



ONLINE APPLICATION

A STEP-BY-STEP GUIDE

The Online application system is intended to accord anyone seeking admission into University of Botswana study programmes to apply online provided they have an *email account*. Prospective applicants may use any Internet facility available to them to apply. It is important for each and every prospective applicant to carefully read all admission requirements and other related documents enclosed as **Application Package** under “**STUDY AT UB**” before s/he applies for admission.

Online application requires that prospective applicants should scan and save each of the following separately, preferably in pdf format, ready to be uploaded in the application:

- Receipt for a fully paid **Application Fee**
- Certified copy of Omang for Botswana citizens or Passport for other nationalities
- Certified copy of School Certificate, accompanied (if not in English) by a certified English translation version *and/or*
- Certified copies of additional official documents e.g. Diploma/Degree certificate, transcript, professional registration certificates, certifying letters from Examining bodies, proof of change of name, etc, where applicable.

Once you have scanned the above-mentioned documents as required and you do have access to the Internet, then log into the University of Botswana Website: www.ub.bw. The Webpage below will appear and you therefore have to follow the instructions on every page as shown below in order to complete your application Online. *Each applicant is expected to complete one application.*

COMPLETING AN APPLICATION ON-LINE

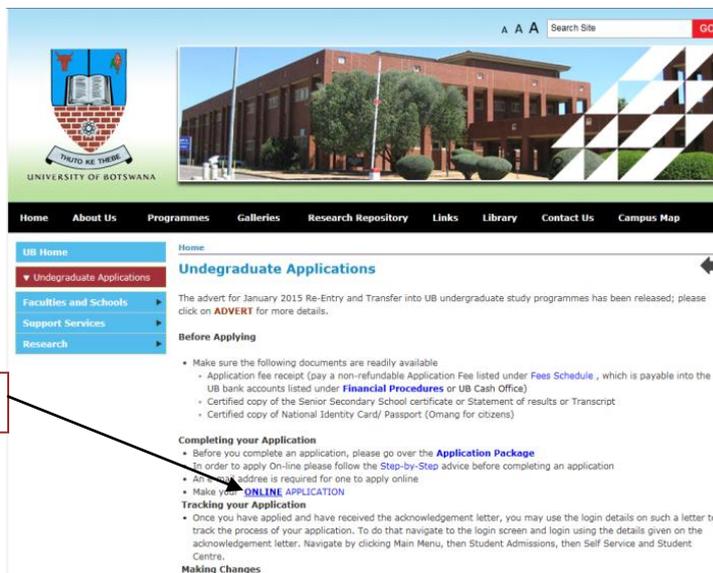
The first step towards completing an application online is to log into University of Botswana Website www.ub.bw, then click on "STUDY AT UB" as shown below:

The screenshot shows the University of Botswana website homepage. The navigation menu includes: Home, About Us, Programmes, Galleries, Research Repository, Links, Library, Contact Us, and Campus Map. The main content area is divided into several sections: 'Latest News and Announcements' (featuring a news item about the 10th Annual University of Botswana Fundraising Golf Event), 'Highlights' (with links for Course Guide, Career Guide, and Study at UB), 'Research highlight' (Ecological Health in Eastern and Southern Africa (ECOHESA)), 'Event Calendar' (February 2015), 'Upcoming Events', 'Job Opportunities', and 'Tenders'. A red box with an arrow points to the 'Study at UB' link in the Highlights section, with the text 'Click on "STUDY AT UB"'. The 'Study at UB' link is highlighted in green.

A page entitled Prospective Students will follow. Go through the information on the page and then Click on APPLY to move to the next page:

The screenshot shows the 'Prospective Students' page on the University of Botswana website. The page features a navigation menu with 'Prospective Students' highlighted. The main content area includes: 'Prospective Students' (with a sub-menu for Undergraduate Programmes, Postgraduate Programmes, Life in and Around Campus, FAQs, Accommodation in and Around Campus, Students Living with Disabilities, and Fees Schedule), 'Undergraduate Applications' (with a sub-menu for Undergraduate Programmes, Apply to Study, Undergraduate, and When to Apply), and 'Undergraduate Applications' (with a sub-menu for Undergraduate Programmes, Apply to Study, Undergraduate, and When to Apply). A red box with an arrow points to the 'APPLY' link in the 'Apply to Study' section, with the text 'Click on "APPLY"'. The 'APPLY' link is highlighted in green.

