UNIVERSITY
of
BOTSWANA

THUTO KE THEBE
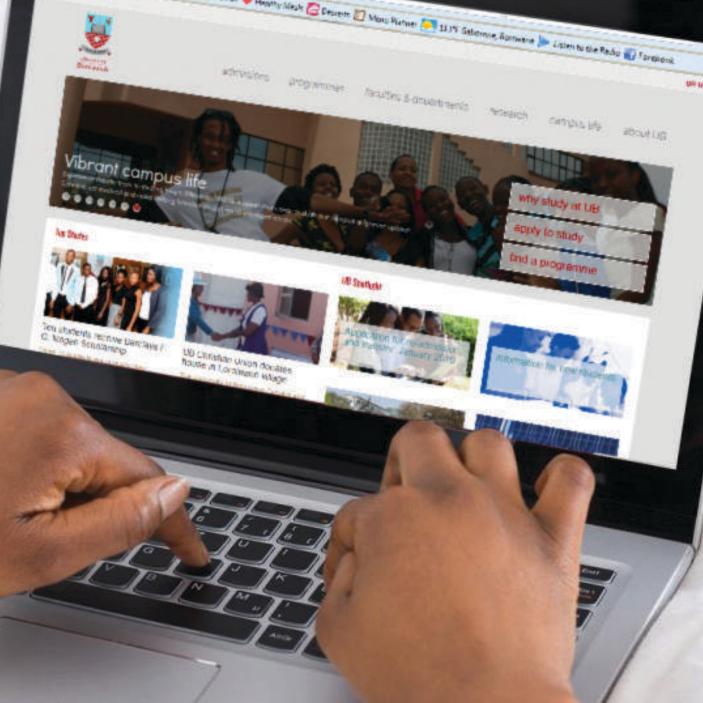
UNDERGRADUATE ADMISSIONS

online application
a step-by-step guide
2019 Edition

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

a step-
by-step guide

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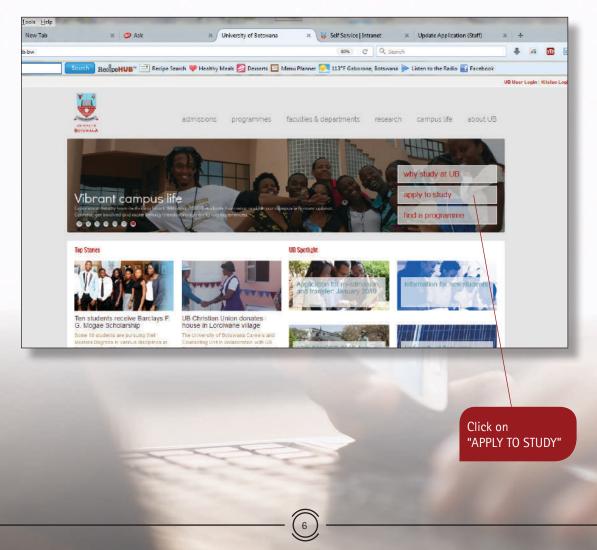
Once you have scanned the above mentioned documents as required and you do have access to the Internet, then log into the University of Botswana Website: www.ub.bw. The Webpage below will appear and you therefore have to follow the instructions on every page as shown on the next page in order to complete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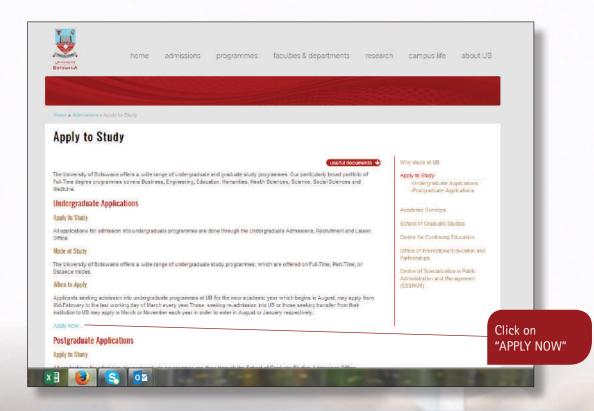
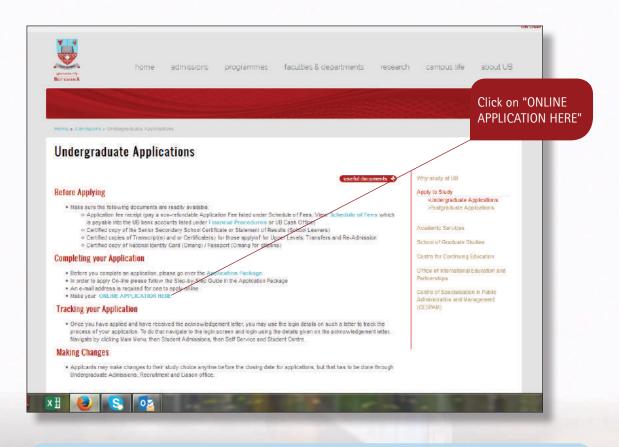# COMPLETING AN APPLICATION ON-LINE

