



Postgraduate Admissions

Online Application - Step-By-Step Guide for Applicants

WELCOME!

Welcome to a Step-by-Step assistance to online application. This will guide you on how to create an application online:

BEFORE APPLYING

Scanned copies (soft copies in pdf format) of following documents should be ready before applying:

- Application fee receipt (non-refundable Application Fee)
- Certified copy of Degree Certificate (s)
- Copy of Transcript
- Two copies of completed Professional/Academic References
- Certified copy of National Identity Card (Omang for citizens) and Passport for international applicants
- Personal Statement of Intent for Masters and Proposal/Research Plan for MPhil/PhD
- Certified copy of Registration Certificate/card or Nursing Licence (where applicable)
- Copy of proof of change of surname (where applicable). **N.B. All former UB students who have changed their surnames should use surnames they used while they were students at UB so that the system will easily map their student ID to their surname and to their previous record. The new surname could be changed through SGS offices once the applicant has been admitted.**

Prospective students may use any Internet facility available to them to apply or use UB internet facility located at School of Graduate Studies Offices (Block 247/First Floor).

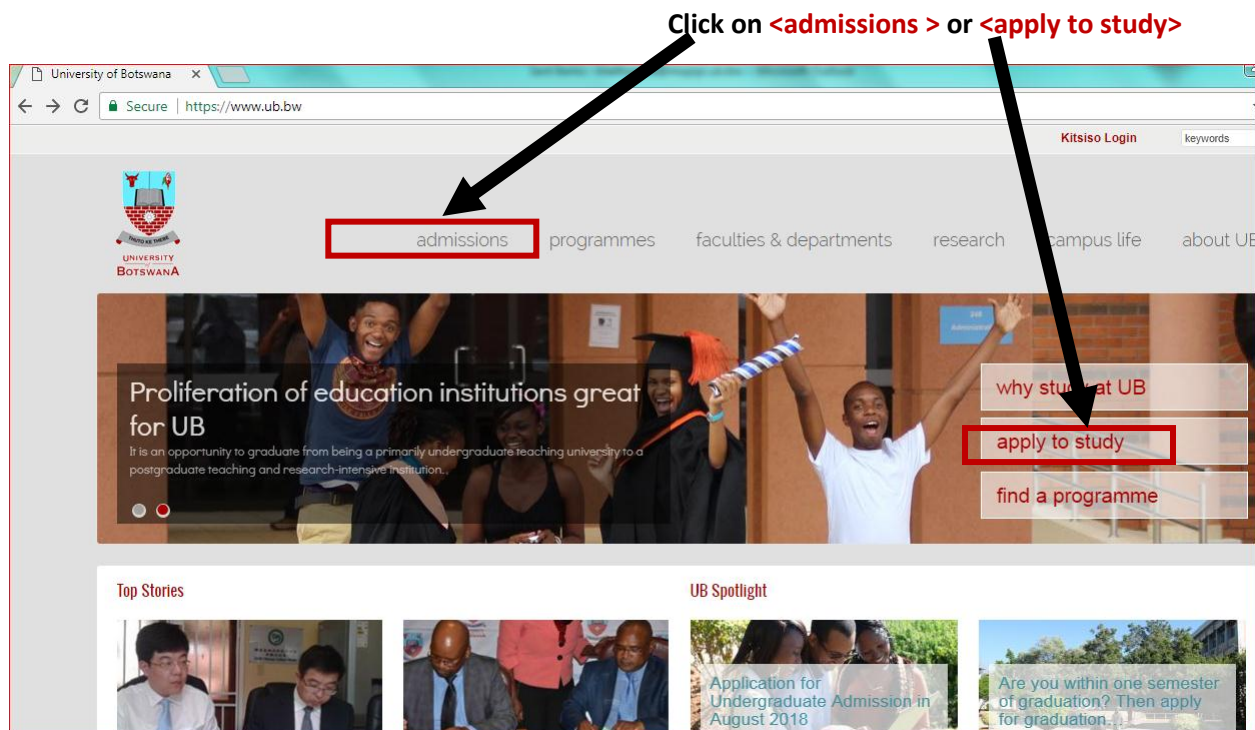
Each applicant can submit two applications. Each application should have its own separate application fee, else one of them will be rejected.

MAKING AN APPLICATION ONLINE

The following steps will guide you in making an online application. First you need to create an **Application Account**.

CREATING AN APPLICATION ACCOUNT

- a) Make your application online through the University of Botswana website: www.ub.bw. Click on the link '**Admissions**' or '**Apply to Study**' as shown below:



- b) A new page titled Admissions will appear. Browse through the page and click on '**Graduate Application**'.

Admissions



useful documents ↓



Why study at UB

The University of Botswana is a world-class institution that has established and developed a range of learning, social,...

[+ read more](#)



Apply to Study

The University of Botswana offers a wide range of undergraduate and graduate study programmes. Our particularly broad...

[+ read more](#)



Undergraduate Applications

Before you apply make sure the following documents are readily available....

[+ read more](#)



Graduate Applications

Thank you for showing interest in studying at the University of Botswana. University Of Botswana Postgraduate master's...

[+ read more](#)

Click on **<Graduate Applications>**

- c) A new page titled Postgraduate Applications will appear. Read through the page to make sure that all information and certified scanned soft copy of all documents needed to complete online application are ready. Browse through the page until you see a section titled '**Completing your Application**' and click on the link 'Make your **Online** application here'

UB August 2018 Intake

All prospective applicants are to make their applications online.

