

INSTITUTE OF MANGEMENT AND TECHNOLOGY

NEW STUDENTS ADMISSION REGISTRATION PROCESS FLOW FOR 2016/2017

STEP 1	Student Checks and Prints the Offer of Provisional Admission Letter
STEP 2	Students log on to the portal, Generate payment invoice for Biometric and Acceptance Fee . Select Interswitch as the Payment Option and click on BOOK . Student proceed to the bank, and Pays with the generated Invoice.
STEP 3	Students returns from the bank, logon to the portal and print Acceptance Letter and Acceptance receipt .
STEP 4	Students Click on Student Profile , System Prompts to change the password . The student enters the old password (password) and new password and click on Change password . Students click on Fees to pay Tuition Fee and Hostel fee . Select correct session , Select Type of Installment , Select Interswitch as the payment option and click on Book . Student proceed to the bank, and Pays with the generated Invoice.
STEP 5	Students returns from the bank , logon to the portal and print Tuition and Hostel fee receipt .
STEP 6	Student proceed to the schools cash office to change the receipt
STEP 7	Student visits ICT CENTER for Biometric enrollment to get the schools ID card.
STEP 8	Student proceeds to the department for further departmental registrations.

CONTUNING STUDENT REGISTRATION PROCESS FLOW

STEP 1	Students Click on Student Profile , System Prompts to change the password. The student enters the old password (password) and new password and click on Change password . Students click on Fees , select correct Session , Select Type of Installment , Select Interswitch as the payment option and click on Book . Student proceed to the bank, and Pays with the generated Invoice.
STEP 2	Students returns from the bank , logon to the portal and print Tuition fee receipt .
STEP 3	Student proceed to the schools Cash Office and get School receipt.