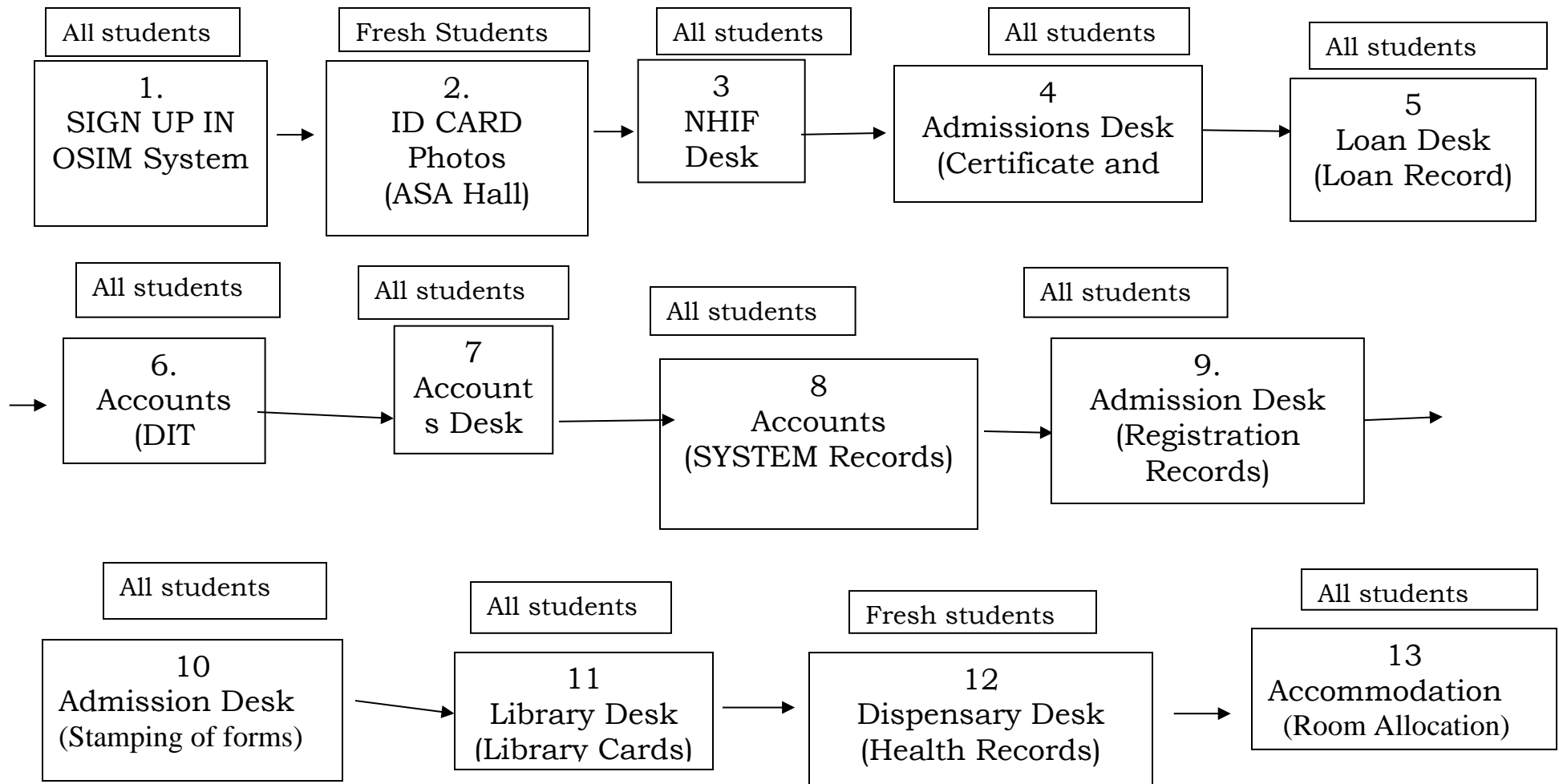


SEMESTER I PROPOSED REGISTRATION PROCEDURE FOR ALL STUDENTS FOR THE YEAR 2016/2017

The flow chart below is to be followed (To follow the procedure)



THE FOLLOWING REQUIREMENTS ARE TO BE FULFILED IN EACH STEP

- Step 1 -Student to pay Institute fees to CRDB and NBC Bank Accounts
Student must fill the correct Names registered by DIT and DIT
Registration No (for continuing students) in the Bank Pay-in-slip
- Step 2 All students to sign up in the **online OSIM** system and fill required
information at least 24.hours after fee payments
- Step 3 -Verification of NHIF Records and processing NHIF Cards
- Step 4 -Submit dully filled joining instruction with glued required photos
- Show bank pay-in slip.
-Show original certificates, birth certificates etc for verification
-Submit copies of certificate requested in the joining instruction
-Show four stamp size and two colored passport photographs.
- Step 5 Bachelor Degree students Loan verification
- Step 6 Submit bank pay-in slip for verification
-Collect payment receipts
- Step 7 -Submit DIT Receipt together for -Entering payment records into
lager books
- Step 8 -Verification of student's payment in the OSIM Accounts
Registration system
- Step 9 Verification of student's payments for registration confirmation
through OSIM system
- Step 10 -Show signed DIT Receipt by the accounts and Admission offices for
stamping to give registration status (***Stamped DIT Receipt by
Registrar's stamp indicates that the student is registered***)
- Step 11 -Show stamped DIT Receipt
-Submit stamp size photo for library card preparation and collection
- Step 12 -Submission of joining instruction for medical form
Verification
-Collection of joining Instructions
- Step 13 -Show stamped registration form for Accommodation and room
assurance and room allocation (for those who are in campus)

**NOTE: -FEES FOR DITSO, NHF AND ACCOMMODATION must
paid in the DIT Account through NBC Ltd branches,**

**Account No 011103005481, and account name
COMMONWEALTH POLITECHNIC IN AFRICA (CAPA).
The receipt for accommodation should be separate**

**-ID CARDS WILL BE ISSUED AFTER COMPLETION OF
PREPARATION**