

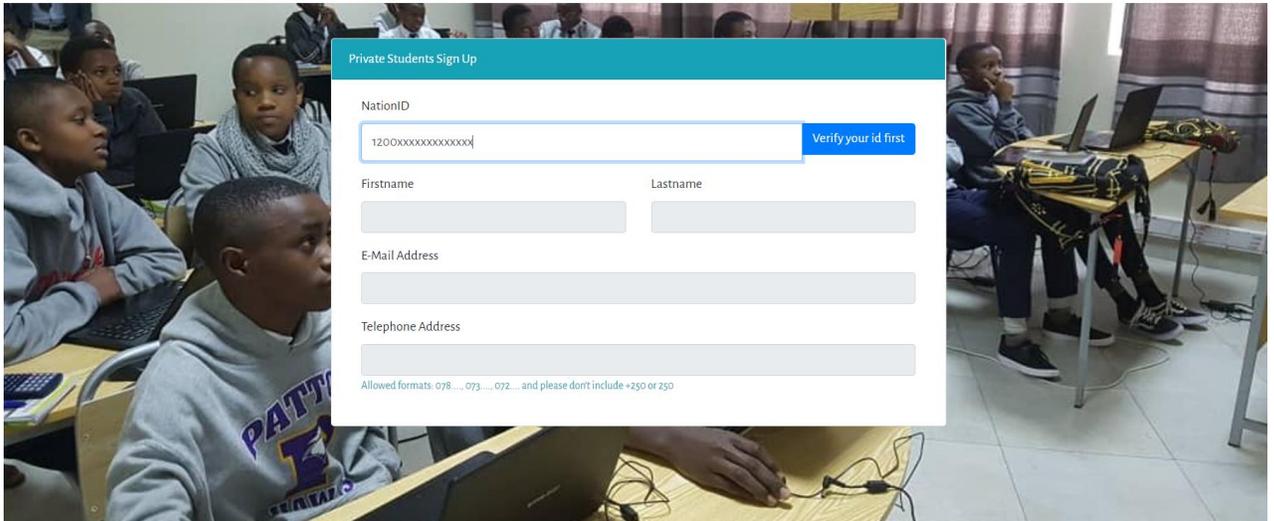
GUIDELINES ON PRIVATE SPONSORED APPLICATION STEPS

Application for private sponsored students is basically done in the following steps

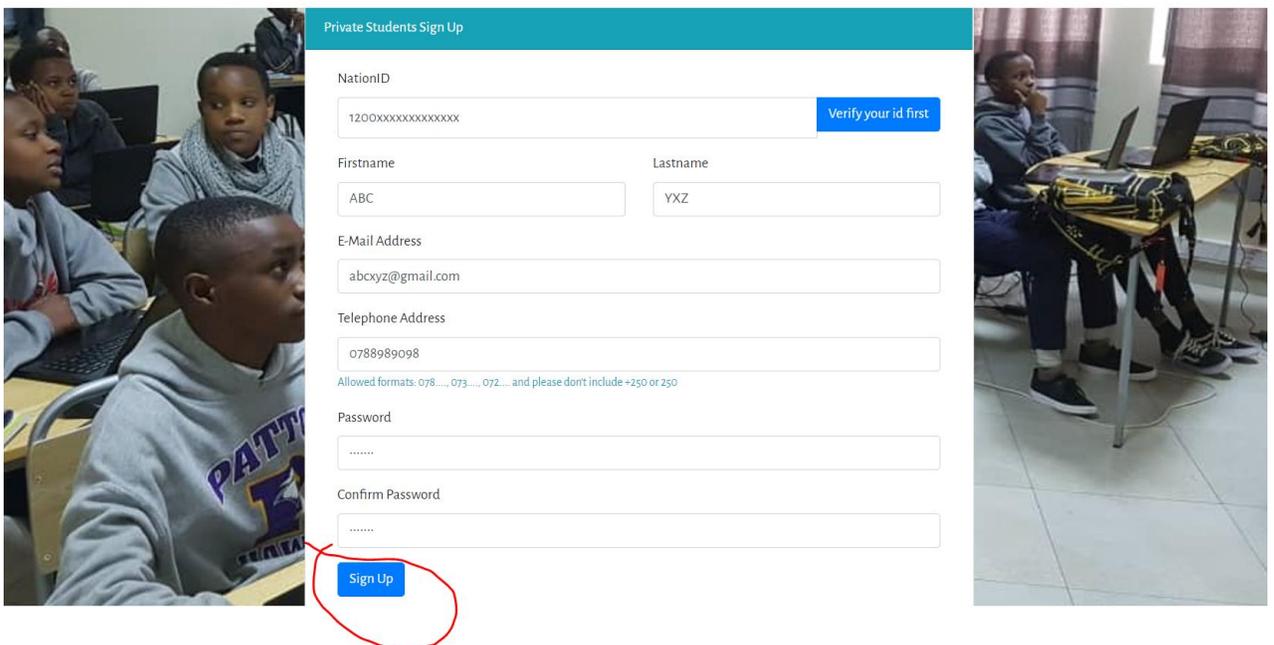
1. Creating a student account

This is done by the following steps:

- Click on the link <https://mis.rp.ac.rw/student/signup/private>
- Provide national ID number or Passport and then verify your id first.