In processing applications for the August 2018 intake, the University of Botswana would like applicants to take note of the following:

- **Applications should be made online from 16th February to 31st March 2018**
- Applications will be processed to determine eligibility, the outcome of which will be communicated to the applicants accordingly.
- Applicants should ensure that they provide correct personal e-mail address and cell-phone numbers as the outcome of their applications will be communicated through such media.
- For any enquiries on Postgraduate August 2018 intake, kindly contact the School of Graduate Studies Admissions office at telephone numbers (00267) – 3552960/2861/2862/4690; or email: sogras@mopipi.ub.bw

Before Applying

- Make sure the following documents are readily available
 - Application fee receipt (pay a non-refundable Application Fee listed under [Fees Schedule](#), which is payable into the UB bank accounts listed under [Financial Procedures](#) or UB Cash Office.
 - Certified copy of Degree Certificate (s)
 - Copy of Transcript
 - Two copies of completed Professional/Academic References
 - Personal Statement of Intent for Masters and Proposal/Research Plan for MPhil/PhD
 - Certified copy of National Identity Card (Omag for citizens) and Passport for international applicants
 - Certified copy of Registration Certificate/card or Nursing Licence (where applicable)
 - Copy of proof of change of surname (where applicable) **N.B. All former UB students who have changed their surnames should use surnames they used while they were students at UB so that the system will easily map their student ID to their surname and to their previous record. The new surname could be changed through SGS offices once the applicant has been admitted.**

Completing your Application

- Before you complete an application, please go over the [Application Package](#)
- In order to apply On-line please follow the [Step-by-Step](#) advice before completing an application
- To apply [online](#) you are requested to have an e-mail address
- Make your [Online](#) application here

Tracking your Application

- Once you have applied and have received the acknowledgement letter, you may use the login details on such a letter to track the

- Apply to Study
 - >Undergraduate Applications
 - >Graduate Applications
- Academic Services
- School of Graduate Studies
- Centre for Continuing Education
- Office of International Education and Partnerships
- Centre of Specialization in Public Administration and Management (CESPAM)

Click on **<Online>**

- d) A new page will be displayed. You will be expected to create an **Application Account**.
- e) If you are a returning student/applicant, **sign into your account** by entering your existing Application ID and Password and select login or if you forgotten your login credentials click on **'Forgotten your Application ID and/or Password'**
- f) If you are a **new applicant** complete Step 1 and Step 2.

Step 1: Enter the **Security Code** that appears on the page (it will be a different, unique number that appears every time)

Step 2: Click on the **<create application id>** button

The screenshot shows the 'University of Botswana Online Application' page. It has a header with the Oracle logo and 'Operator: ONLAPP, System: CS9PROD'. Below the header is a navigation bar with 'Favorites', 'Main Menu', 'Self Service', 'Online Application', and 'Online Application'. The main content area is titled 'University of Botswana Online Application' and includes a thank you message. There are two main sections: 'Don't have an Application ID yet?' and 'Sign in to your account'. The 'Don't have an Application ID yet?' section has three steps: Step 1 (Security Code), Step 2 (Click the button below), and Step 3 (Confirm Temporary Password). Step 1 shows a security code 'W62rk5' in a box. Step 2 shows a 'create application id' button. The 'Sign in to your account' section has fields for 'Application ID' and 'Password', a 'login' button, and a link for 'Forgotten your Application ID and/or Password?'. Arrows point from the text instructions to the corresponding fields and buttons on the page.

Returning applicant login:
Enter your **<Application ID>**
and **<Password>** and click on
'login' to complete your
application

Enter the **<Security code >** shown

Click on **<create application id>**

- g) After you click **<create application id>** button, enter the necessary information into the **Create Application ID** page below:

Oracle
Operator: 1001949, System: CS9PROD

University of Botswana Online Application

Create Application ID

Please enter the fields below as completely and accurately as possible, so that we can check if you have previously studied at UB. Once complete, click the **Continue** button.

Before you can enter application details, your email address will first need to be verified. On completion of this page, an email will be sent to the entered address with your Application ID and randomly generated password. Once you receive the email, use the confirmation link on the main log-in page to enter your Application ID and Password.

To exit this page with no further action, click **Cancel**.

Select Postgraduate

Select the Term from the drop down list. e.g. 2017/2018 Semester 1 for entry in August 2017

Input required information. If you have previously studied at UB & remember your Student ID, enter it. Enter the e-mail address where you want your login credentials to be sent.

Select the country that issued your national identification document. Select Omang for Botswana nationals or passport for non-Botswana nationals and input the corresponding IDs.

Click here to continue

continue

- h) After entering all the required information, click on **<Continue>** button. The following message will appear confirming that an e-mail has been sent to your e-mail account. Click **<OK>** when you have read the message.

