

**MAKERERE UNIVERSITY BUSINESS SCHOOL  
OFFICE OF THE SCHOOL REGISTRAR**

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**INFORMATION TO PROSPECTIVE APPLICANTS FOR 2017/2018 ACADEMIC YEAR**

**APPLICANTS FROM UGANDAN, EAST AFRICAN, S. SUDAN AND INTERNATIONAL APPLICANTS FOR THE UNDERGRADUATE PROGRAMMES UNDER THE PRIVATE SPONSORSHIP SCHEME**

**ADMISSION REQUIREMENTS**

EACH APPLICANT SHOULD:

EITHER

- (a) HAVE THE UGANDA CERTIFICATE OF EDUCATION (UCE) WITH AT LEAST **FIVE PASSES**, OR ITS EQUIVALENT AND AT LEAST TWO PRINCIPAL PASSES AT ADVANCED LEVEL (UACE) OBTAINED AT THE SAME SITTING. (FOR DAY PROGRAMMES, ONLY CANDIDATES WHO SAT A'LEVEL IN 2016, 2015 AND 2014 ARE ELIGIBLE TO APPLY. FOR EVENING, AFTERNOON, AND EXTERNAL PROGRAMMES, A CANDIDATE IS NOT RESTRICTED ON THE YEAR OF SITTING A'LEVEL. ( DETAILED WEIGHTING SYSTEM FOR PROGRAMMES OFFERED AT MAKERERE UNIVERSITY FOR THE 2017/2018 ACADEMIC YEAR CAN BE VIEWED ON THE UNDERGRADUATE ADMISSIONS OFFICE NOTICEBOARD OR MAKERERE UNIVERSITY Website. www.mak.ac.ug)

OR

- (b) HOLD AT LEAST A SECOND CLASS OR CREDIT (OR EQUIVALENT CLASSIFICATION) DIPLOMA FROM A RECOGNISED CHARTERED INSTITUTION, RELEVANT TO THE PROGRAMME APPLIED FOR. **Certified copies of academic transcripts (not photocopies of certified copies) from the awarding Institutions MUST be attached to the application form.**

( Details of the Diploma holders' admission requirements for the 2017/2018 academic year can be viewed on the Notice Board of the Undergraduate Admissions Office or on Makerere University Website: www.mak.ac.ug).

OR

- (c) BE A GRADUATE FROM A RECOGNISED CHARTERED UNIVERSITY. **Certified copies of academic transcripts (not photocopies of certified copies) from the awarding Institutions MUST be attached to the application forms.**

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(a) Day Programmes	Year of Study	UGANDANS, EA & S. SUDAN (Tuition Fees per Semester in UGX)	INTERNATIONAL
(i) COM BACHELOR OF COMMERCE	3 Years	1,120,000	\$679
(ii) BBD BACHELOR OF BUSINESS ADMINISTRATION	3 Years	1,150,000	\$679
(iii) BHM BACHELOR OF HUMAN RESOURCE MANAGEMENT	3 Years	1,085,000	\$679
(iv) BIB BACHELOR OF INTERNATIONAL BUSINESS	3 Years	1,085,000	\$679
(v) BLH BACHELOR OF LEISURE AND HOSPITALITY MANAGEMENT	3 Years	1,046,250	\$679
(vi) BBC BACHELOR OF BUSINESS COMPUTING	3 Years	1,150,000	\$722.4
(vii) PSM BACHELOR OF PROCUREMENT AND SUPPLY CHAIN MGT	3 Years	1,085,000	\$679
(viii) BRM BACHELOR OF REAL ESTATE BUSINESS MANAGEMENT	3 Years	1,080,000	\$700
(ix) BLG BACHELOR OF LEADERSHIP AND GOVERNANCE	3 Years	1,080,000	\$700
(x) BEC BACHELOR OF ARTS IN ECONOMICS	3 Years	1,046,250	\$679
(xi) BSF BACHELOR OF SCIENCE IN FINANCE	3 Years	1,080,000	\$700
(xii) BSA BACHELOR OF SCIENCE IN ACCOUNTING	3 Years	1,046,250	\$679
(xiii) BTT BACHELOR OF TRAVEL AND TOURISM MANAGEMENT	3 Years	1,046,250	\$808
(xiv) BES BACHELOR OF ENTREPRENEURSHIP AND SMALL BUSINESS MGT	3 Years	1,046,250	\$679
(xv) BUS BACHELOR OF BUSINESS STATISTICS	3 Years	1,046,250	\$679
(xvi) BIM BACHELOR OF OFFICE & INFORMATION MANAGEMENT	3 Years	1,150,000	\$679