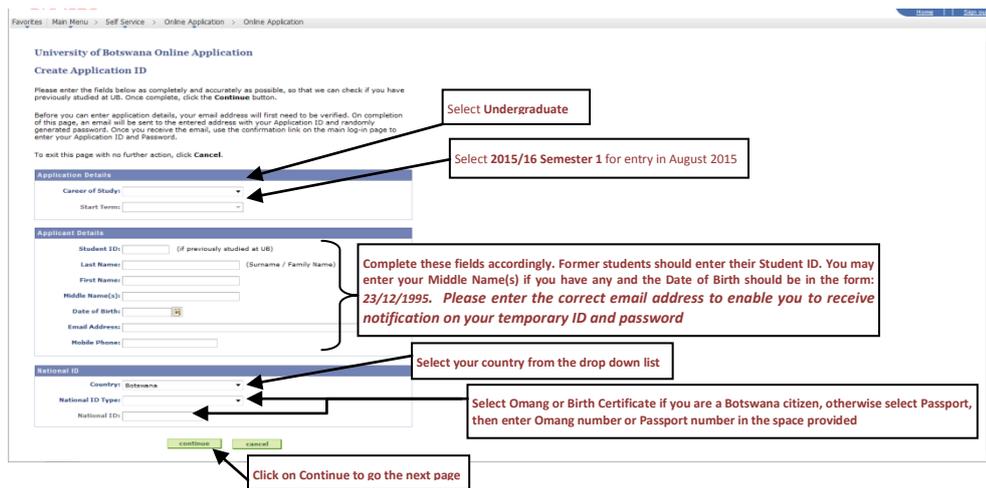
A new page entitled Undergraduate Applications will follow. This page will have an Advert inviting applicants to apply and the closing date for such applications. It also has links to information that is very vital for one to go through before completing an application, the **Application Package**. Once you have satisfied yourself with the information provided and are ready with all that is required for one to apply online, and then click on **ONLINE APPLICATION**.



A click on Online Application will lead you to the page below. This is the first page of the application and you are to complete **Steps 1 and 2 first if you are a new applicant**. Those going back into the system to continue with their application should enter their Application ID and password accordingly (or click on the Forgotten your Application ID and/or Password if they have forgotten either one of them or both).



The following page will follow:



The following message will appear indicating that an email has been sent to your email account and click **ok**



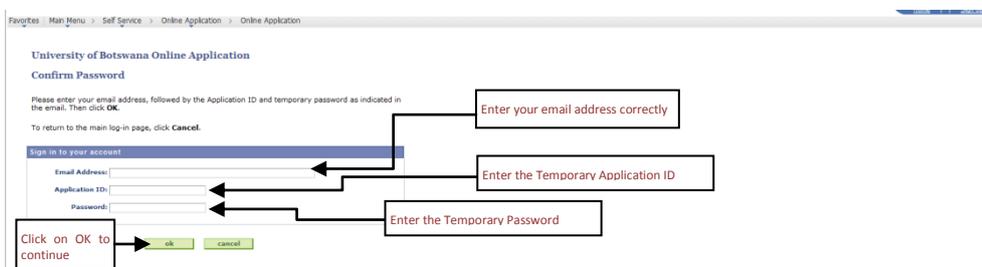
Go to your email account and then check the inbox for an email with your temporary Application ID and Password. Note down both the Application ID and Password as you need to use them as you continue to use the system, and then click on the hyperlink as indicated below.



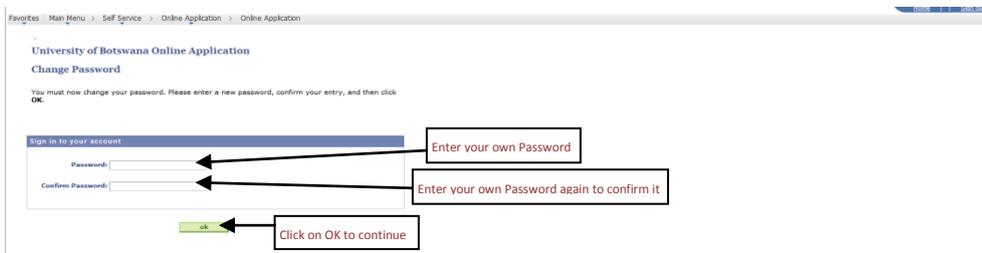
A click on the hyperlink above will lead you to the page below where you have to click on another hyperlink.



