



THE FEDERAL POLYTECHNIC, ILARO OGUN STATE.

OFFICE OF THE REGISTRAR

2024/2025

ADMISSION INTO HIGHER NATIONAL DIPLOMA (HND) WEEKEND PROGRAMMES

Applications are invited from suitably qualified candidates for admission into The Federal Polytechnic, Ilaro for Weekend Programmes leading to the award of Higher National Diploma (HND) qualification for Programmes in the following Schools:

- 1.1 **SCHOOL OF COMMUNICATION AND INFORMATION TECHNOLOGY:**
Departments: Mass Communication with specialization in Journalism and Media Studies, Office Technology and Management (**Secretarial Studies**), Library & Information Science and Music Technology.
- 1.2 **SCHOOL OF ENGINEERING:**
Departments: Civil Engineering, Computer Engineering, Electrical/Electronic Engineering with options in: (i) Electrical Power and Machines, (ii) Electronic and Telecommunications Engineering, (iii) Instrumentation and Control, and **Mechanical Engineering with options in:** (i) Plant and Power Engineering Technology, (ii) Manufacturing Engineering Technology (iii) Automotive Engineering Technology.
- 1.3 **SCHOOL OF MANAGEMENT STUDIES:**
Departments: Accountancy, Banking and Finance, Business Administration and Management, Insurance, Marketing, Public Administration and Taxation.
- 1.4 **SCHOOL OF PURE AND APPLIED SCIENCES:**
Departments: Computer Science with specialization in (i) Networking and Cloud Computing (ii) Web Technology and Software Development, Food Technology, Nutrition and Dietetics, Hospitality Management Science Laboratory Technology with options in: (i) Chemistry (ii) Physics with Electronics (iii) Environmental Biology (iv) Microbiology (v) Biochemistry.
- 1.5 **SCHOOL OF ENVIRONMENTAL STUDIES:**
Departments: Arts and Design, Estate Management & Valuation and Building Technology.

DURATION OF ALL PROGRAMMES: 6 SEMESTERS WEEKEND PROGRAMMES

- 2.0 Please Note that candidates for HND Weekend Programmes are not eligible to go for NYSC but will be given a Certificate of Exclusion by the NYSC
- 3.0 **HND WEEKEND ENTRY REQUIREMENTS**
Applicants seeking HND Weekend Admission must possess:
 - (i) National Diploma **not below Lower Credit (with a CGPA not less than 2.50)** and basic requirements for the National Diploma Programme in the applicant's discipline.
 - (ii) ND PASS with Two (2) years of Industrial Training Experience may be considered.
 - (iii) Possession of the specific SSSCE requirements i.e. WAEC/NECO/NABTEB/GCE O'Level for the programme for which the candidate is applying.
 - (iv) Good performance in the Screening exercise to be conducted by the Polytechnic.
 - (v) Minimum of One Calendar Year Post National Diploma relevant Industrial Training Experience (IT).
 - (vi) It is mandatory for all HND Applicants to register on the NBTE HND Admission portal.
 - (vii) The candidate's National Diploma academic transcript should be sent by the ND awarding Institution for Candidates who did not finish from The Federal Polytechnic Ilaro under Confidential Cover to: The Registrar, The Federal Polytechnic, Ilaro. **ADMITTED CANDIDATES SHALL NOT BE REGISTERED BEFORE THE RECEIPT OF THE ND ACADEMIC TRANSCRIPT**
- 4.0 **PROCEDURES TO OBTAIN FORM**
 1. Log on to www.federalpolyilaro.edu.ng
 2. Click on "Portal" on the main menu
 3. Scroll down to "New Application"
 4. Click on the "Generate Invoice" button
 5. To generate your invoice fill in your Name and other details (as you have them on your credentials) and select your programme of study.
 6. Proceed to the Bank with the invoice generated. Pay at the Bank and obtain RRR NUMBER
 7. Return to the Portal, repeat steps 1-3 above, and click on the "Fill Application Form" button
 8. Enter the RRR NUMBER obtained from the Bank
 9. Complete the Application Form.
 10. Scan and Upload the required documents.
 11. Confirm and submit. Print a copy of the Acknowledgement Slip.

5.0 **METHOD OF APPLICATION FOR ADMISSION**
Candidates seeking admission into The Federal Polytechnic, Ilaro are required to complete the Institution's Application Form available online at: <http://federalpolyilaro.edu.ng/> with effect from Friday, 6th December, 2024. *The closing date for the completion of the application form is Tuesday, 31st December, 2024*

6.0 GENERAL INFORMATION FOR ALL HND WEEKEND PROGRAMMES

*All candidates are expected to consult the Institution's Prospectus on the Website or in hard copy to ascertain their qualifications for the Programmes for which they are applying. Candidates should not register for Programmes for which they do not have the requirements. The admission to The Federal Polytechnic Ilaro is provisional; ANYTIME it is discovered that a candidate registered for a Programme for which he/she is not qualified or a candidate is in violation of any of the procedures and rules thereof, the admission would be **WITHDRAWN**.*

The Authorized Banks for this exercise are:

United Bank For Africa (UBA) Plc, WEMA Bank Plc, Polaris Bank, Union Bank Plc, Access Bank Plc, Ilaro Poly Micro-Finance Bank.

FOR THE AVOIDANCE OF DOUBT, ALL TRANSACTIONS MUST BE PROCESSED ON THE REMITA PLATFORM

ALL CANDIDATES ARE EXPECTED TO UPLOAD (IN PDF FORMAT) CLEAR AND READABLE COPIES OF THEIR CREDENTIALS AND TESTIMONIALS/LETTER OF RECOMMENDATION. CANDIDATES WHOSE UPLOADED DOCUMENTS ARE NOT EASILY READABLE WOULD FORFEIT THEIR ADMISSIONS.

THE INVOICE AND RRR MUST BE OBTAINED IN THE NAME OF THE APPLICANT; THE INVOICE MUST BE GENERATED FROM THE PORTAL. THE INVOICE CONTAINS THE RRR TO BE PROCESSED. THE INSTITUTION SHALL NOT BE LIABLE FOR COMPLICATIONS THAT MAY ARISE WHEN RRR IS GENERATED AND PAYMENT IS PROCESSED WITHOUT GOING THROUGH THE PORTAL.

ALL THE NAMES USED BY THE APPLICANTS MUST CORRESPOND WITH WHAT IS IN WAEC/NECO, NATIONAL DIPLOMA (ND) AND JAMB DOCUMENTS. ANY DIFFERENTIAL IS NOT ACCEPTABLE FOR ADMISSION.

APPLICANTS ARE ADVISED TO VISIT THE INSTITUTION'S WEBSITE FROM TIME TO TIME FOR INSTRUCTIONS, UPDATES AND NOTIFICATIONS.

MRS. A. F. BABATOLA **FCBAN**
REGISTRAR

