'Login with your ID and PIN' is displayed, followed by a link for 'First time user account creation'. Below this, there are input fields for 'Login ID:' and 'PIN:', and a 'Login' button. At the bottom, there are links for 'First time user account creation' and 'Return to Homepage'.

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



# How To Apply Online To Bahrain Polytechnic



## 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

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

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"

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## 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.



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## Self Service Banner

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### 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.

<input checked="" type="checkbox"/> Name	<input type="checkbox"/> High School
<input type="checkbox"/> Permanent Address	<input type="checkbox"/> Programme Preference
<input type="checkbox"/> Personal Information	<input checked="" type="checkbox"/> Additional Information
<input type="checkbox"/> Nationality	<input checked="" type="checkbox"/> Declaration
<input type="checkbox"/> Emergency Contact	

#### 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"

بوليتكنك البحرين

## Self Service Banner

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Search

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

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**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](#)

RELEASE: 8.2

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#### 7. Permanent address

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



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

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**PermenantAddress** (Checklist item 2 of 9)

**i** Enter your address and mobile. Click **continue**

\* - indicates a required field.

**Permanent Address**

**Address: \***

**Block: \***

**City: \***

**GCC/ Other Country: \***

**Country: \***

**Mobile Number (Country code)- (Mobile) (xxxxxx)-(xxxxxxxxxxxx) (xxxxxxxx extension): \***  -

[Return to Checklist without saving changes](#)

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"



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HELP EXIT

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

Enter your personal information. Click **continue**

\* - indicates a required field.

**Nationality: \***

None

**Personal Email: \***

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

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

**Gender: \***

☐ Male ☐ Female

**Birth Date: \***

Month 

None

 Day 

None

 Year (YYYY)

**Medical Information:**

None

Anaemia

Angina Pectoris

**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"

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HELP EXIT

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

Choose your nationality, click **continue**

\* - indicates a required field.

**Nationality Country: \***

None

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"

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**Emergency Contact** (Checklist item 6 of 10)

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

\* - indicates a required field.

Relationship:\*

None ▼

First Name:\*

Middle Name:\*

Last Name:\*

Mobile Number (xxx)-(xxxxxxx)  
(xxxx extension):\*

 -

Enter or View another Relative

Checklist

Continue

Finish Later

[Return to Checklist without saving changes](#)



# How To Apply Online To Bahrain Polytechnic

## 11. High School

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

The screenshot shows the 'Self Service Banner' header with the Bahrain Polytechnic logo and name in Arabic and English. Below the header, there are links for 'HELP' and 'EXIT'. The main section is titled 'High School (Checklist item 7 of 10)'. It contains an information icon and text: 'Choose your high school from **Lookup High School Code** and enter your graduation date. Click **continue**'. Below this is a line of Arabic text: 'اختر مدرستك الثانوية من **Lookup High School Code** ثم ادخل تاريخ التخرج. اضغط **continue**'. A note states: '\* - indicates a required field.' The form includes a 'High School Code:' field with a red asterisk, a 'Lookup High School Code' button, and a 'Graduation Date/ Expected Date:' field with red asterisks. The date field has dropdowns for 'Month' (set to 'None'), 'Day' (set to 'None'), and 'Year (YYYY)'. Below the date field is a button 'Enter or View another High School'. At the bottom are three buttons: 'Checklist', 'Continue', and 'Finish Later'. A link 'Return to Checklist without saving changes' is also present.

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

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

The screenshot shows the 'Self Service Banner' header. Below it, the page is titled 'High School Lookup Page'. The text says: 'Select the **country** where your High School is. Click the below button'. Below this, it says 'No states or provinces available' followed by 'OR'. There is a 'Select a Country:' dropdown menu with a 'Select...' button. Below the dropdown is a button 'List Cities in Selected State, Province or Country'. At the bottom, there is a link '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".





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

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### High School Lookup Page


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

Select High School City: Select... ▼

List High Schools in selected City

[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”.

