



## **EXTENSION FOR APPLICATION FOR SHORT TERM TRAININGS OFFERED BY AFRICA DIGITAL MEDIA ACADEMY (ADMA)**

Rwanda Polytechnic (RP) would like to inform applicants wishing to pursue the short-term trainings at Africa Digital Media Academy (ADMA) that application is open through <https://mis.rp.ac.rw/adma> & the application period is extended until **30<sup>th</sup> March 2025**.

ADMA offers **one-year practical courses** in either **Event Video** (livestreaming, video production, video postproduction) or **Visual Communication** (3D modelling and graphic design). By using project-based learning with professional equipment, ADMA ensures mastery of both technical and creative skills. Students will participate in real client projects to build an impressive portfolio and develop essential soft skills like teamwork, problem-solving, and effective communication. This comprehensive approach ensures graduates are industry-ready, prepared for success in the world of digital media. Upon completion, students will be awarded a **Certificate of Competence**.

### **Requirements for Applicants:**

1. **Senior 6 Certificate/results slip** (or equivalence for international applicants)
2. **Copy of National ID** (or a valid passport for international applicants.)
3. The applicant must have a **valid email and password**.
4. Payment of a **non-refundable application fee** of 5,000 RWF.

### **Additional Information:**

- Names on the certificate, results slip, or equivalent must match the Rwandan National Identification (ID) (or passport for foreign applicants).
- The Event Video and Visual Communication courses will each last for **one year**. Upon successful completion, students will be awarded a **Certificate of Competence**.
- Selection and admission of applicants will be based on demonstration of prior multimedia engagement, English fluency, and availability for all course activities.
- All applicants will study on a **full-time (day)** basis on weekdays. Applicants cannot study both courses simultaneously.
- After successful completion of the application, a confirmation email with your application will be sent to your email address
- **Tuition** for each course is **696,000 RWF**, payable in three installments
- The steps for application, the programs to which you will apply for, and the requirements for joining them, are detailed in the annex.

For more details, visit <https://mis.rp.ac.rw/adma> or contact: **adma@rp.ac.rw**.  
Done at Kigali, 17<sup>th</sup> March, 2025.

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Dipl.-Ing. Ephrem MUSONERA

Deputy Vice Chancellor in charge of Academics, Research and Institutional Advancement  
Rwanda Polytechnic



Select "Create Account"

Create an account

LOGIN

Enter application number

Check Admission Decision

### Application Requirements

- Senior 6 Certificate/results slip (or equivalence for international applicants)
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- Tuition for each course is 696,000 RWF, payable in three installments

### Payment Guidelines

- Browse [schoolgear](#) ==> Write your Registration number
- Select RP in the school list then click on **SEARCH** and make sure that the system brings your name
- Click on **GENERATE BILLING NUMBER** Enter MTN number then click on pay or **ISHYURA** and complete your payment using MTN MOMO

#### Alternatively

- Dial **\*700#** using MTN momo
- Write the application code / Registration number that was sent to you via the email you provided and then yes
- Type RP where the system request for school code
- Make sure that it matches your names, then confirm and complete registration

You can also pay at any cobebank branch by presenting your application code to the cashier/teller

Select year you graduated  
(If year is not present then  
type it in manually  
And press "Enter" to  
accept year)

### Application Portal

Rwanda

S6 / L5 year

2022

2023

2024

Choose country

## Application Portal

Rwanda

2020

[Instead Login](#)

Proceed

Press "Proceed"

Fill in all your relevant details in each field.

### Create Student account 2025 - 2026

**Index number**

**National ID**

**First Name**

**Last Name**

**Email**

**Phone Number**

**Birth Date**

**Password**

**Re-type Password**

< 2025 >

Jan	Feb	Mar
Apr	May	Jun
Jul	Aug	Sep
Oct	Nov	Dec



Press the calendar icon to bring up date selector

## Create Student account 2025 - 2026

<b>Index number</b>	<input type="text" value="121110PCM0112024"/>	✓
<b>National ID</b>	<input type="text" value="3200380116014632"/>	👤
<b>First Name</b>	<input type="text" value="Jon"/>	👤
<b>Last Name</b>	<input type="text" value="Smith"/>	👤
<b>Email</b>	<input type="text" value="██████@gmail.com"/>	✉
<b>Phone Number</b>	<input type="text" value="078652977"/>	☎
<b>Birth Date</b>	<input type="text" value="██-██-02-25"/>	📅
<b>Password</b>	<input type="password" value="....."/>	🔒
<b>Re-type Password</b>	<input type="password" value="....."/>	🔒

Login Instead

Submit Profile

Select "Submit Profile"

John Smith

Security

### Welcome to your RP Student Portal

Home

Fill in ALL FIELDS...