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:
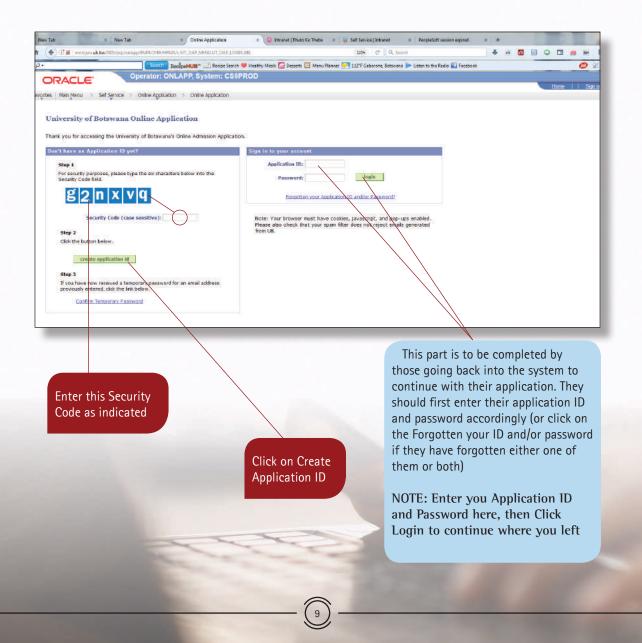

Click on
"APPLY TO STUDY"

A page entitled **"Apply to Study"** will follow. Go through the information on the page and then Click on **APPLY NOW** to move to the next page:

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, **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.**

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.**

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:

Select Undergraduate

Select 2019/20 Semester 1 for entry in August 2019

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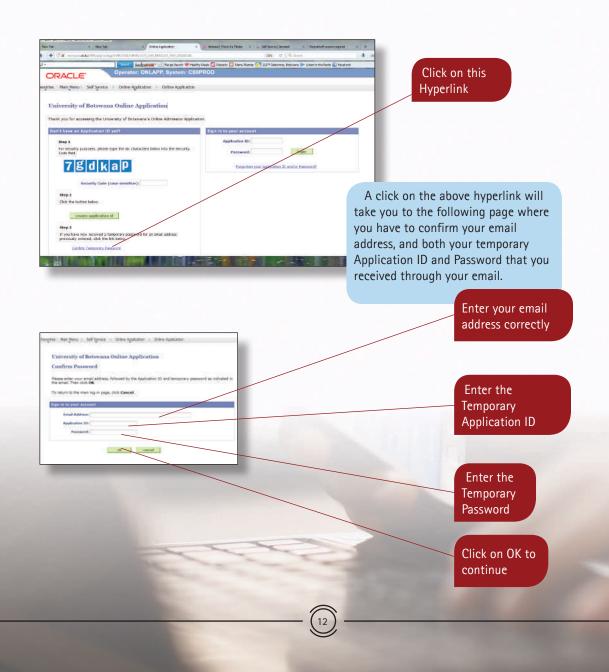
Select Omang or Birth Certificate if you are a Botswana citizen, otherwise select Passport, then enter Omang number or Passport number in the space provided

