



# MAKERERE UNIVERSITY BUSINESS SCHOOL

## OFFICE OF THE SCHOOL REGISTRAR

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### ANNOUNCEMENT FOR MARCH INTAKE 2023/2024 ACADEMIC YEAR ADMISSIONS FOR, DIPLOMA AND CERTIFICATE PROGRAMMES OFFERED AT MUBS REGIONAL CAMPUSES

The School Registrar, Makerere University Business School, invites applications from Ugandans, East African, and International applicants for Diploma and Certificate Programmes under private sponsorship Scheme for the 2023/2024 Academic Year.

The details are as follows:

#### 1. DIPLOMA PROGRAMMES

- a) 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
- b) 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
- c) 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. CERTIFICATE PROGRAMMES

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

#### 3. PROGRAMMES OFFERED AT THE REGIONAL CAMPUSES

##### a) Jinja Campus

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

##### b) Arua Campus

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

##### c) MBALE Campus

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

##### d) Mbarara Campus

	PROGRAMME OFFERED	Year of Study	Code	No. of places	Tuition fees per semester (Ugandans and East African)	Tuition fees per semester (International applicants)
1	Diploma in Business	2 Years	DBAR	200	483,000	402



	Administration					
2	National Certificate in Business Administration(UBTEB)	2 Years	CBMR	100	402,500	280

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

FUNCTIONAL FEES	UGANDANS, AND EAST AFRICANS	INTERNATIONAL
Diploma programme	Shs 685,150/=	US\$ 635
Certificate programme	Shs.685,150/=	US\$ 635
National Council for Higher Education Fees	Shs.20,000/=	Shs.20,000/=

National Council for Higher Education fee 20,000/= payable to National Council for higher Education account.

#### HOW TO APPLY

1. 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.**
2. 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).
3. Candidates who hold Grades **X, Y, Z, 7** and **9** of O'level results should **not** apply because they are **not** eligible for admission.

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

#### **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 banks apart from Bank of India and Citi 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 26<sup>th</sup>, 2024 to March 9<sup>th</sup>, 2024**
- 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 March 09<sup>th</sup>, 2024**

#### **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.

  
**E. DRED M. KYOMUHANGI - MANYINDO**  
SCHOOL REGISTRAR