

# MAKERERE

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# UNIVERSITY

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## OFFICE OF THE ACADEMIC REGISTRAR

### ANNOUNCEMENT FOR 2017/2018 UNDERGRADUATE PRIVATE ADMISSIONS

THE ACADEMIC REGISTRAR, MAKERERE UNIVERSITY INVITES APPLICATIONS FROM UGANDAN, EAST AFRICAN, S. SUDAN AND INTERNATIONAL APPLICANTS FOR THE UNDERGRADUATE PROGRAMMES UNDER THE PRIVATE SPONSORSHIP SCHEME FOR THE 2017/2018 ACADEMIC YEAR.

THE DETAILS ARE AS FOLLOWS:

EACH APPLICANT SHOULD:

EITHER

- (a) HAVE THE UGANDA CERTIFICATE OF EDUCATION (UCE) WITH AT LEAST **FIVE PASSES**, OR ITS EQUIVALENT AND AT LEAST TWO PRINCIPAL PASSES AT ADVANCED LEVEL (UACE) OBTAINED AT THE SAME SITTING. (FOR DAY PROGRAMMES ONLY CANDIDATES WHO SAT A'LEVEL IN 2016, 2015 AND 2014 ARE ELIGIBLE TO APPLY FOR EVENING, AFTERNOON, AND EXTERNAL PROGRAMMES, A CANDIDATE IS NOT RESTRICTED ON THE YEAR OF SITTING A'LEVEL. ( DETAILED WEIGHTING SYSTEM FOR PROGRAMMES TO BE OFFERED BY MAKERERE UNIVERSITY FOR THE 2017/2018 ACADEMIC YEAR CAN BE VIEWED ON THE UNDERGRADUATE ADMISSIONS OFFICE NOTICEBOARD OR MAKERERE UNIVERSITY Website. [www.mak.ac.ug](http://www.mak.ac.ug))

OR

- (b) HOLD AT LEAST A SECOND CLASS/CREDIT (OR EQUIVALENT CLASSIFICATION) DIPLOMA OR OTHERWISE AS SPECIFIED IN THE DIPLOMA HOLDERS' REQUIREMENTS FROM A RECOGNISED CHARTERED INSTITUTION, RELEVANT TO THE PROGRAMME APPLIED FOR. **Certified copies of academic transcripts (not photocopies of certified copies) from the awarding Institutions MUST be attached to the application form.**

(Details of the Diploma holders' admission requirements for the 2017/2018 academic year can be viewed on the Notice Board of the Undergraduate Admissions Office or on Makerere University Website: [www.mak.ac.ug](http://www.mak.ac.ug)).

OR

- (c) BE A GRADUATE FROM A RECOGNISED CHARETERED UNIVERSITY. **Certified copies of academic transcripts (not photocopies of certified copies) from the awarding Institutions MUST be attached to the application forms.**

11	MAKERERE UNIVERSITY BUSINESS SCHOOL (MUBS)	Year of Study	UGANDANS, EA & S. SUDAN (Tuition Fees per Semester in UGX)	INTERNATIONAL
(a)	<b>Day Programmes</b>			
	<b>CODE</b>			
(i)	<b>COM</b> BACHELOR OF COMMERCE	3 Years	1,120,000	\$679
(ii)	<b>BBD</b> BACHELOR OF BUSINESS ADMINISTRATION	3 Years	1,150,000	\$679
(iii)	<b>BHM</b> BACHELOR OF HUMAN RESOURCE MANAGEMENT	3 Years	1,085,000	\$679
(iv)	<b>BIB</b> BACHELOR OF INTERNATIONAL BUSINESS	3 Years	1,085,000	\$679
(v)	<b>BLH</b> BACHELOR OF LEISURE AND HOSPITALITY MANAGEMENT	3 Years	1,046,250	\$679
(vi)	<b>BBC</b> BACHELOR OF BUSINESS COMPUTING	3 Years	1,150,000	\$722.4
(vii)	<b>PSM</b> BACHELOR OF PROCUREMENT AND SUPPLY CHAIN MGT	3 Years	1,085,000	\$679
(viii)	<b>BRM</b> BACHELOR OF REAL ESTATE BUSINESS MANAGEMENT	3 Years	1,080,000	\$700
(ix)	<b>BLG</b> BACHELOR OF LEADERSHIP AND GOVERNANCE	3 Years	1,080,000	\$700
(x)	<b>BEC</b> BACHELOR OF ARTS IN ECONOMICS	3 Years	1,046,250	\$679
(xi)	<b>BSF</b> BACHELOR OF SCIENCE IN FINANCE	3 Years	1,080,000	\$700
(xii)	<b>BSA</b> BACHELOR OF SCIENCE IN ACCOUNTING	3 Years	1,046,250	\$679
(xiii)	<b>BTT</b> BACHELOR OF TRAVEL AND TOURISM MANAGEMENT	3 Years	1,046,250	\$808
(xiv)	<b>BES</b> BACHELOR OF ENTREPRENUERSHIP AND SMALL BUSINESS MGT	3 Years	1,046,250	\$679
(xv)	<b>BUS</b> BACHELOR OF BUSINESS STATISTICS	3 Years	1,046,250	\$679
(xvi)	<b>BIM</b> BACHELOR OF OFFICE & INFORMATION MANAGEMENT	3 Years	1,150,000	\$679