Oracle
Operator: ONLAPP, System: CS9PROD

University of Botswana Online Application

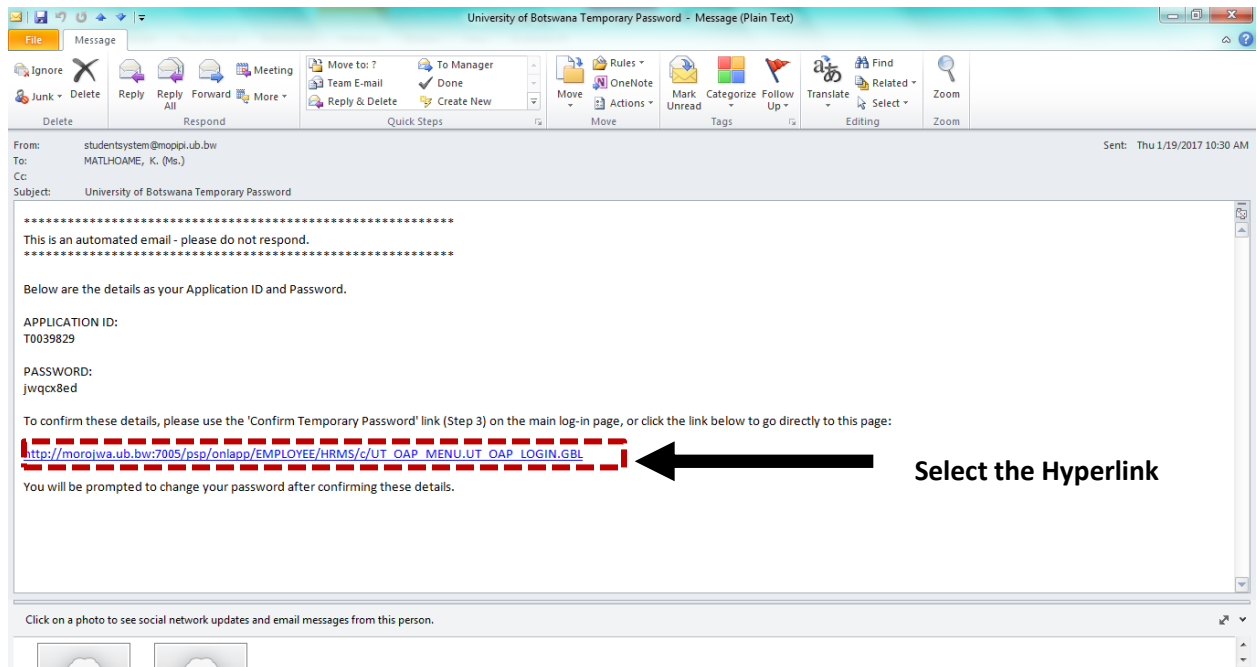
Confirmation of Email

An email has been successfully sent to mathhoame@morija.ub.bw. Please make a note of your Application ID since the email has been received - you will need this for future access to the system.

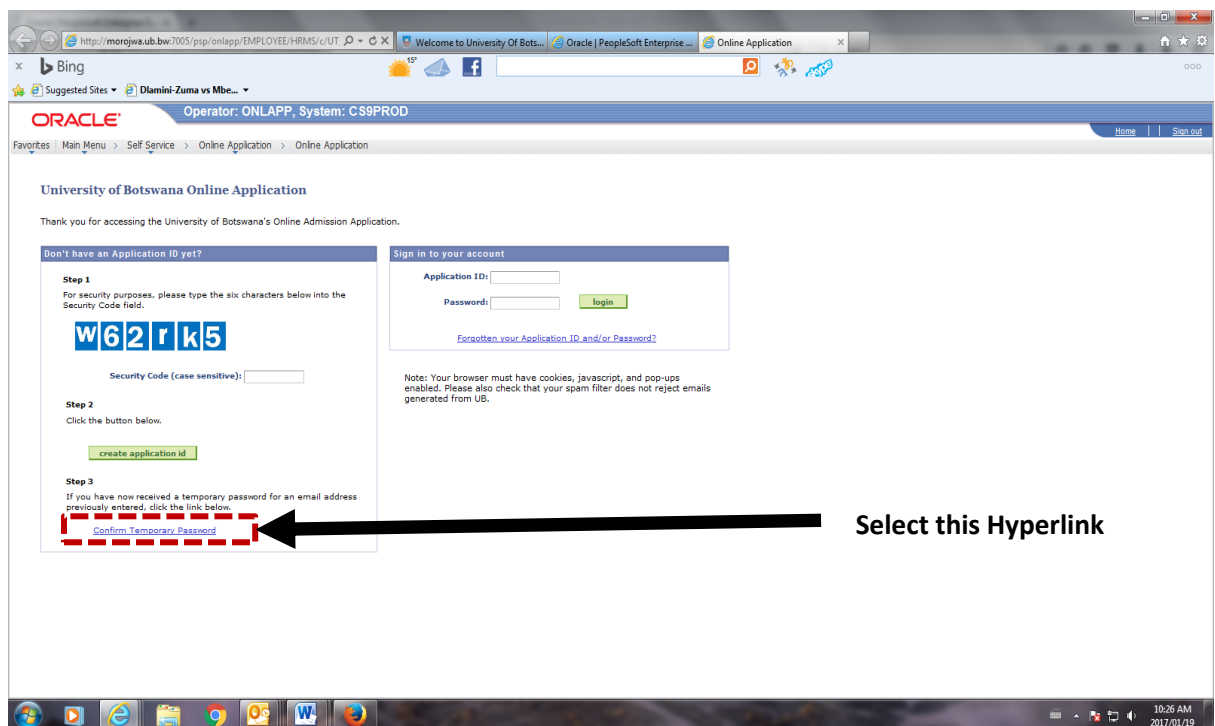
Click **OK** to return to the log-in page.

OK

- i) Log on your e-mail account. There should be an e-mail with your temporary **Application ID** and **Password**. Note both the Application ID and Password and click on the hyperlink shown below.



- J) The page below will be displayed. Select **Confirm Temporary Password** hyperlink.



