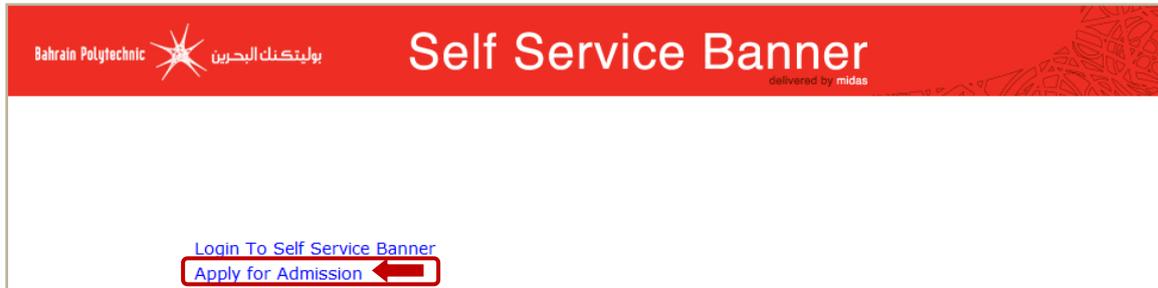
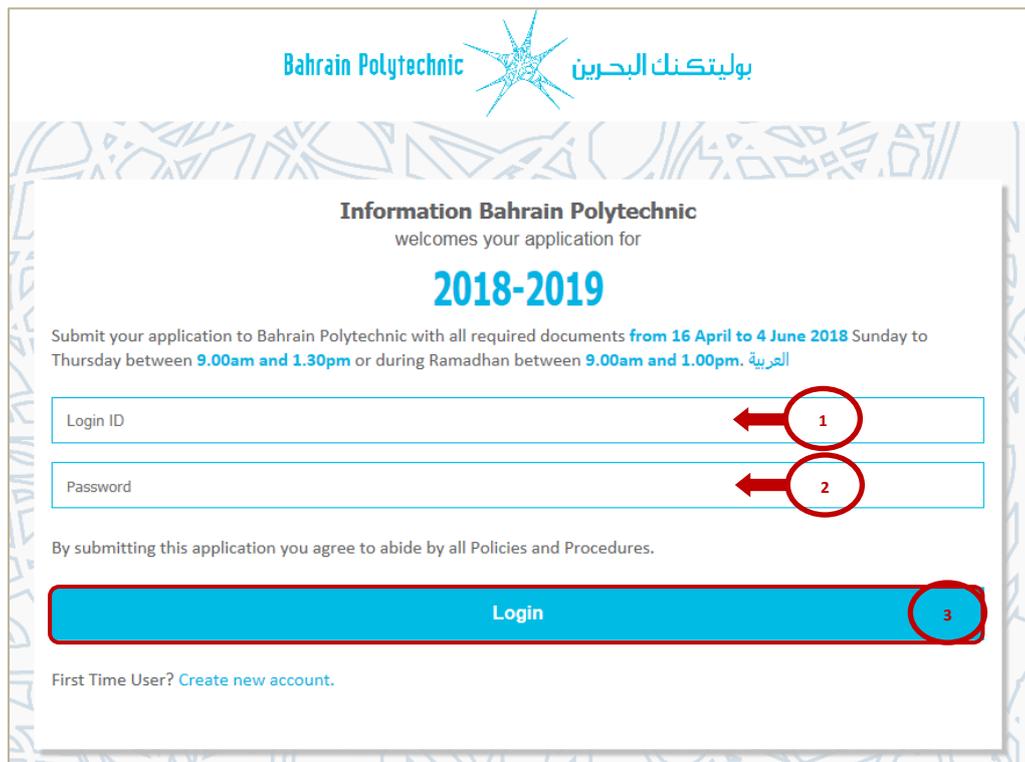


How to Apply Online to Bahrain Polytechnic

1. Via Bahrain Polytechnic website <http://www.polytechnic.bh>.
2. Access to SSB homepage.
3. Click on Apply for Admission link.



4. The **Admissions Login** page will be displayed. If you have applied online before, then:
 - **Login ID:** Enter your login ID.
 - **Password:** Enter your password.
 - Click on **Login**.