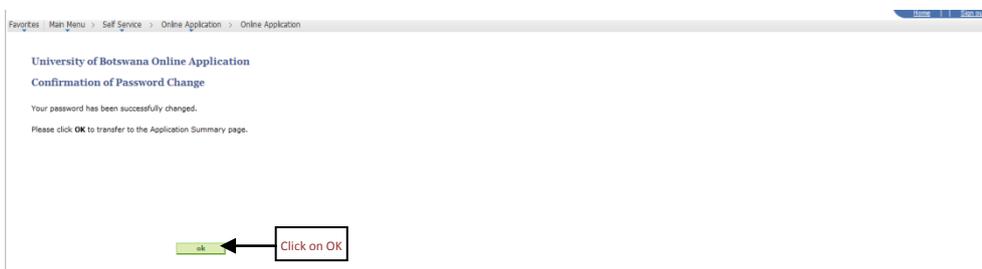
A click on the above hyperlink will take you to the following page where that you have to confirm your email address, and both your temporary Application ID and Password that you received through your email.



Once you have clicked on ok above, the following page will follow where you have to enter your instead of the one given to you by the system. Make sure you enter the password that you will not forget as you will continue to use it every time you access the system.



The following page will follow and you now have to click on "ok" on it to move to the application summary page.



The following Summary page will follow, then click on "edit" to go to the Online Application Welcome page.

Favorites | Main Menu > Self Service > Online Application > Online Application

University of Botswana Online Application

Application Summary

A list of your available applications is displayed below. If an application is still open for editing, use the 'Edit' button to make changes, review errors/outstanding items or to complete your application.

If you have already applied and the application is no longer open for editing, click the 'View' button.

Postgraduate Applicants may click the: 'Add New Application' link to add a new application to the system or 'Delete' button to remove an application from the system.

[Change Password](#)

Nbr	Admit Term	Career of Study	Date Added	Status	Edit	View
1	2142	Undergraduate	2014/11/17	In Progress	edit	view

Click on edit

The Online Application Welcome page is as shown below and has on it, your first-name and surname with the Application ID in brackets or your Student ID if you are a former student. Please read the information on this page before filling in the application form which appears on the right hand page and then click the Personal Details or Change the Welcome Page under Transfer To:, to Personal Details as indicated below:

Favorites | Main Menu > Self Service > Online Application > Online Application

Online Application - Welcome Page

Oupa Edison (T0012361)

Admit Term 2151 Undergraduate

Transfer To: [Welcome Page](#) [go](#)

HOW TO FILL IN YOUR APPLICATION

The online application consists of a series of pages, as described in the sidebar to the right. You can complete the pages in any order you wish, although it is recommended to access the pages in sequential order (use the **Next** button in the sidebar to do this).

When entering your application, click the **Save** button to save a copy of your application as it currently stands. Note that as you move between pages, a save is automatically performed.

If you wish to verify the application details that you have already entered, click the **Verify** button. This will provide you with a list of errors and outstanding items.

If your application is complete, and you wish to submit the finalised version to the Admissions Office, use the **Apply** button. You can only apply after all mandatory information has been entered, and no errors remain (use the **Verify** to confirm this). Once you have applied, you are unable to make further changes to the application via this system.

UNDERGRADUATE: INSTRUCTIONS AND INFORMATION FOR ONLINE APPLICATIONS

Please read the instructions and information below before completing the Online Application.

An undergraduate applicant may submit only one Online Application.

Kindly read the Entry Requirements carefully and ensure that you apply for a programme for which you meet the specified requirements. Meeting the minimum entry requirements does not guarantee admission as admission is based on academic merit. A list of all undergraduate programmes offered by the University and the 2012 Guide on cut off points is enclosed. Applicants are therefore advised to select programmes carefully taking into account the strength of

Application Steps

Step	Page	Status
1	Personal Details	Not Started
2	Study Choices	Not Started
3	Contact Details	Not Started
4	Demographic Details	Not Started
5	Next of Kin	Not Started
6	Emergency Contact	Not Started
7	Tertiary Education	Not Started
8	Secondary Education	Not Started
9	Financial Information	Not Started
10	Employment	Not Started
11	Additional Information	Not Started
12	Documentation	Not Started
13	Declaration	Not Started

<< previous next >>

[save](#)

[verify application](#)

[submit](#)

[return to summary page](#)

Change to Personal Details, and then click "go"

Once you click on "go" as indicated above, the page below will appear. Complete your details as indicated and also correct whatever that needs to be corrected.

