Dear Prospective Student,

Kindly receive the login details and guidelines on how to accept or decline the admission offer from University of Botswana. You may use any Internet facility available to you to do this online.

Login Details and Step-By-Step Guidelines

1. Open UB website www.ub.bw

2.
3. Click the link “STUDENT ADMINISTRATIVE SYSTEM” and the following window will appear

![Oracle Peoplesoft Enterprise login interface]

4. On the **User ID** space, enter your Student ID number which appears as **Ref:** on the Admission offer/letter, e.g. 201800079.

5. On the **Password** space enter the *first two letters of your first-name, followed by first two letters of your Surname all in capital letters, followed again by the last four digits of your Student ID /Ref:* e.g. Sakhie Molotsi, 201800011, thus, the password will be SAMO0011.

6. The following page will appear:

![Menu page]

7. Click Main Menu, then select Self Service followed by Student Admission as shown below:
8. The page below will appear, then on the admissions group, click on ACCEPT/DECLINE link for the first time then second time.

You then have to choose either I ACCEPT ADMISSION or I DECLINE ADMISSION as shown below depending on your decisions about the offer.

Accept Admission

Institution: University of Botswana
Career: Undergraduate Degree
Admit Term: 2015/16 Acad Year Semester 1
Application Number: 00036663
Program: B Information Systems

Select either the Accept or Decline button to indicate your choice. You will then be asked to confirm your decision. Select the Previous button if you do not wish to make a selection at this time.
Please remember to state the **reason if you choose:** I DECLINE ADMISSION

a) **Accept Admission**

<table>
<thead>
<tr>
<th>Institution</th>
<th>University of Botswana</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admit Term</td>
<td>2015/16 Acad Year</td>
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<tr>
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<td></td>
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**CONFIRM ACCEPTANCE**

**PREVIOUS**

b) **Accept Admission**

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**CONFIRM DECLINE**

i) If you Decline kindly indicate the reason

**Accept Admission**

We're sorry that you have decided not to enroll for this program. Please take a moment to let us know what your plans are and what factors influenced your decision.

Please tell us which school you plan to attend. Select the magnifying glass to search for the school or type the name of the school in the field to the right.

Please specify the main reason why you chose this school

**Select reason**

**Type the institution you chose here**

9. When you are done DO NOT FORGET TO SIGN OUT by clicking **Sign Out** at the top right corner of the screen