

Document Generation (Letters) Manual

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Active Students Process

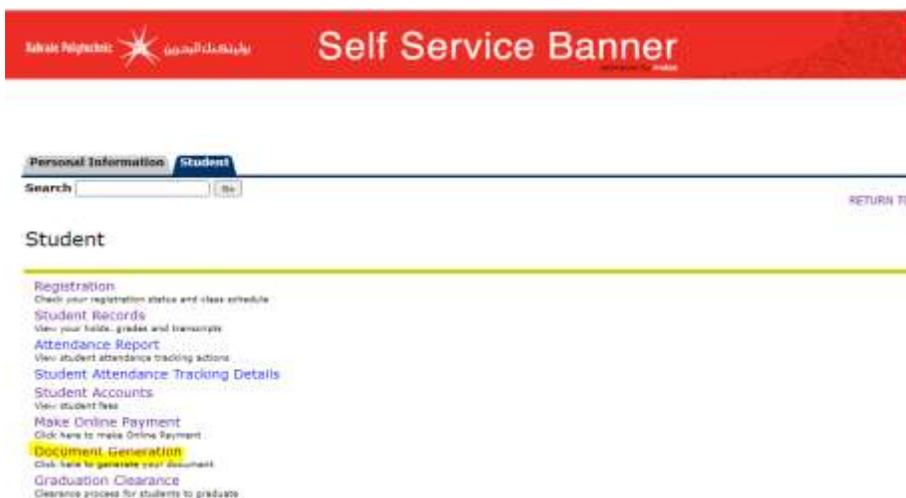
1. Click Login to Self Services Banner.



1. **User ID:** Enter your polytechnic student ID (e.g. student - 201934567).
2. **PIN:** Enter your password.
3. Click **Login**.



4. Click Document Generation link



5. Click required document you need



Click on the Required Document

- Expected to Graduate
- Confirmation of Major Selection
- Confirmation of Enrolment at Bahrain Polytechnic - تأكيد الالتحاق ببوليتكنك البحرين
- Confirmation of English as the language of tuition at Bahrain Polytechnic
- Accreditation Letter

6. Click Print



7. You can select to **Print** or Save as **PDF** the letter



Important Note:

- **Reference Code:** every letter has a **Reference Code** that can be use by other entities or employer to verify the letter online, please refer to **Public Validation** section

This is an auto generated letter. To validate this letter, access Bahrain Polytechnic website using **Reference code: ADX0244078682**

- **Hold:** if you have hold you will not be able to view or print a letter until your hold ended by related department.

You are having Withdrawal hold.Letter cannot be generated.

▲ You have an active hold

- If you have financial hold, please contact Finance.Directorate@polytechnic.bh
- If you have library hold, please contact Student.Services@polytechnic.bh
- If you have admission hold, please contact Admissions@polytechnic.bh
- If you have any other holds or for inquiries, please contact Registration@polytechnic.bh
-

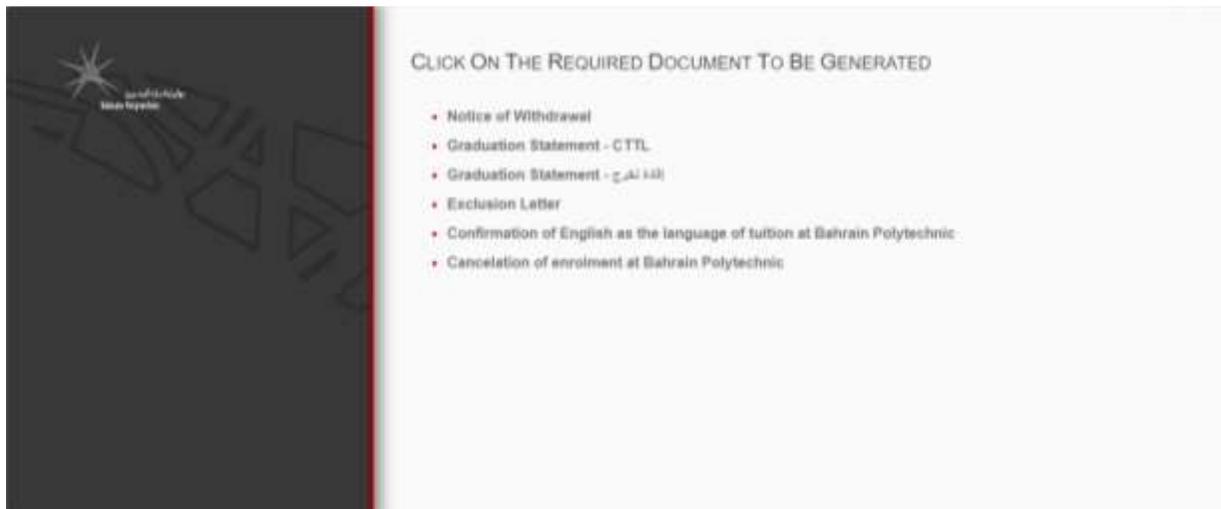
Inactive Student (Graduates, Withdrawal, Excluded and Enrolment Cenacle) Process