Favorites | Main Menu > Student Admissions > Application Entry > Update Application (Staff)

Step 1: Personal Details

Kgotso Mbalula (T0011971)

Admit Term 2142 Undergraduate

Transfer To: [01: Personal Details](#) [go](#)

Status: Not Started

Personal Information

Title: [Select your Title](#)

Last Name: Mbalula

First Name: Kgotso

Middle Name: KG

Preferred First Name: [Enter name you prefer to be known by if not First-name](#)

Maiden Last Name: [Enter previous Surname if married or if it has changed](#)

Date of Birth: 1989/01/01

National ID

Country: Botswana

National ID Type: Omang

National ID: 847024002

Application Steps

Step	Page	Status
1	Personal Details	Not Started
2	Study Choices	Not Started
3	Contact Details	Not Started
4	Demographic Details	Not Started
5	Next of Kin	Not Started
6	Emergency Contact	Not Started
7	Tertiary Education	Not Started
8	Secondary Education	Not Started
9	Financial Information	Not Started
10	Employment	Not Started
11	Additional Information	Not Started
12	Documentation	Not Started
13	Declaration	Not Started

<< previous next >> [Click on "next" to go to next page](#)

[save](#)

[verify application](#)

[submit](#)

[return to search](#)

A click on "next" will lead you to the following page where you have to select your study choices. You may select one up to three study choices.

Step 2: Study Choices Status: Not Started

Oupa Edison (T0012361)
Admit Term 2151 Undergraduate

Transfer To: Welcome Page

General Close Dates

Below are the general closing dates for 2015/16 Acad Year Semester 1. Some study programmes have different closing dates - you will be informed of the exact date when doing a search. You cannot apply for a study programme if the closing date has passed.

Application Type	Citizenship	Close Date
Undergraduate	Non-Botswana Citizen	2015/07/31
Undergraduate	Citizen/Permanent Resident	2015/07/31

Study Choices

First Choice: Not Selected

Second Choice: Not Selected

Third Choice: Not Selected

Application Steps

Step	Page	Status
1	Personal Details	Not Started
2	Study Choices	Not Started
3	Contact Details	Not Started
4	Demographic Details	Not Started
5	Next of Kin	Not Started
6	Emergency Contact	Not Started
7	Tertiary Education	Not Started
8	Secondary Education	Not Started
9	Financial Information	Not Started
10	Employment	Not Started
11	Additional Information	Not Started
12	Documentation	Not Started
13	Declaration	Not Started

The page that follows is where you now have to search for first study choice. You have to enter a key word such as “Bachelor of Arts” on the Programme of Study space, and then click Search.

Select Study Choice

Enter the key words of your Programme of Study and click Search. Then, select your Programme of Study from the list and click OK.

Click Cancel to return to the previous page without making a selection.

Programme of Study:

1. Enter Bachelor of Arts here if the Programme name is such

2. Click on Search

A click on Search above will lead you to the next page where a list of all programmes whose names start with “Bachelor of Arts” will appear and you have to then select your first study choice from the list. Next to the list programmes will be the Select button that you need to click as indicated to make to select your first Study Choice. You may click on the *requirements* button to view the programme entry requirements to ensure that you meet the entry requirements for the programme you have selected. Next to study choice will be an indication of the programme’ offer mode such as full-time, part-time or distance, and next to that you will have to indicate the campus where the programme is offered. There is the Remove button that one can used to (delete) remove the choice made and add a different one. Do follow the same steps to make your other choices.

Select Study Choice

Enter the key words of your Programme of Study and click Search. Then, select your Programme of Study from the list and click OK.

Click Cancel to return to the previous page without making a selection.

Programme of Study:

Search Results

Select	Academic Program	Programme	Close Date
<input type="button" value="select"/>	HMB01	Bachelor of Arts	HMB0100020 Chinese Studies 2015/07/31
<input type="button" value="select"/>	SSB01	Bachelor of Arts	SSB0100020 Criminal Justice Studies 2015/07/31
<input type="button" value="select"/>	HMB01	Bachelor of Arts	HMB0100110 Humanities 2015/07/31
<input type="button" value="select"/>	HMB01	Bachelor of Arts	HMB0100040 Library + Information Studies 2015/07/31
<input type="button" value="select"/>	HMB01	Bachelor of Arts	HMB0100010 Media Studies 2015/07/31
<input type="button" value="select"/>	HMB01	Bachelor of Arts	HMB0100100 Pastoral Studies 2015/07/31
<input type="button" value="select"/>	SSB01	Bachelor of Arts	SSB0100120 Social Sciences 2015/07/31

Click on Select next to select your Study Choice

Once you have selected your choices, Click on Next to move onto the next page, where you have to enter your contact details. Do complete the required details more especially the **Mailing Address and Mobile Phone** as these will be used to communicate any matter regarding your application by UB.

