



JIGAWA STATE POLYTECHNIC DUTSE
NEW STUDENTS' REGISTRATION GUIDELINE (2016/17 SESSION)
You are kindly advised to follow the below outlined procedures for the ONLINE registration!!!

Step_1

Visit www.jigpoly.edu.ng, on the home page, under the **New Students** Tab, click **Portal Login**

Step_2

Enter Username and Password (**Note: your username mobile number & password is the word **password****) . Ensure to set your **NEW** password to your **mobile number**. **Warning!!! Do not use 12345678 as password**.

Step_3

Proceed to make payment of the registration fees shown on your portal page. You may pay using any of the available payment methods.

*If your payment was made at the bank branch, proceed to **Step_4**, Else if your payment was made using Master Card, **Skip Step_4 and proceed to Step_5***

Step_4

Verify your payment by entering the **RRR number** writing on the invoice issued to you by the bank.

Step_5

- a. Upload a recent passport (JPEG or PNG format not more than 100kb)
- b. Scan and Upload your signature (JPEG or PNG format not more than 100kb)
- c. Update your Biodata and the Medical form

Step_6

Add and Register all courses for Year I only (**1st and 2nd Semester inclusive**). You may wish to ask your Department for the list of courses to be registered.

Step_7

Print the following forms:

- i. Profile Form
- ii. Medical Form
- iii. Course Registration Form (**1st and 2nd Semester**)

Step_8

Proceed to:

- i. Your department for endorsement of course registration form
- ii. Bursary for endorsement
- iii. The School Clinic for registration and endorsement of medical form

Step_9

Produce two (2) copies each of the profile form, course registration, medical form and all your credentials

Step_10

Proceed to your college for collection of student files. Attached recent passports and insert copies of the documents mentioned in Step_9 in each file.

Step_11

Submit the student files to your College Admin Officer

IMPORTANT DATES!!!

- *Opening of registration porta → 05/12/2016
- *Closing of registration portal → 16/12/2016
- * Commencement of lectures → 19/12/2016