<b>(b) Evening Programmes</b>				
(i) <b>COB</b>	BACHELOR OF COMMERCE	3 Years	1,120,000	\$679
(ii) <b>BBA</b>	BACHELOR OF BUSINESS ADMINISTRATION	3 Years	1,150,000	\$679
(iii) <b>BHE</b>	BACHELOR OF HUMAN RESOURCE MANAGEMENT	3 Years	1,085,000	\$679
(iv) <b>BTB</b>	BACHELOR OF INTERNATIONAL BUSINESS	3 Years	1,085,000	\$679
(v) <b>BBE</b>	BACHELOR OF BUSINESS COMPUTING	3 Years	1,150,000	\$122.4
(vi) <b>PSC</b>	BACHELOR OF PROCUREMENT AND SUPPLY CHAIN MGT	3 Years	1,085,000	\$679
(vii) <b>BME</b>	BACHELOR OF SCIENCE IN MARKETING	3 Years	1,046,250	\$679
(viii) <b>TLM</b>	BACHELOR OF TRANSPORT AND LOGISTICS MANAGEMENT	3 Years	1,080,000	\$700
(ix) <b>ACC</b>	BACHELOR OF SCIENCE IN ACCOUNTING	3 Years	1,046,250	\$679

### 13 UP-COUNTRY CAMPUSES (MUBS)

#### 1 ARUA

##### Evening Programmes

(i) <b>BSU</b>	BACHELOR OF BUSINESS ADMINISTRATION	3 Years	775,000	\$485
(ii) <b>PSU</b>	BACHELOR OF PROCUREMENT & SUPPLY CHAIN MANAGEMENT	3 Years	775,000	\$485
(iii) <b>EEA</b>	BACHELOR OF ENTREPRENEURSHIP AND SMALL BUSINESS MGT	3 Years	1,046,250	\$679
(iv) <b>ASA</b>	BACHELOR OF SCIENCE IN ACCOUNTING	3 Years	1,046,250	\$679

#### 2 JINJA

##### (a) Day Programmes

(i) <b>HSJ</b>	BACHELOR OF HUMAN RESOURCE MANAGEMENT	3 Years	770,000	\$485
(ii) <b>CRJ</b>	BACHELOR OF PROCUREMENT & SUPPLY CHAIN MANAGEMENT	3 Years	770,000	\$485
(iii) <b>BRC</b>	BACHELOR OF CATERING AND HOTEL MANAGEMENT	3 Years	1,190,000	\$809.2
(iv) <b>BRJ</b>	BACHELOR OF BUSINESS ADMINISTRATION	3 Years	770,000	\$485
(v) <b>BJO</b>	BACHELOR OF COMMERCE	3 Years	770,000	\$485
(vi) <b>BEJ</b>	BACHELOR OF ENTREPRENEURSHIP AND SMALL BUSINESS MGT	3 Years	1,046,250	\$679
(vii) <b>BBJ</b>	BACHELOR OF BUSINESS COMPUTING	3 Years	1,155,000	\$722.4
(viii) <b>JSA</b>	BACHELOR OF SCIENCE IN ACCOUNTING	4 Years	1,046,250	\$679

