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

| Login ID |
| Password |

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.

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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

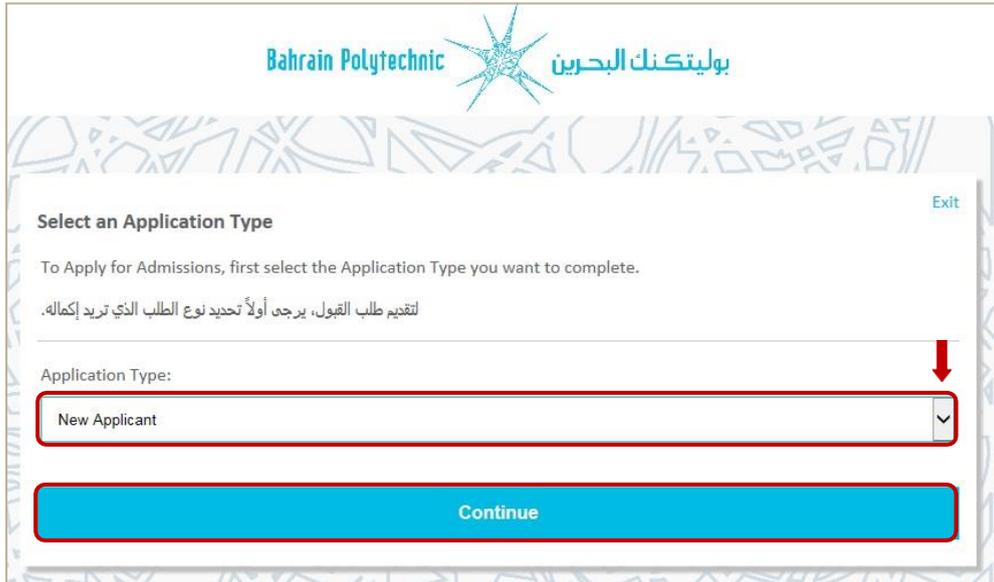| **Login** |
| --- |

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 .

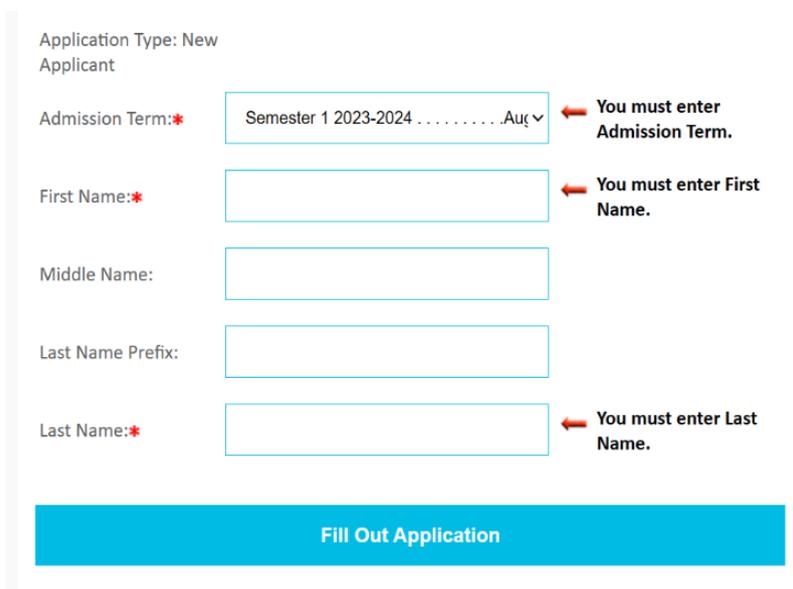   **6.2 First Name*:** Enter your first name.

