

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”**.

a

Bahrain Polytechnic
welcomes you to the Top up and Master Programme

2023-2024

Apply now for TOPUP and Master's Programme from home, submit your online application and pay your application fee. Applying to Bahrain Polytechnic is **from 05 October 2023 to 31 December 2023 at 11:59 pm.**

العربية

By submitting this application you agree to abide by all Policies and Procedures.

Login

First Time User? [Create new account.](#)

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

Bahrain Polytechnic
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العربية

Login ID

Password

By submitting this application you agree to abide by all Policies and Procedures.

Login

First Time User? [Create new account](#) ←

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”.

Bahrain Polytechnic  بوليتكنك البحرين

🗨 Create **Login ID** and **PIN**. PIN - must be 6 numbers only.
You must remember this, you will need it to login again.
قم بإنشاء اسم مستخدم ورقم سري جديدين. يجب أن يتكون الرقم السري من ستة أرقام فقط .
احتفظ بهذه البيانات للرجوع إليها فيما بعد.

Create a Login ←

Only English alphabet and Numbers plus (-, . , _) are allowed

Create a PIN ←

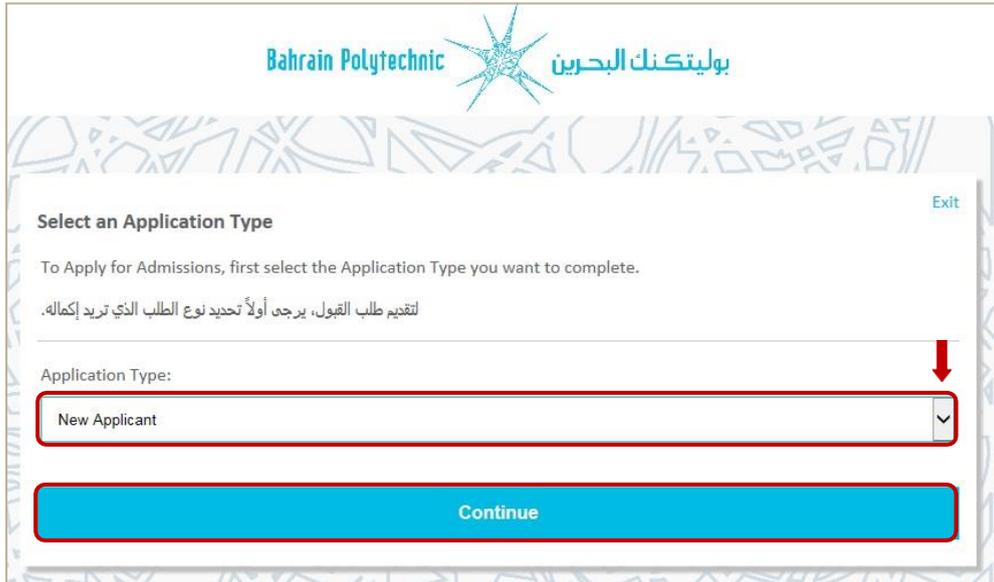
Verify PIN ←

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 2023-2024”** from the drop down menu .

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

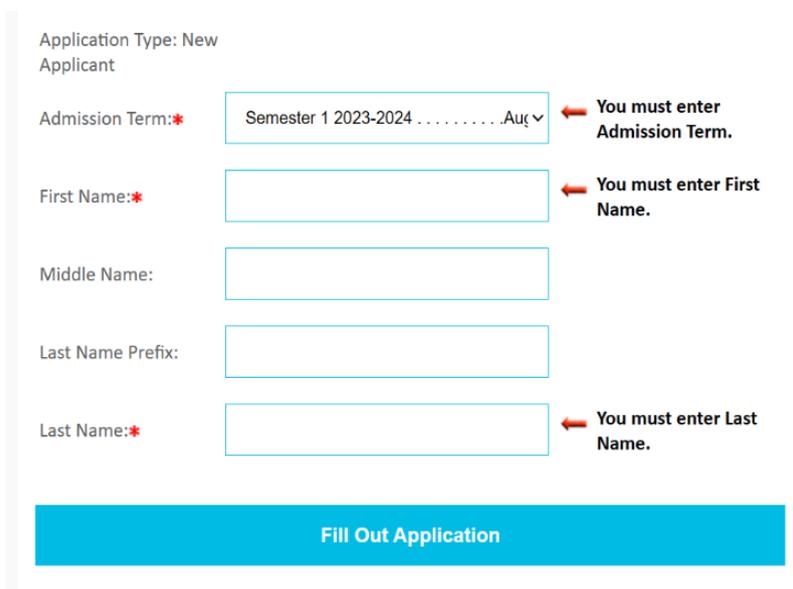
6.3 **Middle Name:** Enter your middle name. *(optional)*