#### Primary Information

<b>First Name</b>	<input type="text" value="John"/>	<b>Other Names</b>	<input type="text" value="Smith"/>
<b>Email</b>	<input type="text" value="...@gmail.com"/>	<b>Phone Number</b>	<input type="text" value="0786529..."/>
<b>Gender</b>	<input type="text" value="Male"/>	<b>Date of Birth</b>	<input type="text" value="2002-02-25"/>
<b>Parents/Guardian Phone</b>	<input type="text" value="Parents/Guardian Phone"/>	<b>National ID</b>	<input type="text" value="09876543"/>
<b>Nationality</b>	<input type="text" value="Rwanda"/>	<b>Province</b>	<input type="text" value="City of Kigali"/>
<b>District</b>	<input type="text" value="Gasabo"/>	<b>Sector</b>	<input type="text" value="Kimironko"/>
<b>Cell</b>	<input type="text" value="Bibare"/>	<b>Village</b>	<input type="text" value="Inyange"/>
<b>Disability</b>	<input type="text" value="Not Applicable"/>	<b>Refugee</b>	<input type="text" value="No"/>

< February 2002 >

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	1	2
3	4	5	6	7	8	9

#### Past Academics

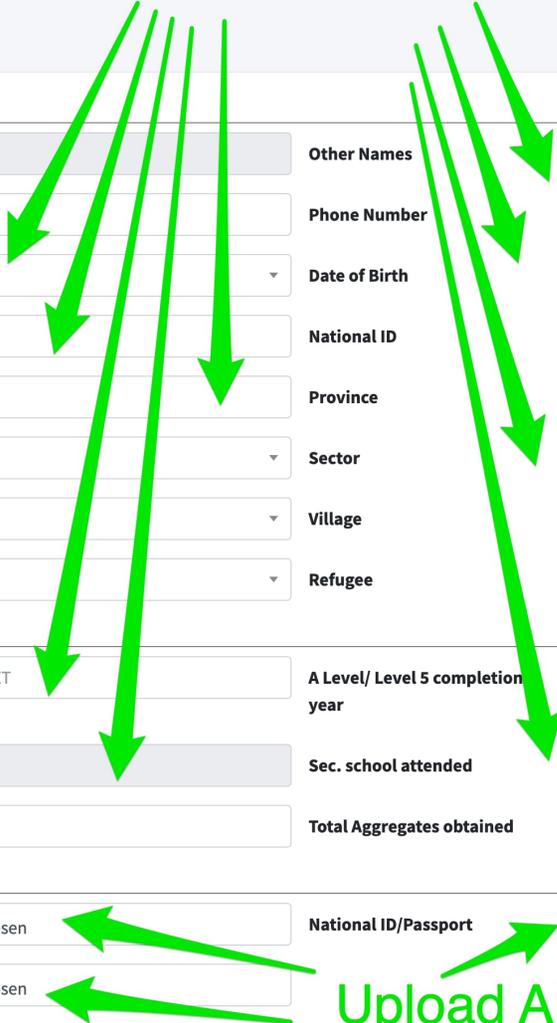
<b>Department</b>	<input type="text" value="General education or TVET"/>	<b>A level/ Level 5 completion year</b>	<input type="text" value="2020"/>
<b>A level/ L5 index Number</b>	<input type="text" value="23456789"/>	<b>Sec. school attended</b>	<input type="text" value="School Attended"/>
<b>Combination/ Trade</b>	<input type="text" value="Combination/Trade"/>	<b>Total Aggregates obtained</b>	<input type="text" value="Aggregates obtained"/>

#### Attachments

<b>Passport Photo</b>	<input type="text" value="Choose File No file chosen"/>	<b>National ID/Passport</b>	<input type="text" value="Choose File No file chosen"/>
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<b>A level/ level 5 certificate</b>	<input type="text" value="Choose File No file chosen"/>
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Upload ALL FILES



### Application Choices

Program Choice

Information and Communication Technology

Event Video

Event Video

Visual Communication

Choose "Information and Communication Technology"

Choose "Event Video" or "Visual Communication"

### Application Choices

Program Choice

Information and Communication Technology

Event Video

### ADMA Specific Info

Biggest reason/Motivation for you wanting to join ADMA

How do you prefer to learn?