##### (b) Evening Programmes

(i) <b>HSO</b>	BACHELOR OF HUMAN RESOURCE MANAGEMENT	3 Years	770,000	\$485
(ii) <b>BRO</b>	BACHELOR OF BUSINESS ADMINISTRATION	3 Years	770,000	\$485
(iii) <b>CRO</b>	BACHELOR OF PROCUREMENT & SUPPLY CHAIN MANAGEMENT	3 Years	770,000	\$485
(iv) <b>BJJ</b>	BACHELOR OF COMMERCE	3 Years	770,000	\$485
(v) <b>JBB</b>	BACHELOR OF ENTREPRENEURSHIP AND SMALL BUSINESS MGT	3 Years	1,046,250	\$679
(vi) <b>BJB</b>	BACHELOR OF BUSINESS COMPUTING	3 Years	1,155,000	\$722.4

#### 3 MBARARA

##### (a) Day Programmes

(i) <b>HNM</b>	BACHELOR OF HUMAN RESOURCE MANAGEMENT	3 Years	770,000	\$485
(ii) <b>CMM</b>	BACHELOR OF COMMERCE	3 Years	770,000	\$485
(iii) <b>PMM</b>	BACHELOR OF PROCUREMENT & SUPPLY CHAIN MANAGEMENT	3 Years	770,000	\$485
(iv) <b>BMM</b>	BACHELOR OF BUSINESS ADMINISTRATION	3 Years	770,000	\$485
(v) <b>BMA</b>	BACHELOR OF SCIENCE IN ACCOUNTING	3 Years	1,046,250	\$679
(vi) <b>MTM</b>	BACHELOR OF TRAVEL AND TOURISM MANAGEMENT	3 Years	1,046,250	\$808

##### (b) Evening Programmes

(i) <b>BNM</b>	BACHELOR OF BUSINESS ADMINISTRATION	3 Years	770,000	\$485
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**NB: NOTE THAT EACH STUDENT SHALL BE REQUIRED TO PAY NON-REFUNDABLE FUNCTIONAL FEES IN ADDITION TO THE TUITION FEES AS FOLLOWS:**

#### 2. MAKERERE UNIVERSITY BUSINESS SCHOOL (FUNCTIONAL FEES)

(a) Semester One and Two	Shs.725,000/=	\$ 591
(b) National Council for Higher Education Fees (Per Year)	Shs.20,000/=	Shs.20,000/=

### 3. MAKERERE UNIVERSITY BUSINESS SCHOOL (Up Country Study Centres) - FUNCTIONAL FEES

(a) Semester One and Two	Shs.725,000/=	\$. 591
(b) National Council for Higher Education Fees (Per Year)	Shs.20,000/=	Shs.20,000/=

## 1 HOW TO APPLY

- (i) APPLICATION IS **ONLINE** FOR ONLY **A' LEVEL APPLICANTS**. **FREE ONLINE APPLICATION SERVICES ARE PROVIDED AT MAKERERE UNIVERSITY BUSINESS SCHOOL (MUBS) NAKAWA AND UPCOUNTRY CAMPUSES**
- (ii) DIPLOMA/DEGREE HOLDER APPLICANTS SHOULD PICK HARD COPY APPLICATION FORMS FROM MUBS REGISTRAR'S OFFICE (RECEPTION BLOCK 5 & MAIN BUILDING AND UPCOUNTRY CAMPUSES) OR OFFICE 315, LEVEL 3, SENATE BUILDING. MAKERERE UNIVERSITY, OR CAN BE DOWNLOADED FROM OUR WEBSITE [www.mak.ac.ug](http://www.mak.ac.ug). WITH EFFECT OTHER RELEVANT INFORMATION CAN BE OBTAINED FROM UNDERGRADUATE ADMISSIONS OFFICE, LEVEL 3, SENATE BUILDING, FROM THURSDAY 18TH MAY, 2017.
- (iii) NON-REFUNDABLE APPLICATION FEE OF SHS.50,000/= FOR UGANDANS, EAST AFRICAN AND S. SUDAN APPLICANTS OR \$75 OR EQUIVALENT SHS.172,500/= FOR INTERNATIONALS PLUS BANK CHARGE OF SHS.2,750/= SHOULD BE PAID FROM THE FOLLOWING BANKS:

	<u>BANK</u>	<u>ACCOUNT NAME</u>	<u>ACCOUNT NAME</u>
(a)	ANY STANBIC BANK	MUC - FEES COLLECTION ACCOUNT	9030005866749
(b)	ANY DFCU BANK	MUC - FEES COLLECTION ACCOUNT	01083500181477
(c)	ANY CENTENARY BANK	MUC - FEES COLLECTION ACCOUNT	3740300001
(d)	ANY POST BANK	MUS - FEES COLLECTION ACCOUNT	1630037000063

- (iv) CANDIDATES WHO HOLD GRADES X, Y, Z, 7 AND 9 OF 'O'LEVEL RESULTS SHOULD NOT APPLY BECAUSE THEY ARE NOT ELIGIBLE FOR ADMISSION.
- (v) DIPLOMA HOLDER APPLICANTS WHO HOLD CLASS THREE (3) DIPLOMA CERTIFICATES OR PASS DIPLOMAS ARE NOT ELIGIBLE FOR ADMISSION AND THEREFORE SHOULD NOT APPLY, **EXCEPT** WHERE STATED IN THE DIPLOMA HOLDERS REQUIREMENTS.

## 2 MAKERERE UNIVERSITY ONLINE APPLICATION PORTAL USER GUIDE

- 1 Open a browser window (recommended: Google Chrome) and go to the following URL: <https://applications.mak.ac.ug>
- 2 You will need to register for a portal account to begin your application. If you do not already have one, create an account by clicking on the **"Register"** button.
- 3 Fill all the registration form fields and click **"Register"**. All fields are required.
- 4 You will be redirected to the Application Portal homepage to start your application.
- 5 Select your **"Application Type"** and **"Intake"** and click **"Apply"**.
- 6 Select application type depending on the entry scheme you are applying on - for example, if you are an A'Level applicants, select **"Private Application"**.
- 7 Fill all the required fields in each of the tabs that follow i.e **"Personal Information"**, **"Educational Info"**, **Program Choice"**, **"Documents"**, and **"Declaration"**. A current tab will be marked as **"In Progress"**, a completed tab will be marked as **"Done"** and an unfilled out tab will be marked as **"Pending"**. Please note that once you submit your application, you cannot make any changes to it.
- 8 All uploaded documents have to be under **500 KB** while your picture (passport photo) has to be under **100 KB**. Tip: Compress your document scans in a way that will keep their resolution good enough but file size under the stated limits.
- 9 After submitting your application on the last tab, please generate a bank-slip that you shall use to make payments at one of the bank of your choice from the bank(s) listed. Please note that the application process is only complete after the application fee has been paid. Write your application number on the bank-slip before making payments to the bank.

### **Important to note:**

1. You will need a valid email address before you can use the online application portal. Create an email account if you do not have one. Refer to the document on the above URL if you need help creating an email account.
2. Please have scanned copies of your passport size photo, birth certificate, O and A'Level Pass Slips, and previous School ID before you start filling your application.
3. Once you pay the application fee, please login again to confirm that the application status has changed from **"Application Pending"** to **"Application Completed"**. If otherwise, please contact the Academic Registrar's Department **Office 612**, Senate Building or [helpme@acadreg.mak.ac.ug](mailto:helpme@acadreg.mak.ac.ug).
4. Do not share your application portal login details with anyone.

THE CLOSING DATE FOR APPLYING WILL BE FRIDAY 16TH JUNE, 2017

**WARNING:**

- (i) Applicants are strongly warned against presenting forged or other people's academic documents to support their applications for admission. The consequences, when discovered, are very grave indeed.
- (ii) Do not buy any other documents not originating from the Academic Registrar's Office. Those who buy them do so at their own risk.
- (iii) The Academic Registrar has not appointed any agents to act on his behalf to solicit for additional funds other than the application fee stated above.
- (iv) The University has put serving Centres at Senate Building and Senior Common Room (Main Building). Be aware of Conmen and Women.

FOR MORE INFORMATION, PLEASE CONTACT MUBS REGISTRAR'S OFFICE ON EMAIL: registrar@mubs.ac.ug or telephone contact 0414338140 and Upcountry campuses as indicated below

Jinja campus: YMCA building Nalufenya Road or call 0701777645/0704658411/0772531499

Mbarara campus at Kamukuzi or call 0756502025/0758556546

Arua campus at Tanganyika Road or call 0700369090/0772590832/0772890917