

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

Online Applications

The following Programmes are currently available for application.

Click on the links below to start your application

S/NO	APPLICATION NAME	CLIENT(S)	PROGRAMME	QUALIFICATIONS IN VIEW	CLOSING DATE
1	2016/2017 APPLICATION FOR ADMISSION INTO PART TIME ND AND HND PROGRAMME	1. MANAGEMENT SCIENCES	PART-TIME	<ul style="list-style-type: none">• HIGHER NATIONAL DIPLOMA• NATIONAL DIPLOMA	2016-05-18

Click Here to Start Application

APPLICATION PIN PURCHASE

- **CLICK** on ***BUY PIN*** to purchase the Application PIN
- See 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

- **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

Please Confirm Your Details

Name ←

Fee Name 2016/2017 APPLICATION FOR ADMISSION INTO PART TIME ND AND HND PROGRAMME

Fee Amount

Email ←

Phone ←

←

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

Confirmation Form

Please confirm your order

Order ID CP1607201407B64E

Fee Name

Amount NGN4500.00

Transaction NGN300.00

Fee

Full Name : ENO JAJA

E-Mail :

Phone : 08033333333



Next>>

- **ENTER** your Card details and **CLICK** on **PAY**
- See image below for illustration

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

Webpay **CollegePAY Cinfores Limited**

ENO JAJA - info@ust.edu.ng

[Return to merchant site](#)

MasterCard™ Naira Debit **₦ 4,800.00**

CARD NUMBER
1233456778899000

EXPIRY DATE
Mar 2016

CVV2 [\(What is cvv2?\)](#)
...

Card PIN
....

3 8 4
5 1 0
9 2 6
Clr 7 Del

By clicking Pay, I have agreed to this service's [Terms and Conditions](#)

Pay ←

- 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 :Z742MBUL

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

Hits You have 0 Hits on this IP

Study in View

Faculty/School

Department


Option

Second Choice

Faculty/School

Department

Option

Back Next 

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

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.

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

PERSONAL DETAILS

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

Personal Details

Passport 

Surname: Boma

First Name: Lawson

Other Names: Jack

Maiden Name:

Date of Birth: 1989-06-07

Marital Status: Single

Sex: Male

Nationality: Nigerian

State of Origin: Rivers

L.G.A.: Okrika

Contact Address: Road 313 House 3 Trans Amadi Gardens off Peter Odili Road Port Harcourt Rivers State

Mobile Phone No.: 08032233772

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

Institutions Attended

Institution/Address:

Start Date: January 1971

Qualification: [Select]

Course:

Classification and GPA:

Enter Remove

Back Next

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

ACADEMIC DETAILS (RESULTS)

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

O/A level Results

How to Use This Form

- Enter the examination details (Exam name, year exam was taken, exam no., exam center)
- Select the Subject, Grade and C.G.P.A. where applicable
- 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 **Next** to move to the next step

NB: You need a minimum of **five (5)** subjects to move to the next form.

Examination	<input type="text"/>
Year	<input type="text"/>
Exam. No.	<input type="text"/>
Center	<input type="text"/>

Subject	Grade	CGPA/Diploma	Action
<input type="text"/>	A1	<input type="text"/>	<input type="button" value="Enter"/> <input type="button" value="Remove"/>

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

<input type="text"/>	A1	<input type="text"/>	<input type="button" value="Enter"/> <input type="button" value="Reload"/>
Other Subjects	DIPLOMA/OTHERS	Year	2003
Accounts		Grade	CGPA(Diploma)
Add.General Science		A1	
Add. Maths			
Agricultural Science			
Applied Electricity			
Arabic			
Arithmetic/Basic maths			
Art			
Auto-Mechanics			
Basic Electricity			
Bible knowledge/ C.R.K			
Biology			
Biology (Alt. Syll)	SECONDARY SCHOOL CERTIFICATE(WAEC)	Year	2011
Book-keeping/ Accounts			
Building Construction			
Business methods / management			
Chemistry			
Chemistry (Alt. Syll)		Grade	CGPA(Diploma)
		A1	