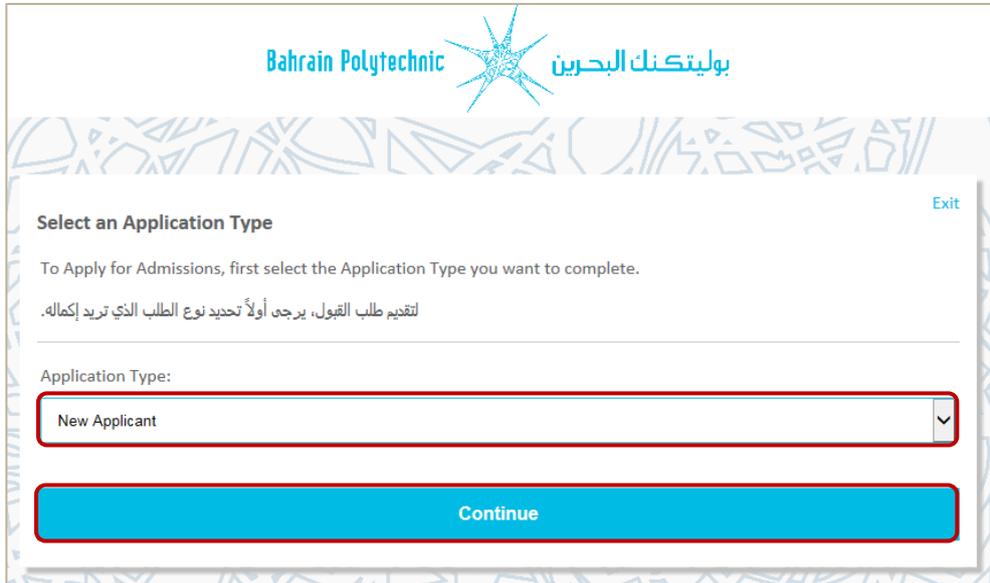
5. If a first time to apply online, then:
 - Click on Create new account link.



- **Create a Login:** Enter a login ID.
- **Create a PIN:** Enter a password. (NOTE: MUST be 6 numbers only)
- **Verify PIN:** Re-enter your password.
- Click on **Login**.

6. Select an Application Type page will be displayed.

- **Application Type:** Select a **New Applicant** from the drop-down menu .
- Click on **Continue**.



Select an Application Type Exit

To Apply for Admissions, first select the Application Type you want to complete.
لتقديم طلب القبول، يرجى أولاً تحديد نوع الطلب الذي تريد إكماله.

Application Type:

New Applicant 

Continue

7. **Apply for Admissions** page will be displayed.

- **Admission Term***: Select a **Semester1 2018-2019** from the drop down menu .
- **First Name***: Enter your first name.
- **Middle Name**: Enter your middle name. (*optional*)
- **Last Name Prefix**: Enter your last name prefix. (*optional*)
- **Last Name***: Enter your last name.
- Click on Fill Out Application.



Apply for Admissions Exit

Select an Admission Term and enter your name as written on your passport or smart card.
اختر الفصل الدراسي الذي تود الالتحاق به ثم أدخل اسمك كما هو مكتوب في جواز سفرك أو بطاقتك الذكية.

* - indicates a required field.
Application Type: New Applicant

Admission Term:* Semester 1 2018-2019 Aug 19, 2018 - Jan 05, 2019

First Name:* A

Middle Name: B

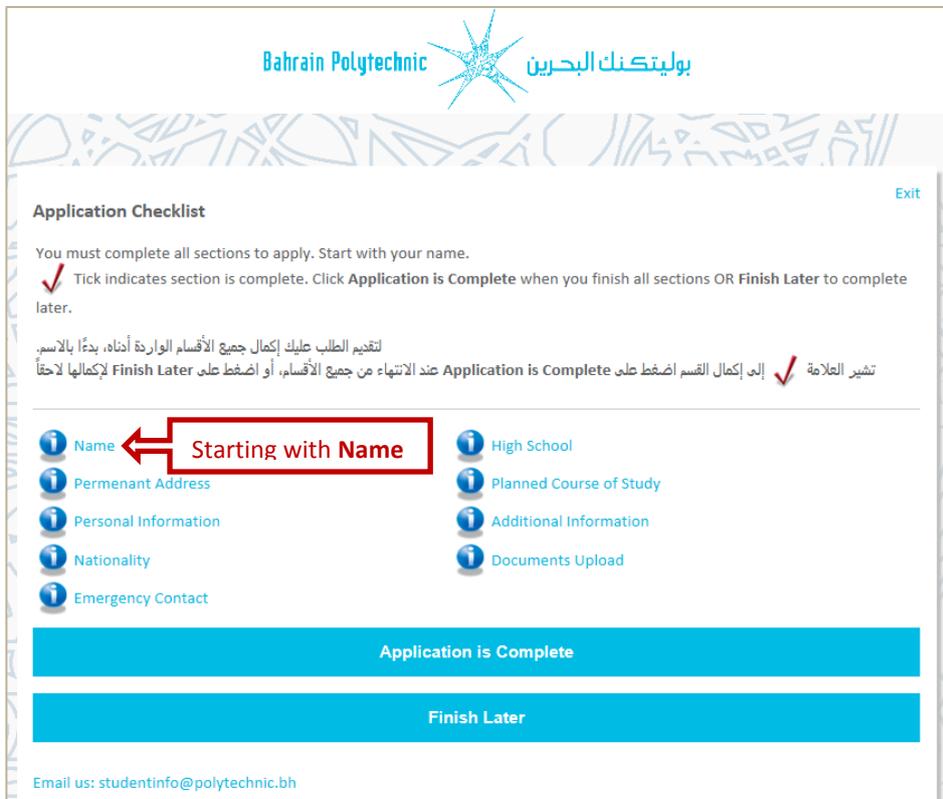
Last Name Prefix:

Last Name:* C

Fill Out Application

8. 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**

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

Application is Complete

Finish Later

Email us: studentinfo@polytechnic.bh

9. Name page will be displayed.

- Check your name (First, Middle and Last name) and make sure it is written as in your passport or smartcard.
- Click on **Continue**.



- **Permanent Address** page will be displayed.
- **Flat/Building or Villa:*** Enter your flat and building number or villa number.
- **Road:*** Enter your road number.
- **Block:*** Enter your block number.
- **City:*** Enter your town name.
- **GCC/Other Country:*** Select your relevant country area (Gulf Cooperation Countries/Other County) from the drop-down menu .
- **Country:*** Select your country from the drop-down menu .
- **Mobile Number (Area Code)- (Mobile):*** Enter your country code and mobile number.
- Click on **Continue**.



Permenant Address (Checklist item 2 of 9) Exit

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

* - indicates a required field.

Permanent Address

Flat/ Building or Villa: * Villa

Road: * Road

Block: *

City: * Manama

GCC/ Other Country: * Gulf Cooperation Countries

Country: * Bahrain

973

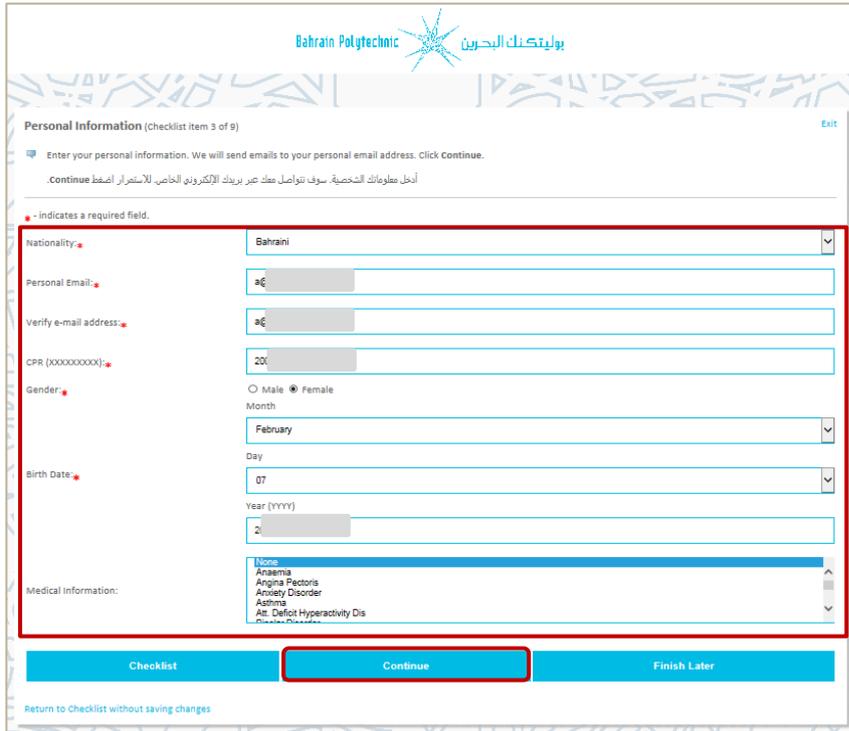
Mobile Number (Area Code)-(Mobile) (xxxxxx)-(xxxxxxxxxxxxxx) (xxxxxxxxxx extension): *

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

[Return to Checklist without saving changes](#)

10. Permanent Information page will be displayed.

- **Nationality:*** Select your citizenship as in your passport from the drop-down menu .
- **Personal Email:*** Enter your email address.
- **Verify e-mail address:*** Re-enter your email address.
- **CPR (XXXXXXXX):*** Enter your CPR number.
- **Gender:*** Select your gender from the drop-down menu .
- **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.
- **Medical Information:** Select medical condition/s if you suffer from any.
- Click on **Continue**.