    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.
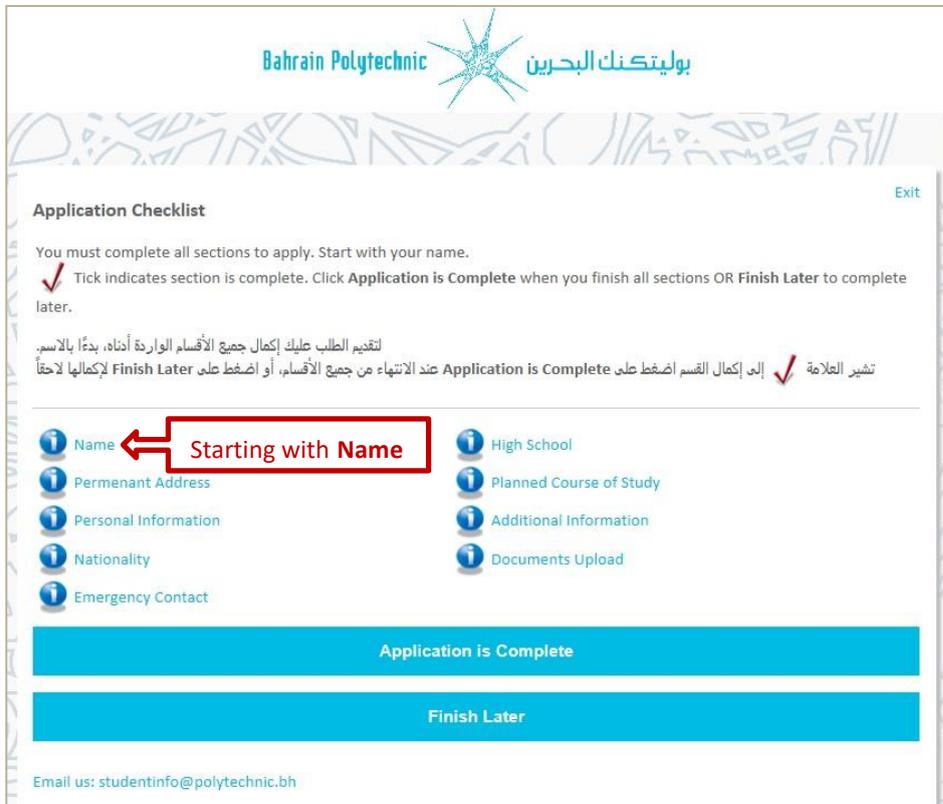
8. The **Name** page will be displayed.

   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"**.

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 County) 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"**.

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 (XXXXXXXXX):*** 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.

10

* - indicates a required field.

Nationality:*	Bahraini
Personal Email:*	
Verify e-mail address:*	
CPR (XXXXXXXXX):*	
Gender:*	◉ Male ○ Female

Month

February

Birth Date:*   Day

20

Year (YYYY)

2000

Medical Information:

None
Anaemia
Angina Pectoris
Anxiety Disorder
Asthma
Att. Deficit Hyperactivity Dis

If you have Other Medical Issue please state in the box :
(ان كنت تعاني من مرض
آخر يرجى تحديد نوعه)

Checklist	Continue	Finish Later

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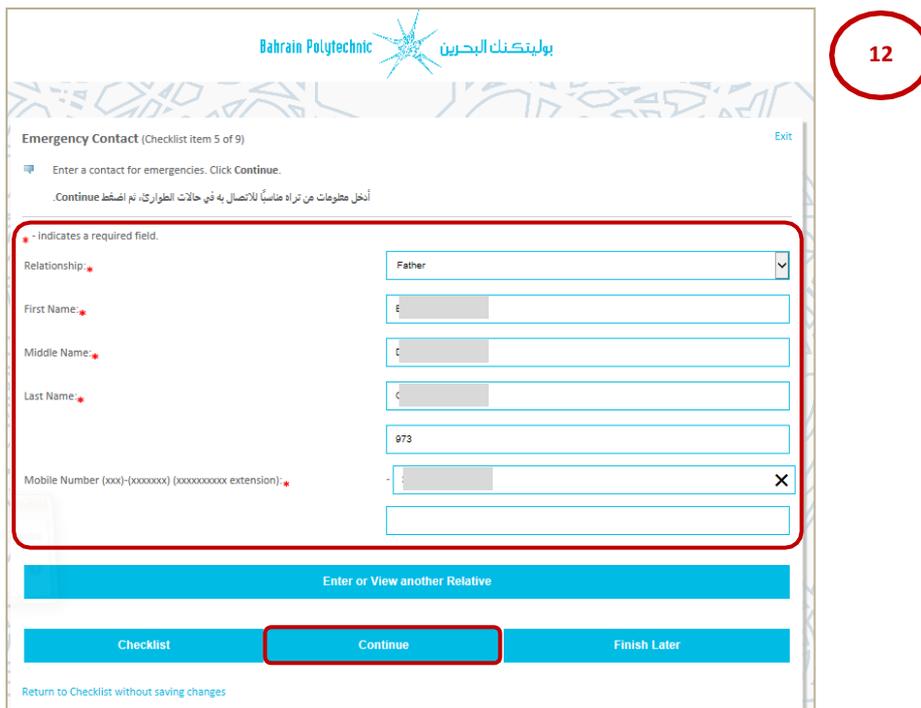
   12.2   **First Name:*** Enter your person relationship first name.

