STELLA MARIS POLYTECHNIC UNIVERSITY

STUDENT ADMISSION & REGISTRATION GUIDE

Academic Year: 2025/2026

1. Admission for New Students

Entrance Examination Fee: \$30 USD
Special Entrance Exam Fee: \$100 USD

To be admitted, applicants must pass one or both entrance examinations.

- Students who pass both subjects must submit their required documents to the Admissions Office to obtain an admission letter.
- Students who pass only one subject must also submit their documents. They will be admitted on the condition that they retake the failed subject as a 'remainer course' during the academic year. These students are not allowed to carry more than 12 credit hours.
- Admission letters will be issued upon submission and review of documents.
- Returning students should pay \$10 USD for readmission.

Upon receiving your admission letter:

- 1. Meet with your academic supervisor for course guidance and planning.
- 2. Proceed to the Office of Student Affairs to obtain the Student Behavior Code and the Student Handbook.
- 3. Review the academic bulletin and select your desired courses manually.
- 4. Log in to your student portal to plan your courses online.
- 5. Print two copies of your billing information from the portal.
- 6. Present the billing copies to the Finance Office to receive a deposit slip.

2. Admission for Returning Students (Re-admission)

- Proceed to the Finance Office with your library clearance slip.
- If your previous semester's fees are cleared, obtain financial clearance.
- Request a deposit slip from the Finance Office and pay your current semester's fees.

3. Bank Payment Instructions

- Teachers' College & Agriculture College IB Bank
- Business College & Technical College EcoBank

After payment:

- 1. Present your deposit slip to the Finance Office to receive an official receipt.
- 2. After 24 hours, log in to your student portal to confirm your payment.
- 3. Select your academic session online.
- 4. Proceed to the Finance Office with your receipt to print your Registration Completion Form and receive a student copy of your receipt.
- 5. Submit the Registration Completion Form to the Admissions Office.

4. Contact Information

- Finance Office:
- Miss Edwina Cole (Deputy Director of Finance): +231770737643 / +231886849657
- Ms. Munah D. Toe (Student Scholarship Officer): +231775471900
- Admissions Office:
- Mrs Duwele G. Early (Director of Admissions) +231770583787
- Mrs Ellen Morris (Assistant Director of Admissions) 0886517789 / 0776713789

5. Installment & Payment Policy

- New Students Registration Fee: \$140 USD
- New Students' Registration Package (includes registration, T-shirt, and caps): *Full payment required.*
- Returning Students Registration Fee: \$110 USD. Full payment required.(Note: Returning students who have missed 3 semesters and more will have to buy the \$140 USD package of a T-shirt and Cap)
- Laboratory Fee: \$50 USD per lab. Full payment required.

Note: Tuition fees can be paid in two installments – 80% and 20% upfront.

- Minimum 80% of tuition must be paid to complete registration while the remaining 20% to be paid before mid-term.
- Tuition Rates Per Credit Hour:
- Business & Teachers' Colleges: \$20 USD per credit
- Agriculture & Technical Colleges: \$25 USD per credit
- Mother Patern College of Health Sciences: \$25 USD per credit

Important Dates:

- Registration Begins: August 4, 2025
- Classes Begin: September 1, 2025

Graduate School Admission

- Registration Fee (Old & New Students): \$100 USD
- Entrance Exam Fee: \$100 USD
- Tuition: \$100 USD per credit hour

Contacts for Graduate School Admission

- Emmanuel S. Siafa (Executive Assistant): +231770180776
- Mrs. Jovell Banwon (Office Assistant): +231775080295

Important Dates:

• Registration Begins: August 4, 2025

• Classes Begin: September 8, 2025