

## NOTICE OF REGISTRATION PERIOD FOR Y1 NEWLY ADMITTED STUDENTS

The Management of Rwanda Polytechnic is pleased to inform all newly admitted students for Year One in the Colleges of Rwanda Polytechnic in the 2025–2026 Academic Year that:

1. The registration will start from **28<sup>th</sup> July 2025** until **29<sup>th</sup> August 2025**. All students are requested to register during this period. The registration is done online via the <https://mis.rp.ac.rw/>. The registration process is described in the annex.
2. After registering, students must report to their **respective colleges** as outlined in the **Academic Calendar 2025-2026** accessible through <https://www.rp.ac.rw/index.php?eID=dumpFile&t=f&f=135425&token=192dd3bb1a9b021c4667ecf4fb21ba2a9d1bc2b2>

For assistance with the registration process, please contact the Directorate of Academic Services at your respective Colleges.

Done at Kigali, on 25/07/2025

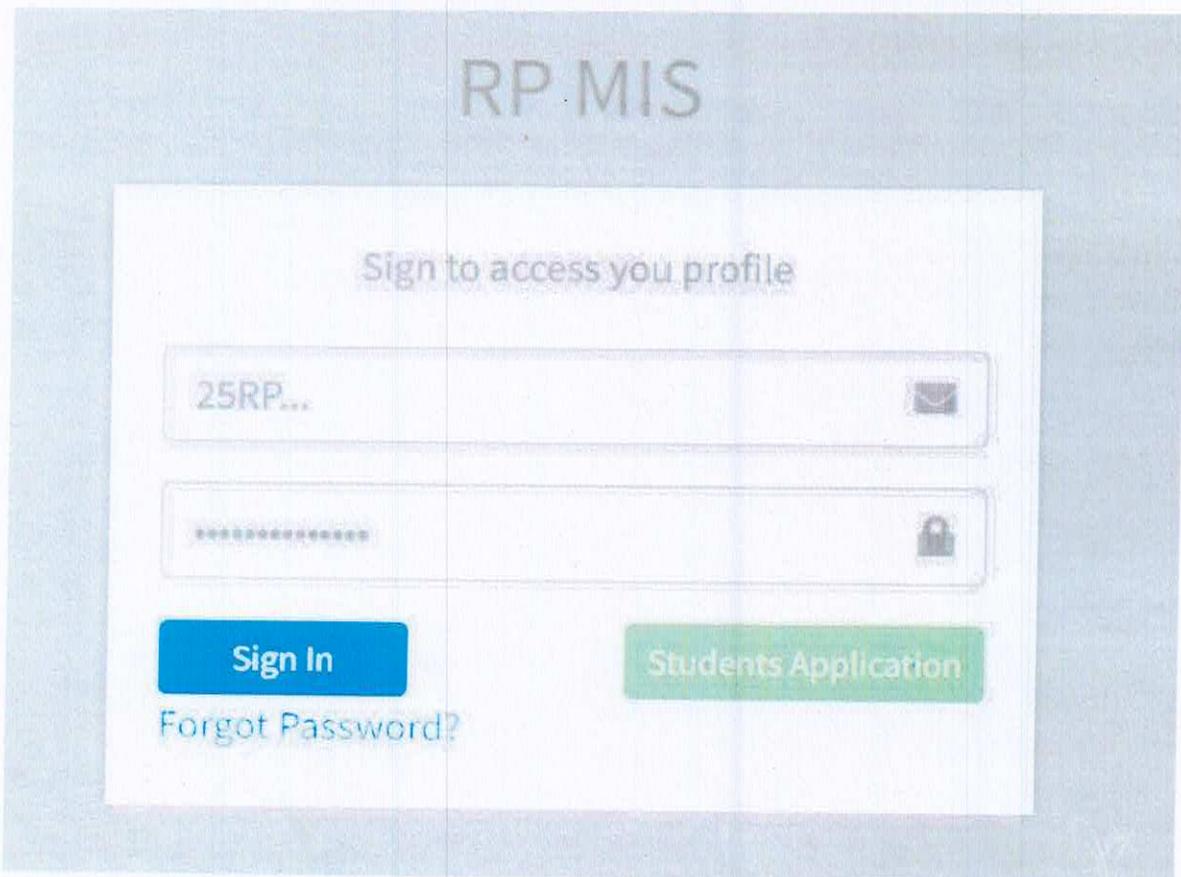
  
**Dipl.-Ing. Ephrem MUSONERA**  
**Deputy Vice Chancellor-ARIA**  
**Rwanda Polytechnic**



## REGISTRATION GUIDELINES FOR NEWLY ADMITTED CANDIDATES

### *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 you profile

25RP...