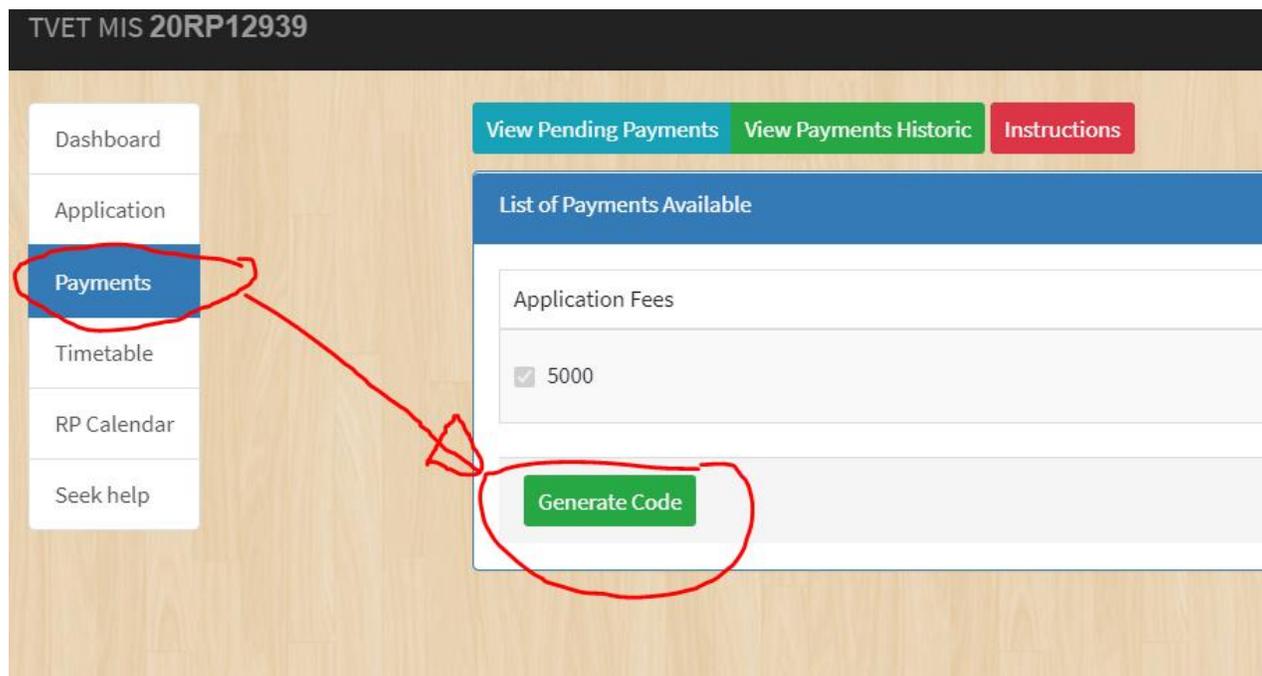


If a student already has applied in this academic year, his/her names will automatically be filled. Otherwise he/she must fill the form below and signup



2. Generating payment invoice

On the left panel of the dashboard, click on Payments, generate code as shown in the figure below



Click on generate code then confirm and pay button shown below.



3. Payment of Application fees

NB. An applicant who had applied in the previous applicants in academic year 2020 - 2021 will not pay application fees again and will maintain his or her registration number.

Payment of application fees equivalent to 5000RWF is done using one of the following two ways **after generating code/Invoice.**

- i. **Using MTN Momo or Airtel Money**
Dial *508*4# → 1(Rwanda Polytechnic) → Enter your registration number that begins with **20RP..**, Verify if the system brings your names. If so, confirm and enter your Momo or Airtel pin and Pay.
- ii. **Paying directly at cogebank**

Present your student registration number to the teller at any cogebank branch not Agent. The teller must tell your names, then you pay. Otherwise, you stop and first complete step 3 (Generating and Invoice).

4. Filling and submitting application form

Click on application menu on the right of the dashboard, the below application form is open to students who have completed payment.

The screenshot shows a web application interface. On the left is a vertical navigation menu with items: Dashboard, Application (circled in red), Payments, Timetable, RP Calendar, and Seek help. The main content area contains a form with the following fields: 'Select Examiner' (dropdown), 'Index Number (Senior 6) *' (text input), 'Option Offered (Senior 6) *' (dropdown), 'School Attended (Senior 6) *' (text input), and 'Aggregates Obtained (Senior 6) *' (text input). Below these is an 'Attachments' section with 'Photo *' and 'Diploma / Certificate *' sections, each containing 'Choose photo To Upload' and 'Choose photo' buttons. The 'National ID / Passport' section also has 'Choose photo To Upload' and 'Choose photo' buttons. The 'Application Choice' section includes 'College' (dropdown with 'Select Polytechnic'), 'Department' (dropdown with 'Select Department'), and 'Program' (dropdown with 'Select Program'). At the bottom, a blue 'Submit Application' button is circled in red. A large red handwritten note 'Fill this form' is written across the center of the form.

Fill the above form provided and click on submit Application button.

5. Admission decision.

The admission decision will be sent on the email provided by the applicant and once an applicant is ADMITTED, he/she CAN continue with REGISTRATION process.