

GUIDELINES/STEPS ON HOW TO DOWNLOAD AND UPLOAD STUDENTS' UNDERTAKING FORM

1. Visit the school Website at "www.fpno.edu.ng".
2. Click on "**Students' Undertaking form**".
3. Enter your "**Application/Matriculation Number**" on the box provided.
4. Click on "**Download Undertaking form**" to download the form.
5. After downloading, print out the Undertaking form, sign your signature at the **Signature** space provided.
6. Take it to High/Magistrate court Registry Owerri/Notary Public Office Owerri to Sign and stamp at the space provided for the court.
7. Scan the already **Signed Form** in PDF format
8. Repeat steps 1, 2 and 3 above.
9. Click on "**Upload/Submit Completed undertaking form**"
10. Upload the Completed Scanned form.
11. Take the hardcopy of the Completed Undertaking Form and submit to your HOD.

NOTE!

This is to inform the Polytechnic Community, Students and the Public that the Undertaking Form is **FREE OF CHARGE**. You can Download/Upload the form wherever you are.

For further assistance/guideline, visit ICT Directorate (Behind Rector's Building) or CBT Centre (Evening Programme Block).