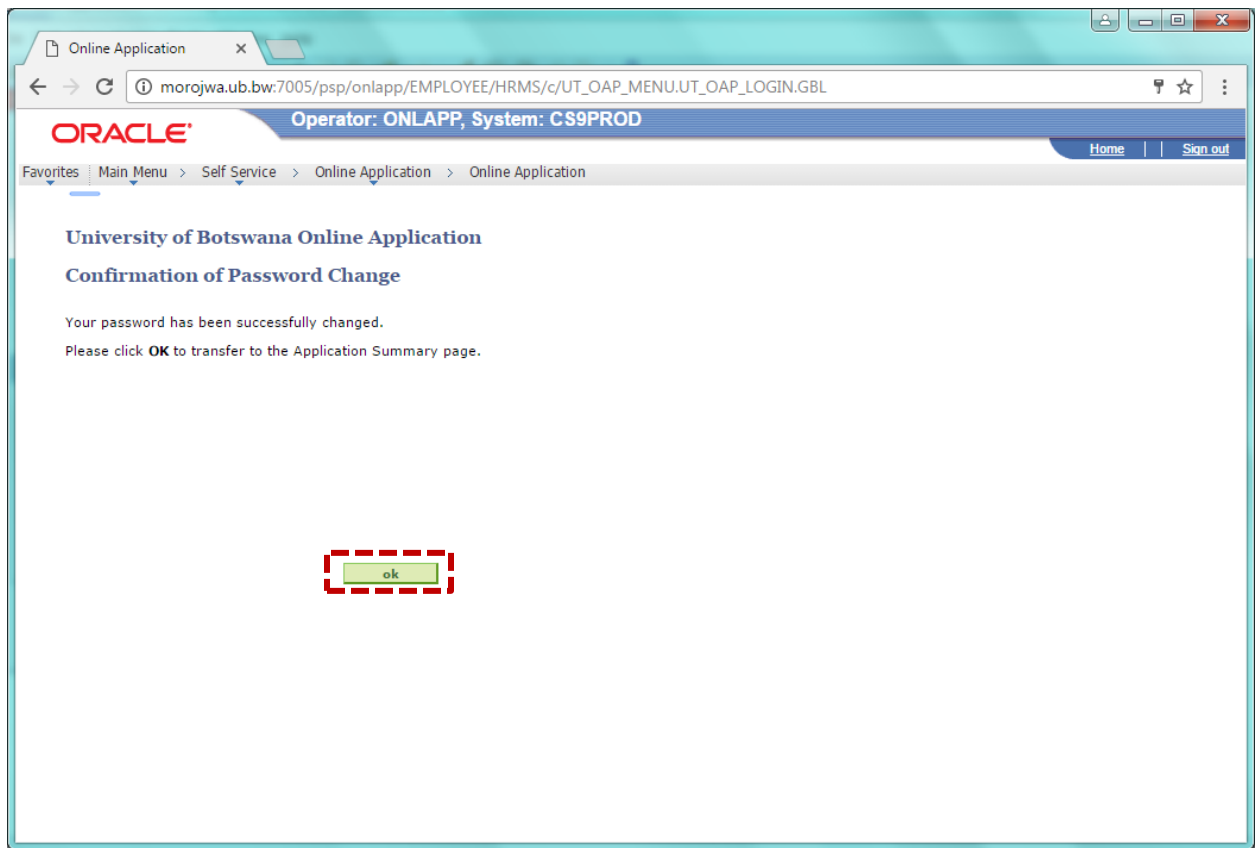
- k) Enter your **Application ID** and **Password** as supplied on the email sent to you and click **OK**.

The screenshot shows a web browser window with the URL <http://morojwa.ub.bw7005/psp/onlapp/EMPLOYEE/HRMS/c/UT...>. The page title is "University of Botswana Online Application" and the subtitle is "Confirm Password". The Oracle logo is visible in the top left, and the operator information "Operator: ONLAPP, System: CS9PROD" is in the top right. The page content includes instructions: "Please enter your email address, followed by the Application ID and temporary password as indicated in the email. Then click OK." and "To return to the main log-in page, click Cancel." Below this is a "Sign in to your account" section with three input fields: "Email Address" (containing "mathoame@moropi.ub.bw"), "Application ID" (containing "T0039829"), and "Password" (containing "*****"). A red dashed box highlights the "Application ID" and "Password" fields. At the bottom of the form are "ok" and "cancel" buttons. The browser's taskbar at the bottom shows various application icons and the system clock indicating 10:35 AM on 2017/01/19.

- l) The **Change Password** page will be displayed. You need to change password. Enter your **own password** and click **OK**.

The screenshot shows the same web browser window, but the page title is now "University of Botswana Online Application" and the subtitle is "Change Password". The instructions are: "You must now change your password. Please enter a new password, confirm your entry, and then click OK." Below this is a "Sign in to your account" section with two input fields: "Password" and "Confirm Password". A red dashed box highlights both input fields. At the bottom of the form is an "ok" button. The browser's taskbar at the bottom shows the same application icons and the system clock indicating 10:36 AM on 2017/01/19.

- m) After changing your password, a confirmation message will come up as shown below.



Click **OK** after reading the message. The **Application Summary** page which is the application form will be displayed.

ONLINE APPLICATION FORM – APPLICATION SUMMARY

This is the Application Form. You are now ready to apply.

- a) Read the information on **Application Summary**. You can view, edit or delete your application. You can also add another new application. You are allowed to add two applications only. Each application must have its own **unique application fee receipt** and **statement of intent**. You may use the same references if necessary.

Operator: ONLAPP, System: CS9PROD

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](#)
[Add New Application](#)

Nbr	Admit Term	Career of Study	Programme of Study	Date Added	Status	Edit	View	Delete
1	2161	Postgraduate	Unknown	2017/01/19	In Progress	edit	view	delete

Click to add a new application

Click 'edit' or 'delete' button to view or remove an application from the system

- b) A welcome page will be displayed as below showing your First Names, Surname and Application ID or Student ID if you are a former student of University of Botswana. Read the instructions on **Welcome page** carefully.

Oracle Operator: ONLAPP, System: CS9PROD

Online Application - Welcome Page

Kesentseng Matlhoame (T0039829)

Admit Term 2161 Postgraduate

Transfer To:

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 **Submit** 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 submitted, 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 2014 Guide on cut off points is enclosed. Applicants are therefore advised to select programmes carefully taking into account the strength of their grades and the 2014 Guide on cut off points. Please note that the 2014 Guide on cut off points serve only as a guide on the competitiveness of programmes and are therefore not final considerations for admission.

