KENULE BEESON SARO-WIWA POLYTECHNIC BORI PART-TIME APPLICATION PROCESS

STEPS FOR ONLINE APPLICATION INTO PART-TIME PROGRAMMES

This document shows a stepwise process for online application into part-time programmes.

START APPLICATION

- SELECT a browser and OPEN the Polytechnic portal: http://www.kenpoly.cinfores.com
- SELECT APPLY NOW Tab on the Home Page of the Portal: http://www.kenpoly.cinfores.com
- CLICK on PART-TIME to select your programme of choice from the list of online applications
- See the image below for illustration

APPLICATION PIN PURCHASE

- CLICK on BUY PIN to purchase the Application PIN
- See image below for illustration

- ENTER your Name, email and phone number and then CLICK on PAY ONLINE
KENULE BEESON SARO-WIWA POLYTECHNIC BORI PART-TIME APPLICATION PROCESS

- See image below for illustration

![Application Form]

- SELECT your Card type and CLICK on Next
- See image below for illustration

**Confirmation Form**

Please confirm your order

<table>
<thead>
<tr>
<th>Order ID</th>
<th>DC15201407E64E</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee Name</td>
<td>ENO JAJA</td>
</tr>
<tr>
<td>Amount</td>
<td>NGN4500.00</td>
</tr>
<tr>
<td>Transaction Fee</td>
<td>NGN300.00</td>
</tr>
</tbody>
</table>

Full Name: ENO JAJA
E-Mail: enojaja@yahoo.com
Phone: 08077777777

![Payment Options]

- ENTER your Card details and CLICK on PAY
- See image below for illustration
If payment is successful, you will see on your screen, a Transaction Success Page containing your Application PIN

See image below for illustration

**Transaction Success**

**Dear LOW, DEJI SATURDAY,**

Thank you for using PinShop, and thank you for making a purchase from us. Your Transaction ID is CP16072014F09F0C. Should you require further assistance in regards to this purchase or any other matter, kindly email sales@ust.edu.ng and we will be pleased to assist you.

Here is/are your order details:

**Date:** 2014-07-16 10:52:26  
**Amount:** ₦100.00

Your PIN is: 2742MBUI

*Please also note that an email containing your Application PIN will be sent to the email address provided by you.*

- Close the Transaction Success page

**APPLICATION PROPER**

**ENTER PIN**

To begin application after buying Pin;

- **CLICK** on APPLY NOW at the top right of the HOME page
- **SELECT** your preferred application
- **ENTER** your Application PIN into the box provided and **CLICK** on Start Application
KENULE BEESON SARO-WIWA POLYTECHNIC BORI PART-TIME APPLICATION PROCESS

- See the image below for illustration

Enter Application Payment

- Enter your application PIN if you have already started your application
- Click Buy PIN if you want to start a fresh application
- Click Start Application to continue

Application Name: 2016/2017 Application for admission into part-time ND and HND programme

Programme: PART-TIME

PIN: **********

Start Application  Buy PIN

Please note that if you had already started your application, you are only required to enter your Application PIN as shown in the instruction above.

COURSE SELECTION

- SELECT your preferred courses of choice (i.e. 1st choice & 2nd choice), then CLICK on NEXT
- See the image below for illustration

COURSE SELECTION

- Study in View: HIGHER NATIONAL DIPLOMA
- Faculty/School: MANAGEMENT SCIENCES
- Department: BUSINESS ADMINISTRATION AND MANAGEMENT
- Option:

Second Choice

- Faculty/School: MANAGEMENT SCIENCES
- Department: BANKING AND FINANCE
- Option:
**UPLOAD PASSPORT**

- **UPLOAD** your Passport photograph and then **CLICK** on **Next** (NB: All Uploads must be in JPEG Format and not to exceed 15KB)

**UPLOAD DOCUMENTS**

- **CLICK** on each link provided to upload relevant documents which includes; O'level, birth certificate/age declaration, LGA Identification letter. Then **CLICK** on **Next**
- **See the image below for illustration**

### Upload Documents

- Click to Upload First Sitting O' Level Result
- Click to Upload Second Sitting O' Level Result
- Click to Upload Your Birth Certificate/Age Declaration
- Click to Upload Your LGA Identification Letter

**Uploads** NB: All documents MUST be uploaded in PDF format ONLY.

Please note that if uploads are successful, then it would be indicated on the link as seen in the image below

### Upload Documents

- First Sitting Olevel Result *(Uploaded)* | Click here to re-upload
- Second Sitting Olevel Result *(Uploaded)* | Click here to re-upload
- Birth Certificate/Age Declaration *(Uploaded)* | Click here to re-upload
- LGA Identification Letter *(Uploaded)* | Click here to re-upload
- National Diploma Certificate or Success Letter *(Uploaded)* | Click here to re-upload