11. Nationality page will be displayed.

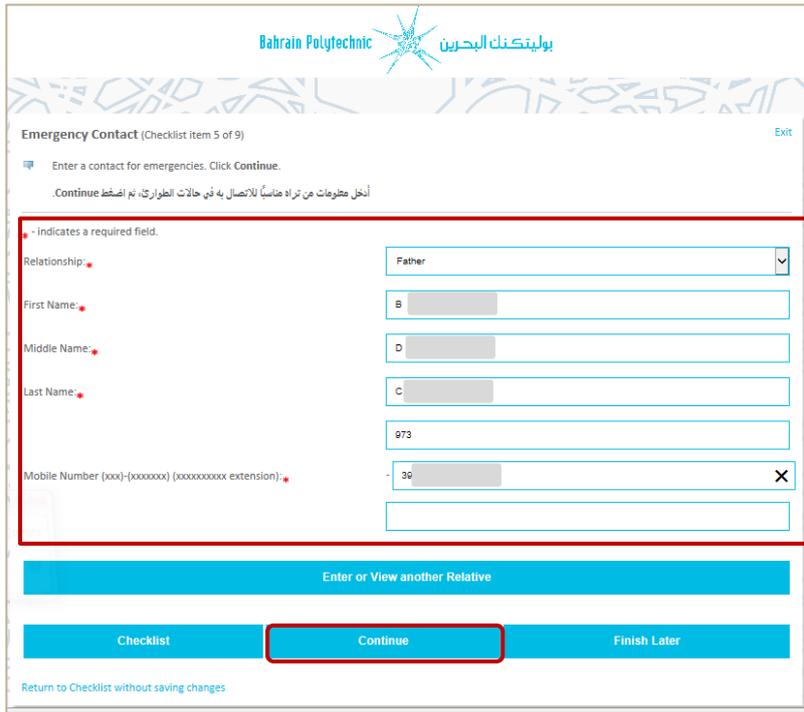
- **Nationality Country:*** Select the country whose citizenship you hold (have the passport) from the drop-down menu .
- Click on “Continue”.



12. Emergency Contact page will be displayed.

- **Relationship:*** Select person relationship for emergency contact from the drop-down menu .
- **First Name:*** Enter your person relationship first name.
- **Middle Name:*** Enter your person relationship middle name.
- **Last Name:*** Enter your person relationship last name.
- **Mobile Number (Area Code)- (Mobile):*** Enter your person relationship country code and mobile number.

- Click on **Continue**.



Emergency Contact (Checklist item 5 of 9) Exit

Enter a contact for emergencies. Click **Continue**.
أدخل مظهرات من تراه مناسباً للاتصال به في حالات الطوارئ، ثم اضغط **Continue**.

* - indicates a required field.

Relationship:

First Name:

Middle Name:

Last Name:

Mobile Number (xxx)-(xxxxxxx) (xxxxxxxx extension):

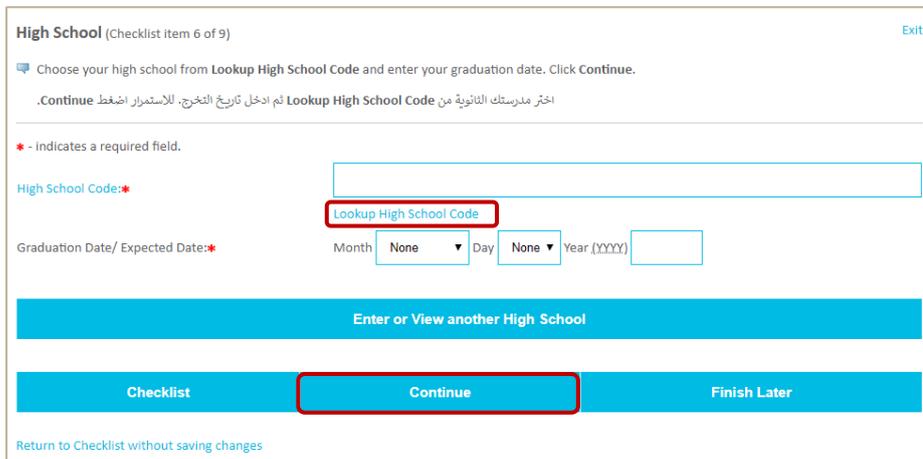
[Enter or View another Relative](#)

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

[Return to Checklist without saving changes](#)

13. High School page will be displayed.

- 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:

[Enter or View another High School](#)

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

[Return to Checklist without saving changes](#)

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

List Cities in Selected State, Province or Country

[Return to High School page](#)

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

List High Schools in selected City

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

Copy selected High School information to Data Entry form

[Return to High School page](#)

- 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.
- Click on “**Continue**”.

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:*

[Enter or View another High School](#)

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

14. Planned Course of Study the page will be displayed.

- Select the **Programme *** from the drop-down menu .
- 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.
اختر البرنامج الدراسي الذي تفضل الالتحاق به للاستمرار اضغط **Continue**.
يرجى ملاحظة أن المقاعد محدودة في جميع البرامج، وبالتالي على الطالب استيفاء المعايير المطلوبة

* - indicates a required field.