6.4 **Last Name Prefix:** Enter your last name prefix. *(optional)*

6.5 **Last Name*:** Enter your last name.

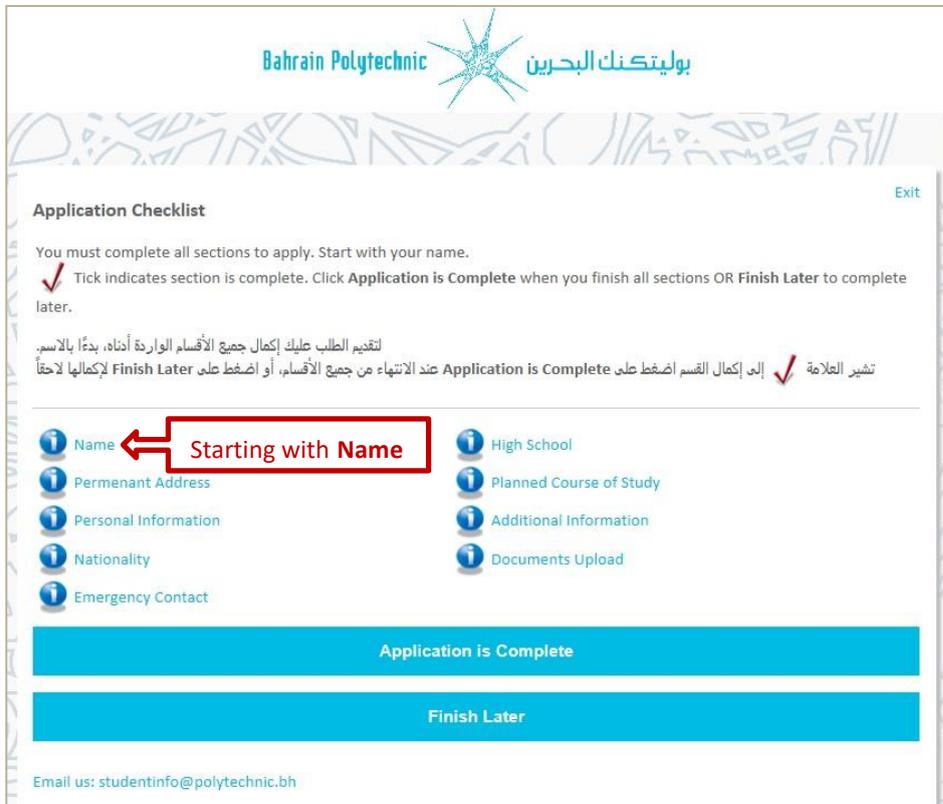
6.6

6.7 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.



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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”**.



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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.