Every part of the Application Form should be completed in full. AN APPLICANT MAY APPLY FOR UP TO THREE (3) PROGRAMME CHOICES. SELECT your programme choices in order of preference, followed by the mode of offering of each programme, Full Time, Part Time or Distance Learning.

The Application Fee, WHICH IS NOT REFUNDABLE, should be paid into the University of Botswana (UB) accounts listed (Refer to the document on Financial Procedures for Bank details) or at the Cash Office at the Main University Campus in Gaborone: Centre for Continuing Education (CCE) in Francistown or Okavango Research Institute in Maun.

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	Financial Information	Not Started
9	Employment	Not Started
10	References	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

Click on **<next>** when finished reading the instructions

Note the following:

- i. The table or grid in the right corner will help you know which application steps you have completed.
- ii. The buttons below the grid are used for the following:
 - <next> navigates to the next page
 - <previous> navigates to previous page
 - <save> saves the changes you made
 - <verify application> checks if you completed the application correctly
 - <submit> to submit the application, no changes allowed once the button is clicked
 - <return to summary page> allows you to view the application
- c) Click on **<next>**. The **Personal Details** page will be displayed. Enter all the required information and click **<next>** when done.

Oracle | PeopleSoft Enterprise ... Online Application

Operator: ONLAPP, System: CS9PROD

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

Step 1: Personal Details

Status: Not Started

Kesentseng Mathoame (T0039829)

Admit Term 2161 Postgraduate

Transfer To: Welcome Page

Personal Information

Title:

Last Name:

First Name:

Middle Name:

Preferred First Name:

Maiden Last Name:

Date of Birth:

Reported Student ID:

National ID

Country:

National ID Type:

National ID:

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	Financial Information	Not Started
9	Employment	Not Started
10	Referees	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

Enter previous surname if you are married and have changed your surname

Click on **next** to continue

d) The **Study Choice** page will be displayed.

- f) Click **<select>** to choose your programme of study from the list as shown below.

Operator: ONLAPP, System: CS9PROD

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:

Select	Academic Program	Academic Plan	Close Date
<input type="button" value="select"/>	SGD01	Doctor of Philosophy	SGD4600010
<input type="button" value="select"/>	SGM99	Master of Philosophy	SGM9900490
<input type="button" value="select"/>	SGM42	Master of Science	SGM5100030

- g) Select **<offering mode>** (part-time or full-time) and **<Campus>**. Click **<next>** to continue.

Oracle | PeopleSoft Enterprise... Online App PG

Operator: ONLAPP, System: CS9PROD

Step 2: Study Choices

Kesentseng Matlhoame (T0039829)

Admit Term 2161 Postgraduate

Transfer To: Welcome Page

Status: In Progress

General Close Dates

Below are the general closing dates for 2016/17 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
Postgraduate	Non-Botswana Citizen	2017/01/18
Postgraduate	Citizen/Permanent Resident	2017/01/18

Study Choices

Programme of Study: SGM5100030 - Computer Science

Offer Mode: Part-time

Campus: Gaborone Main

select remove Requirements

Application Steps

Step	Page	Status
1	Personal Details	In Progress
2	Study Choices	In Progress
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	Financial Information	Not Started
9	Employment	Not Started
10	References	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

Click on <next> to continue

Choose mode of study and Campus

- h) The Contact Details page will be displayed. When you have entered all required information, click on <next> button to continue.

Operator: ONLAPP, System: CS9PROD

Step 3: Contact Details
Kesentseng Mathoame (T0039829)
Admit Term 2161 Postgraduate

Status: Not Started

Transfer To: Welcome Page

Country: Botswana

Address Line 1: [Redacted]

Address Line 2: [Redacted]

Address Line 3: [Redacted]

Town / Village: [Redacted] Home Village: [Redacted]

Postal Code: [Redacted] District / Province: [Redacted]

Enter Address and Phone Numbers

Email Address: [Redacted]

Mobile Phone: [Redacted]

Home Phone: [Redacted]

Work Phone: [Redacted]

Fax: [Redacted]

Application Steps

Step	Page	Status
1	Personal Details	In Progress
2	Study Choices	In Progress
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	Financial Information	Not Started
9	Employment	Not Started
10	References	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

Country of your mailing address

Enter Address as:

Private Bag 0022

Tlokweng

Enter City/Town/Village for your Mailing Address

Click on <next> to continue

- i) The **Demographic Details** page will be displayed. Enter your **Gender**, **Marital Status** and indicate whether you have **disability**, click on **<next>** button to continue.

Operator: ONLAPP, System: CS9PROD

Step 4: Demographic Details
Kesentseng Mathoame (T0039829)
Admit Term 2161 Postgraduate

Status: Not Started

Transfer To: Welcome Page

Gender: [Redacted]

Marital Status: [Redacted]

Do you have a Disability? No

Application Steps

Step	Page	Status
1	Personal Details	In Progress
2	Study Choices	In Progress
3	Contact Details	In Progress
4	Demographic Details	Not Started
5	Next of Kin	Not Started
6	Emergency Contact	Not Started
7	Tertiary Education	Not Started
8	Financial Information	Not Started
9	Employment	Not Started
10	References	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

Click on <next> to continue

- j) The **Next of Kin** page will be displayed. Enter all the required information. If your **Next of Kin** contact details are the same as you select checkbox **Same Address as Applicant**. After filling all the required information, click on **<next>** button to continue.