What will be the most important factor in your success at ADMA?

What do you want to learn most at ADMA?

Based off what you want to learn in the previous question, do you any experience trying something in that area of interest?  
Have you done any personal projects?

Will you be working while attending ADMA?

What does success at ADMA mean to you?

Will you be working while attending ADMA?

Are you currently enrolled in another school/education program

How will you pay your tuition of 696,000frw?

What do you think is most true about creativity and problem solving?

Are you available 9am to 5pm week days to attend?

Are you available on weekends to work on team projects if necessary

Form fields for answers, including dropdown menus and text input areas.

Answer All Questions

Save and Pay application fees

Select "Save and Pay Application Fees"

## Welcome to your RP Student Portal

You are almost there. Complete the final step

Reg Number: 25RP00001  
Email: [redacted]@gmail.com  
NID Number: 3200380116014632  
Full Names: John Smith

Write down your "Reg Number"

Choose  
Your  
Payment  
Method

Pay application fees to complete and validate your application fees before the deadline

Method 1

Click [Here](#) Click on Generate billing number

Enter the momo telephone number eg 079... or 078.., Click on ISHYURA and confirm the payment on your telephone.

Method 2

Dial \*700# using MTN momo, Write your registration number eg 25RP....., write RP where the system requests for school code and then confirm payment.

Method 3

Visit the nearest Equity bank branch and pay by presenting to them your registration number.

This guide will show you how to do "Method 2"

