



MAKERERE UNIVERSITY BUSINESS SCHOOL

OFFICE OF THE SCHOOL REGISTRAR

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ANNOUNCEMENT OF 2018/2019 ACADEMIC YEAR ADMISSIONS FOR DIPLOMA PROGRAMMES OFFERED AT INSTITUTIONS AFFILIATED TO MUBS

THE SCHOOL REGISTRAR, MAKERERE UNIVERSITY BUSINESS SCHOOL INVITES APPLICATIONS FOR ADMISSION TO ORDINARY DIPLOMA PROGRAMMES ON PRIVATE SPONSORSHIP SCHEME AT INSTITUTIONS AFFILIATED TO MUBS FOR ACADEMIC YEAR 2018/2019

ADMISSION REQUIREMENTS ARE AS FOLLOWS:

A. ORDINARY DIPLOMA PROGRAMMES

- Each applicant should have the Uganda Certificate of Education (UCE) with at least 5 passes and the Uganda Advanced Certificate of Education (UACE) with at least 1 principal pass and 2 subsidiaries obtained at the same sitting or its equivalent.
- Certificate holders should have the Uganda Certificate of Education (UCE) with at least 3 passes and hold an Academic Certificate qualification from a recognized Institution or a Certificate in Business Studies offered by UNEB with at least 5 passes obtained from different stages. Applicants with Professional Qualifications must have passed at least a half of Stage/Level One of the professional qualifications from a recognized institution and a Uganda Certificate in Education with at least three passes.

1. AFRICAN COLLEGE OF COMMERCE AND TECHNOLOGY

	PROGRAMME OFFERED	CODE
1	Diploma in Business Administration	DBAB
2	Diploma in Accounting and Finance	DSSB
3	Uganda Diploma in Secretarial Studies	UDSB
4	Diploma in Entrepreneurship and Small Business Management	DESB

2. UGANDA COLLEGE OF COMMERCE-SOROTI

	PROGRAMME OFFERED	CODE
1	Diploma in Business Administration	DBAS
2	Diploma in Accounting and Finance	DAFS
3	Diploma in Computer Science	DCSS

3. ROSA MYSTICA BUSINESS INSTITUTE

	PROGRAMME OFFERED	CODE
1	Diploma in Business Administration	DBAG
2	Diploma in Accounting and Finance	DAFG
3	Diploma in Procurement and Logistics Mgt	DPLG
4	Diploma in Human Resource Management	DHRG
5	Diploma in Business Computing	DBCG

B. PROCEDURE OF ONLINE APPLICATION

Applicants are required to apply online by filling in an online application form. Filling in online application forms can be done from any location where there is internet connectivity or MUBS main campus Nakawa.

Steps to follow

- To access the system log on to <https://admissions.mubs.ac.ug> or www.mubs.ac.ug/ and click on **Apply Now**
- Sign up using full name, e-mail and Mobile Number. Please note that your name must be similar to the one on your supporting academic documents for your application to be considered.
Note: For you to register you must have a valid email address. If you do not have sign up for one.
- A password will be sent to both your e-mail and mobile number.
- The system will prompt you to change the password to the one you can easily remember.
- To fill a form the applicant clicks on the **APPLY NOW** button displayed on the running scheme.

4. UGANDA COLLEGE OF COMMERCE-ADUKU

	PROGRAMME OFFERED	CODE
1	Diploma in Accounting and Finance	DAFU
2	Diploma in Business Administration	DBAU

5. MONACO INSTITUTE OF BUSINESS AND COMPUTER SCIENCE

	PROGRAMME OFFERED	CODE
1	Diploma in Business Administration	DBAO
2	Diploma in Accounting and Finance	DAFO
3	Diploma in Procurement and Logistics Management	DPLO
4	Diploma in Computer Science	DCSO

6. MAKERERE INSTITUTE FOR SOCIAL DEVELOPMENT

	PROGRAMME OFFERED	CODE
1	Diploma in Business Administration	DBAI
2	Diploma in Accounting and Finance	DAFI
3	Diploma in Procurement and Logistics Management	DPLI

7. DATAMINE TECHNICAL BUSINESS SCHOOL

	PROGRAMME OFFERED	CODE
1	Diploma in Business Administration	DBAD
2	Diploma in Accounting and Finance	DAFD
3	Diploma in Procurement and Logistics Management	DPLD
4	Diploma in Human Resource Management	DHRD

8. YOUNG WOMENS CHRISTIAN ASSOCIATION

	PROGRAMME OFFERED	CODE
1	Diploma in Business Administration	DBAY
2	Uganda Diploma in Secretarial Studies	UDSY
3	Uganda Diploma in Catering and Institutional Catering	UDCIY

- Obtain a payment advice slip by clicking on **"Pay for Form"** button.
- Make a non refundable application payment of **UGX.30,000** plus a bank charge of **UGX.3,000** at any of the following banks
 - Stanbic Bank Account No. **9030005852438**
 - Centenary Bank Account No. **2215100740**
 - Barclays Bank Account No. **6002230737**
- Please **e-mail** your scanned copies to applications@mubs.ac.ug. After you have logged in fill in your **Online Application form number** for example **F1800900002** as your **subject** and attach the following **scanned copies**.
 - Passport Size photo (100KB).
 - Birth Certificate (500KB).
 - 'O' Level Certificate/Pass slip Or Equivalent (500KB).
 - 'A' Level Certificate/Pass slip Or Equivalent (500KB).
 - Certified transcript for Degree/Diploma/Certificate holders (if required) (500KB).
 - Previous school/institution Identification card.

9. Applicants, who completed their studies from outside Uganda, should have their academic documents equated by the Uganda National Examinations Board.
10. **Candidates who hold grades X, Y, Z, 7 and 9 of 'O' level results should not apply because they are not eligible for admission**
11. All Diploma programmes are offered during **day**
12. A programme will only run if the break even number is realized.
13. The system is open for application from May 21, 2018 to June 29, 2018.

14. **The closing date for applying is Friday June 29, 2018.**

Warning: Applicants are strongly warned against presenting forged or other people's academic documents to support their applications for admission. The consequences, if discovered are very grave indeed.

**ELDRED KYOMUHANGI-MANYINDO
AG. SCHOOL REGISTRAR**