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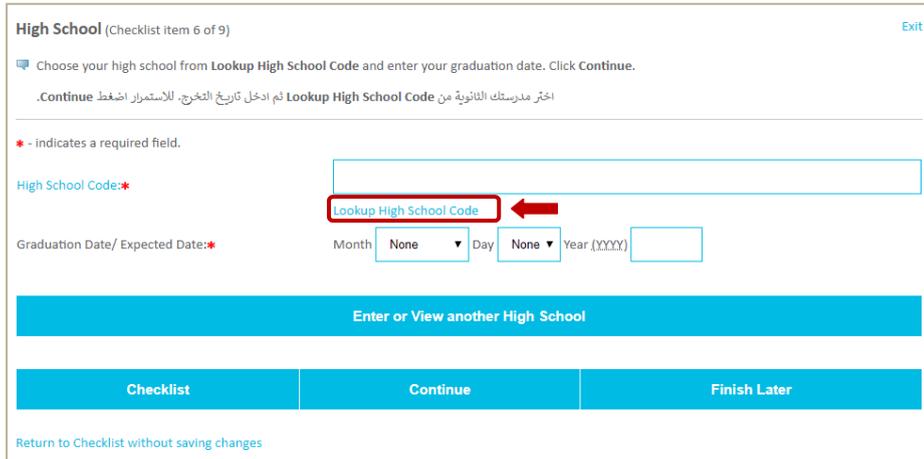
   13.2   Select the **Country** from the drop-down menu.

   13.3   Click on "**List Cities in Selected State, Province or Country**".
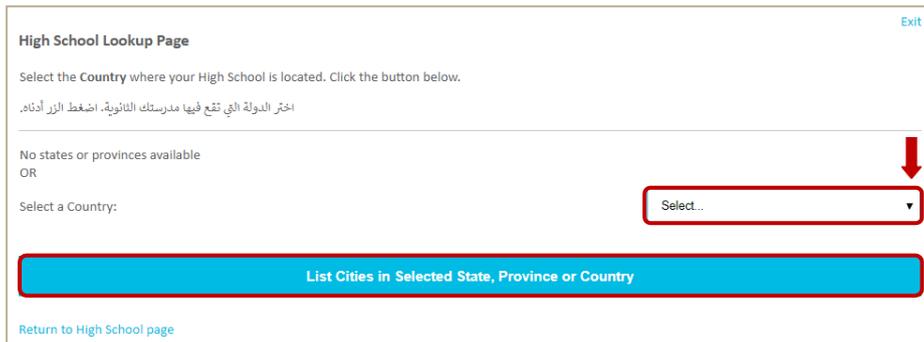
   13.4   Select the city your **High School** is located in from the drop-down menu.

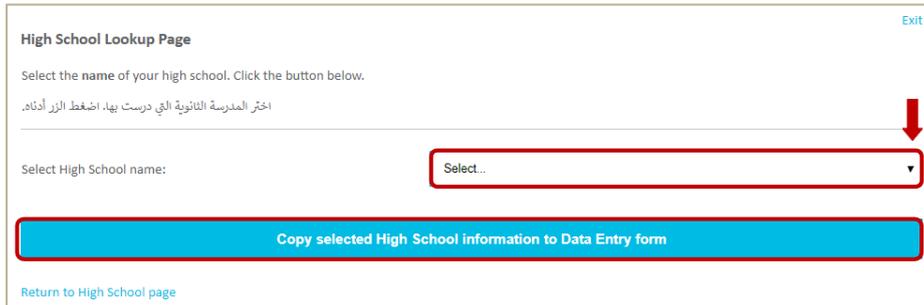   13.5   Click on "**List High Schools in selected City**".

