



UNDERGRADUATE ADMISSIONS

online application
a **step-by-step** guide



A *HANDBOOK* FOR
PROSPECTIVE APPLICANTS

www.ub.bw
admissions@mopipi.ub.bw

second edition 2018



Programmes Galleries Research Repository

Home

Undergraduate Applications

The advert for Applications For Undergraduate Admissions is available on the website. For more details.

Before Applying:

- Make sure the following documents are readily available:
 - Application fee receipt (pay a non-refundable Application Fee into the UB Office)
 - Certified copy of the Senior Secondary School Certificate
 - Certified copies of Transcript(s) and or Certificate of Re-Admission
 - Certified copy of National Identity Card (Omani)

When completing your Application, please go over the website to follow the Step-by-Step Guide to apply online. **HERE**



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2014 UB FOUNDATION
Dinner - 16/12/2014
The 10th Annual
Event, held
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Highlights





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Latest News and Announcements



2014 LIB FOUNDATION GOLF DAY MEETS TARGET
Delivered 08/12/2014
The 10th Annual University of Botswana Fundraising Golf Event, held
[read more...](#)

Highlights

Course Guide	Career Guide	Study at UB
Students Accommodation	Library Catalog	Research at UB

Event C	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6	7
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Botswana Research Institute
UB Foundation

INTRODUCTION

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 **A Guide to Prospective Applicants** under “**APPLY TO STUDY**” 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.



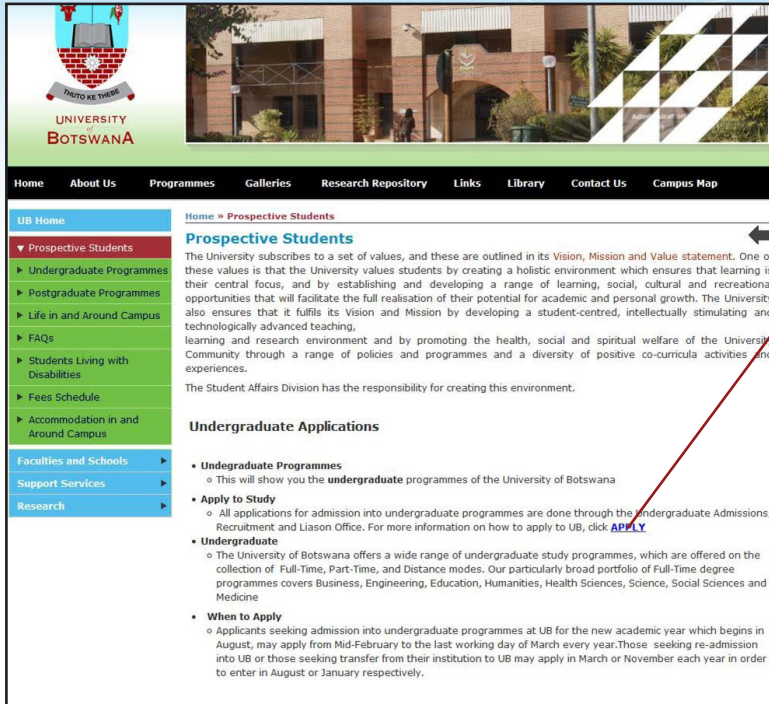
COMPLETING AN APPLICATION ON-LINE

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

The screenshot shows the University of Botswana website homepage. At the top left is the university's logo. A navigation bar contains the following links: admissions, programmes, faculties & departments, research, campus life, and about UB. Below the navigation bar is a large banner image of a person in a lab coat using a microscope. Overlaid on the banner is a semi-transparent box with the text: "Vice Chancellor to make UB entrepreneurial" and "Technologies created through our research activities can be further developed into marketable products...". To the right of the banner is a vertical menu with three options: "why study at UB", "apply to study", and "find a programme". A red arrow points from the "apply to study" option to a callout box. Below the banner are two columns of content: "Top Stories" and "UB Spotlight". The "Top Stories" column features two articles with images of Professor David Morris and Professor David Sebuthuthu. The "UB Spotlight" column features two articles with images of a building and a laboratory.