Click on Continue to go the next page

New Tab   New Tab   Online Application

morojwa.ub.bw:7005/psp/onlapp/EMPLOYEE/HRMS/c/UT_OAP_MENU.UT_OAP_LOGIN.GB

Search   Recipe**HUB**™   Recipe Search

ORACLE   Operator: ONLAPP, System: CS9PROD

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

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:
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   Month   Year
Email Address:
Mobile Phone:

National ID

Country: Botswana
National ID Type:
National ID:

continue   cancel

The following message will appear indicating that an email has been sent to your email account and click **ok**
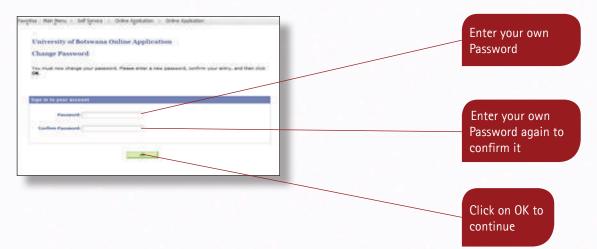
> Go to your **email account** and then check the inbox for an email with your **temporary Application ID** and **Password.** Note down both the Application ID and Password as you need to use them as you continue to use the system, and then click on the hyperlink as indicated below.

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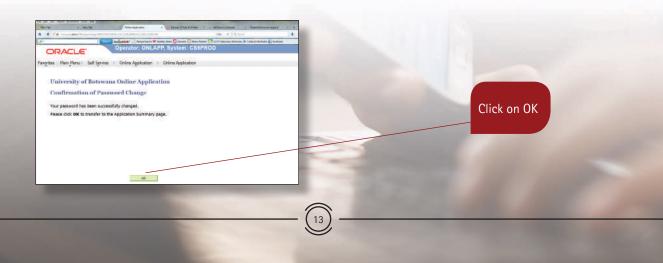
A click on the **hyperlink** above will lead you to the page below where you have to click on another **hyperlink.**

Click on this
Hyperlink

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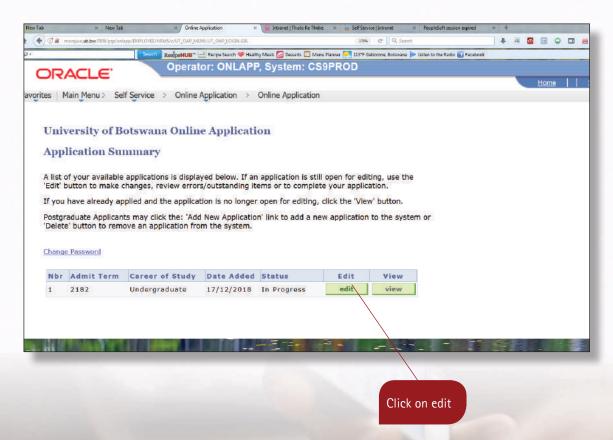
Once you have clicked on ok above, the following page will follow where you have to enter your own password, then confirm it, instead of the one given to you by the system. Make sure you enter the password that you will not forget as you will continue to use it every time you access the system.

Enter your own Password

Enter your own Password again to confirm it

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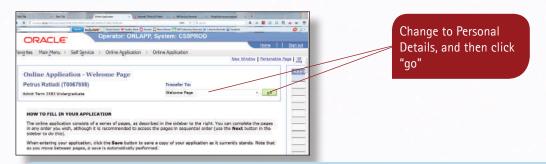
The following page will follow and you now have to click on "ok" on it to move to the application summary page.

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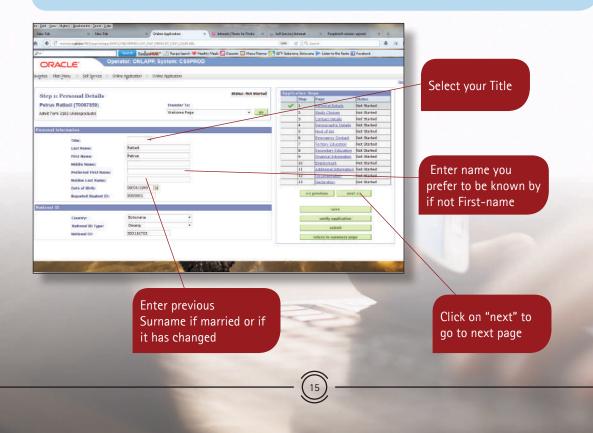
The following Summary page will follow, then click on "edit" to go to the Online Application Welcome page.