**(b) Evening Programmes**

(i) COB BACHELOR OF COMMERCE	3 Years	1,120,000	\$679
(ii) BBA BACHELOR OF BUSINESS ADMINISTRATION	3 Years	1,150,000	\$679
(iii) BHE BACHELOR OF HUMAN RESOURCE MANAGEMENT	3 Years	1,085,000	\$679
(iv) BTB BACHELOR OF INTERNATIONAL BUSINESS	3 Years	1,085,000	\$679
(v) BBE BACHELOR OF BUSINESS COMPUTING	3 Years	1,150,000	\$122.4
(vi) PSC BACHELOR OF PROCUREMENT AND SUPPLY CHAIN MGT	3 Years	1,085,000	\$679
(vii) BME BACHELOR OF SCIENCE IN MARKETING	3 Years	1,046,250	\$679
(viii) TLM BACHELOR OF TRANSPORT AND LOGISTICS MANAGEMENT	3 Years	1,080,000	\$700
(ix) ACC BACHELOR OF SCIENCE IN ACCOUNTING	3 Years	1,046,250	\$679

**13 UP-COUNTRY CAMPUSES (MUBS)**

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**Evening Programmes**

(i) BSU BACHELOR OF BUSINESS ADMINISTRATION	3 Years	775,000	\$485
(ii) PSU BACHELOR OF PROCUREMENT & SUPPLY CHAIN MANAGEMENT	3 Years	775,000	\$485
(iii) EEA BACHELOR OF ENTREPRENEURSHIP AND SMALL BUSINESS MGT	3 Years	1,046,250	\$679

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**(a) Day Programmes**

(i) HSJ BACHELOR OF HUMAN RESOURCE MANAGEMENT	3 Years	770,000	\$485
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(ii)	<b>CRJ</b> BACHELOR OF PROCUREMENT & SUPPLY CHAIN MANAGEMENT	3 Years	770,000	\$485
(iii)	<b>BRC</b> BACHELOR OF CATERING AND HOTEL MANAGEMENT	3 Years	1,190,000	\$809.2
(iv)	<b>BRJ</b> BACHELOR OF BUSINESS ADMINISTRATION	3 Years	770,000	\$485
(v)	<b>BJO</b> BACHELOR OF COMMERCE	3 Years	770,000	\$485
(vi)	<b>BEJ</b> BACHELOR OF ENTREPRENEURSHIP AND SMALL BUSINESS MGT	3 Years	1,046,250	\$679
(vii)	<b>BBJ</b> BACHELOR OF BUSINESS COMPUTING	3 Years	1,155,000	\$722.4

**(b) Evening Programmes**

(i)	<b>HSO</b> BACHELOR OF HUMAN RESOURCE MANAGEMENT	3 Years	770,000	\$485
(ii)	<b>BRO</b> BACHELOR OF BUSINESS ADMINISTRATION	3 Years	770,000	\$485
(iii)	<b>CRO</b> BACHELOR OF PROCUREMENT & SUPPLY CHAIN MANAGEMENT	3 Years	770,000	\$485
(iv)	<b>BJJ</b> BACHELOR OF COMMERCE	3 Years	770,000	\$485
(v)	<b>JBB</b> BACHELOR OF ENTREPRENEURSHIP AND SMALL BUSINESS MGT	3 Years	1,046,250	\$679
(vi)	<b>BJB</b> BACHELOR OF BUSINESS COMPUTING	3 Years	1,155,000	\$722.4

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		Year of Study	UGANDANS, EA & S. SUDAN	INTERNATIONAL
<b>(a) Day Programmes</b>				
(Tuition Fees per Semester in UGX)				
(i)	<b>HNM</b> BACHELOR OF HUMAN RESOURCE MANAGEMENT	3 Years	770,000	\$485
(ii)	<b>CMM</b> BACHELOR OF COMMERCE	3 Years	770,000	\$485
(iii)	<b>PMM</b> BACHELOR OF PROCUREMENT & SUPPLY CHAIN MANAGEMENT	3 Years	770,000	\$485
(iv)	<b>BMM</b> BACHELOR OF BUSINESS ADMINISTRATION	3 Years	770,000	\$485
(v)	<b>BMA</b> BACHELOR OF SCIENCE IN ACCOUNTING	3 Years	1,046,250	\$679
(vi)	<b>MTM</b> BACHELOR OF TRAVEL AND TOURISM MANAGEMENT	3 Years	1,046,250	\$808
<b>(b) Evening Programmes</b>				
(i)	<b>BNM</b> BACHELOR OF BUSINESS ADMINISTRATION	3 Years	770,000	\$485

**NB: NOTE THAT EACH STUDENT SHALL BE REQUIRED TO PAY NON-REFUNDABLE FUNCTIONAL FEES IN ADDITION TO THE TUTION FEES AS FOLLOWS:**

**2. MAKERERE UNIVERSITY BUSINESS SCHOOL (FUNCTIONAL FEES)**

(a) Semester One and Two	Shs.725,000/=	\$ 591
(b) National Council for Higher Education Fees (Per Year)	Shs.20,000/=	Shs.20,000/=