1. Open the link https://selfservice.polytechnic.bh/PROD/bxsltrpu.P_SearchStu
2. Enter your **Details** (student ID, CPR number and date of birth)



The screenshot shows a web interface for generating documents. On the left is a dark sidebar with the Bahrain Polytechnic logo and name. The main content area is white and titled "ENTER YOUR DETAILS TO GENERATE YOUR DOCUMENT". It contains three input fields: "STUDENT ID" with the value "201000", "CPR NUMBER" with the value "91100", and "DATE OF BIRTH (DDMMYYYY)" with the value "28/10/1991". Below these fields is a red "LOGIN" button.

3. Click required document you need



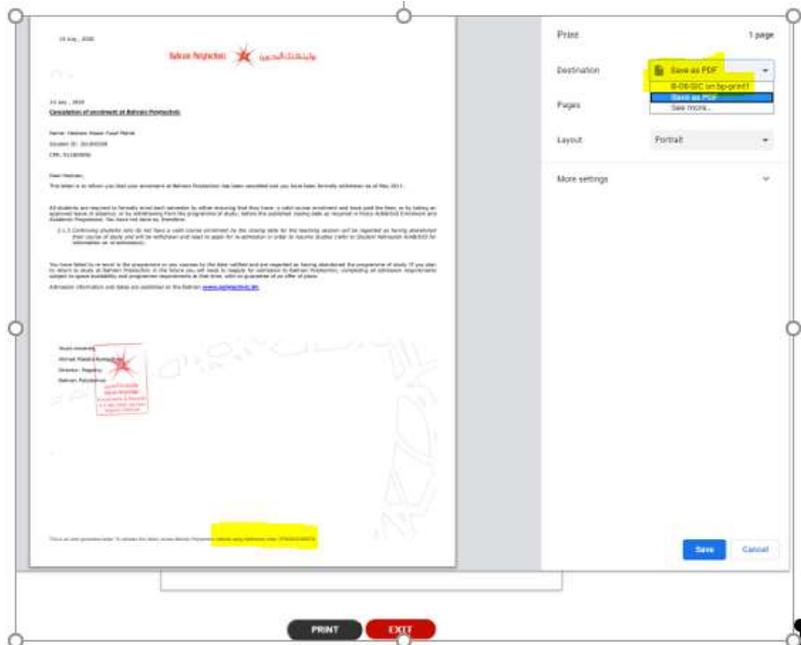
The screenshot shows a web interface for selecting a document. On the left is a dark sidebar with the Bahrain Polytechnic logo and name. The main content area is white and titled "CLICK ON THE REQUIRED DOCUMENT TO BE GENERATED". It contains a list of document types:

- Notice of Withdrawal
- Graduation Statement - CTTL
- Graduation Statement - (إشهاد التخرج)
- Exclusion Letter
- Confirmation of English as the language of tuition at Bahrain Polytechnic
- Cancellation of enrolment at Bahrain Polytechnic

4. Click Print



5. You can select to Print or Save as PDF the letter



Important Note:

- **Reference Code:** every letter has a **Reference Code** that can be use by other entities or employer to verify the letter online, please refer to **Public Validation** section

This is an auto generated letter. To validate this letter, access Bahrain Polytechnic website using Reference code: GR202400380295

- **Hold:** if you have hold you will not be able to view or print a letter until your hold ended by related department.