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Sign In

Students Application

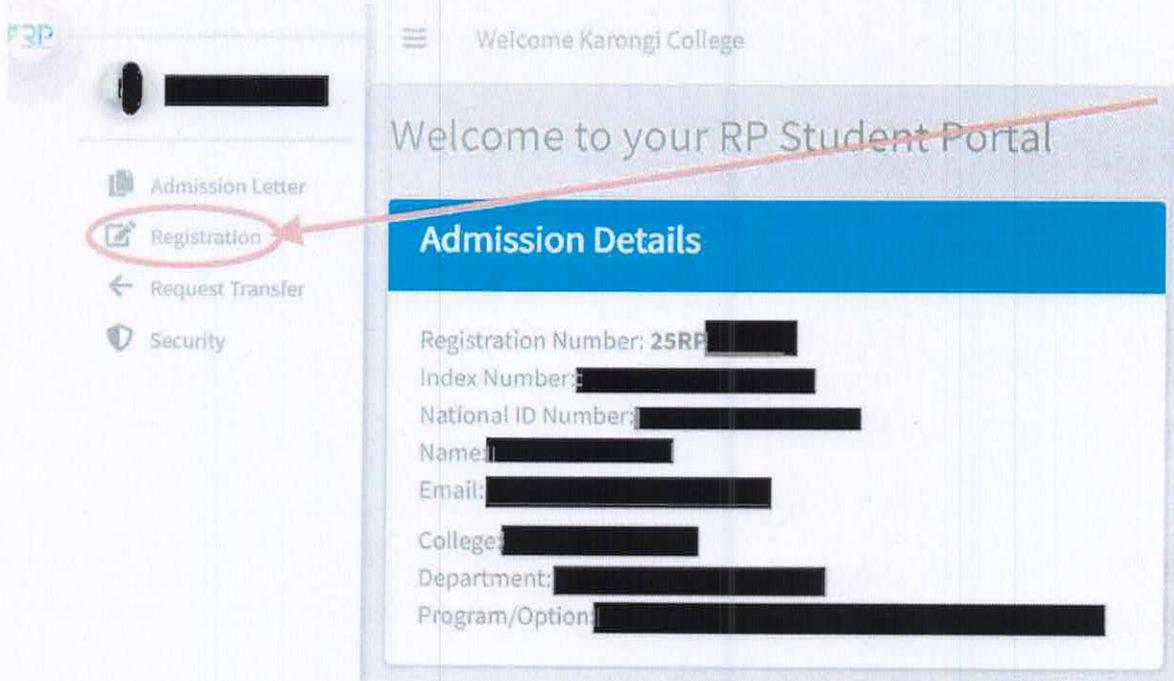
[Forgot Password?](#)

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 Karongi College

Welcome to your RP Student Portal

**Admission Details**

Registration Number: 25RP [REDACTED]  
Index Number: [REDACTED]  
National ID Number: [REDACTED]  
Name: [REDACTED]  
Email: [REDACTED]  
College: [REDACTED]  
Department: [REDACTED]  
Program/Option: [REDACTED]

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



Welcome Karongi College

Registration Operation

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

District	Rulindo	Sector	MASORO
Cell	Shengampuli	Village	Rusine
Disability	Not Applicable	Refugee	No

Attachments			
Passport Photo	Choose File No file chosen	National ID/Passport	Choose File No file chosen
S6/L5 Certificate	Choose File No file chosen		

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

[Register](#)

After payment is completed, refresh and click on registration again

**Note:**

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