Step 3: Contact Details Status: Not Started

Oupa Edison (T0012361)
Admit Term 2151 Undergraduate

Transfer To: Welcome Page

Address - Mailing Address

Country:

Line 1:

Line 2:

Line 3:

Line 4:

City / Town / Village: Home Village:

Postal Code: District / Province:

Email Address and Phone Numbers

Email Address:

Mobile Phone:

Home Phone:

Work Phone:

Fax:

Application Steps

Step	Page	Status
1	Personal Details	Not Started
2	Study Choices	Not Started
3	Contact Details	Not Started
4	Demographic Details	Not Started
5	Next of Kin	Not Started
6	Emergency Contact	Not Started
7	Tertiary Education	Not Started
8	Secondary Education	Not Started
9	Financial Information	Not Started
10	Employment	Not Started
11	Additional Information	Not Started
12	Documentation	Not Started
13	Declaration	Not Started

Click on Next after completing your Contact Details

After completing your Contact Details above, the following page will appear in which you have to enter your gender, marital status and whether you have any disability.

Step 4: Demographic Details Status: Not Started

Oupa Edison (T0012361)
Admit Term 2151 Undergraduate

Transfer To: Welcome Page

Demographic Details

Gender:

Marital Status:

Do you have a Disability? No

Application Steps

Step	Page	Status
1	Personal Details	Not Started
2	Study Choices	Not Started
3	Contact Details	Not Started
4	Demographic Details	Not Started
5	Next of Kin	Not Started
6	Emergency Contact	Not Started
7	Tertiary Education	Not Started
8	Secondary Education	Not Started
9	Financial Information	Not Started
10	Employment	Not Started
11	Additional Information	Not Started
12	Documentation	Not Started
13	Declaration	Not Started

Enter the details of your next of kin in the next page. Do note that there is a little box that you can click on if your mail address is the same as that of your next of kin so that it can be auto filled.

Step 5: Next of Kin Status: Not Started

Oupa Edison (T0012361)
Admit Term 2151 Undergraduate

Transfer To: Welcome Page

Next of Kin

Name Title:

Last Name:

First Name:

Relationship:

Country: Botswana

Same Address as Applicant

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

City / Town / Village:

Postal Code:

District / Provinces:

Home Phone:

Work Phone:

Mobile Phone:

Application Steps

Step	Page	Status
1	Personal Details	Not Started
2	Study Choices	Not Started
3	Contact Details	Not Started
4	Demographic Details	Not Started
5	Next of Kin	Not Started
6	Emergency Contact	Not Started
7	Tertiary Education	Not Started
8	Secondary Education	Not Started
9	Financial Information	Not Started
10	Employment	Not Started
11	Additional Information	Not Started
12	Documentation	Not Started
13	Declaration	Not Started

Enter the details of the person who should be contacted in case you of emergency in the next page. There is a likelihood that your Next of Kin could be your Emergency Contact, if so, click on one little box as indicated so that the contacts details for your Next of Kin can be automatically copied to become your emergency contact.

Step 6: Emergency Contact Status: Not Started

Oupa Edison (T0012361)
Admit Term 2151 Undergraduate

Transfer To: Welcome Page

Use same details as Next of Kin

Emergency Contact Details

Name Title:

Last Name:

First Name:

Relationship: Other

Country: Botswana

Same Address as Applicant

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

City / Town / Village:

Postal Code:

District / Provinces:

Home Phone:

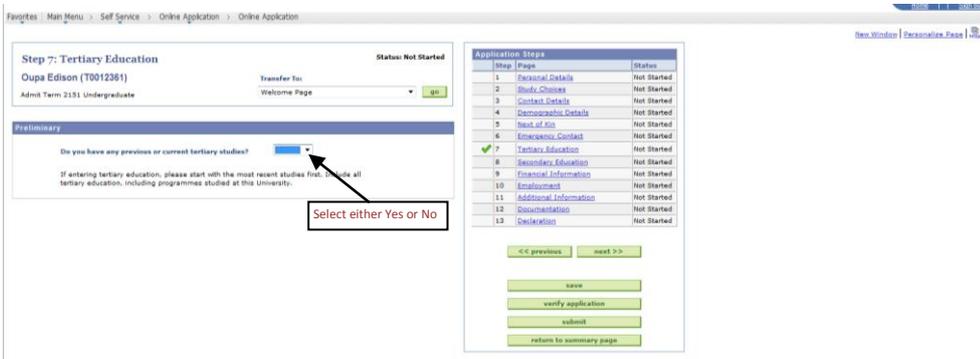
Work Phone:

Mobile Phone:

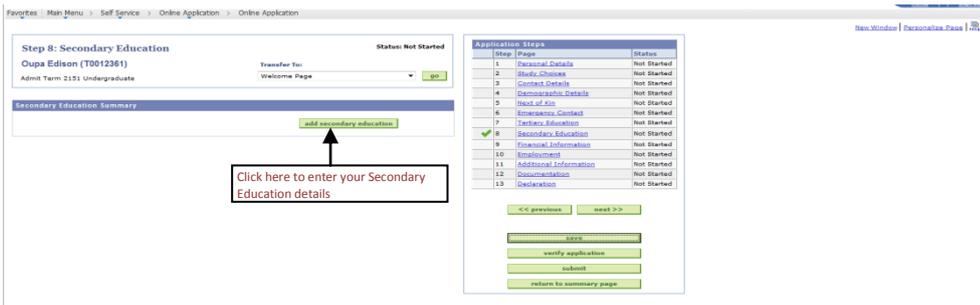
Application Steps

Step	Page	Status
1	Personal Details	Not Started
2	Study Choices	Not Started
3	Contact Details	Not Started
4	Demographic Details	Not Started
5	Next of Kin	Not Started
6	Emergency Contact	Not Started
7	Tertiary Education	Not Started
8	Secondary Education	Not Started
9	Financial Information	Not Started
10	Employment	Not Started
11	Additional Information	Not Started
12	Documentation	Not Started
13	Declaration	Not Started

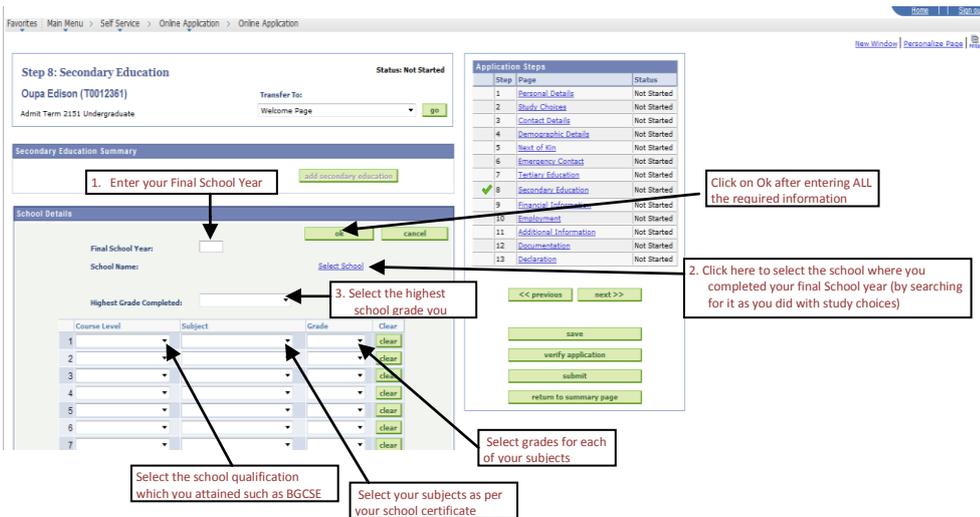
The next page is on Tertiary Education page and there is a question on the page whose answer should either be "Yes" if you have studied at some university before and you will be required to enter the details of tertiary education, otherwise select "No", then click on Next to move onto the next page.



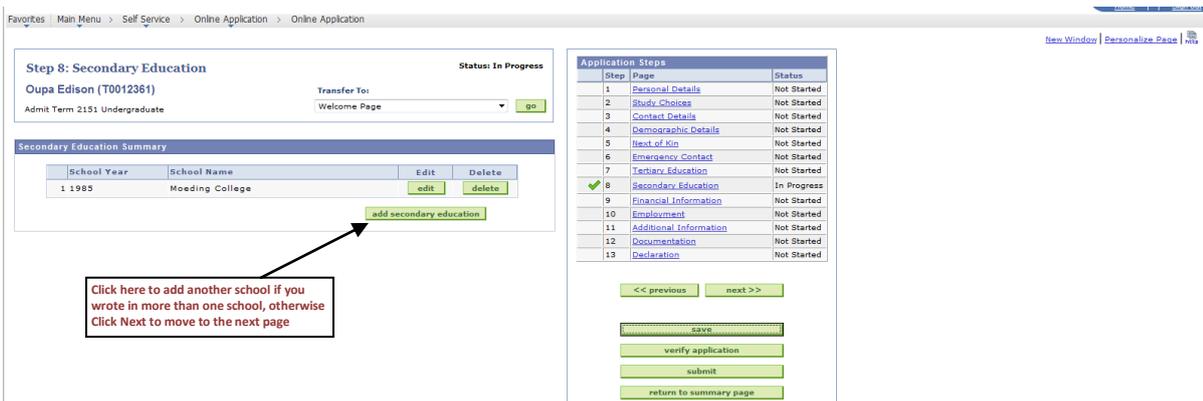
The page that follows is the one on Secondary Education and those who possess some *tertiary education* should ONLY enter their Final school Year, select their School name and the Highest Grade they completed such Form 5. **School leavers** should complete this page as a whole as their application will be assessed based on their school grades. As a school leaver, do ensure that all your grades are entered.



