

## **OFFICE OF REGISTRATION AND ADMISSIONS**

### **PROCEDURES FOR ONLINE APPLICATION FOR RWANDA POLYTECHNIC HIGHER LEARNING INSTITUTION**

#### **Step one. Signing up and generating an application number**

Open the Rwanda Polytechnic website([www.rp.ac.rw](http://www.rp.ac.rw)) => **online services** => **Online application** or follow the link <https://application.rp.ac.rw/> and *click on register*. Fill the given form by providing your names, valid email and password.

Then after, an applicant will receive an email with your application number starting with **19RP**

#### **Step 2. Payment of application fees**

An applicant Make a payment for a non-refundable application fee of 5000frw using MTN mobile money by dialing \*720# ==> then **chose 4**==> write your **application number**==>**choose 1**==> verify if the system recognizes **your Names** choose one and confirm your payment by providing your MTN **Momo PIN**.

**Payment at the counter.** Students can also pay at any nearest Cogebank branch counter by providing the **Student Application number** to the cashier of that branch.

#### **Step 3. Signing in and starting application process.**

After you have paid and received a confirmation message, go back to the login on the link <https://application.rp.ac.rw/>, click login and provide your credentials and sign in. After you have signed in to your account, you will find your payment details on the right hand side of your interface.

#### **Step 4: Application process**

In the form you are provided, fill it in respect to the requested information and then click on apply.

**NB: On choices be careful when making choices,**

1. *An applicant must choose from one college once*
2. *An applicant must also choose one option/course once*



***Example: If you choose Construction at IPRC Kigali, you cannot choose any other course from IPRC Kigali and again you cannot choose construction at any other RP college.***

References to the workshop conducted by Directors of academic services of all Rwanda Polytechnic conducted from 15<sup>th</sup> april 2019-19<sup>th</sup> April 2019 at Nyamata TVET school regarding revision of student handbook and criteria for online application for the academic year 2019/2020.

The following amendments have been made and implemented in the students' application system.

- ✓ ***An applicant must choose all three courses for all choices at different RP Colleges.***
- ✓ ***An applicant must apply for only one option/course once across all RP colleges***
- ✓ ***An applicant has a maximum of three choices of option/course of study***
- ✓ ***WDA and REB Students of 2018 don't need to attach the result slips during applying***

  
NIMPANO Desire

Ag Registrar/ Rwanda Polytechnic