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

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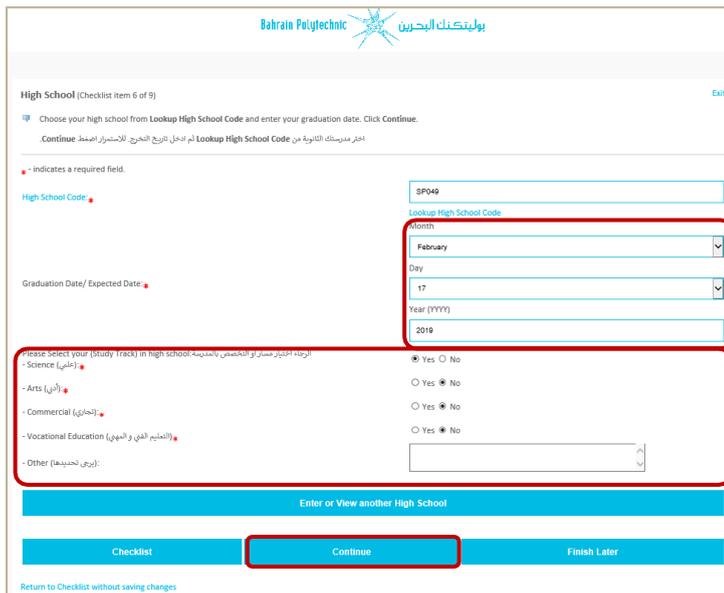

13.8   Select your Graduation date/ Expected Date *:

- **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.

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:*****   None

| None |
| Master in International Trade and Strategy |
| Master of Science in Artificial Intelligence |
| Master of Science in Engineering Sustainable Energy Systems |
| TOPUP- Business (Human Recourses Management) |
| TOPUP- Engineering Technology (Chemical) |
| TOPUP- Engineering Technology (Civil Engineering) |
| TOPUP- Engineering Technology (Electrical) |
| TOPUP- Engineering Technology (Mechanical) |
| TOPUP- ICT (Networking) |

Checkl…

Return to Checklis…

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   ⓵⑤

💬 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. The **Additional Information** and **Athletic Information**:

16.1 Answer all questions.

16.2 Click on "**Continue**".

Additional Information (Checklist item 8 of 9)   Exit   ⓵⑥

💬 Please answer the questions below. Click **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) *****   ○ Yes ○ No
- In radio advertisements (في إعلانات الراديو) *****   ○ Yes ○ No
- At an exhibition (في المعارض)*****   ○ Yes ○ No
- At school (في المدرسة)   ○ Yes ○ No
- From friends or relatives (من أحد الأصدقاء أو الأقارب)*****   ○ Yes ○ No

- 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

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"**.

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

    18.1   Check all are marked with "√".

    18.2   Click on **"Application is Complete"**.

            NOTE: To complete your application later, click on **"Finish Later"**.

Application Checklist

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 على **Application is Complete** عند الانتهاء من جميع الأقسام، أو اضغط على **Finish Later** لإكمالها لاحقًا

√ Name   √ High School
√ Permenant Address   √ Planned Course of Study
√ Personal Information   √ Additional Information
√ Nationality   √ Documents Upload
√ Emergency Contact

Application is Complete

Finish Later
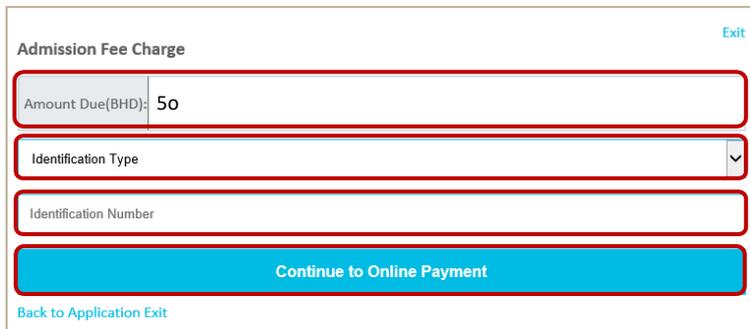
Email us: studentinfo@polytechnic.bh