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

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### High School Lookup Page

Select the **name** of your high school. Click the below button

Select High School name: Select... ▼

Copy selected High School information to Data Entry form

[Return to High School page](#)

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



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## Self Service Banner

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[HELP](#)
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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

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## Self Service Banner

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

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

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

اختر البرنامج المفضل لديك. اضغط **continue**

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

للقبول لابد من استيفائك للشروط. المقاعد محدودة في بعض البرامج

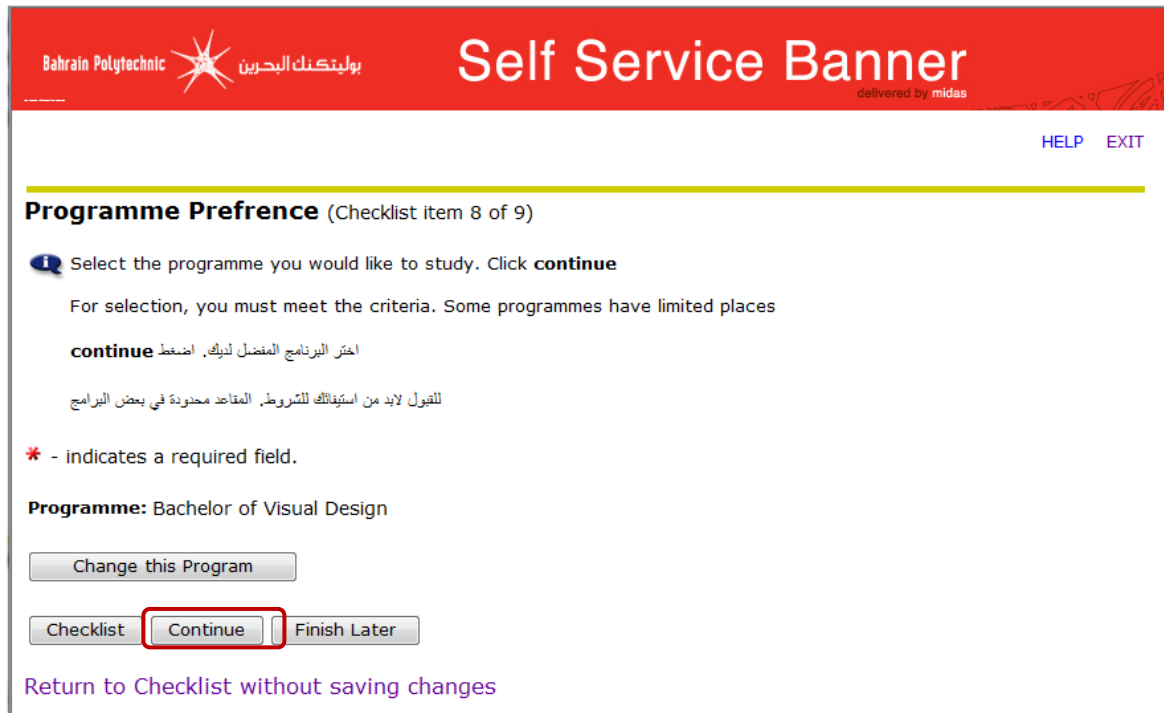
\* - indicates a required field.

**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”.



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

**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

**continue** اختر البرنامج المفضل لديك. اضغط

للتبول لابد من استيفائك للشروط. المقاعد محدودة في بعض البرامج

\* - indicates a required field.

**Programme:** Bachelor of Visual Design

[Change this Program](#)

[Checklist](#) [Continue](#) [Finish Later](#)

[Return to Checklist without saving changes](#)

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## 13. Additional Information

13.1. Answer the question

13.2. Click "Continue"

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Search

Go

SITE MAP

HELP

EXIT

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

☐ Yes ☐ No ☒ No Response

☐ 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\*

☐ Yes ☐ No ☒ No Response

Checklist

Continue

Finish Later

[Return to Checklist without saving changes](#)

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## 14. Now that you have all Application Checklist categories completed:


Click "Application is Complete"

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Self Service Banner











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

## Application Checklist

 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
 PermanentAddress	 High School
 PO Box/Outside Bahrain Address	 Previous College/ University
 Personal Information	 Programme Preference
 Nationality	 Additional Information

Application is Complete

Finish Later

[Contact us for more information](#)

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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.