Click on
“APPLY TO STUDY”

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:



UNIVERSITY OF BOTSWANA

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Prospective Students

The University subscribes to a set of values, and these are outlined in its Vision, Mission and Value statement. One of these values is that the University values students by creating a holistic environment which ensures that learning is their central focus, and by establishing and developing a range of learning, social, cultural and recreational opportunities that will facilitate the full realisation of their potential for academic and personal growth. The University also ensures that it fulfils its Vision and Mission by developing a student-centred, intellectually stimulating and technologically advanced teaching, learning and research environment and by promoting the health, social and spiritual welfare of the University Community through a range of policies and programmes and a diversity of positive co-curricula activities and experiences.

The Student Affairs Division has the responsibility for creating this environment.

Undergraduate Applications

- **Undergraduate Programmes**
 - This will show you the **undergraduate** programmes of the University of Botswana
- **Apply to Study**
 - All applications for admission into undergraduate programmes are done through the Undergraduate Admissions, Recruitment and Liason Office. For more information on how to apply to UB, click [APPLY](#)
- **Undergraduate**
 - The University of Botswana offers a wide range of undergraduate study programmes, which are offered on the collection of Full-Time, Part-Time, and Distance modes. Our particularly broad portfolio of Full-Time degree programmes covers Business, Engineering, Education, Humanities, Health Sciences, Science, Social Sciences and Medicine
- **When to Apply**
 - Applicants seeking admission into undergraduate programmes at UB for the new academic year which begins in August, may apply from Mid-February to the last working day of March every year. Those seeking re-admission into UB or those seeking transfer from their institution to UB may apply in March or November each year in order to enter in August or January respectively.

Click on "APPLY"

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 **A Guide to Prospective Applicants**. 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**.

UNIVERSITY OF BOTSWANA

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UB Home

Undergraduate Applications

Faculties and Schools

Support Services

Research

Undergraduate Applications

The advert for Applications For Undergraduate Admission in August 2016 has been released; please click on [ADVERT](#) for more details.

Before Applying:

- Make sure the following documents are readily available:
 - [Application fee receipt](#) (pay a non-refundable Application Fee listed under Schedule of Fees, Click [here](#) to view [Schedule of Fees](#) which is payable into the UB bank accounts listed under [Financial Procedures](#) or UB Cash Office)
 - [Certified copy of the Senior Secondary School Certificate or Statement of Results \(School Leavers\)](#)
 - [Certified copies of Transcript\(s\) and/or Certificate\(s\) for those applying for Upper Levels, Transfers and Re-Admission](#)
 - [Certified copy of National Identity Card \(Oman\) / Passport \(Oman for citizens\)](#)

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 Guide in the Application Package
- An e-mail address is required for one to apply online
- 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 process of your application. To do that navigate to the login screen and login using the details given on the acknowledgement letter. Navigate by clicking Main Menu, then Student Admissions, then Self Service and Student Centre.

Making Changes

- Applicants may make changes to their study choice anytime before the closing date for applications, but that has to

Click on "ONLINE APPLICATION HERE"

A click on Online Application will lead you to the next page This is the first page of the application and you are to complete Steps 1 and 2 first if you are a new applicant.

University of Botswana Online Application

Thank you for accessing the University of Botswana's Online Admission Application.

Don't have an Application ID yet?

Step 1
For security purposes, please type the six characters below into the Security Code field.

k f t 2 x w

Security Code (case sensitive):

Step 2
Click the button below.

[create application id](#)

Step 3
If you have not received a temporary password for an email address previously entered, click the link below.

[Confirm Temporary Password](#)

Sign in to your account

Application ID:

Password: [Login](#)

[Forgotten your Application ID and/or Password?](#)

Note: Your browser must have cookies, javascript, and pop-ups enabled. Please also check that your spam filter does not reject emails generated from UB.

