

PLATEAU STATE POLYTECHNIC

ADMISSION PROCEDURE FOR NEWLY ADMITTED STUDENTS

2015/2016 ACADEMIC SESSION

ALL REMITA RETRIEVAL REFERENCE - (RRR) MUST BE GENERATED FROM THE SCHOOL PORTAL

STEPS	DESCRIPTION	LOCATION	REQUIREMENTS	<input checked="" type="checkbox"/>
STEP 1	ACCEPT ADMISSION	ICT Centre	You must have been offered admission	<input type="checkbox"/>
STEP 2	PAY ACCEPTANCE FEE	BANK/POS	You must have downloaded invoice from STEP 1	<input type="checkbox"/>
STEP 3	PRINT THE FOLLOWING 1. ACCEPTANCE FEE RECEIPT 2. ADMISSION LETTER 3. SCREENING FORM	ICT Centre	Confirmation of Acceptance Fee Payment in STEP 2	<input type="checkbox"/>
STEP 4	SCREENING	Designated Screening Centres	PRINT THE FOLLOWING 1. Screening Form 2. Admission Letter 3. Original/Photocopies of Credentials 4. Local Govt. Identification Certificate	<input type="checkbox"/>
STEP 5	GET SCHOOL FEES INVOICE	ICT Centre	Signed Clearance from Screening Centre	<input type="checkbox"/>

STEP 6	PAY SCHOOL FEES	BANK/POS	You must have downloaded School fees invoice from STEP 5	<input type="checkbox"/>
STEP 7	GET MATRIC NUMBER and LOGIN PIN	ICT Centre	<ol style="list-style-type: none"> 1. Confirmation of School Fees Payment in STEP 6. 2. Download School Fees Receipt containing Matriculation number and Login PIN 3. Tear out the bottom end of the Receipt containing your PIN 	<input type="checkbox"/>
STEP 8	ONLINE COURSE REGISTRATION	ICT Centre	Matric Number and PIN	<input type="checkbox"/>
STEP 9	DEPARTMENTAL REGISTRATION	DEPARTMENTS	<ol style="list-style-type: none"> 1. Student Registration Form 2. Course Registration form from STEP 8 3. Photocopy of Payment Receipts 	<input type="checkbox"/>