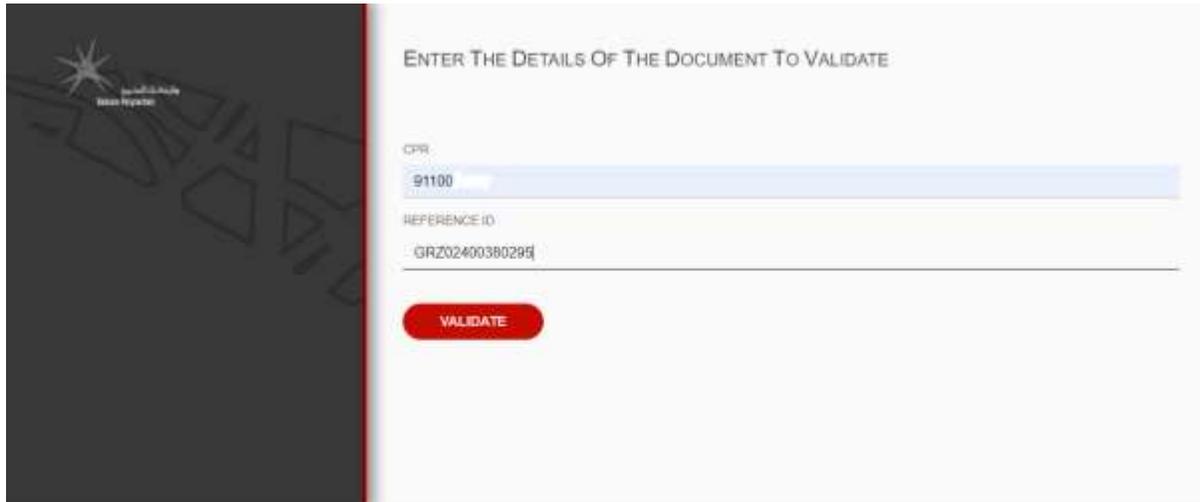
You are having Withdrawal hold.Letter cannot be generated.

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- If you have financial hold, please contact Finance.Directorate@polytechnic.bh
- If you have library hold, please contact Student.Services@polytechnic.bh
- If you have admission hold, please contact Admissions@polytechnic.bh
- If you have any other holds or for inquiries, please contact Registration@polytechnic.bh

Public Validation Process

1. Open the link https://selfservice.polytechnic.bh/PROD/bxsltrpu.P_SearchStu
2. Enter **CPR** and **Reference Code** in the letter



The screenshot shows a web form titled "ENTER THE DETAILS OF THE DOCUMENT TO VALIDATE". On the left is a dark sidebar with the Bahrain Polytechnic logo. The form contains two input fields: "CPR" with the value "91100" and "REFERENCE ID" with the value "GRZ02400380295". A red "VALIDATE" button is positioned below the fields.

3. The required letter will appear for validation with Reference Code



The screenshot displays a document titled "Cancellation of enrolment at Bahrain Polytechnic". The document includes the following text:

Name: [Redacted]
Student ID: 201000
CPR: 91100

Dear Hisham,

This letter is to inform you that your enrolment at Bahrain Polytechnic has been cancelled and you have been formally withdrawn as of May 2011.

All students are required to formally enrol each semester by either ensuring that they have: a valid course enrolment and have paid the fees; or by taking an approved leave of absence; or by withdrawing from the programme of study; before the published closing date as required in Policy A/AB/018 Enrolment and Academic Progression. You have not done so, therefore:

2.1.3 Continuing students who do not have a valid course enrolment by the closing date for the teaching session will be regarded as having abandoned their course of study and will be withdrawn and need to apply for re-admission in order to resume studies (refer to Student Admission A/AB/010 for information on re-admission).

You have failed to re-enrol in the programme or any courses by the date notified and are regarded as having abandoned the programme of study. If you plan to return to study at Bahrain Polytechnic in the future you will need to reapply for admission to Bahrain Polytechnic, completing all admission requirements subject to space availability and programme requirements at that time, with no guarantee of an offer of place.

Admission information and dates are published on the Bahrain www.polytechnic.bh.

GRZ02400380295