Programme:*

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

15. Planned Course of Study the page will be displayed again.

- If you would like to change the Programme that you have previously chosen:
- click on **“Change This Programme”** otherwise 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.
اختر البرنامج الدراسي الذي تفضل الالتحاق به للاستمرار اضغط **Continue**.
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](#)

16. Additional Information:

- Answer all questions
- Click on **“Continue”**.

Additional Information (Checklist item 8 of 9) Exit

Please answer the questions below. Click **Continue**.
الرجاء الإجابة على الأسئلة التالية. للاستمرار اضغط **Continue**.

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

- - indicates a required field.
- In newspaper press releases and articles (في البيانات والمقالات الصحافية) *
- In radio advertisements (في إعلانات الراديو) *
- At an exhibition (في المعارض) *
- At school (في المدرسة) *
- From friends or relatives (من أحد الأصدقاء أو الأقارب) *
- From other sources, Please specify (جهة أخرى، يرجى تحديدها)

Yes No
 Yes No
 Yes No
 Yes No
 Yes No

[2] Have you looked at the Bahrain Polytechnic website?
هل قمت بزيارة موقع بوليتكنك البحرين الإلكتروني؟ *

Yes No

Checklist Continue Finish Later

17. Document Upload page will be displayed

- Upload valid **National Identification** and / or upload your **passport**
- **Optional:** upload other documents (Transcript, Medical Report, Good conduct, & Equivalence Letter).
- Click on **Browse** to search for the file to be uploaded.
- Click on **“Upload”**
- 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)

Please Upload your national identification Browse...

Upload

Please upload your passport Browse...

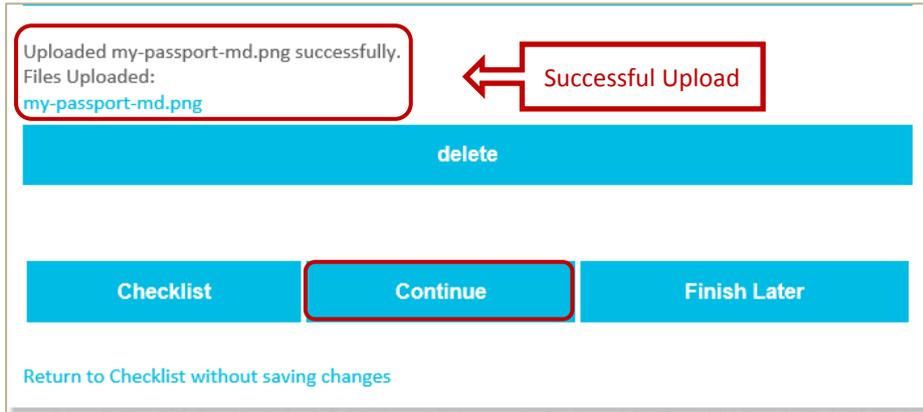
Upload

Other Browse...

Upload

Checklist Continue Finish Later

[Return to Checklist without saving changes](#)



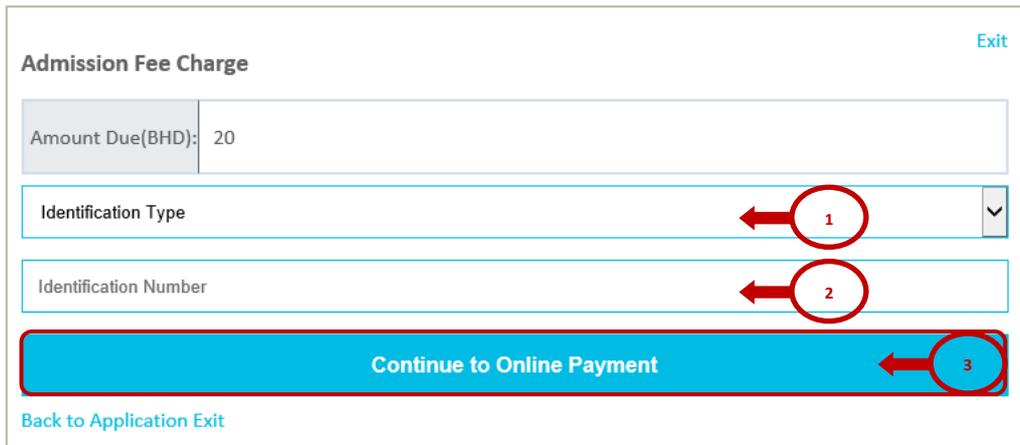
18. The **Application Checklist** page will be displayed.

- Check all are marked with “✓”.
- Click on “Application is Complete”. Or
- Click on “**Finish Later**” if you don’t want to complete your application now.



19. **Admission Fee charge** page will be displayed.

- Select the **Identification Type** from the drop-down list .
- Enter the Identification Number.
- Click on “**Continue to Online Payment**”.