A click on **add secondary education** above will lead to the following page. Enter your school details accordingly and then enter your Course Level such as BGCSE, subjects and their grades. *Kindly note that if you wrote your school examination in more than one school, then you have to enter them separated as will be indicated in the later pages.*



A click on Ok above will lead you to the following page where you can Click on **add secondary education** again if you wrote school examination in more than one school. *(The school in the example below was Moeding College)*



After clicking on Next above will take you to the page below where you have to answer the question on sponsorship.

Step 9: Financial Information
Oupa Edison (T0012361)
Admit Term 2151 Undergraduate

Status: Not Started

Sponsorship

Are you sponsored?

Select No if you are self sponsored or not sponsored, and Yes if you are, which will then take you to the page below.

Step	Page	Status
1	Personal Details	Not Started
2	Study Choices	Not Started
3	Contact Details	Not Started
4	Demographic Details	Not Started
5	Nest of Kin	Not Started
6	Emergency Contact	Not Started
7	Tertiary Education	Not Started
8	Secondary Education	In Progress
9	Financial Information	Not Started
10	Employment	Not Started
11	Additional Information	Not Started
12	Documentation	Not Started
13	Declaration	Not Started

Application Steps

<< previous next >>

save
verify application
submit
return to summary page

Click on Next to continue to the next page.

You will only go to the Page below if you selected “Yes” in the previous page. You then have to select the name of your Sponsor by searching for it accordingly then selecting it or adding it manually by clicking on the given hyperlink.

Step 9: Financial Information
Kgotsa Mbalula (T0011971)
Admit Term 2142 Undergraduate

Status: Not Started

Sponsorship

Are you sponsored? Yes

Expected Sponsor:

select sponsor

Click here to enter the name of your sponsor by searching and selecting the sponsor from the list OR if the sponsor name does not exist on the list, then the Click the hyperlink that says my sponsor does not exist, then type it in.

Step	Page	Status
1	Personal Details	In Progress
2	Study Choices	In Progress
3	Contact Details	Not Started
4	Demographic Details	Not Started
5	Nest of Kin	Not Started
6	Emergency Contact	Not Started
7	Tertiary Education	Not Started
8	Secondary Education	Not Started
9	Financial Information	Not Started
10	Employment	Not Started
11	Additional Information	Not Started
12	Documentation	Not Started
13	Declaration	Not Started

Application Steps

<< previous next >>

save
verify application
submit
return to search

Click on Next to continue to the next page.

Once you have selected you Sponsor and clicked on Next, the following page will follow where you have to state whether you have any employment experience or not, as for some study programmes this is fundamental information.

Step 10: Employment
MANTHO DIHUTSO (T0012382)
Admit Term 2151 Undergraduate

Status: Not Started

Preliminary

Do you have any employment or work experience history?

Select No if you don't have any employment/work experience or Yes, if you do. Selection of Yes will lead you to the page below. Selection of No will take you to Additional Information page

Step	Page	Status
1	Personal Details	Not Started
2	Study Choices	Not Started
3	Contact Details	Not Started
4	Demographic Details	Not Started
5	Nest of Kin	Not Started
6	Emergency Contact	Not Started
7	Tertiary Education	Not Started
8	Secondary Education	Not Started
9	Financial Information	Not Started
10	Employment	Not Started
11	Additional Information	Not Started
12	Documentation	Not Started
13	Declaration	Not Started

Application Steps

<< previous next >>

save
verify application
submit
return to summary page

Click on Next to continue to the next page.

The selection of Yes in the previous page will take you to the page below where you have to click on **add employment** in order to access another page where you have to enter your employment details.