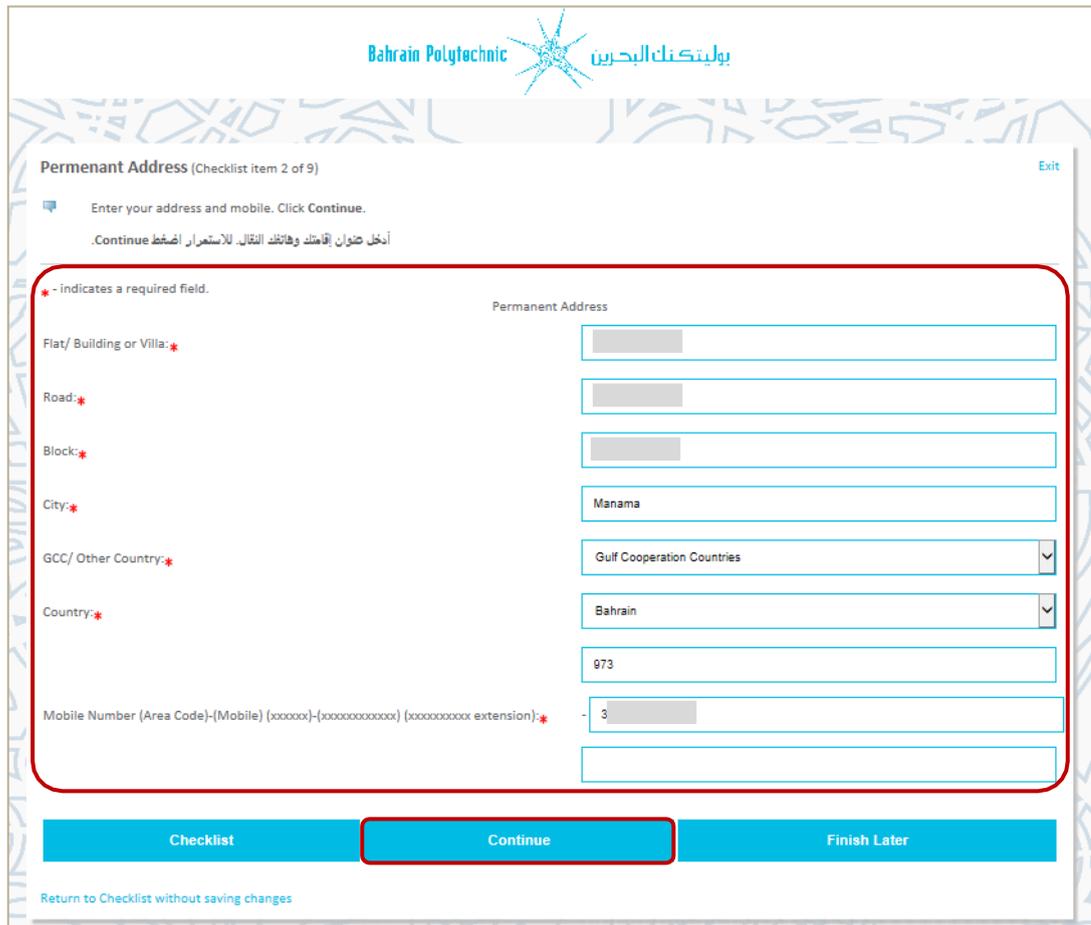
9.4 City:* Enter your town name.

9.5 GCC/Other Country:* Select your relevant country area (Gulf Cooperation Countries/Other Country) 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”**.



The screenshot shows the 'Permanent Address' step of an online application. The page header includes the Bahrain Polytechnic logo and name in Arabic and English. The form title is 'Permenant Address (Checklist item 2 of 9)'. Below the title, there is an instruction: 'Enter your address and mobile. Click Continue.' followed by its Arabic translation. A legend indicates that an asterisk (*) denotes a required field. The form contains several input fields: 'Flat/ Building or Villa:*', 'Road:*', 'Block:*', 'City:*' (pre-filled with 'Manama'), 'GCC/ Other Country:*' (dropdown menu with 'Gulf Cooperation Countries' selected), 'Country:*' (dropdown menu with 'Bahrain' selected), and 'Mobile Number (Area Code)-(Mobile) (xxxxxxxx-xxxxxxxxxxxxxx) (xxxxxxxx extension):*' (pre-filled with '973' and '3'). At the bottom, there are three buttons: 'Checklist', 'Continue' (highlighted with a red border), and 'Finish Later'. A link 'Return to Checklist without saving changes' is located at the bottom left.

