



# MAKERERE UNIVERSITY BUSINESS SCHOOL

## OFFICE OF THE SCHOOL REGISTRAR

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### ANNOUNCEMENT FOR MARCH INTAKE 2024/2025 ACADEMIC YEAR ADMISSIONS FOR, DIPLOMA AND CERTIFICATE PROGRAMMES OFFERED AT MUBS MAIN CAMPUS AND REGIONAL CAMPUSES

The School Registrar, Makerere University Business School, invites applications from Ugandan, East African, S. Sudanese and International applicants for Diploma Programmes under private sponsorship scheme March Intake for the academic year 2024/2025 .

#### ADMISSION REQUIREMENTS

##### 1. DIPLOMA PROGRAMMES

- Each applicant should either have obtained 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 two subsidiary passes in principal subjects obtained at the same sitting.  
Or
- Hold 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. Certified copies of academic transcripts (not photocopies of certified copies) from the awarding Institutions **MUST** be attached.  
Or
- 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 (UCE) with at least three passes.

##### 2. HIGHER EDUCATION CERTIFICATE IN BUSINESS STUDIES

- Each applicant should have obtained the Uganda Certificate of Education (UCE) with at least 5 passes and the Uganda Advanced Certificate of Education (UACE) with at least 2 subsidiary passes or 1 principal pass obtained in principal subjects.  
Or
- Vocational Qualifications at level 2 or level 3 of the Uganda Vocational Qualifications Framework or hold an Academic Certificate qualification from a recognized/chartered Institution that are examined by UBTEB or DIT

##### 3. CERTIFICATE PROGRAMMES

Each applicant should have a Uganda Certificate of Education (UCE) with at least 3 passes at the same sitting.

#### PROGRAMMES OFFERED AT MUBS MAIN CAMPUS AND ITS REGIONAL CAMPUSES

##### 1. PROGRAMMES OFFERED AT MUBS MAIN CAMPUS

	Code	PROGRAMME OFFERED	Year of Study	No of places	Tuition fees per semester UGX(Ugandans, East African and South Sudanese)	Tuition fees per semester (International) US \$
1	CBM M	National Certificate in Business Administration(UBTE B)	2 Years	200	402,500	280
2	HECBS	Higher Education Certificate in Business Studies	1 Year	100	764,800	483

##### 2. PROGRAMMES OFFERED AT ARUA REGIONAL CAMPUS

	Code	PROGRAMME OFFERED	Year of Study	No. of places	Tuition fees per semester (Ugandans, East African and South Sudanese)	Tuition fees per semester (International) US \$
1	DBAA	Diploma in Business Administration	2 Years	200	483,000	402
2	CBMA	National Certificate in Business Administration(UBTE B)	2 Years	100	402,500	280

### 3. PROGRAMMES OFFERED AT JINJA CAMPUS

	Code	PROGRAMME OFFERED	Year of Study	No. of places	Tuition fees per semester( Ugandans, East African and South Sudanese	Tuition fees per semester (International) US \$
1	DBAJ	Diploma in Business Administration	2 Years	200	483,000	402
2	CBMJ	National Certificate in Business Administration(UBTEB)	2 Years	100	402,500	280

### 4. PROGRAMMES OFFERED AT MBALE CAMPUS

	Code	PROGRAMME OFFERED	Year of Study	No. of places	Tuition fees per semester( Ugandans, East African and South Sudanese	Tuition fees per semester (International) US \$
1	DBAH	Diploma in Business Administration	2 Years	200	483,000	402
2	CBMH	National Certificate in Business Administration(UBTEB)	2 Years	100	402,500	280

### 5. PROGRAMMES OFFERED AT MBARARA CAMPUS

	Code	PROGRAMME OFFERED	Year of Study	No. of places	Tuition fees per semester( Ugandans, East African and South Sudanese	Tuition fees per semester (International) US \$
1	DBAM	Diploma in Business Administration	2 Years	200	483,000	402
2	CBMM	National Certificate in Business Administration(UBTEB)	2 Years	100	402,500	280

N.B Note that each student shall be required to pay non-refundable functional fees annually in Semester I in addition to the tuition fees as follows:

FUNCTIONAL FEES	UGANDANS, E.A & S.SUDANESE	INTERNATIONAL
Diploma programme	Shs 685,150/=	US\$ 635
Certificate programme	Shs.685,150/=	US\$ 635
National Council for Higher Education Fees(payable to NCHE account)	Shs.20,000/=	Shs.20,000/=

### HOW TO APPLY

- 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 at any of the MUBS Campuses.
- Other relevant information can be obtained from School Registrar's Office Block 5 or can be downloaded from the website [www.mubs.ac.ug](http://www.mubs.ac.ug).
- Candidates who hold Grades X, Y, Z, 7 and 9 of O'level results should **not** apply because they are **not** eligible for admission.

### USER GUIDE FOR MAKERERE UNIVERSITY BUSINESS SCHOOL ON-LINE APPLICATION PORTAL

#### Steps to follow

- To access the system log on <https://apply.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.
- After filling the application form, then 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.
- Obtain a **payment slip/reference number** by clicking on "Pay for Form" button.  
Make a non-refundable application fee of UGX 30,000/= plus a bank charge of UGX. 3000/= at any banks apart from Bank of India iti Bank

**Note:**

- i. Applicants, who completed their studies from outside Uganda, should have their academic documents equated by the Uganda National Examinations Board.
- ii. All Diploma and Certificate programmes are offered during **day**.
- iii. A programme will only run if the break even number is realized.
- iv. Courses will be offered both online and in the typical classroom setting.
- v. The system is open for application from **February 03, 2025 to February 28, 2025**
- vi. Applicants who enroll on the MUBS Diplomas and obtain good grades stand a chance of studying a bachelor's degree programme for only 2 years.

The closing date for applying is **February 28<sup>th</sup>, 2025**

**WARNING**

- a) Applicants are strongly warned that cases of impersonation, falsification of information/documents, fraudulent access or giving false/forged/incomplete information whenever discovered, either at registration or afterwards, will lead to automatic cancellation of admission, revocation of award where applicable and prosecution in the Courts of Law.
- b) Do not buy any other documents not originating from the School Registrar's Office. Those who buy them do so at their own risk.
- c) The School Registrar has not appointed any agents to act on her behalf to solicit for additional funds other than the application fee stated above.

  
ELDRED M KYOMUHANGI - MANYINDO (PhD)  
SCHOOL REGISTRAR