Enter this Security Code as indicated

Click on Create Application ID

This part is to be completed by those going back into the system to continue with their application. They should first enter their application ID and password accordingly (or click on the Forgotten your ID and/or password if they have forgotten either one of them or both)

NOTE: Enter you Application ID and Password here, then Click Login to continue where you left

The following page will follow:

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

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**.

Application Details

Career of Study: Undergraduate
Start Term: _____

Applicant Details

Student ID: _____ (if previously studied at UB)
Last Name: _____ (Surname / Family Name)
First Name: _____
Middle Name(s): _____
Date of Birth: Day: 3 Month: 3 Year: 2016
Email Address: _____
Mobile Phone: _____

National ID

Country: Botswana
National ID Type: _____
National ID: _____

[continue](#)

Select Undergraduate

Select 2018/19 Semester 1 for entry in August 2018

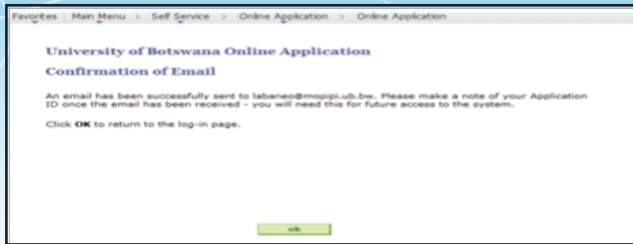
Complete these fields accordingly. Former students should enter their Student ID. You may enter your Middle Name(s) if you have any. Please enter the correct email address to enable you to receive notification on your temporary ID and password

Select your country from the drop down list

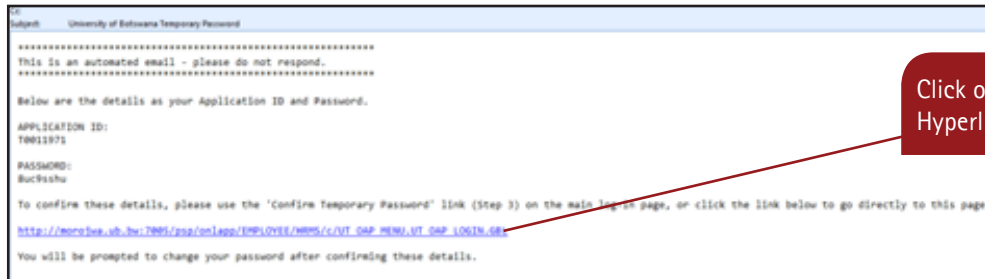
Select Omang or Birth Certificate if you are a Botswana citizen, otherwise select Passport, then enter Omang number or Passport number in the space provided

Click on Continue to go the next page

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.

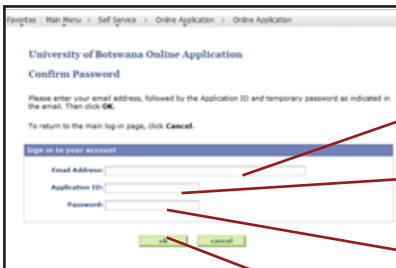


A click on the hyperlink above will lead you to the page below where you have to click on another hyperlink.



Click on this 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.



Enter your email address correctly

Enter the Temporary Application ID

Enter the Temporary Password

Click on OK to continue

Once you have clicked on ok above, the following page will follow where you have to enter your own password, then confirm it, 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.

University of Botswana Online Application
Change Password

You must now change your password. Please enter a new password, confirm your entry, and then click **OK**.

Sign in to your account

Password:

Confirm Password:

Enter your own Password

Enter your own Password again to confirm it

Click on OK to continue

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

University of Botswana Online Application
Confirmation of Password Change

Your password has been successfully changed.
Please click **OK** to transfer to the Application Summary page.

