

**PLATEAU STATE POLYTECHNIC BARKIN LADI
P.M.B 02023 BUKURU PLATEAU STATE.**



2024/2025 REGISTRATION GUIDELINES

This is to notify all candidates who have secured admission into **PLATEAU STATE POLYTECHNIC BARKIN LADI** for the 2024/2025 Academic Session to adhere strictly with the following procedures for registration. Make sure you take your time and study every detail concerning your registration please.

1. **Registration period:** All candidates should note that registration should be done within the stipulated time as announced. Failure to adhere with the registration period will attract a non refundable late Registration fee of N10,000.00 only which is also reviewable and in extreme cases, forfeiture of your admission.
2. **Acceptance fee:** To pay acceptance fee, click on **STUDENT PORTAL** scroll down to **NEW STUDENT** section and sign in using your email and password created during application. The system logs you into your personalized dashboard, then click on payment and select the payment type. You can then enter the required information requested and continue to follow the prompts until payment of acceptance fee is successful.
3. **Correction of data:** Candidates can correct any wrong captured data, wrong placement of course of study (especially courses with different options). A chance is provided so you could make all necessary corrections and review the application. This will be activated for you to update your records accordingly after assessing your claims to be true. Once you have been screened, your records can not be reversed. Be sure that all records are correct before upload for online clearance please.
4. **Upload of documents:** The following documents should be uploaded after payment of acceptance fee on the personal profile on the student portal (<https://students.plapolyportal.com>)
 - i. Passport size photograph on a white background

- ii. Signature
- iii. ND Result for HND candidates only
- iv. One year attachment letter for HND candidates (Mandatory)
- v. SSCE, NECO, or NABTEB
- vi. JAMB Result for ND Candidates only
- vii. Birth Certificate
- viii. Indigene Form

NOTE: ND I / NCE I candidates should ensure that they have done the post UTME screening for 2024/2025. This will be used to enable the payment of acceptance fee. HND candidates who completed their ND from other institutions are to apply for an Academic Transcript from their former institutions and to reach the Registrar, Plateau State Polytechnic Barkin Ladi through post office or other courier services at least within two weeks of the commencement of Registration.

5. **Online screening: Candidates will be cleared so they could proceed to pay their Tuition fee. After upload of documents, candidate should wait within 1 to 24hrs by checking online and pay the tuition. It is mandatory for candidates to upload every relevant document requested to formalize the admission.**
6. **Admission letter/School fee schedule and other forms:** Candidates are to proceed to print their Admission letters and the tuition fee schedule/invoice with other personalized forms on their dashboard.
7. **School fee payment:** Pay the prescribe amount for the course/programme. Always be careful while making school fee payment or any other kind of fee especially when there are glitches on the network so as to avoid double debit while paying via electronic payment/USSD.

NOTE: Candidates have the option of paying for the session or pay for only first semester and the balance be paid in second semester for both year 1 and 2. Each candidate can check his/her personalized dashboard for school fee amount which varies according to school or course of study.

After making tuition fee payment, your matriculation number is auto – generated on your payment receipt.

8. **Attestation letter:** Every candidate is expected to collect an attestation letter from a well recognize clergy of a church, Imam, senior civil servant

from the rank of a Director or top military and Para-military personnel for registration.

9. **Bursary confirmation:** After making all payments (Acceptance and tuition fee), candidates are to print the online receipts on their personalized profile and the one sent to their email which has the Remita Retrieval Reference number (RRR), and then take same to the Bursary for confirmation.
10. **Medicals:** Next is the medical unit for medical checkup.
11. **Audit:** Candidates are to visit the audit unit for auditing all payment receipts.
12. **Course Registration:** All candidates should go back to their profiles to register their courses for the session and print same which should be taken to their various HODs and Lecturers for signing.
13. **Departmental/Documentation:** Candidates should proceed to their various Schools/Departments for documentation. Two photocopies of all credentials tendered during application and forms on personalized dashboard and two (2) passports should be presented.
14. **Student Handbook:** Copy of the Student Hand Book should be collected at the various departments by candidates during documentation. Ensure you Study the Hand Book as it contains all the rules and regulations of the institution and all that pertains to campus life.
15. **Hostel Accommodation:** Interested candidates who wish to stay in the hostel should go to their profiles and generate RRR or pay via the portal for boarding and accommodation fee, then proceed to pay the prescribe fee at any commercial Bank or USSD/Electronic online payment. Upon payment, print the hostel form and take it to the Student Affairs Directorate for your hostel and room allocation.
16. **Identity card:** Candidates should go to the ICT Directorate to collect their IDENTITY CARD. Identity cards should always be worn on campus and for classes. Note that any student without Identity card will not be allowed to attend Lectures and other services like visiting the library. Security personnel, Lecturers and staff have been well informed to note these.

17.Lecture time table/halls: Go back to your profile and check under my schedule for time table to see uploaded time table by your Head of Department or ask in the Department for that. Note: time table is uploaded subject to approval by time table committee at the commencement of your academic activities. Other features have been added on your personalize dashboard to explore and use them for learning.

Having done the entire processes outlined above, you have become a bona fide Student of the **PLATEAU STATE POLYTECHNIC BARKIN LADI** and hence should settle down for academic activities. You are to adhere to all rules contained in the Student Hand Book as it is binding on you. It is expected of you to submit a Hand written **ACCEPTANCE** letter to be presented at the point of registration and be filed in your Department during documentation.

CONGRATULATION and welcome to **PLATEAU STATE POLYTECHNIC BARKIN LADI**.

JOB PAM GWOM

For: Ag. Registrar

PLATEAU STATE POLYTECHNIC BARKIN LADI