Operator: ONLAPP, System: CS9PROD

Step 5: Next of Kin
Kesentseng Mathoame (T0039829)
Admit Term 2161 Postgraduate

Status: Not Started

Transfer To: Welcome Page [go]

Next of Kin

Name Title: [dropdown]
Last Name: [text]
First Name: [text]
Relationship: [dropdown]
Country: Botswana [dropdown] ☒ Same Address as Applicant
Address Line 1: [text]
Address Line 2: [text]
Address Line 3: [text]
Address Line 4: [text]
City / Town / Village: [text]
Postal Code: [text] District / Province: [dropdown]
Home Phone: [text]
Work Phone: [text]
Mobile Phone: [text]

Application Steps

Step	Page	Status
1	Personal Details	In Progress
2	Study Choices	In Progress
3	Contact Details	In Progress
4	Demographic Details	Not Started
5	Next of Kin	In Progress
6	Emergency Contact	Not Started
7	Tertiary Education	Not Started
8	Financial Information	Not Started
9	Employment	Not Started
10	References	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

Click here if your **Next of Kin** contact details are the same as you

Click on **<next>** to continue

- k) The **Emergency Contact** page will be displayed. Enter all the required information. If your **Emergency Contact** details are the same as you select checkbox **Same Address as Applicant**. If your **Next of Kin** and **Emergency Contact** is the same person, select checkbox **Use same details as Next of Kin**. After filling all the required information, click on **<next>** button to continue.

Select this checkbox if your Next of Kin and Emergency Contact is the same person

Select this checkbox if your Emergency Contact is same as yours

Click on <next> to continue

Step 6: Emergency Contact
Kesentseng Mathoame (T0039829)
Admit Term 2161 Postgraduate

Status: Not Started

Transfer To: Welcome Page

Application Steps

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

Emergency Contact Details

Use same details as Next of Kin

Name Title: [Dropdown]

Last Name: [Text]

First Name: [Text]

Relationship: Other

Country: Botswana

Same Address as Applicant

Address Line 1: [Text]

Address Line 2: [Text]

Address Line 3: [Text]

Address Line 4: [Text]

City / Town / Village: [Text]

Postal Code: [Text]

District / Province: [Dropdown]

Home Phone: [Text]

Work Phone: [Text]

Mobile Phone: [Text]

Application Steps

<< previous

next >>

save

verify application

submit

return to summary page

l) The **Tertiary Education** page will be displayed. Fill all the required information.

Click here to enter your Tertiary Education details

Click here to select institution

Step 7: Tertiary Education
Kesentseng Mathoame (T0039829)
Admit Term 2161 Postgraduate

Status: Not Started

Transfer To: Welcome Page

Preliminary

Do you have any previous or current tertiary studies? Yes

If entering tertiary education, please start with the most recent studies first. Include all tertiary education, including programmes studied at this University.

Tertiary Education Summary

Level	Degree / Diploma Description	Institution	Type of Study	Status	Edit	Delete
1						

add tertiary education

Tertiary Education Detail

Level: Bachelor

Degree / Diploma Description: Computer Science

Institution: [Text]

Status: Complete

Start Date: 1996/08/01

End Date: 2000/05/31

Type of Study: Undergraduate

ok

cancel

Application Steps

<< previous

next >>

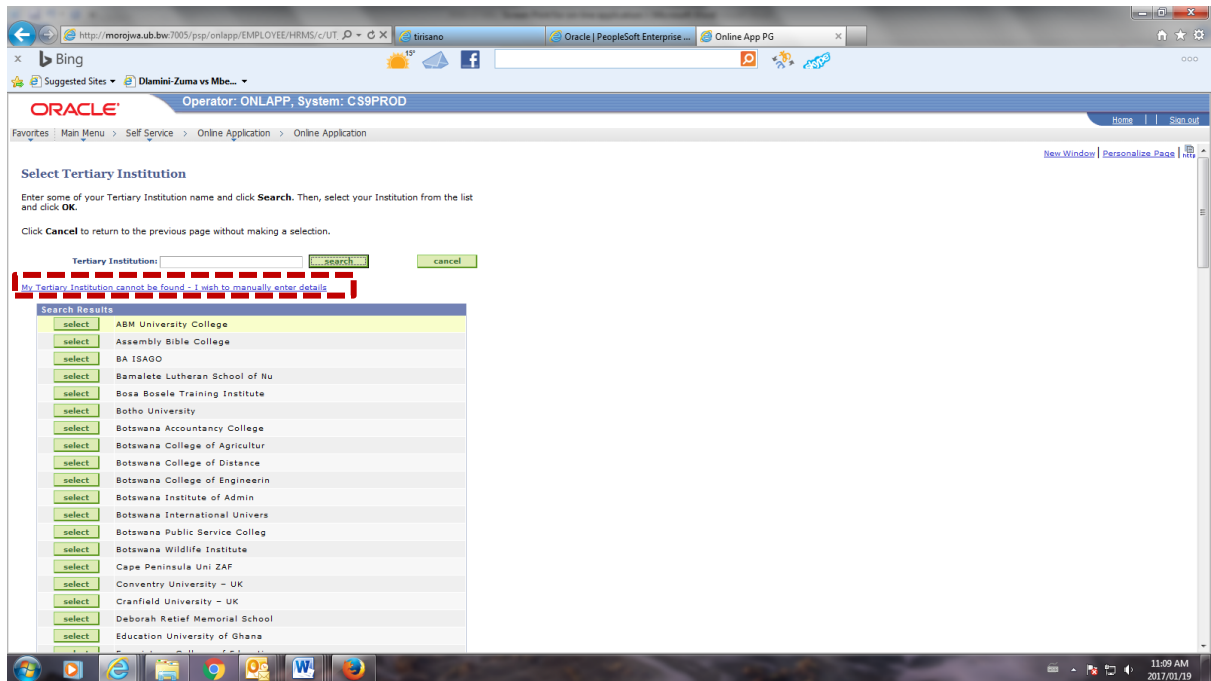
save

verify application

submit

return to summary page

N.B. A click on **select institution** will display the following page. If your institution is not in the search list, click '**My Tertiary Institution cannot be found – I wish to manually enter details**' and manually enter the institution name. Click **OK** to go **Tertiary Institution Summary** page.



