



National Higher Polytechnic Institute (NAHPI)  
(School of Engineering)

Ecole Nationale Supérieure Polytechnique (ENSPB)  
(Ecole d'Ingénieurs)

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Ref No 2111 /UBa/NAHPI/HD-SAS/HOS-SR SDC

Date: 12 OCT 2021

## Registration Procedure for Freshmen and Returning Students into the National Higher Polytechnic Institute (NAHPI)

### FRESHMEN (YEAR 1 AND DIRECT YEAR 3)

Step 0: Present Originals and photocopies of all entry certificates and birth certificate at the Division of Student Affairs of NAHPI for verification, **LATEST 10<sup>th</sup> November 2020**.

### **Online Registration and Payment of School Fees**

- Step 1: Go to the University website ([www.uniba.cm](http://www.uniba.cm))
- Step 2: Get your **Registration Number** from the ADMISSIONS tab under the Admissions Menu.
- Step 3: Visit the website [www.ubastudent.online](http://www.ubastudent.online) and create a **Student Account** using your registration numbers.
- Step 4: Log into your student account using your registration number and password, then download your **admission letter**.
- Step 5: Click on the "Pay Fee" tab and pay your online charges through **mobile money**.
- Step 6: Select to pay your registration, insurance, medicals and refundable caution fees. NB: Caution fee is incorporated in the registration fee.
- Step 7: Click your profile picture to access the drop down menu.
- Step 8: Click transaction details link to View, download and print receipts.

### **Verification and validation of receipts**

Step 9: Go to the **Division of Administrative and Financial Affairs** of NAHPI and submit four (4) copies each of the printed payment receipts for verification, validation and certification.

### **Medical checkup and health insurance**

Step 10: Go to the **UBa Health Unit** with a certified copy of your medical and insurance fee receipt for a routine medical checkup which is required for online account validation.

**NB:** Students who shall not have done the routine medical checkup shall not be able to register for courses online.



### **Course registration and form B**

- Step 11: Get a sample Form B (Course Registration form) from your **Head of Department**.
- Step 12: Log into your student account and register for your courses online following the sample form B.
- Step 13: Print two (2) copies of your Form B and submit to your Head of Department for certification.

### **Physical Registration**

- Step 14: Proceed to the Records Service of NAHPI and receive one stamped **Form A** to be filled diligently.
- Step 15: Compile and deposit a registration file containing the following documents at the service for Student Records;
1. Certified Birth certificate (1 copy)\*
  2. Certified GCE Ordinary Levels or Probatoire (1 copy) (**YEAR 1 ENTRY ONLY**)\*
  3. Certified GCE Advanced Levels, Advanced Technical Certificate or Baccalaureat (1 copy) (**YEAR 1 ENTRY ONLY**)\*
  4. Certified copy of First Degree/DIPET/UDT and/or Transcript (**YEAR 3 ENTRY ONLY**)\*
  5. One signed Form B
  6. Medical clearance.
  7. One passport size photograph
  8. One stamped A4 envelope addressed to parent or guardian.

*\*NB: Newly admitted students shall be requested to submit any of the documents (1,2,3,4) above listed only if:*

- i. The certified copies they submitted for the entrance examination are dated more than three (3) months as of 2<sup>nd</sup> November 2020.*
- ii. They did not submit their Advanced Level/Baccalauréat/Advanced Technical Certificates for the entrance examination.*

### **RETURNING STUDENTS**

1. A certified copy of each fee receipt (Registration, Medical, and Insurance, Student Dues).
2. Medical clearance form.
3. A Signed Form B for the current academic year.

**Registration deadline: Friday, 30<sup>th</sup> October 2021**



The Head of Division of Student Affairs and Studies  
**Fautso Kuiate Gaétan, Associate Professor**