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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:*

Personal Email:*

Verify e-mail address:*

CPR (XXXXXXXX):*

Gender:* Male Female

Month

Day

Year (YYYY)

Medical Information:
 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 (
 (أخر 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. .

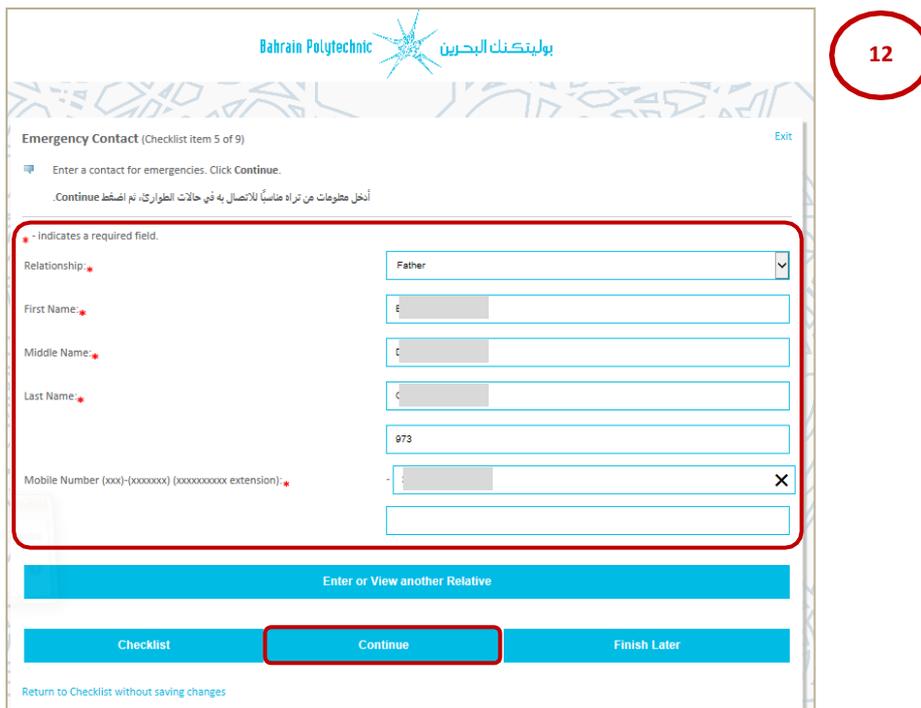
12.2 **First Name:*** Enter your person relationship first name.

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

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

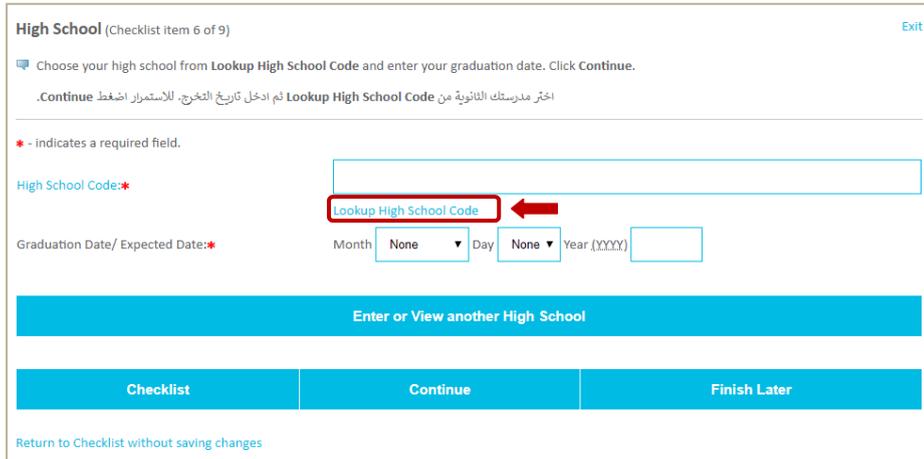
12.5 **Mobile Number (Area Code)- (Mobile):*** Enter your person relationship country code and mobile number.