KENULE 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

Employer and Address of employer	Nature Of Job	From	To	Action
Seashell Limited/ 15B Trans Amadi Layout PH	Front Desk Officer	2011	TILL DATE	Remove

Employer /Address of Employer

Nature Of Job

Start Date: January 1970

End Date: January 1970 TILL DATE

Enter Remove

Back Next

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, KENULE BEESON SARO-WIWA POLYTECHNIC, BORI OR THE LIAISON OFFICE, KENULE 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

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



KEN SARO-WIWA POLYTECHNIC P.M.B. 20 BORI

APPLICATION NO:
2016/200514

APPLICATION FOR ADMISSION INTO PART-TIME PROGRAMS FOR SESSION 2016/2017

SESSION:

A. AREA OF CHOICE

School: SCHOOL OF MANAGEMENT SCIENCES

First Course Dept.: BUSINESS ADMINISTRATION AND MANAGEMENT

Second Course Dept.: BOOKING AND FINANCE

Programme of Study: PART-TIME



B. PERSONAL DETAILS

Name of Applicant:

Surname: Bessa

First Name: Lawson

Other Names: Jack

Previous Names: _____

Date of Birth: 1999-06-07 Marital Status: Single

Nationality: Nigerian State of Origin: Rivers

L.G.A.: Odiaka District: _____

Home Town: _____ Email: kenulebeeson@gmail.com

Current Address: Road 212 House 2 Trana Amadi Gardens off Peter Odili Road Port Harcourt Rivers State

Name and Address of Parent/Guardian: Bessa Jack, Road 212 House 2 Trana Amadi Gardens off Peter Odili Road Port Harcourt Rivers State | Bessa Jack, Road 212 House 2 Trana Amadi Gardens off Peter Odili Road Port Harcourt Rivers State

Name and Address of next-of-kin: Bessa Jack, Road 212 House 2 Trana Amadi Gardens off Peter Odili Road Port Harcourt Rivers State

Phone No: _____

C. ACADEMIC RECORD

For Primary institutions attended with date:

Name and Address of Institution	From	To
Dr World International Secondary School Port Harcourt	1999	1999

Qualifications

WEST AFRICAN SCHOOL CERTIFICATE/ GENERAL CERTIFICATE OF EDUCATION (W/ASSCE)

Subjects	Grades	Year
----------	--------	------

SENIOR SECONDARY SCHOOL CERTIFICATE (SSCE)

Subjects	Grades	Year
----------	--------	------

WEST AFRICAN SCHOOL CERTIFICATE/ GENERAL CERTIFICATE OF EDUCATION (W/ASSCE)

Subjects	Grades	Year
----------	--------	------

SENIOR SECONDARY SCHOOL CERTIFICATE (SSCE)

Subjects	Grades	Year
English Language	B3	2011
Mathematics	A1	2011
Accounting	A1	2011
Science	C3	2011

Date: _____
Center: _____
No.: _____

Date: _____
Center: _____
No.: 123456789

NATIONAL EXAMINATION (NECO)

Subjects	Grades	Year
----------	--------	------

NATIONAL DIPLOMA/ OTHERS

Subjects	Grades	Year
----------	--------	------

Date: _____
Center: _____
No.: _____

Date: _____
Center: _____
No.: _____

WORKING EXPERIENCE

Name and Address of Employer	Nature of Job	From	To
Seasoft Limited/ 158 Trana Amadi Layout PH	Front Desk Officer	2011	TILL DATE

I, **DECLARATION Bessa, Lawson, Jack** hereby declare that all the information given in this form is accurate. I understand that any false information will automatically disqualify me from being considered for admission in, or continuing with any course of study in the Polytechnic.

Signature: _____ Date: _____

[BACK](#) [Print](#) [Submit Your Application and Close](#)