Click on OK

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

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 Personal](#)

S/Nr	Admit Term	Career of Study	Date Added	Status	Edit	View
1	2151	Undergraduate	2015/02/26	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

Cupa Edison (T0012361)

Admit Term 2151 Undergraduate

Transfer To: Edmonton Zone

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).

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: Ed. Personal Details

Status: Not Started

Personal Information

Title:

Last Name:

First Name:

Middle Name:

Preferred First Name:

Maiden Last Name:

Date of Birth:

National ID

Country: Botswana

National ID Type: Omwang

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 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

Select your Title

Enter name you prefer to be known by if not First-name

Enter previous Surname if married or if it has changed

Click on "next" to go to next page

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

Cupa Edison (T0012361) Transfer To: Welcome Page

Admit Term: 211: Undergraduate

General Closing Dates

Below are the general closing dates for 2013/16 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	Closing Date
Undergraduate	Non-Botswana Citizen	2013/07/31
Undergraduate	Citizen/Permanent Resident	2013/07/31

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	Employment Details	Not Started
7	Higher 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 Select in order to select your first choice

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.

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

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 use to (delete) remove the choice made and add a different one. Do follow the same steps to make your other choices.

Search Results

Select	Academic Program	Academic Plan	Close Date
select	HMB01 Bachelor of Arts	HMB0100030 Chinese Studies	2015/07/31
select	SB801 Bachelor of Arts	SB80100020 Criminal Justice Studies	2015/07/31
select	HMB01 Bachelor of Arts	HMB0100110 Humanities	2015/07/31
select	HMB01 Bachelor of Arts	HMB0100040 Library + Information Studies	2015/07/31
select	HMB01 Bachelor of Arts	HMB0100010 Media Studies	2015/07/31
select	HMB01 Bachelor of Arts	HMB0100100 Pastoral Studies	2015/07/31
select	SB801 Bachelor of Arts	SB80100120 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.

Select your country for your Mail Address

Enter your Address such as P. O. Box 1109, Gabane

Enter City/Town/Village for your Mail Address

Enter your Home Village and District

Enter your Mobile-Phone number and the following numbers if in existence: Home-Phone, Work-Phone and Fax

Click on Next after completing your Contact Details

The screenshot shows a web application interface for 'Step 3: Contact Details'. The user is 'Oupa Edison (T0012361)' and the admit term is '2131 Undergraduate'. The 'Transfer To' dropdown is set to 'Welcome Page'. The form is divided into three main sections: 'Address - Mailing Address', 'Email Address and Phone Numbers', and 'Application Steps'.

Address - Mailing Address

Country: [Dropdown menu]

Line 1: [Text input]

Line 2: [Text input]

Line 3: [Text input]

Line 4: [Text input]

City / Town / Village: [Text input] Home Village: [Text input]

Postal Code: [Text input] District / Province: [Dropdown menu]

Email Address and Phone Numbers

Email Address: [Text input] (oupa1944@gmail.com)

Mobile Phone: [Text input] (72167563)

Home Phone: [Text input]

Work Phone: [Text input]

Fax: [Text input]

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

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

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.

Complete these fields by selecting the responses from the Drop Down lists

Step 4: Demographic Details Status: Not Started

Oupa Edison (T0012361) Transfer to: Welcome Page

Admit Term 2151 Undergraduate

Demographic Details

Gender:

Marital Status:

Do you have a Disability?

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

Click on Next after completing your Demographic Details

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	Page	Status
1	Personal Details	Not Started
2	Study Choices	Not Started
3	Contact Details	Not Started
4	Documentation 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

Complete these fields by selecting the responses from the drop Down lists

Click here if your Next of Kin' address is the same as yours

Enter/Select accordingly for your Next of Kin

Enter the following Phone numbers for your Next of Kin: Home-Phone, Work-Phone and Mobile-Phone (If Applicable)

Enter the details of the person who should be contacted in case 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.