12.6 Click on **“Continue”**.



13. The **High School** page will be displayed.

13.1 Click on “**Lookup High School Code**” link.



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:* Month Day Year (YYYY)

Enter or View another High School

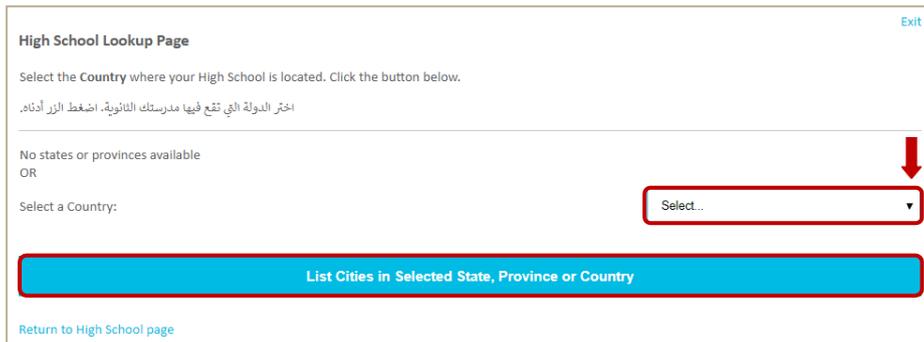
Checklist **Continue** **Finish Later**

[Return to Checklist without saving changes](#)

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

13.3 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

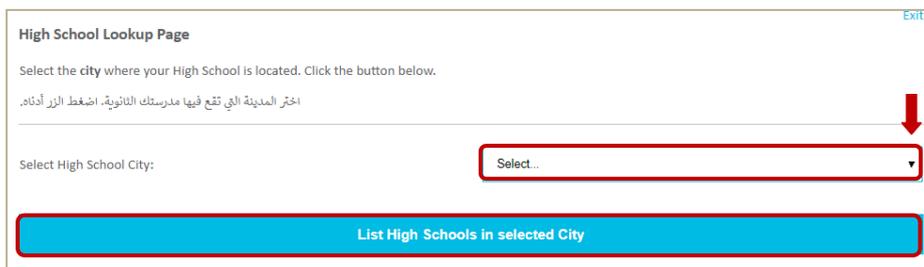
Select a Country:

List Cities in Selected State, Province or Country

[Return to High School page](#)

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**”.



High School Lookup Page Exit

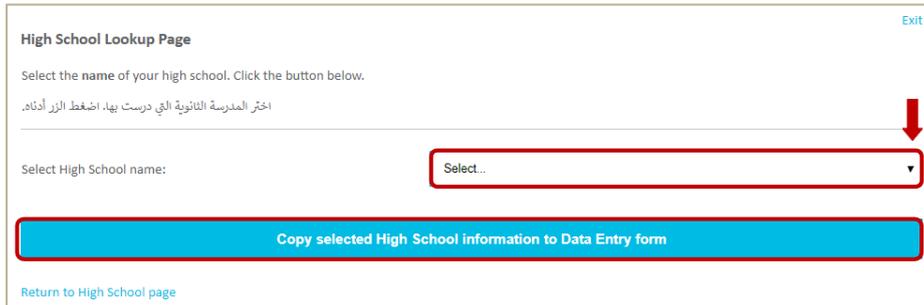
Select the **city** where your High School is located. Click the button below.
اختر المدينة التي تقع فيها مدرستك الثانوية. اضغط الزر أدناه.

Select High School City:

