AKANU IBIAM FEDERAL POLYTECHNIC, UNWANA

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ACCEPTANCE OF OFFER OF PROVISIONAL ADMISSION

Each candidate offered provisional admission is required to accept the offer by paying non-refundable acceptance fee of **Ten Thousand Naira (N10,000) Only** through the following designated channels:

- Log into remita.net (this is done in PolyUnwana Micro Finance Bank or any Commercial Bank)

REGISTRATION PROCEDURE FOR FRESH STUDENTS

Below are steps required to be followed by fresh students during the registration process:

1. The candidate logs into the online portal using JAMB number and enters password as his/her password and completes all aspects of the online form. Candidate also uploads the following documents:
   - **Certificates**
   - **Passport-size Photographs**
   - **IT Letter** (if applicable)
   - **Letter of Attestation** of good character from a parent, a Clergy man or a Senior Public Officer

   Once finished the candidate should enter **Remita Acceptance Fee Code** and submit.

2. Candidate should proceed to the **Head of Department** with original credentials/documents.
3. The **Head of Department** logs into online portal and sees submitted applications from relevant candidates and can screen details. If satisfied the HOD can **"Accept"**. The candidate will be notified via email and can proceed to pay balance of the remaining school fees either through:
   - remita.net (this is done in PolyUnwana Micro Finance Bank or any Commercial Bank)
4. The candidate can log into portal again, go to the fees section and key in payment details and print out acknowledgment slip of payment. This will be taken to the Bursary Division for official receipt.
5. In the case of change of course, the candidate reports to the Office of the Deputy Rector (Academic) for proper guideline.

Also note:

Candidates are advised to retain these **documents** as they will subsequently be demanded for further registration.

6. The candidate proceeds to the **Medical Centre** for Registration and Medical Examination; the medical team logs into online portal and **"Clears"** candidates after medical screening.
7. The candidate proceeds to the **Registration Officer** with the following documents:

    - **Acknowledgement Slip** of payment of fees/online registration;
    - **Original Certificate(s**);
    - **IT Letter** (if applicable);
    - **Letter of Attestation** of good character from a parent, a Clergy man or a Senior Public Officer; and
    - **Medical Clearance**

8. On completion of admission processes, candidate is issued admission letter and all data becomes available immediately to:
    The Head of Department
    Students Affairs Department
    Admissions Office (Registration Officer).

9. Candidate is then informed via email of their student ID number which is generated automatically and how they can log in to the student portal to register for courses for the semester.

NOTE: You are required to maintain the order of name in the certificate with which you have been offered admission. Change of name will not be allowed except for a **female** student who may get married during her programme. There should be no abbreviation of NAMES in any of the **Forms** to be completed.

Click on http://akanuibiamfedpoly.net to complete the registration process.