Admission Fee Charge Exit

Amount Due(BHD): 20

Identification Type 1

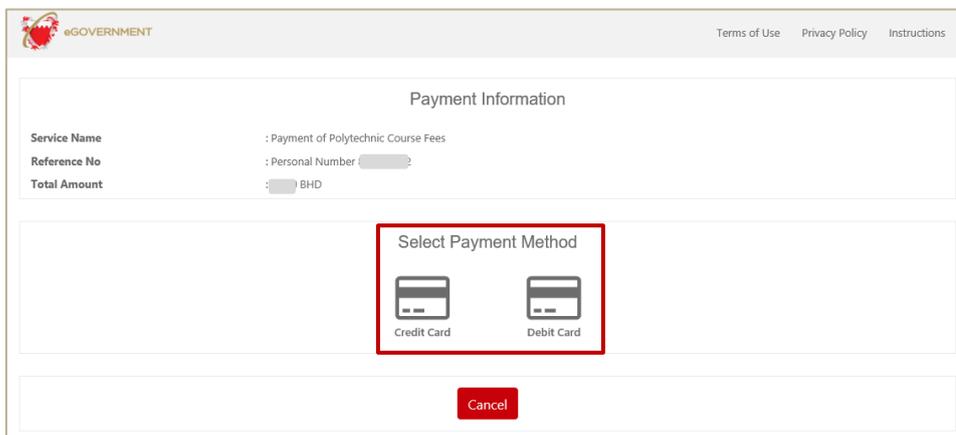
Identification Number 2

Continue to Online Payment 3

[Back to Application Exit](#)

20. The eGovernment Payment Information page will be displayed.

- Select the Payment Method **“Credit Card”** or **“Debit Card”**.



eGOVERNMENT Terms of Use Privacy Policy Instructions

Payment Information

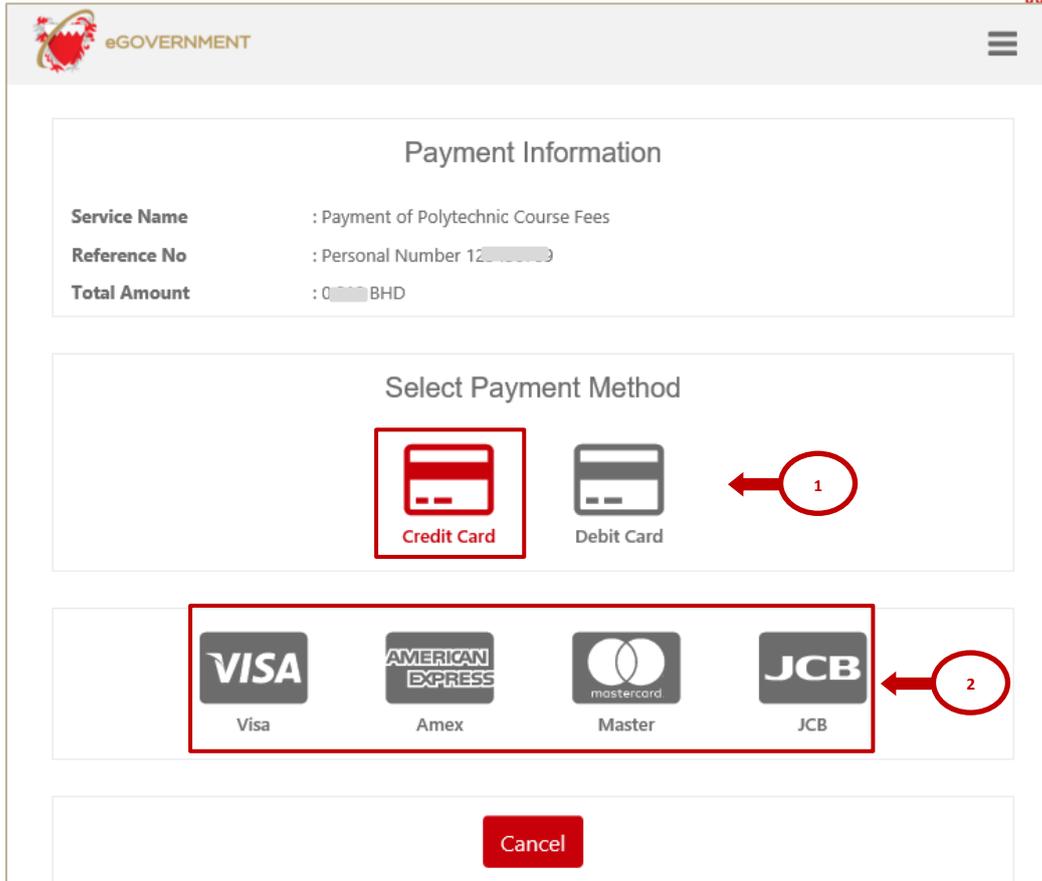
Service Name : Payment of Polytechnic Course Fees
Reference No : Personal Number [redacted]
Total Amount : [redacted] BHD

