



APPLICATION GUIDELINES

Kindly read the information below before you complete an application online

1. One applicant should submit only one application.
2. For one to apply online, s/he should have an **active e-mail account**
3. Prospective applicants should read the entry requirements carefully and ensure that they apply for programmes for which they meet the general and specific requirements including the Application Cut-Off points. Meeting the minimum entry requirements does not guarantee admission **as admission is based on academic merit and availability of space.**
4. A list of undergraduate programmes offered by the University of Botswana and the 2018 Guide on Application Cut-off points are part of the Application Package. Applicants are therefore advised to select programmes carefully taking into account the strength of their grades and the 2018 Guide on Application Cut-off points. The 2018 Guide on Application Cut-Off Points are a **Guide only** and should therefore not be treated as the **Final Admission Cut-Off Points.**
5. In completing the application, prospective applicants should enter their study choices in order of preference, and then select the programme offer mode such as Full-time, Part-time or Distance Learning, plus the Campus where each of the three programmes is offered.
6. Prospective applicants are required to pay an **APPLICATION FEE, WHICH IS NON-REFUNDABLE**, into the University of Botswana (UB) bank accounts listed under Schedule of Fees and Financial Procedures, which is part of the Application Package. Prospective applicants may **ONLY PAY** the **Application Fee** if they meet all the set requirements as the **APPLICATION FEE IS NON-REFUNDABLE.**
7. Prospective applicants may also pay the **Application Fee** at any UB Cash Offices at Main Campus in Gaborone; Centre for Continuing Education (CCE) in Francistown or Okavango Research Institute (ORI) in Maun. The receipt for the **Application Fee** payment should be scanned in readiness for uploading into the application. A copy of the payment receipt should be kept safely by the applicant.
8. For programmes of study that require work experience, a reference statement from the applicant's supervisor confirming the nature and length of the work experience should be scanned in readiness for uploading into the application. The applicant must have the required experience by the date of submission of the application.
9. **Normal Entry:** Normal Entry means that an applicant is in possession of the requirements as stated in the intended programme of study, e.g. School Certificate, Certificate/Degree/Diploma Certificate, any other relevant Certificate, and/or the required work experience in some cases.

10. **Mature Age Entry (MAE):** This is a special route reserved only for Botswana nationals who do not possess the normal entry qualifications. Applicants under this category are required to take appropriate MAE Examination. Undergraduate study programmes with this special entry route have this listed under their specific requirements.
11. Applicants, who applied for programmes with an interview or test as part of the selection process, are advised to enquire about the schedules for such if they do not receive any notification **two months after the closing date**.
12. Applicants will be notified of the dates of the selection interview(s) or test(s) they are required to attend and those who for whatever reason fail to attend a scheduled oral or written interview, will automatically be dropped from the selection list for that particular programme.
13. Applicants are also encouraged to always keep safe the information they receive during the application period and also through the acknowledgement letters they will receive from Undergraduate Admissions office.
14. **Applicants with Disability:** The University of Botswana welcomes applicants with disability, and considers their applications on academic merit like all other applicants. All applicants are expected to state whether they have any disability or not when they apply, so that the **University's Disability Support Services Unit** can contact them to appreciate the nature of their disability. The declaration of such information helps the University in assessing the learning needs of all applicants. Prospective applicants with disability may contact University's Disability Support Services Unit at: (+267)-3552545/2768. University of Botswana will at all times preserve the confidentiality of student information.
15. Prospective applicants are expected to scan and save separately, *preferably in pdf format*, all the required documents in readiness for uploading during application:
- receipt for a fully paid Application Fee
 - certified copy of the Omang for citizens ONLY or the Passport for other nationalities
 - certified copy of the School certificate (**or a certified copy of the Statement of Results for those still awaiting the issuance of their certificates**), accompanied (if not in English) by a certified official English translation version.
 - certified copies of additional official documents e.g. post-school certificate(s), transcript(s), professional registration certificate(s), certifying letters from Examining bodies, proof of change of name, etc where applicable.
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- NB:** *Citizens under the age of 16 or those who have applied for Omang as they have just reached the age of 16 should provide certified copies of their Birth Certificates*
16. The onus is on all applicants to ensure that they upload all required documents with their application. Any application that does not have all the required documents will not be processed.
17. **How to complete an Application Online:** University of Botswana (UB) has an online application system that is intended to accord anyone seeking admission into UB study programmes to apply online provided they have an **active email account**. Prospective applicants are therefore expected to make their applications online through the **'APPLY TO STUDY'** link on the University of Botswana Website: www.ub.bw as soon as the application receiving period opens.

Prospective applicants may use any Internet facility available to them to apply anytime of the day during the application period.

18. A guide, in the form of a booklet, on how to complete an application online is provided through the **“APPLY TO STUDY”** link. The booklet, **“ONLINE APPLICATION: A STEP-BY-STEP GUIDE”**, is available online as part of the **Application Package** on the **UB Website link mentioned above**.
19. Once you have submitted your application, an acknowledgement letter will be sent to you by email.
20. **Selection Procedure:** The Undergraduate Admissions office will review and process applications immediately after the closing date and applicants who are required to attend selection interviews or tests will be notified accordingly.
21. **Change of Name/Surname:** Applicants are to provide proof of change of name(s) if their Certificate(s) and/or other official documents show different names. **THE UNIVERSITY ONLY ACCEPTS AN AFFIDAVIT FROM THE MINISTRY OF NATIONALITY, IMMIGRATION & GENDER AFFAIRS.**
22. Applicants are encouraged to always request for the name of the UB staff attending them either telephonically or otherwise.
23. Prospective applicants or applicants may contact the Undergraduate Admissions office on any application/admission issues at: **(+267)-3552912/2003/2183** or email to: **admissions@mopipi.ub.bw**