



# **THE FEDERAL POLYTECHNIC, IDAH**

## **OFFICE OF THE REGISTRAR**

### **(ADMISSION OFFICE)**

#### **PROCEDURE FOR REGISTRATION OF HIGHER NATIONAL DIPLOMA FRESH (HND) STUDENTS FOR THE 2023/2024 ACADEMIC SESSION**

1. Print the following online:
  - a. Letter of Federal Polytechnic Idah Admission
  - b. Acceptance fee receipt
  - c. Letter of JAMB Admission
  
2. Present the following for the collection of clearance at the Admission office
  - a. Letter of Federal Polytechnic Idah Admission
  - b. Acceptance fee receipt
  - c. Letter of JAMB Admission
  - d. Polytechnic Form
  - e. 'O' Level Result
  - f. ND Result
  - g. IT. Letter
  - h. Birth Certificate
  - i. State of Origin
  - j. Evidence of Screening fee
  
3. Report at the Information Communication Technology (ICT) for verification
4. Go back to Admission office for verification of 'O' Level Results and others
5. Pay Student Union Government (SUG) fee
6. Pay School fee ([Login to Student Portal](#))
7. Go to your Department for Departmental clearance
8. Report at your school for Deanery clearance
9. Submit your files to Admission office and your respective Department with the following documents:
  - a. Polytechnic form with pin (Original)
  - b. FPI Admission letter - - - (Photocopy)
  - c. Acceptance of Offer of Admission (Photocopy)
  - d. Undertaking Form - - -(Original)
  - e. 'O' level Certificate (Photocopy)
  - f. Course form - - - (Original)
  - g. Evidence of Screening (Photocopy) (Clearance from Deanery)
  - h. Clearance from the Head of Department (Original)
  - i. Medical certificate ( Original)
  - j. Certificate of State of Origin ( Original)

- k. Birth Certificate or Declaration of age letter duly signed and stamped (Photocopy)
- l. I.T Letter (Original) duly signed & Stamped
- m. School Fees Receipt ( 2 Photocopy)
- n. RRR (Photocopy)
- o. Oath Form - - - (Photocopy)
- p. JAMB Admission Letter ( Institution's Copy)
- q. Two current passport photographs
- r. You are to keep photocopies of the documents submitted as your own copy

**NOTE:**

1. You are required to arrange your documents serially as above
2. All candidates are required to conclude their final documentation on or before 6<sup>th</sup> November, 2023 at the Admission office and Department respectively

Signed  
Dr. O. A. Oniyide  
**REGISTRAR**