Select Payment Method

Credit Card Debit Card

OPTION 1:

1. Select Payment Method **“Credit Card”**
2. Select Card Type **Visa, Amex, Master, JCB**



eGOVERNMENT

Payment Information

Service Name : Payment of Polytechnic Course Fees
Reference No : Personal Number 12[REDACTED]
Total Amount : 0 BHD

Select Payment Method

Credit Card **Debit Card**

VISA **AMERICAN EXPRESS** **mastercard** **JCB**
Visa Amex Master JCB

Cancel

3. 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.
4. Click on **Pay**

Merchant name: BAHRAIN POLYTECHNIC

Enter your card details

VISA: You have chosen VISA as your method of payment. Please enter your card details into the form below and click "pay" to complete your purchase.

Card Number: [input] / [input] month/year

Expiry Date: [input] / [input]

Security Code: [input] The 3 digits after the card number on the signature panel of your card.

Purchase Amount: BHD BD [input]

Cancel

pay

Verified by VISA

I hereby authorise the debit to my VISA Account in favour of BAHRAIN POLYTECHNIC

Option 2:

5. Select Payment Method "Debit Card"

eGOVERNMENT

Payment Information

Service Name : Payment of Polytechnic Course Fees

Reference No : Personal Number [input]

Total Amount : [input] BHD

Select Payment Method

Credit Card

Debit Card

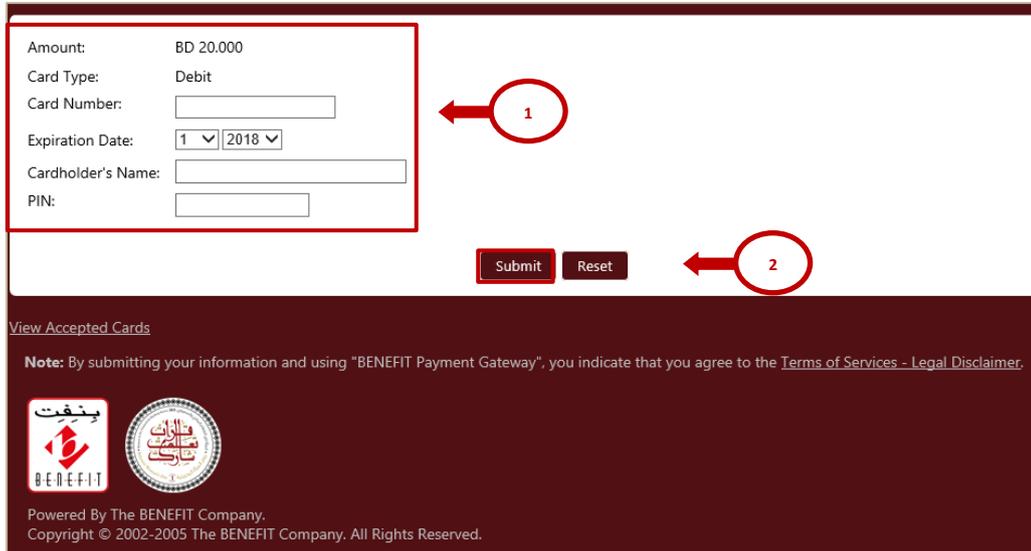
Benefit

Cancel

21. Select **Benefit** to direct you to the card details page

1. **Card Number:** Enter Card Number

2. **Expiration Date:** Select the month and year from the drop-down menu.
3. **Cardholder's Name:** Enter the name on the card
4. **PIN:** Enter the ATM password
5. Click on **Submit**.



The screenshot shows a payment gateway form with the following fields: Amount (BD 20,000), Card Type (Debit), Card Number (input field), Expiration Date (dropdowns for month '1' and year '2018'), Cardholder's Name (input field), and PIN (input field). A red box highlights the Card Number, Expiration Date, Cardholder's Name, and PIN fields, with a red circle and arrow labeled '1' pointing to it. Below the form are 'Submit' and 'Reset' buttons, with a red circle and arrow labeled '2' pointing to the 'Submit' button. Below the form, there is a link 'View Accepted Cards', a note about terms of service, and logos for 'BENEFIT' and 'BANK OF BAHRAIN'. The footer includes 'Powered By The BENEFIT Company. Copyright © 2002-2005 The BENEFIT Company. All Rights Reserved.'

21. If the payment is successful the system will generate Payment Detail "**Receipt**" and an **Email** will be sent to your personal email.