**Uploads** NB: All documents MUST be uploaded in PDF format ONLY.
PERSONAL DETAILS

- **FILL OUT** Biodata form correctly and **CLICK** on **Next**
- **See the image below for illustration**

![Personal Details Form](image)

**ACADEMIC DETAILS (INSTITUTIONS ATTENDED)**

- **FILL OUT** institutions attended as appropriate and **CLICK** on **ENTER**
- If more than one institution, **REPEAT** action as above then **CLICK** on **Next**
- **See the image below for illustration**

![Institutions Attended Form](image)
ACADEMIC DETAILS (RESULTS)

- Fill out O/A Level results as appropriate (as indicated in the instruction provided).
- See the image for illustration.

Please note that if application is HND then **CLICK** on **Add Another Result** to add your National Diploma results.

- **FOLLOW** instruction below to complete this step;
  - **Examination**: Should be ‘National Diploma/Others’
  - **Year**: This should be the year you graduated
  - **Exam no**: Your matriculation number
  - **Exam center**: Name of the school you got the National Diploma
  - Then click on the subject tab and chose ‘OTHER SUBJECTS’
  - Enter the subject and click on the arrow where you have the grade ‘A1’ and enter the appropriate grade
- See the image below for illustration.
KENEULE BEESON SARO-WIWA POLYTECHNIC BORI PART-TIME APPLICATION PROCESS

- Click Enter to upload the subject and proceed to the next entry
- Click Reload if you wish to retrieve a previously uploaded data [enter details of the exam before clicking on reload]
- Click Add Another Result to add a new result

- CLICK on Next to continue

WORK EXPERIENCE

- FILL OUT your Work Experience as appropriate and CLICK on Enter
- If more than one Employment, REPEAT action as above then CLICK on Next
- See the image below for illustration

APPLICATION FORM

After successful completion of online application steps, the NEXT button takes you to the Final Page of your Application, which is the summary page (APPLICATION FORM).

- CLICK on Print to print out your APPLICATION FORM
  (Please note that ALL COMPLETED ONLINE FORMS MUST BE PRINTED AND SUBMITTED TO THE CENTRE FOR CONTINUING EDUCATION, KENEULE BEESON SARO-WIWA POLYTECHNIC, BORI OR THE LIAISON OFFICE, KENEULE BEESON SARO-WIWA POLYTECHNIC; 4 MOSCOW ROAD, PORT HARCOURT)
- CLICK on Submit your Application and Close to close your application (Please note that you cannot be able to edit any application step if you click on the 'Submit your Application and Close' button.)
- See image below for sample of Completed Application Form
KEN SARO-WIWA POLYTECHNIC
P.M.B. 20
BORI

A. AREA OF CHOICE

<table>
<thead>
<tr>
<th>School / Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Management Sciences</td>
</tr>
<tr>
<td>Business Administration and Management</td>
</tr>
<tr>
<td>Banking and Finance</td>
</tr>
</tbody>
</table>

B. PERSONAL DETAILS

<table>
<thead>
<tr>
<th>Name of Applicant Name(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>John</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>John</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Passport No:</th>
<th>Date of Birth:</th>
<th>Status:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Student</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Alternate Name:</th>
<th>State of Origin:</th>
<th>LGA:</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Smith</td>
<td>Rivers</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Town:</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rivers State</td>
<td><a href="mailto:JohnSmith@gmail.com">JohnSmith@gmail.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Career Address:</th>
<th>Home Address:</th>
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</thead>
<tbody>
<tr>
<td>Rivers State</td>
<td>Rivers State</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone No:</th>
</tr>
</thead>
<tbody>
<tr>
<td>0803-3456789</td>
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</tbody>
</table>

C. ACADEMIC RECORD

<table>
<thead>
<tr>
<th>Primary Institution</th>
<th>Address of Institution</th>
<th>Qualifications</th>
<th>Subject</th>
<th>Grade</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject</th>
<th>Grade</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Secondary School Certificate of Education A</th>
<th>School</th>
<th>Grade</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>National Examination (O' Level)</th>
<th>Subject</th>
<th>Grade</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>National Examination (A' Level)</th>
<th>Subject</th>
<th>Grade</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

D. WORKING EXPERIENCE

<table>
<thead>
<tr>
<th>Name of Company</th>
<th>Date of Employment</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phillips Ltd</td>
<td>2001</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

E. DECLARATION: The undersigned hereby declares that all the information given on this form is true and correct. I understand that any misinformation will constitute an offence and may result in legal proceedings. Signatures: 

[Signature]

[Signature]