- m) The **Tertiary Education** page will be displayed again. Click on **Add Tertiary Education** if you have more Tertiary Education details to capture. You can also use **<edit>** or **<delete>** buttons to either edit or delete Tertiary Education details. Click on **<next>** button to continue.

Operator: ONLAPP, System: CS9PROD

Step 7: Tertiary Education
Kesentseng Mathoame (T0039829)
Admit Term 2161 Postgraduate

Status: Not Started

Transfer To: Welcome Page

Preliminary

Do you have any previous or current tertiary studies? Yes

If entering tertiary education, please start with the most recent studies first. Include all tertiary education, including programmes studied at this University.

Tertiary Education Summary

Level	Degree / Diploma Description	Institution	Type of Study	Status	Edit	Delete
1 Bachelor	Computer Science	Botswana University of Technology	Undergraduate	Complete	<input type="button" value="edit"/>	<input type="button" value="delete"/>

Application Steps

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

Click on **<next>** to continue

Click on add Tertiary Education if you have more Tertiary Education details to capture.

- n) The **Financial Information** page will be displayed. Select **Yes** if sponsored and proceed to choose sponsor name. Select **No** if self-sponsored and click on **<next>** button.

Operator: ONLAPP, System: CS9PROD

Step 8: Financial Information
Kesentseng Mathoame (T0039829)
Admit Term 2161 Postgraduate

Status: Not Started

Transfer To: Welcome Page

Sponsorship

Are you sponsored?

Application Steps

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

Click on **<next>** button to continue

Select **Yes** if sponsored and **No** if self-sponsored.

- o) The page below will be displayed if you have selected **Yes** to the sponsorship question. Search and select your sponsor from the list or if your sponsor name is not in the list click on the hyperlink **My sponsor does not appear in the list – I wish to manually enter details** and enter the sponsor details. Click **<next>** button to continue.

Select **sponsor** details or click on the hyper link if sponsor is not on the list.

- p) The **Employment** page will be displayed once you have clicked **<next>** button after completing sponsorship page. Select **No** if you do not have work experience and click **<next>** button to go to **References** page. Select **Yes** if you have work experience and you will be directed to additional **Employment** page where you can add or delete **Employment** details.

Operator: ONLAPP, System: CS9PROD

Step 9: Employment
Kesentseng Mathoame (T0039829)
Admit Term 2161 Postgraduate

Status: Not Started

Transfer To: Welcome Page

Preliminary

Do you have any employment or work experience history?

Application Steps

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

<< previous

q) **Additional Employment** page will be displayed and you can add more than one employment details. Click **<next>** when done.

Operator: ONLAPP, System: CS9PROD

Step 9: Employment
Kesentseng Mathoame (T0039829)
Admit Term 2161 Postgraduate

Status: Not Started

Transfer To: Welcome Page

Preliminary

Do you have any employment or work experience history? Yes

Employment Summary

Employer	Job Title	Start Date	End Date	Edit	Delete
1				<input type="button" value="edit"/>	<input type="button" value="delete"/>

Employment Detail

Employer:
 Job Title:
 Start Date: End Date:
 Work Phone:
 Country:
 City:

Application Steps

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

<< previous

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- r) The **Referees** page will be displayed. Enter all required information on your referees. You must capture two referees details. You can **<edit>** or **<delete>** a reference. Click **<next>** when done.

The screenshot shows the Oracle HRMS 'Referees' page. The 'Referee Summary' table has one entry with 'Last Name' and 'First Name' fields. The 'Referee Detail' form includes fields for Name Title, Last Name, First Name, Work Phone, Mobile Phone, Fax, Email Address, Country (Botswana), Address Line 1-4, City, and Postal Code. The 'Application Steps' progress bar shows steps 8-13, with 'Referees' (step 10) highlighted. Annotations include: 'Click on **<next>** to continue' pointing to the 'next >' button; 'Click **Add referee** and complete referee details' pointing to the 'add referee' button; and 'Click **OK** after adding the referee' pointing to the 'OK' button.

- s) The **Additional Information** page will be displayed. You need to indicate if you are interested in university accommodation. Click **<next>** to continue.

The screenshot shows the Oracle HRMS 'Additional Information' page. The 'Step 11: Additional Information' form includes a 'Transfer To' dropdown and a 'go' button. The 'Housing Interest' section asks 'Are you interested in Housing at the University?' with a 'Yes' button highlighted. The 'Language Summary' table has one entry with a language field. The 'Application Steps' progress bar shows steps 8-13, with 'Additional Information' (step 11) highlighted. Annotations include: 'Click **Yes** if you want University accommodation or **No** if not interested.' pointing to the 'Yes' button; 'You can **Add language** or leave the space blank. This detail is not necessary' pointing to the 'add language' button; and 'Click on **<next>** to continue' pointing to the 'next >' button.

- t) The **Documentation** page will be displayed. You need to upload all scanned, certified copies (soft copies in pdf format) of documents you saved before applying. Click on **<add>** next to the document you wish to upload. If you do not have the required documents, save and return to this page when the documents are ready. Click **<next>** to continue.

The screenshot shows a web browser window displaying the Oracle documentation page. The page is divided into several sections, each with a table of documents. A red dashed box highlights the first section, which contains a table with columns for document type, description, and action. An arrow points to the '<next>' button in the top right corner of the first section, with the text 'Click on <next> to continue'. Another arrow points to the '<add>' button in the first row of the first section, with the text 'Click on appropriate <add> to upload the required documents such as copy of Omang, degree certificate, transcript and others.'