- Payment Detail "**Receipt**" will be generated

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

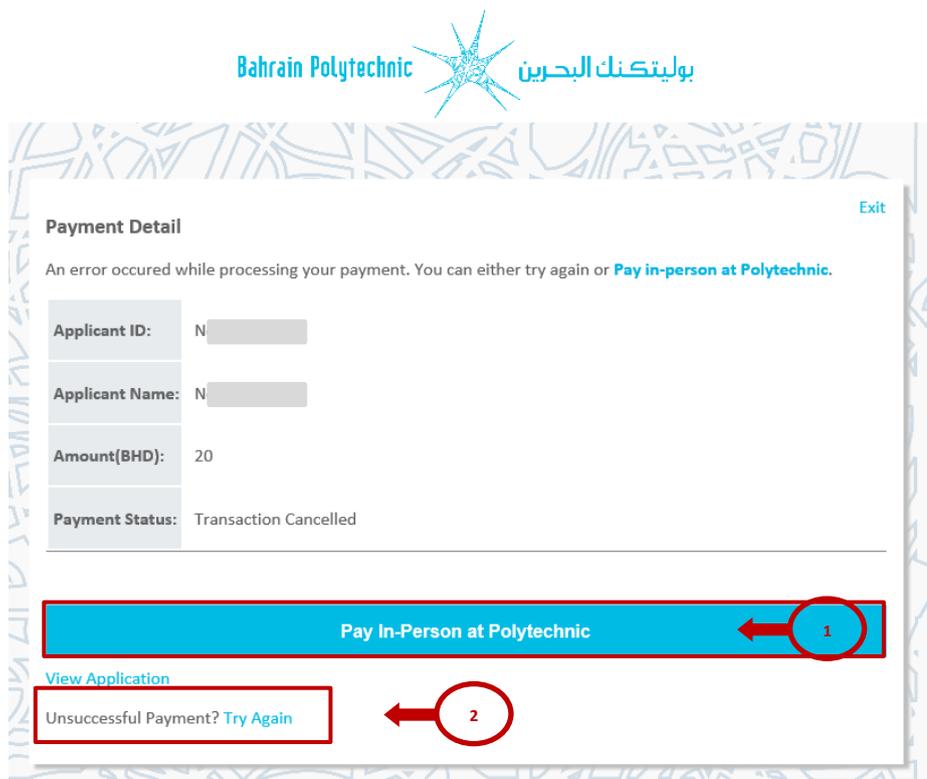


The screenshot shows the 'Payment Detail' page with the following information: Applicant ID, Applicant Name, Amount (BHD): 20, Payment Status: SUCCESSFUL, and Receipt Number: 2. There is an 'Exit' link in the top right corner and a 'View Application' link at the bottom left. The page header includes the Bahrain Polytechnic logo and name in Arabic and English.

- You will receive the below **Email**



22. If the payment was unsuccessful you can Try To Pay Online Again or to Pay In Person At Bahrain Polytechnic.



23. If you click on “Pay In person at Polytechnic”.

NOTE: You must come to Polytechnic and pay the fee within the announced period otherwise your application won't be processed.

24. Select “I agree to the Term” to direct you to the signature page.

Admissions Agreement Exit

[Help](#)

You must agree to the terms below, or you will be directed back to the Application Menu page and your application will not be submitted. If you have questions, contact information can be found in the HELP link above. I understand that withholding information requested on this application, including attendance at any other institution, or giving false information may make me ineligible for admission to the university or subject to dismissal. I have read this application and certify that the statements I have made on this application are correct and complete, including a report of all college work attempted or completed.

I agree to the terms

I do not agree

[Go Back To Online Payment](#)

IMPORTANT: This page will not be shown to you again. Print it Immediately

Academic Year 2018-2019 Exit

Print this page NOW, it will not appear again and bring it with you
قم بطباعة هذه الصفحة الآن واحضرها معك لن تظهر هذه الصفحة مجدداً

CPR: _____ ID: 2018 0 _____

Dear nnn nnn nnn,

Thank you for applying to Bahrain Polytechnic. To complete your application, bring this page to the **Student Information Center in Building 8** from 16 April to 4 June 2018, Sunday to Thursday, 9:00am - 1:30pm; or during Ramadhan from 9:00am - 1:00pm with the following:

- One passport size photo.
- Application fee: 20 BD (Non-refundable). **Pay by debit or credit card ONLY.**
- Copy of a Valid Smart Card (2 sides on A4 paper).
- Copy of a Valid Passport (A4 paper).
- Original and copy of 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 or schools outside Bahrain).
- Original and copy of Secondary school statement of graduation.
- Good conduct report not older than 1 year.
- Medical Examination Certificate from Governmental Health Center.

Notes:

- Your entry test appointment will be given when you submit this documents.
- Applications will not be accepted after 1:00pm on the 4th June 2018.
- For more details, see our website www.bahrapolytechnic.bh