Click on edit

The Online Application Welcome page is as shown on the next page 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 on the next page

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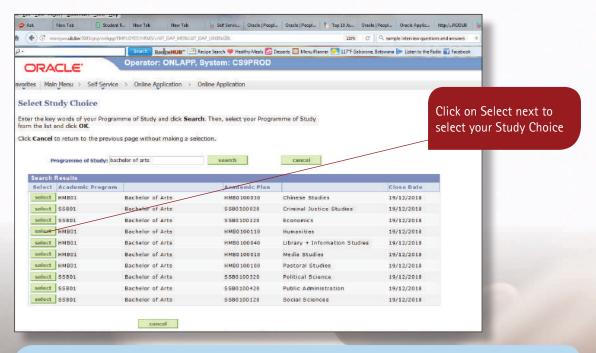
Once you click on **"go"** as indicated above, the page below will appear. Complete your details as indicated and also correct whatever that needs to be corrected.

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 two study choices.

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.

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.

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

File Edit View History Bookmarks Tools Help

ORACLE   Operator: ONLAPP, System: CS9PROD

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

Step 3: Contact Details   Status: Not Started
Petrus Ratladi (T0062859)   Transfer To:
Admit Term 2182 Undergraduate   Welcome Page   ▾   go

Address - Mailing Address

Country:
Address Line 1:
Address Line 2:
Address Line 3:
Address Line 3:
City / Town / Village: Home Village:
Postal Code: District / Province:

Email Address and Phone Numbers

Email Address: mogodump@mopipi.ub.bw
Mobile Phone: 75885444
Home Phone:
Work Phone:
Fax:

Application Steps
Step	Page	Status
1	Personal Details	Not Started
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

<< previous   next >>

save
verify application
submit
return to summary page

After completing your Contact Details on the previous page, the page below 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

Click on Next after completing your Demographic Details

Enter the details of your next of kin on the page below. 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.

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 on the page below. 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)

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

Enter/Select accordingly for your Next of Kin

The page below is on Tertiary Education 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.

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 as Form 5. **School leavers** must 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 subjects & grades are entered.

Click here to enter your Secondary Education details

A click on **add secondary education** above will lead to the next 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.

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

1. Enter your Final School Year

Select the school qualification which you attained such as BGCSE

Select your subjects as per your school certificate

Select grades for each of your subjects

Click on Ok after entering ALL the required information

3. Select the highest school grade you completed

A click on **Ok** on the previous page will lead you to the following page below where you can Click on **Add Secondary Education** again if you wrote school examination in more than one school.

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.

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.

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

Click on Next to continue to the next page

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

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 **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.

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 next page where you have to answer the question regarding accommodation and language.

Select Yes is 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.

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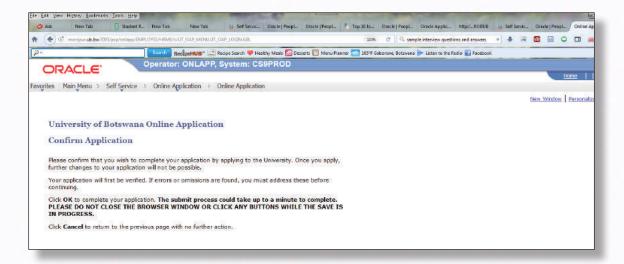
Click on the appropriate add to upload the required document from you

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.

Status

Click here to verify your application

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 **Submit an Application.** 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.

Once you have submitted your application, an acknowledgement notification will be sent to you by email.

...Thank you very much for choosing University of Botswana
Compiled by: Student Recruitment & Liaison Unit

...in pursuit of academic excellence