Click here if your Emergency Contact is the same as your Next of Kin

Select or enter details of your Emergency Contact, including their Title, relationship to you, their country and their Address

Enter the following Phone numbers for your Emergency Contact: Home-Phone, Work-Phone and Mobile-Phone (If Applicable)

Step 6: Emergency Contact Status: Not Started

Opua Edison (70012261) Transfer No: Welcome Page

Admit Term: 2021 Undergraduate

Use same details as Next of Kin

Name Title:

Last Name:

First Name:

Relationship: Other

Country: Botswana

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

City / Town / Village:

Postal Code:

District / Province:

Home Phone:

Work Phone:

Mobile Phone:

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
<input checked="" type="checkbox"/>	Emergency Contact	Not Started
7	Doctors 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

Click here if your Next of Kin' address is the same as yours

Enter/Select accordingly for your Next of Kin

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.

Academic Year	Status	Details
1	Not Started	Personal Details
2	Not Started	Personal Details
3	Not Started	Personal Details
4	Not Started	Personal Details
5	Not Started	Personal Details
6	Not Started	Personal Details
7	Not Started	Personal Details
8	Not Started	Personal Details
9	Not Started	Personal Details
10	Not Started	Personal Details
11	Not Started	Personal Details
12	Not Started	Personal Details
13	Not Started	Personal Details
14	Not Started	Personal Details
15	Not Started	Personal Details
16	Not Started	Personal Details
17	Not Started	Personal Details
18	Not Started	Personal Details
19	Not Started	Personal Details
20	Not Started	Personal Details
21	Not Started	Personal Details
22	Not Started	Personal Details
23	Not Started	Personal Details
24	Not Started	Personal Details
25	Not Started	Personal Details
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27	Not Started	Personal Details
28	Not Started	Personal Details
29	Not Started	Personal Details
30	Not Started	Personal Details
31	Not Started	Personal Details
32	Not Started	Personal Details
33	Not Started	Personal Details
34	Not Started	Personal Details
35	Not Started	Personal Details
36	Not Started	Personal Details
37	Not Started	Personal Details
38	Not Started	Personal Details
39	Not Started	Personal Details
40	Not Started	Personal Details
41	Not Started	Personal Details
42	Not Started	Personal Details
43	Not Started	Personal Details
44	Not Started	Personal Details
45	Not Started	Personal Details
46	Not Started	Personal Details
47	Not Started	Personal Details
48	Not Started	Personal Details
49	Not Started	Personal Details
50	Not Started	Personal Details

Select either Yes or No

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.

Academic Year	Status	Details
1	Not Started	Personal Details
2	Not Started	Personal Details
3	Not Started	Personal Details
4	Not Started	Personal Details
5	Not Started	Personal Details
6	Not Started	Personal Details
7	Not Started	Personal Details
8	Not Started	Personal Details
9	Not Started	Personal Details
10	Not Started	Personal Details
11	Not Started	Personal Details
12	Not Started	Personal Details
13	Not Started	Personal Details
14	Not Started	Personal Details
15	Not Started	Personal Details
16	Not Started	Personal Details
17	Not Started	Personal Details
18	Not Started	Personal Details
19	Not Started	Personal Details
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22	Not Started	Personal Details
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27	Not Started	Personal Details
28	Not Started	Personal Details
29	Not Started	Personal Details
30	Not Started	Personal Details
31	Not Started	Personal Details
32	Not Started	Personal Details
33	Not Started	Personal Details
34	Not Started	Personal Details
35	Not Started	Personal Details
36	Not Started	Personal Details
37	Not Started	Personal Details
38	Not Started	Personal Details
39	Not Started	Personal Details
40	Not Started	Personal Details
41	Not Started	Personal Details
42	Not Started	Personal Details
43	Not Started	Personal Details
44	Not Started	Personal Details
45	Not Started	Personal Details
46	Not Started	Personal Details
47	Not Started	Personal Details
48	Not Started	Personal Details
49	Not Started	Personal Details
50	Not Started	Personal Details

Click here to enter your Secondary Education details

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.

