MAKERERE UNIVERSITY BUSINESS SCHOOL

Plot 21A, New Portbell Road, P. O. Box 1337, Kampala - Uganda
Phone: Direct Line: +256-414-338140; General Line: +256-414-338120; Fax: +256-414-505921

Office of the School Registrar

Date: November 3, 2026

To: All Bachelor Students,
MUBS

From: School Registrar, 03/11/2026.
MUBS

RE: CONTINUATION OF REGISTRATION OF DEGREE STUDENTS BY MAKERERE UNIVERSITY OFFICIALS (ADDENDUM).

As you are aware, examinations will start on Monday, November 16, 2026, and some of the degree students have not yet registered. Makerere University has made arrangements to register all those who are not registered from Thursday, November 05, 2026, to Saturday, November 14, 2026, at MUBS Main Campus, Nakawa.

The purpose of this letter therefore is:

1. To inform you that registration for students pursuing Makerere University programmes will start on **Thursday, November 05, 2026**, and end on **Saturday, November 14, 2026.**
2. To inform you that the venue for registration will be at **Block 8** starting from **9.00 am to 4.00 p.m. each day.**
3. To re-echo to you to follow the registration procedure below:
   a) Download and or photocopy the attached Makerere University registration form (marked A).
   b) Fill in the downloaded/photocopied form mentioned in (a) above.
   c) Present the following documents for registration.
      i) A filled in Mak registration form mentioned in (a) and (b) above.
      ii) Your original academic documents as mentioned in the attached registration guidance (marked B).
      iii) Three (3) photocopies of your filled-in registration form and academic documents.
   d) Submit the three copies in (c) above for verification to the Mak officials.
   e) Sign the register after your documents are verified.
   f) Have your photo and biodata captured onto ACMIS.
   g) Self-register online for your courses.
   h) Print your examination permit.

Please note that:

a) This registration exercise is mandatory for all students pursuing Makerere University degree programmes. Failure to adhere to this call for registration will automatically deactivate your admission status on the programme and therefore you will not be permitted to sit the semester examinations.

b) Access to the registration officials is free of charge. Cases of soliciting for a fee should be reported to the Office of School Registrar physically or through telephone number +256-414-338140.

Copies to: Principal, Deputy Principal, School Secretary, Dean of Students, Faculty Deans,Public Relations Office, Guild President, Guild Education Minister

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BIODATA FORM (A)

AFFIX A PASSPORT PHOTOGRAPH HERE

MAKERERE UNIVERSITY

UNDERGRADUATE STUDENT REGISTRATION FORM

The completed form must be taken to the College Registrar ahead of registration

PERSONAL INFORMATION:

STUDENT NO: ..... YEAR OF STUDY: I, II, III, IV, V *(Tick the appropriate)*

REG. NO: ..... TITLE: MR. MRS. MS. MISS. *(Tick the appropriate)*

SUR NAME: ..... OTHER NAMES: .....

ACADEMIC YEAR ..... BLOCK CODE (SEMESTER) .....

Marital Status	(Tick)
Single	
Married	
Widdowed	
Divorced	

Gender	(Tick)
Male	
Female	

Citizenship/Nationality	Date of Birth	
e.g. Ugandan	Day	
	Month	
	Year	

Religious Affiliation

Hall of Residence/ Attachment

District of Origin

Postal Address

Telephone No.

E-Mail Address	

NEXT OF KIN (in case of medical or other emergency indicate name of person to be contacted and your relationship

Name	Telephone	E-Mail/Postal Address	Relationship

ACADEMIC INFORMATION:

Qualification (Programme Name):

Offering Type (Tick):	
Day	
Evening	
Afternoon	
Distance	

Sponsorship

DECLARATION

I declare that to the best of my knowledge, the information given abouve is correct.

Signature: ..... Date: .....

Student

FOR OFFICIAL USE ONLY - (Verified by)

Name..... Title .....

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Signature ..... Date .....
Authorised Officer in the College/School

Subjects/ Course Code		Subject/Course Name	Credit Unit (CU)	

DECLARATION:

I declare that to the best of my knowledge the information given above is correct.

Signature:..... Date .....

FOR OFFICIAL USE ONLY - (Verified by)

Name..... Title .....

Signature ..... Date .....
Authorised Officer in the College/School

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MAKERERE UNIVERSITY BUSINESS SCHOOL
SCHOOL REGISTRAR'S OFFICE
Mak MANUAL REGISTRATION REQUIREMENTS

For registration purposes, you will be required to present the following:

i) **Original** Admission Letter
ii) **Original** Birth Certificate
iii) An identity card from the previous O' Level and "A" Level Schools. Certificate/Diploma/Degree holders must produce identity cards from their previous Colleges/Institution/University. **Identity cards from employers and National Identity cards are not accepted for registration purposes.**
iv) **Original** O-Level Certificate/Passlip (UCE or Equivalent)
v) **Original** A-Level Certificate/ Passlip (UACE or Equivalent)
vi) **Original** Certificate/Transcript of Degree/Diploma/Certificate/Mature Age entry Scheme (where applicable).
vii) Evidence of payment of 20,000/= for National Council for Higher Education (NCHE).
viii) Evidence of payment of 18,000/= for Endowment Fund.
xi) Three (3) photocopies each of the "O" and 'A' Level Results Slips/Certificates, and certified Transcripts/Certificates from the awarding institutions in case of Degree/Diploma/Certificate holders.
x) Three (3) recent passport size photographs showing the current likeness (head to shoulder).
xi) Three copies of filled in Mak registration forms

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