List High Schools in selected City

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

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

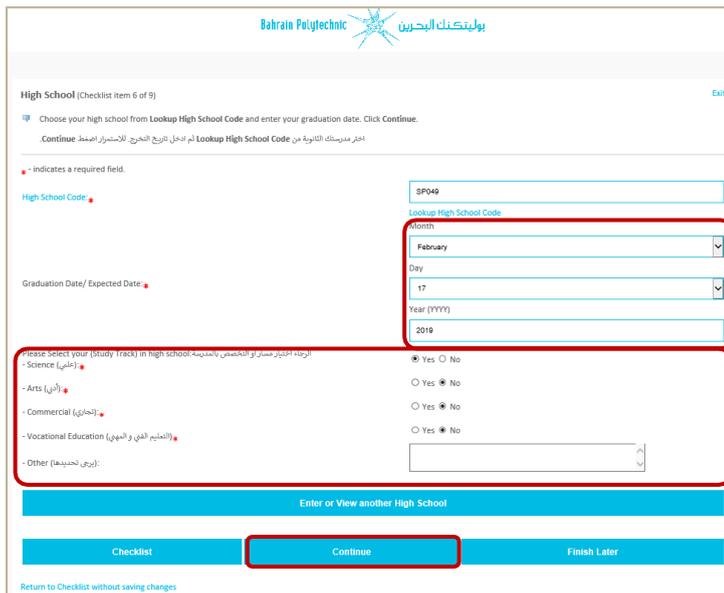


13.8 Select your Graduation date/ Expected Date *:

- **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”**.



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 اضغط بالاستمرار الاتحاق به للاستمرار اضغط
يرجى ملاحظة أن المقاعد محدودة في جميع البرامج، وبالتالي على الطالب استيفاء المعايير المطلوبة

* - indicates a required field.

Programme:*

None

Master in International Trade and Strategy

Master of Science in Artificial Intelligence

Master of Science in Engineering Sustainable Energy Systems

TOPUP- Business (Human Resources Management)

TOPUP- Engineering Technology (Chemical)

TOPUP- Engineering Technology (Civil Engineering)

TOPUP- Engineering Technology (Electrical)

TOPUP- Engineering Technology (Mechanical)

TOPUP- ICT (Networking)

[Checklist](#) [Return to Checklist](#)

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 اضغط بالاستمرار الاتحاق 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**.
Continue اضغط بالاستمرار الاتحاق به للاستمرار اضغط

[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 أصدقاء 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

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

(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.
- 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 for TOPUP: (Diploma qualification or HND, Letter of Experience)

Optional for Masters': (Bachelor Qualification and Letter of Experience)

File size should not exceed 2MB

National Identification	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Passport	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Other	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>

Checklist
Continue
Finish Later



[Return to Checklist without saving changes](#)