**3. MAKERERE UNIVERSITY BUSINESS SCHOOL (Up Country Study Centres) - FUNCTIONAL FEES**

(a) Semester One and Two	Shs.725,000/=	\$ 591
(b) National Council for Higher Education Fees (Per Year)	Shs.20,000/=	Shs.20,000/=

**1 HOW TO APPLY**

(i) APPLICATION IS ONLINE FOR ALL APPLICANTS . RELEVANT INFORMATION MAY BE OBTAINED FROM MAKERERE UNIVERSITY BUSINESS SCHOOL- REGISTRAR'S OFFICE, MAKERERE UNIVERSITY SENATE BUILDING UNDERGRADUATE ADMISSIONS OFFICE, LEVEL 3, AND ICT DIVISION LEVEL 6, ROOM 612 OR CAN BE DOWNLOADED FROM THE WEBSITES [www.mak.ac.ug](http://www.mak.ac.ug) and [www.mubs.ac.ug](http://www.mubs.ac.ug)

(ii) NON-REFUNDABLE APPLICATION FEE OF SHS.50,000/= FOR UGANDANS, EAST AFRICAN AND S. SUDAN APPLICANTS OR SHS.172,500/= FOR INTERNATIONALS PLUS BANK CHARGE OF SHS.2,750/= SHOULD BE PAID FROM THE FOLLOWING BANKS:

BANK	ACCOUNT NAME	ACCOUNT NO.
(a) ANY STANBIC BANK	MUC - FEES COLLECTION ACCOUNT	9030005866749
(b) ANY DFCU BANK	MUC - FEES COLLECTION ACCOUNT	01083500181477
(c) ANY CENTENARY BANK	MUC - FEES COLLECTION ACCOUNT	3740300001
(d) ANY CRANE BANK	MUC - FEES COLLECTION ACCOUNT	0145053500100
(e) ANY POST BANK	MUS - FEES COLLECTION ACCOUNT	1630037000063

(iii) CANDIDATES WHO HOLD GRADES X, Y, Z, 7 AND 9 OF 'O'LEVEL RESULTS SHOULD NOT APPLY BECAUSE THEY ARE NOT ELIGIBLE FOR ADMISSION.

DIPLOMA HOLDER APPLICANTS WHO HOLD CLASS THREE (3) DIPLOMA CERTIFICATES OR PASS DIPLOMAS ARE NOT ELIGIBLE FOR ADMISSION AND THEREFORE SHOULD NOT APPLY, **EXCEPT** WHERE STATED IN THE DIPLOMA HOLDERS REQUIREMENTS.

**2 MAKERERE UNIVERSITY ONLINE APPLICATION PORTAL USER GUIDE**

- Open a browser window (recommended: Google Chrome) and go to the following url: <https://applications.mak.ac.ug>
- You will need to register for a portal account to begin your application. If you do not already have one, create an account by clicking on the "Register" button.
- Fill all the registration form fields and click "Register". All fields are required.
- You will be redirected to the Application Portal homepage to start your application.
- Select your "Application Type" and "Intake" and click "Apply".
- Select application type depending on the entry scheme you are applying on - for example, if you are an A'Level applicant, select "Private Application", if you hold a diploma and are applying as a privately sponsored applicant, select "Private Application Diploma Holder". If you are a Mature Entry applicant, select "Private Application Mature Age".
- Fill all the required fields in each of the tabs that follow i.e "Personal Information", "Educational Info", "Program Choice", "Documents", and "Declaration". A current tab will be marked as "In Progress", a completed tab will be marked as "Done" and an unfilled out tab will be marked as "Pending". Please note that once you submit your application, you cannot make any changes to it.
- All uploaded documents have to be under **500 KB** while your picture (passport photo) has to be under **100 KB**.  
Tip: Compress your document scans in a way that will keep their resolution good enough but file size under the stated limits.

- 9 After submitting your application on the last tab, please generate a bank-slip that you shall use to make payments at one of the bank of your choice from the bank(s) listed. Please note that the application process is only complete after the application fee has been paid. Write your application number on the bank-slip before making payments to the bank.

**Important to note:**

1. You will need a valid email address before you can use the online application portal. Create an email account if you do not have one. Refer to the do the document on the above URL if you need help creating an email account.
2. Please have scanned copies of your passport size photo, birth certificate, O and A'Level Pass Slips, and previous School ID and academic transcripts where necessary before you start filling your application.
3. Once you pay the application fee, please login again to confirm that the application status has changed from "**Application Pending**" to "**Application Completed**". If otherwise, please contact the Academic Registrar's Department **Office 612**, Senate Building or [helpme@acadreg.mak.ac.ug](mailto:helpme@acadreg.mak.ac.ug).
4. Do not share your application portal login details with anyone.

**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.

**NOTE**

*\*Degree programmes are normally advertised by Makerere University after the release of UACE (A' level results) From May to June each year*

*\*Academic year commences in August each year*