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):   5o

Identification Type

Identification Number
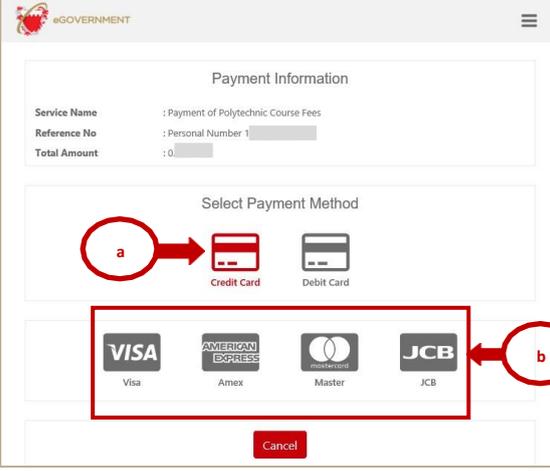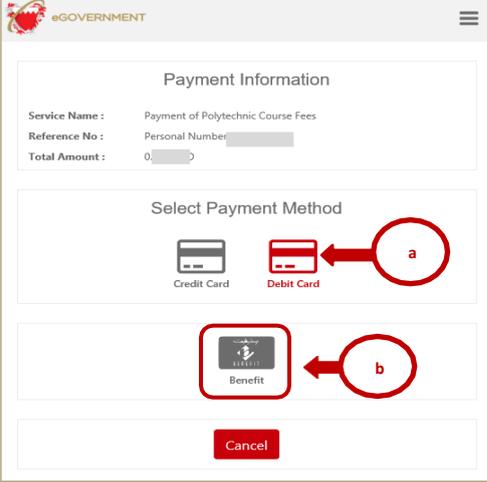
Continue to Online Payment

Back to Application Exit

19

بوليتكنك البحرين
Bahrain Polytechnic

20. The **eGovernment Payment Information** page will be displayed.
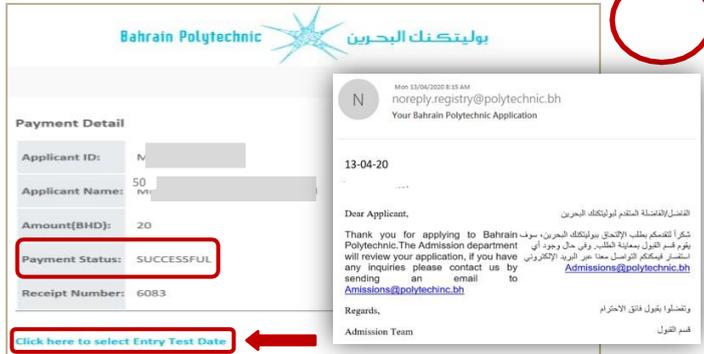
21. Select one of the options below for a payment method:

OPTION 1	OPTION 2
a. Select Payment Method "**Credit Card**". b. Select Card Type **Visa, Amex, Master, JCB.** c. 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. d. Click on **"Pay"**. 	a. Select Payment Method "**Debit Card**". b. Select "**Benefit**". c. Enter your card details: • **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. d. Click on **"Submit"**.

20
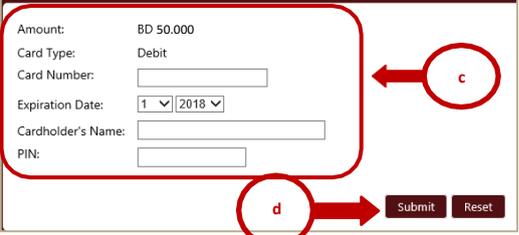
22. The **Payment Detail** page will be displayed.

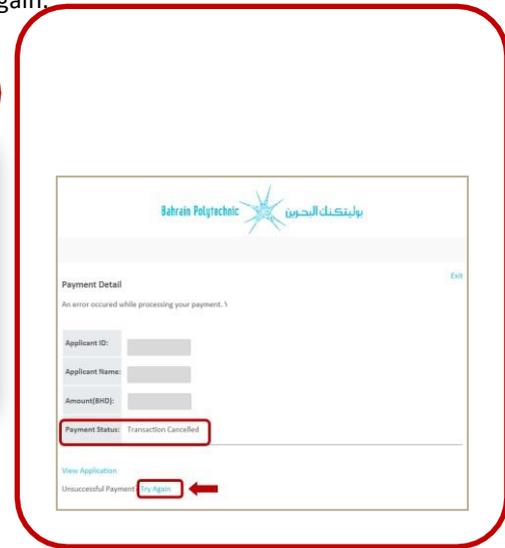   22.1   The **Receipt** will be generated for payment successful status and will receive an **Email**.

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