



# MAKERERE UNIVERSITY BUSINESS SCHOOL

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## Office of the School Registrar

### EXTENSION OF APPLICATION FOR DIPLOMA AND CERTIFICATE PROGRAMMES FOR ACADEMIC YEAR 2022/2023

This is to inform all applicants who wish to apply for Postgraduate Diploma, Diploma and Certificate programmes for the academic year 2022/2023 that the deadline for application has been extended to **September 24, 2022**. Applicants who have already applied need not to re-apply.

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

Applicants are required to apply online which can be done from any location where there is internet connectivity. Below are steps to follow:

#### Steps to follow

1. To access the system log on <https://admissions.mubs.ac.ug> or [www.mubs.ac.ug/](http://www.mubs.ac.ug/) and click on *Apply Now*
2. 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.
3. A password will be sent to both your e-mail and mobile number.
4. The system will prompt you to change the password to the one you can easily remember
5. **To fill a form, the applicant clicks on the APPLY NOW button displayed on the running scheme.**
6. After filling the application form, then attach the following scanned copies.
  - i. Passport Size photo (100KB).
  - ii. Birth Certificate (500KB).
  - iii. 'O' Level Certificate/Pass slip Or Equivalent (500KB).
  - iv. 'A' Level Certificate/Pass slip Or Equivalent (500KB).
  - v. Certified transcript for Degree/Diploma/Certificate holders (If required) (500KB).
  - vi. Previous school/institution Identification card.
7. 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 bank apart from Bank of India and Citi Bank

Eldred Kyomuhangi-Manyindo  
School Registrar

Email: [registrar@mubs.ac.ug](mailto:registrar@mubs.ac.ug)

Website: [www.mubs.ac.ug](http://www.mubs.ac.ug)