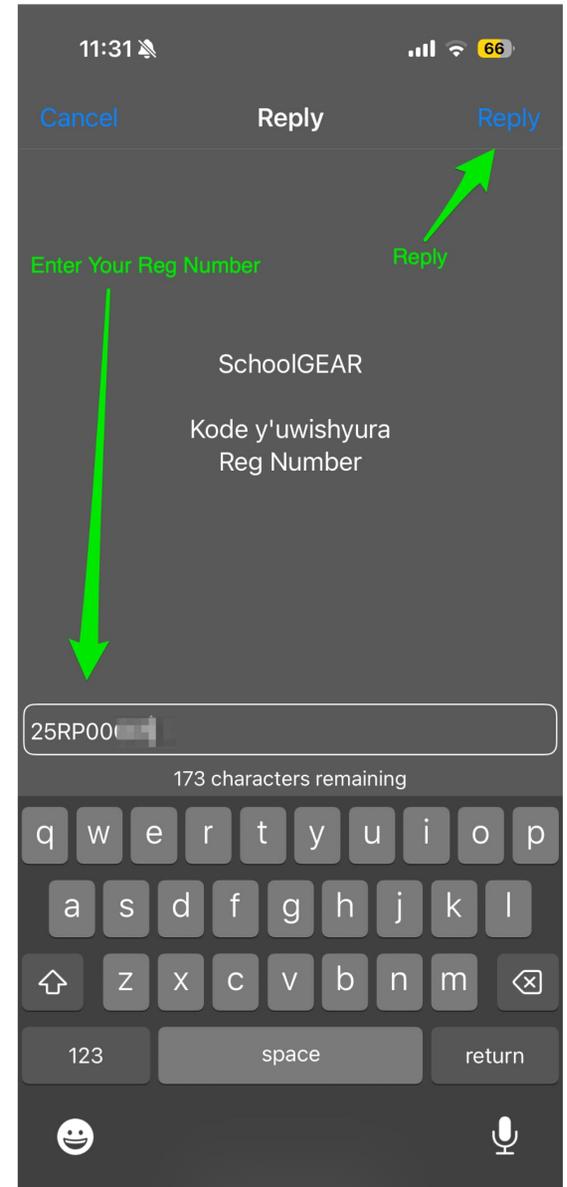
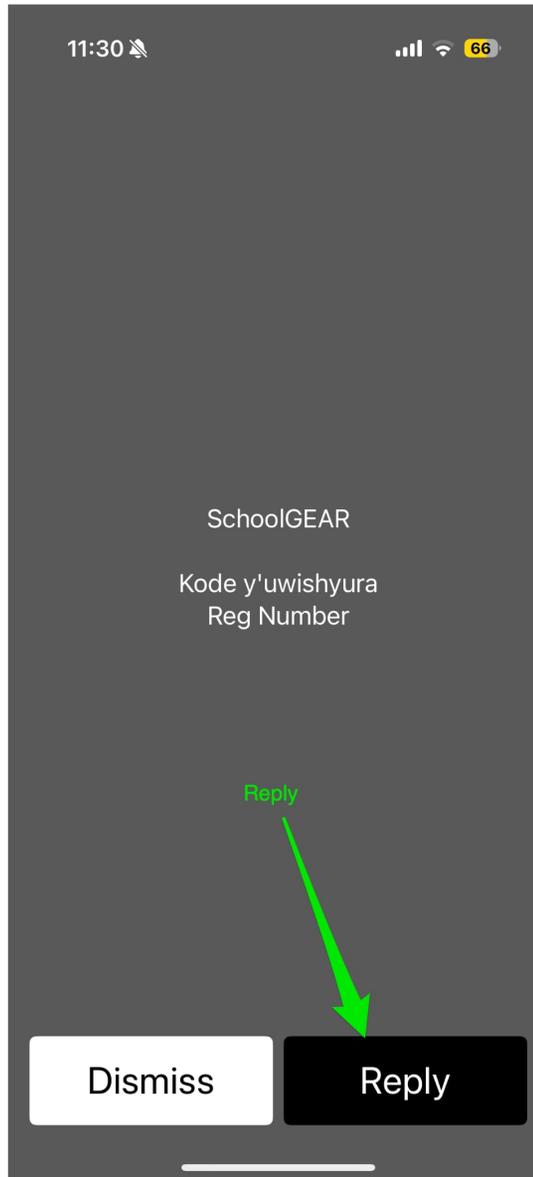
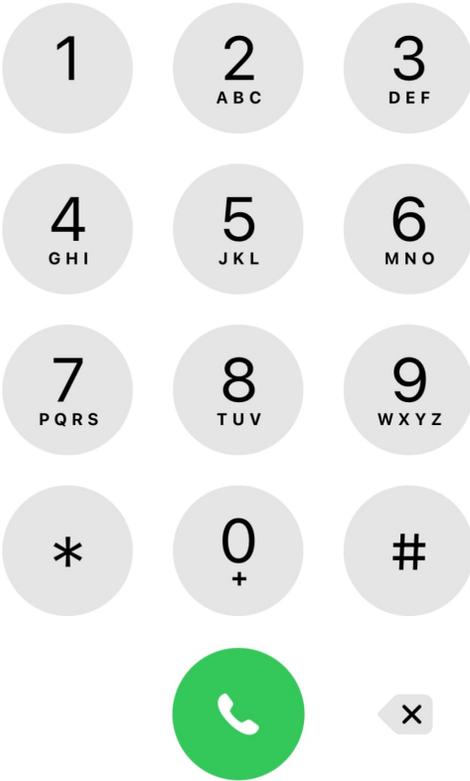
Dial \*700#

