

**ANNOUNCEMENT FOR REGISTRATION FOR FIRST YEAR  
STUDENTS, ACADEMIC YEAR 2022/2023**

Rwanda Polytechnic (RP) would like to remind all first-year, newly admitted students that the registration process for the academic year 2022-2023 will commence from **20<sup>th</sup> February**, and end on **5<sup>th</sup> March, 2023**. The registration is done online after paying the required fees **57,000 Rwf (non-refundable) which includes: Registration fees 50,000 Rwf; Student Identity card 2000 Rwf; Student Union Fees 3,000 Rwf; Insurance Against Accident 2,000 Rwf**. This concerns all newly admitted, repeated, and reintegrated students in Year I. A **proof of registration** will be required for a newly registered student to attend class.

**Note:**

1. Payment of registration fees is done at COGEBANQUE by first generating an invoice through the system and following the instructions given.
2. All students must report to their respective colleges by Monday, **27<sup>th</sup> February, 2023** to attend induction week.
3. All students will need to comply with the rules indicated in the **student handbook**.
4. For any support needed to complete the registration, please refer to the registration guidelines (attached).

Done at Kigali, on 15/02/2023.



**Dr Odette UMUGIRANEZA**

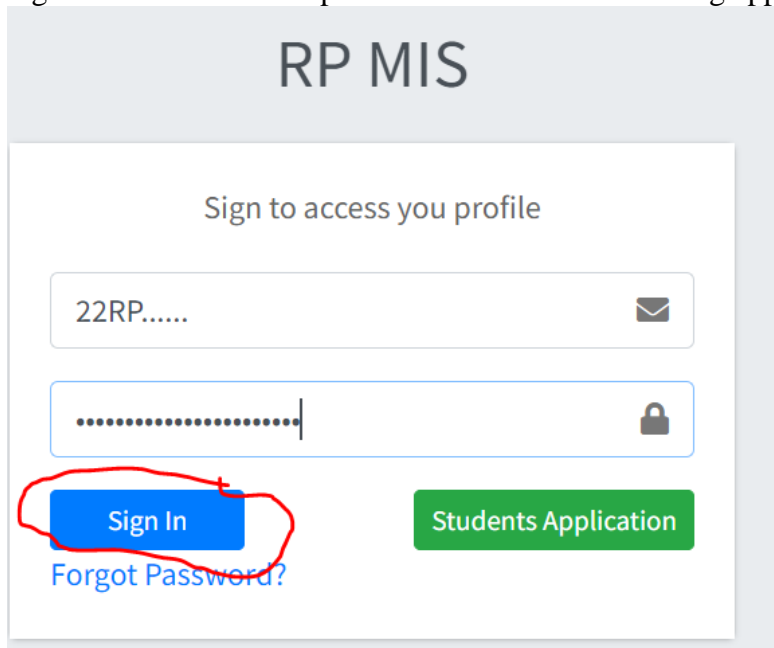
**Registrar**

**Rwanda Polytechnic**

## REGISTRATION GUIDELINES FOR NEWLY ADMITTED STUDENTS AT RWANDA POLYTECHNIC

### *Step 1: Signing into student portal.*

Sign into RP MIS accessible at <https://mis.rp.ac.rw> by providing the email address or your registration number and password that were used during application.



RP MIS

Sign to access your profile

22RP.....

.....

Sign In

Students Application

[Forgot Password?](#)

In case you forgot your password, reset it using your email address by clicking on **Forgot Password?**

### *Step 2: Payment of Registration Fees*

In your account, click on registration as shown below



# Welcome to your RP Student Portal

- Admission Letter
- Registration**
- Security

## Admission Details

Registration Number: **22RP** [redacted]  
 Index Number: [redacted]  
 National ID Number: [redacted]  
 Name: [redacted]  
 Email: [redacted]@gmail.com

College: **IPRC Karongi**  
 Department: **Information and Communication Technology**  
 Program/Option: **Advanced Diploma in Information Technology**

In the form provided, generate invoice for registration fees and pay following the instructions provided.

- Admission Letter
- Registration**
- Security

	Item	Amount
<input checked="" type="checkbox"/>	Student identity card	2,000
<input checked="" type="checkbox"/>	Registration Fees First year	50,000
<input checked="" type="checkbox"/>	Insurance against accident	2,000
<input checked="" type="checkbox"/>	Student union fees	3,000
	<b>Total</b>	<b>57,000</b>

**Generate Invoice**

### Step 3: Completing Registration Process

After payment is completed, refresh and click on registration again. Fill the form provided and click on **Register** as shown below

Dear UMUHOZA (22RP13656) fill the form below with your updated information, you must attach visible and update passport photo and notified S6/LS certificate

First Name	<input type="text" value="REDACTED"/>	Other Names	<input type="text" value="REDACTED"/>
Email	<input type="text" value="REDACTED"/>	Phone Number	<input type="text" value="REDACTED"/>
Gender	<input type="text" value="Female"/>	Date of Birth	<input type="text" value="2003-03-06"/>
Father's Name	<input type="text" value="Father Name"/>	Father's National ID	<input type="text" value="Father National ID"/>
Father's Phone	<input type="text" value="Father Phone"/>	Mother's Name	<input type="text" value="Mother Name"/>
Mother's ID	<input type="text" value="Mother's National ID"/>	Mother's Phone	<input type="text" value="Mother's Phone"/>
Guardian's Name	<input type="text" value="Guardian's Name"/>	Guardian's ID	<input type="text" value="Guardian National ID"/>
Guardian's Phone	<input type="text" value="Guardian's Phone"/>	National ID	<input type="text" value="REDACTED"/>
Nationality	<input type="text" value="Rwanda"/>	Province	<input type="text" value="Western Province"/>
District	<input type="text" value="Rubavu"/>	Sector	<input type="text" value="Rubavu"/>
Cell	<input type="text" value="Gikombe"/>	Village	<input type="text" value="Gafuku"/>
Disability	<input type="text" value="Not Applicable"/>	Refugee	<input type="text" value="No"/>

#### Attachments

Passport Photo	<input type="text" value="Browse... No file selected."/>	National ID/Passport	<input type="text" value="Browse... No file selected."/>
S6/LS Certificate	<input type="text" value="Browse... No file selected."/>		

I hereby confirm that the above information provided are mine and update.

Register

**Note: A student is registered and a Rwanda Polytechnic student after he/she has completed all the steps above and has Proof of registration.**