1. Enter your Final School Year

2. Click here to select the school where you completed your final School year (by searching for it as you did with study choices)

Select the school qualification which you attained such as BGCSE

Select your subjects as per your school certificate

3. Select the highest school grade you completed

Select grades for each of your subjects

Click on Ok after entering ALL the required information

Step	Page	Status
1	Personal Details	Not Started
2	Study Choices	Not Started
3	Contact Details	Not Started
4	Demographics Details	Not Started
5	Next of Kin	Not Started
6	Emergency Contact	Not Started
7	Tuition 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

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.

Step 8: Secondary Education
Oupa Edison (T0012361)
Admit Term 2151 Undergraduate

Transfer To: Welcome Page

Secondary Education Summary

School Year	School Name	Edit	Delete
1 1989	Meadow College	<input type="button" value="edit"/>	<input type="button" value="delete"/>

Application Steps

Step	Page	Status
1	Personal Details	Not Started
2	Study Choice	Not Started
3	Content 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	Employment	Not Started
11	Additional Information	Not Started
12	Documentation	Not Started
13	Deduction	Not Started

<< previous next >>

Click here to add another school if you wrote in more than one school, otherwise Click Next to move to the next page

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

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

Transfer To: Welcome Page

Sponsorship

Are you sponsored?

Application Steps

Step	Page	Status
1	Personal Details	Not Started
2	Study Choice	Not Started
3	Content 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	Employment	Not Started
11	Additional Information	Not Started
12	Documentation	Not Started
13	Deduction	Not Started

<< previous next >>

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

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.

The screenshot shows the 'Step 9: Financial Information' section of an application form. The applicant is Kgotso Mbalula (T0011971), an Admit Term 2142 Undergraduate. The status is 'Not Started'. The 'Sponsorship' section has a dropdown menu set to 'Yes' and a 'Select sponsor' button. On the right, the 'Application Steps' table shows the current step is highlighted.

Step	Page	Status
1	Personal Details	In Progress
2	Study Choice	In Progress
3	Contact Details	Not Started
4	Demographic Details	Not Started
5	Next of Kin	Not Started
6	Emergency Contact	Not Started
7	Secondary 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 to continue to the next page

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 Click the hyperlink that says my sponsor does not exist, then type it in.

Once you have selected your 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

The screenshot shows the 'Step 10: Employment' section of the application form. The applicant is MANTHO DIHUTSO (T0012382), an Admit Term 2151 Undergraduate. The status is 'Not Started'. The 'Preliminary' section has a dropdown menu set to 'No' for the question 'Do you have any employment or work experience history?'. On the right, the 'Application Steps' table shows the current step is highlighted.

Step	Page	Status
1	Personal Details	Not Started
2	Study Choice	Not Started
3	Contact Details	Not Started
4	Demographic Details	Not Started
5	Next of Kin	Not Started
6	Emergency Contact	Not Started
7	Secondary 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 to continue to the next page

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

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.

The screenshot shows a web application interface for updating an application. The main heading is "Step 10: Employment" with a status of "Not Started". The applicant's name is "Kgotsi Mbalula (T0011971)" and the admit term is "2142 Undergraduate". There is a "Transfer To:" dropdown menu set to "Welcome Page" and a "go" button. Below this is a "Preliminary" section with a question: "Do you have any employment or work experience history?" with a dropdown menu currently set to "Yes". Underneath is an "Employment Summary" table with columns for Employer, Job Title, Start Date, End Date, Edit, and Delete. A single row is visible with the number "1" in the Employer column. Below the table is a green "add employment" button. To the right is an "Applications Steps" table listing 13 steps, with step 10 "Employment" checked. At the bottom of the page are navigation buttons: "<< previous", "next >>", "save", "verify application", "submit", and "return to search".

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	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

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

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.