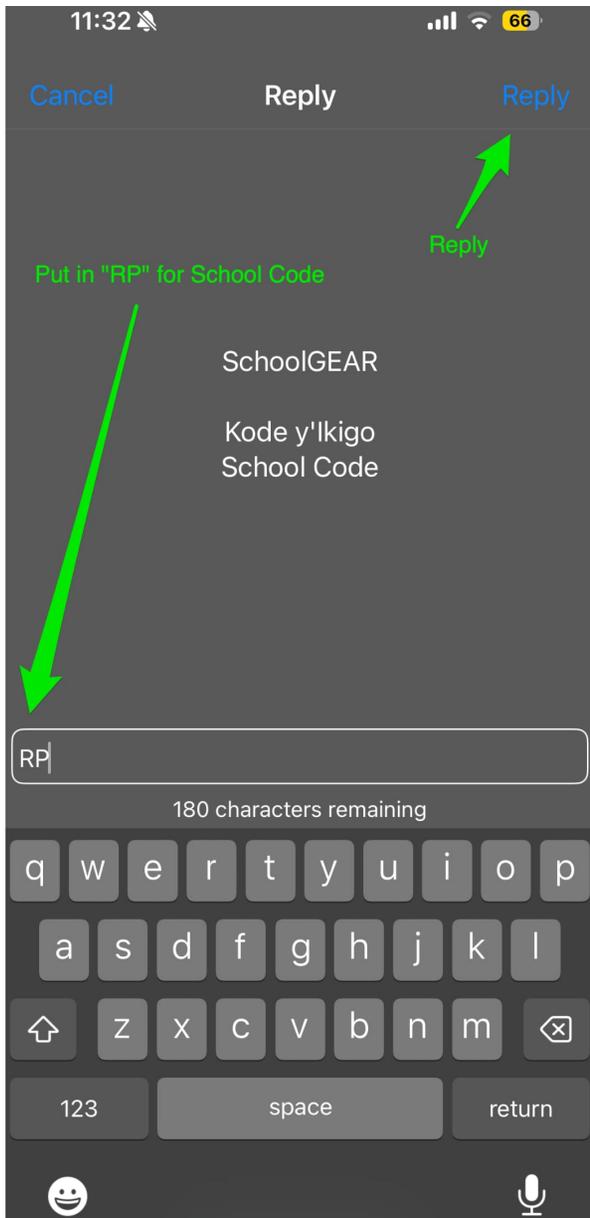
\*700#

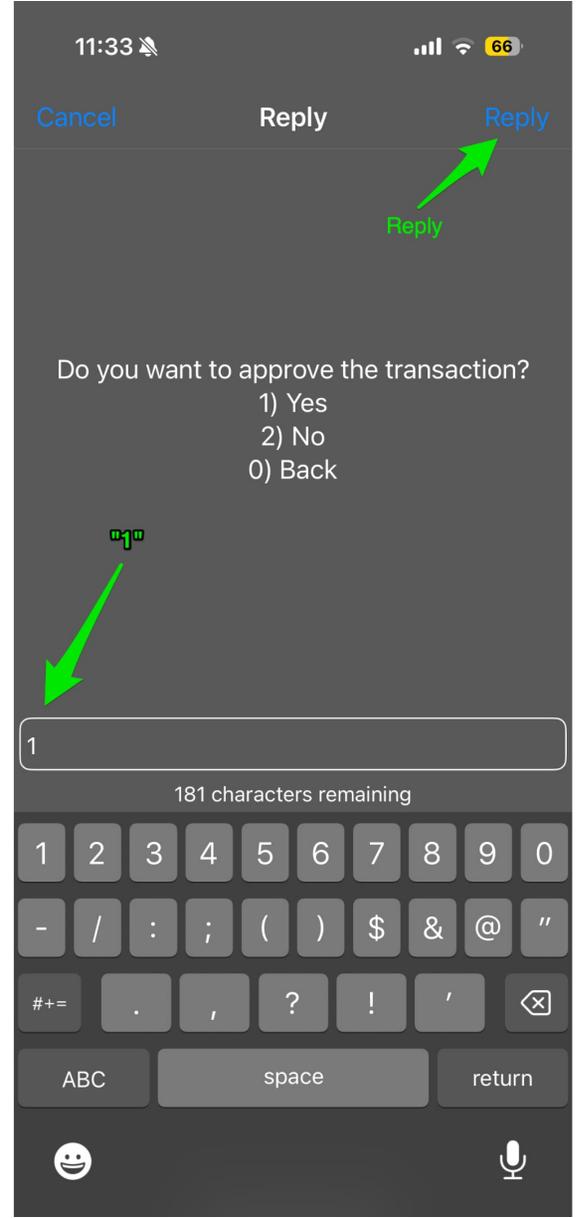
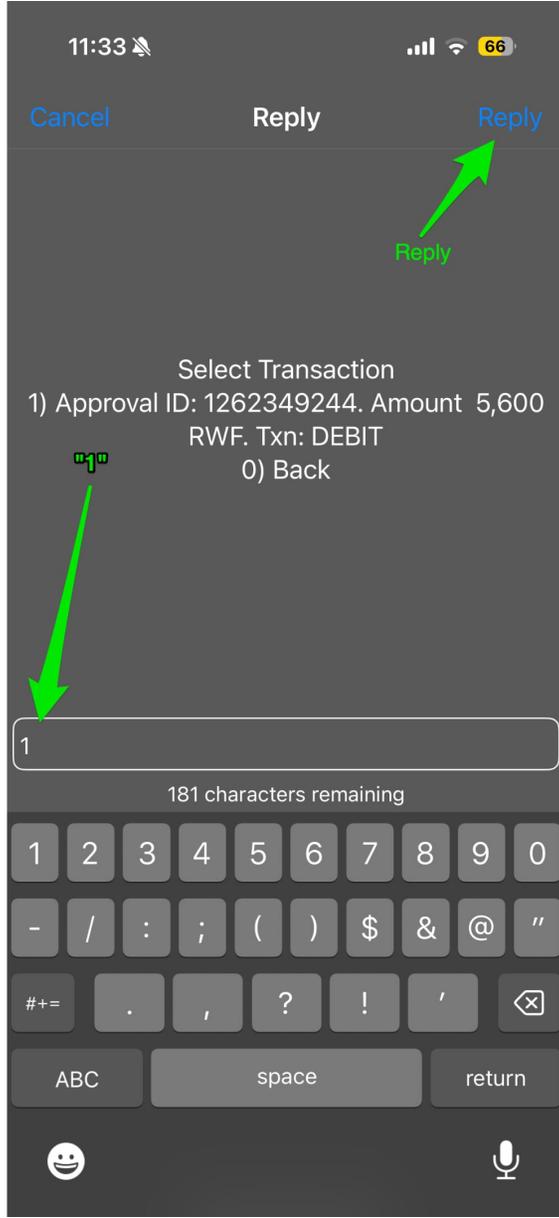
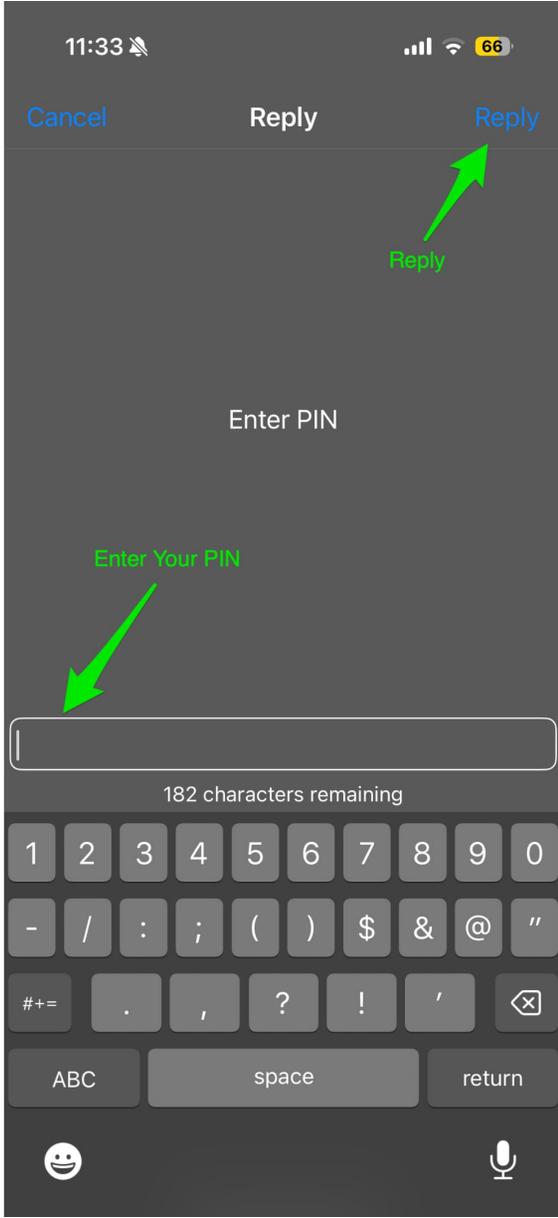


[Contact Name]

[Contact Name]









SchoolGEAR >

Text Message • SMS  
Today 11:36 AM

Murakoze kwishyura rwf 5000  
ya RP-02500001 John Smith.  
Ref:telecom-momo-5035421-  
SGR-20250225. Charge: 600

**Upon successful payment by MoMo,  
after a few minutes, you will receive a  
confirmation message from SchoolGEAR.  
Please be patient and wait for the message.**

RP Student Portal

mis.rp.ac.rw/student

Welcome John Smith

2024 - 2025 Logout

John Smith

Security

### Welcome to your RP Student Portal

## Successfull Application

### Basic Information

Registration Number: **25RP00001**  
Index Number: **23456789**  
National ID Number: **3200380116014632**  
Name: **John Smith**  
Email: j[REDACTED]@gmail.com

Your application was received by ADMA admission team

**Once you receive the confirmation message on your phone from "SchoolGEAR", you application will be updated to "Successful"**

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