Step 10: Employment
Kgotsa Mbalula (T0011971)
Admit Term 2142 Undergraduate

Status: Not Started

Preliminary

Do you have any employment or work experience history? Yes

Employer	Job Title	Start Date	End Date	Edit	Delete
1				edit	delete

add employment

1. Click here to add your employment details by completing the fields that will appear, then Click on OK, when done

Step	Page	Status
1	Personal Details	In Progress
2	Study Choices	In Progress
3	Contact Details	Not Started
4	Demographic Details	Not Started
5	Nest of Kin	Not Started
6	Emergency Contact	Not Started
7	Tertiary Education	Not Started
8	Secondary Education	Not Started
9	Financial Information	Not Started
10	Employment	Not Started
11	Additional Information	Not Started
12	Documentation	Not Started
13	Declaration	Not Started

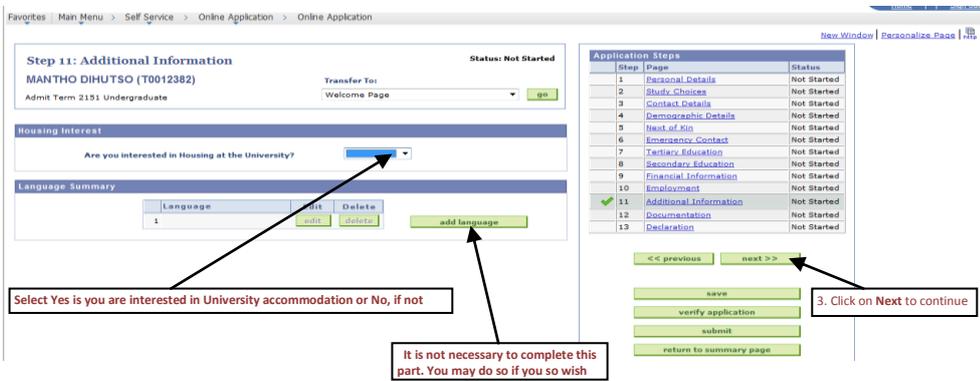
Application Steps

<< previous next >>

save
verify application
submit
return to search

Click on Next to continue to the next page.

The selection of No on the Employment page will bring out the page below where you have to answer the question regarding accommodation and language.



The next page is on Documentation where you have to attach/upload all relevant documents to your application. These documents are the ones that you would have certified, scanned and saved as soft copies before starting to apply. You are required to click on **add** next to the name of the document that you would like to upload such as Omang if you are a citizen of Botswana, etc.



Once you have uploaded all the documents that are required and clicked on next, the last page of the application will follow. On this page, you have to make a declaration by selecting the appropriate Checkbox, followed by the verification of the application. Kindly note that if there is any part of the application that has not been completed properly, the verification process will indicate errors thereto and you then have to correct everything accordingly before you submit your application.

Step 13: Declaration
Kgoso Mbalula (T0011971)
Adml Term 2142 Undergraduate

Status: Not Started

Transfer To: Welcome Page

Declaration 00

I declare that:

all the information is true and correct to the best of my knowledge and belief. I am aware that the University reserves the right to reject any application and/or withdraw and cancel any offer of admission should all or part of the above information be found to be untrue and/or incorrect, or if an offer was erroneously made. I agree that if I am accepted at the University I shall be under the disciplinary control of the University authorities and I undertake to acquaint myself with, and to conform to the rules and regulations of the University. I also declare that I have read instructions and information on the Welcome page.

confirm the declaration

Application Steps

Step	Page	Status
1	Personal Details	Not Started
2	Study Choices	Not Started
3	Contact Details	Not Started
4	Demographic Details	Not Started
5	Next of Kin	Not Started
6	Emergency Contact	Not Started
7	Tertiary Education	Not Started
8	Secondary Education	In Progress
9	Financial Information	Not Started
10	Acquaintance	Not Started
11	Additional Information	Not Started
12	Documentation	Not Started
13	Declaration	Not Started

Navigation: << previous, next >>, save, verify application, submit, return to summary page

Annotations:

- 1. Select this Checkbox to make a Declaration
- 2. Click here to verify your application
- 2. Click here to submit your application
- Status

Once the status is 'Validated', it means that you are ready to **apply**. Click the <submit> button. You will receive a confirmation message, as shown below. Click on <ok> if you wish to complete the application process or <Cancel> if you are not yet ready.

Note! Once you click <ok> no more amendments to your application form will be allowed. Any changes must be communicated in writing to the Undergraduate Admissions Office before the closing date.

University of Botswana Online Application

Confirm Application

Please confirm that you wish to complete your application by applying to the University. Once you apply, further changes to your application will not be possible.

Your application will first be verified. If errors or omissions are found, you must address these before continuing.

Click **OK** to complete your application, or **Cancel** to return to the previous page with no further action.

ok cancel

Once you have submitted your application, you will receive a short message through your email acknowledging receipt of the application; and then an acknowledgement letter on the same will follow later through the same medium.

Thank you very much for choosing University of Botswana