- u) The **Declaration** page will be displayed. Click on the checkbox to make declaration and select **<save>**.

Operator: ONLAPP, System: CS9PROD

Step 13: Declaration
Kesentseng Mathoame (T0039829)
Admit Term 2161 Postgraduate

Status: Not Started

Transfer To: Welcome Page

POSTGRADUATE PERSONAL STATEMENT AND DECLARATION

PERSONAL STATEMENT

Applicants to a Master's Programme:

Please attach a statement of no more than 500 words that explains your reason for applying to this graduate programme. Describes the areas of research that interest you, your career plans, and any other information relevant to your application. Organise your thoughts well and explain them clearly.

Applicants to a MPH/PHD Programme:

Please attach a statement of no more than 500 words in which you describe the research you wish to pursue as a MPH/PHD candidate. Include a tentative title for the project and summarise the potential significance of the work. Organise your thoughts well and explain them clearly. You may also provide any additional information you consider relevant to your application.

DECLARATION I hereby declare that all statements on this application form and in any material filed in support of this application are true and correct and that all relevant information has been disclosed to the best of my knowledge. I am aware that the University reserves the right to reject any and/or withdraw or cancel any offer of admission if all or part of the above information is found and/or incorrect, or if an offer was erroneously made. The name shown on the front of this form is the complete name by which I am legally and correctly known. I agree that if I am accepted that I will be under the disciplinary control of the University authorities and undertake to acquaint myself with, and to conform to, the rules and regulations of the University.

☐ Confirm the declaration

Application Steps

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

<< previous next >>

- v) Click on **<verify application>** button to verify your application. The **Verify Application** message will be displayed. If there is some required information that you did not complete properly, the following message will be displayed and you need to go back and correct the errors and select **<save>** and **<verify application>** again until no more errors are displayed.

Operator: 1004060, System: CS9PROD

Online Application - Validation Page
Kesentseng Mathoame (T0020467)
Admit Term 2151 Postgraduate

Transfer To: Welcome Page

Application Steps

Step	Page	Status
1	Personal Details	Errors
2	Study Choices	Errors
3	Contact Details	Errors
4	Demographic Details	Errors
5	Next of Kin	Errors
6	Emergency Contact	Errors
7	Tertiary Education	Errors
8	Financial Information	Errors

Message

Errors found on multiple pages. (30500,346)

You have been transferred to the Validation Page for a summary of all errors.

Validated OK

Msg Type	Page	Message
1 Error	Personal Details	Name Title must be entered.
2 Error	Study Choices	At least one Programme of Study must be selected.
3 Error	Contact Details	Address Line 1 must be entered.
4 Error	Contact Details	City must be entered.
5 Error	Demographic Details	Gender must be entered.
6 Error	Demographic Details	Marital Status must be entered.
7 Error	Next of Kin	Name Title must be entered.
8 Error	Next of Kin	Last Name must be entered.
9 Error	Next of Kin	First Name must be entered.
10 Error	Next of Kin	Relationship must be entered.
11 Error	Next of Kin	Address Line 1 must be entered.
12 Error	Next of Kin	City must be entered.
13 Error	Emergency Contact	Name Title must be entered.
14 Error	Emergency Contact	Last Name must be entered.
15 Error	Emergency Contact	First Name must be entered.
16 Error	Emergency Contact	Address Line 1 must be entered.
17 Error	Emergency Contact	City must be entered.
18 Error	Tertiary Education	Tertiary Education Flag must be entered.
19 Error	Financial Information	Sponsorship Flag must be entered.
20 Error	Employment	Employment Flag must be entered.
21 Error	Referees	At least two Referees must be entered.
22 Error	Additional Information	Housing Interest must be entered.
23 Error	Documentation	You must upload at least 1 document(s) in the "National ID" group.
24 Error	Documentation	You must upload at least 1 document(s) in the "Tertiary Education" group.

When all errors have been corrected, another **Verify Application** message below will be displayed showing that **No errors have been found** and the status of the application will display as **Validated**.

The screenshot shows a web browser window displaying the 'Update Application (Staff)' page. The page title is 'Update Application (Staff) - Windows Internet Explorer provided by University of Botswana'. The URL is 'http://morojwa.ub.bw7001/psp/cs9prod/EMPLOYEE/HRMS/c/UT_STAFF_MENU.UT_OAP.GBL?PORTALPARAM_PTCNAV=UT_OAP_GBL_STAFF&EOPP...'. The page shows the 'Step 1: Personal Details' section for 'Johnson Hinnah (T0038356)'. The status is 'Validated'. A message box says 'No errors have been found. (30500,343)'. The 'Application Steps' table shows all steps from 1 to 13 as 'Validated'. A red dashed box highlights the 'Validated' status for all steps, and an arrow points to it with the text 'Status of the application will display as Validated'.

Step	Page	Status
1	Personal Details	Validated
2	Study Choices	Validated
3	Contact Details	Validated
4	Demographic Details	Validated
5	Next of Kin	Validated
6	Emergency Contact	Validated
7	Tertiary Education	Validated
8	Financial Information	Validated
9	Employment	Validated
10	References	Validated
11	Additional Information	Validated
12	Documentation	Validated
13	Declaration	Validated

- w) You are now ready to submit your application. Click **<submit>** button. The status of the application will display as **Submitted**. You will not be able to make any amendments to your application form once submitted. Any changes you wish to make must be communicated in writing to the Postgraduate Admissions Office before the closing date for applications.
- x) Once you have submitted your application, an e-mail will be sent automatically to your e-mail account acknowledging receipt of the application. You should also receive a formal acknowledgement letter in your e-mail within a week.

✓ **Welcome and Thank You for choosing University of Botswana.**