Step 11: Additional Information Status: Not Started

MANTHO DIHUTSO (T0012382) Transfer To: Welcome Page

Admit Term 2131 Undergraduate

Housing Interest

Are you interested in Housing at the University?

Language Summary

Language	Edit	Delete
1	<input type="button" value="edit"/>	<input type="button" value="delete"/>

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

Select Yes if you are interested in University accommodation or No, if not

It is not necessary to complete this part. You may do so if you so wish

Click on Next to continue to the next page

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.

Step 12: Documentation
 Cjaja Edison (T0012361)
 Admin Term 2021 Undergraduate

Identify Documents
 A certified copy of the following must be submitted. Documents, Other or Both Certificate, International applicant. If you or your parents are resident in Australia, Parent's Tax certificate, Pacific and Residence Permit, Non-Resident Parent.

Document	File Name (Click to View)	Add	Delete
National ID		add	delete
Passport		add	delete
Proof of Name Change		add	delete
Parent Tax Certificate		add	delete
Parent Residency		add	delete
Parent Resident Permit		add	delete

Undergrad School/Tertiary Education
 You must upload a certified copy of either a Senior Secondary School certificate OR Post School qualification transcript, certificate, diploma or degree. The original statement of results is required for foreign qualifications.

Document	File Name (Click to View)	Add	Delete
Form 5 Sen Sec School Cert		add	delete
Form 5 2nd Sitting Results		add	delete
Post School Cert. Transcript		add	delete
Original Statement of Results		add	delete
Certified Statement of Results		add	delete
Certified Copy of Certificate		add	delete
Certified Copy of Diploma		add	delete
Certified Copy of Degree		add	delete

Certified Official Transcript

Payment
 You must upload a certified copy of proof of payment of the application fee to a bank.

Document	File Name (Click to View)	Add	Delete
Application Fee Payment Proof		add	delete

Postgrad Tertiary Education
 Should you have any post-school qualification, upload the documents under Undergrad School/Tertiary Education.

Document	File Name (Click to View)	Add	Delete
Certified Copy of Degree		add	delete
Certified Official Transcript		add	delete
Certified Copy of Diploma		add	delete
Certified Copy of Certificate		add	delete

Program Specific
 The following documents may be a requirement for certain Programmes of Studies. Refer to the requirements of the programme you are applying to.

Document	File Name (Click to View)	Add	Delete
Employer Reference		add	delete
Nursing License Registration		add	delete
Lab Technician License Register		add	delete

Sponsorship
 If you have already obtained sponsorship, upload a copy of the Sponsorship letter. The original letter must be provided to the Student Dealer Section.

Document	File Name (Click to View)	Add	Delete
Copy of Sponsorship Letter		add	delete

Click on the appropriate add to upload the required document from you

Click on add to upload Form5 School Certificate/Statement of Results if you are a school leaver otherwise click on add to upload Post School Certificate Transcript and/or Certificate if you have any Tertiary Education, complete or incomplete

Click on add to upload Application Fee receipt

Click on the appropriate add to upload the required document from you

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.

The screenshot shows the 'Step 13: Declaration' page. At the top, the status is 'Not Started'. Below this, there is a declaration text area with a checkbox labeled 'I confirm the declaration'. To the right, there is a table titled 'Application Stage' with columns for 'Step', 'Page', and 'Status'. The table lists several stages, with 'Declaration' highlighted in green. Below the table, there are buttons for 'cancel previous', 'cancel', 'save', 'verify application', and 'submit'.

Step	Page	Status
1	Personal Details	Not Started
2	Study Choices	Not Started
3	Contact Details	Not Started
4	Additional Information	Not Started
5	Documentation	Not Started
6	Declaration	Not Started

Select this Checkbox to make a Declaration

Click here to submit your application

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, an acknowledgement letter will be sent to you by email.

a step-by-step guide

2018



...Thank you very much for choosing University of Botswana

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...in pursuit of academic excellence

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