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

18.1 Check all are marked with “**V**”.

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

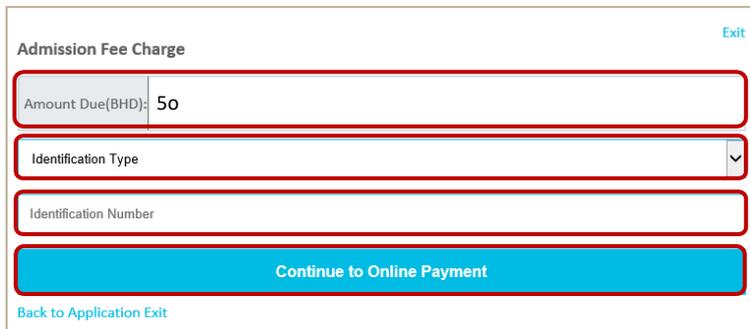
18

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): 50

Identification Type 

Identification Number

Continue to Online Payment

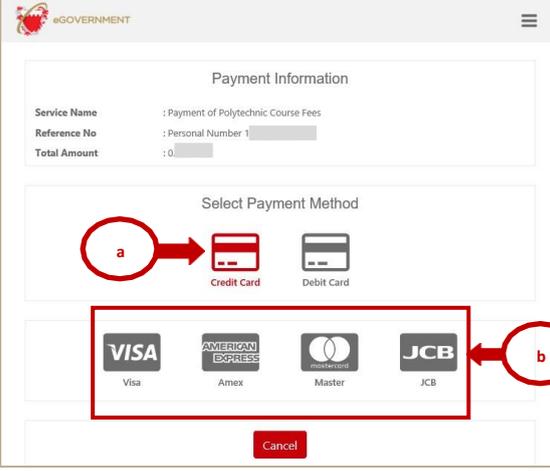
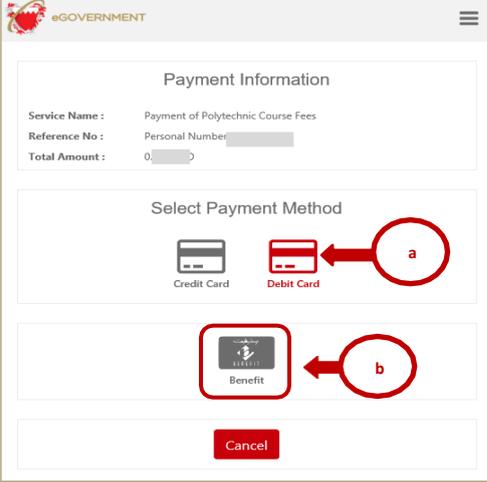
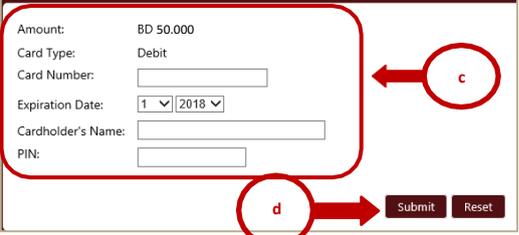
[Back to Application Exit](#)

19

20. The eGovernment Payment Information page will be displayed.

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

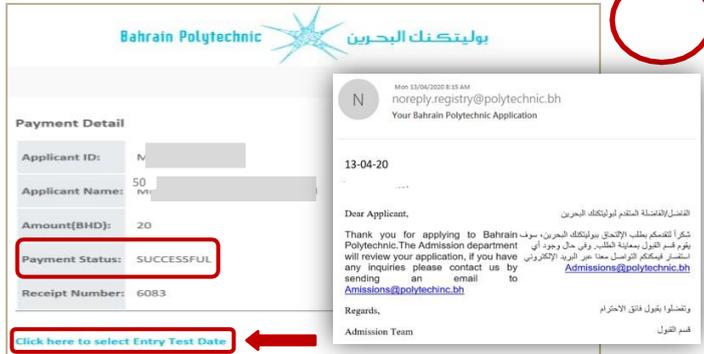
20

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> 

22. The **Payment Detail** page will be displayed.

22.1 The **Receipt** will be generated for payment successful status and will receive an **Email**.

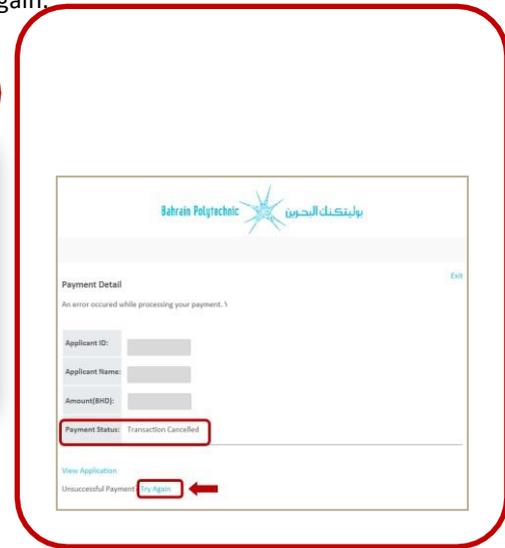
NOTE: Print the Receipt or Save it, this receipt will not be shown again.



The screenshot shows the 'Payment Detail' page with the following information:

- Applicant ID: M [redacted]
- Applicant Name: 50 [redacted]
- Amount(BHD): 20
- Payment Status: **SUCCESSFUL**
- Receipt Number: 6083

Below the details, there is a button labeled 'Click here to select Entry Test Date' with a red arrow pointing to it. An email notification is also visible, dated 13-04-20, with the subject 'Your Bahrain Polytechnic Application' and the sender 'noreply.registry@polytechnic.bh'. The email content includes a thank you message and contact information for the Admissions department.



The screenshot shows the 'Payment Detail' page with the following information:

- Payment Status: **Transaction Cancelled**

Below the status, there is a button labeled 'Try Again' with a red arrow pointing to it. The page also includes a 'View Application' link and an 'Exit' button in the top right corner.