

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
- o 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).

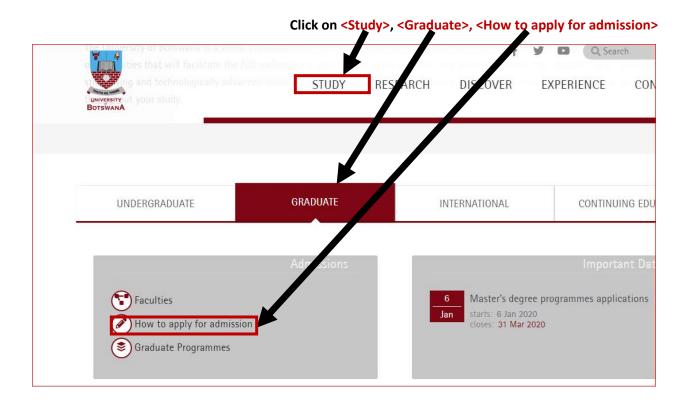
Each applicant can submit two applications. Each application should have its own separate application fee, else one of them will be rejected.

MAKING AN APPLICATION ONLINE

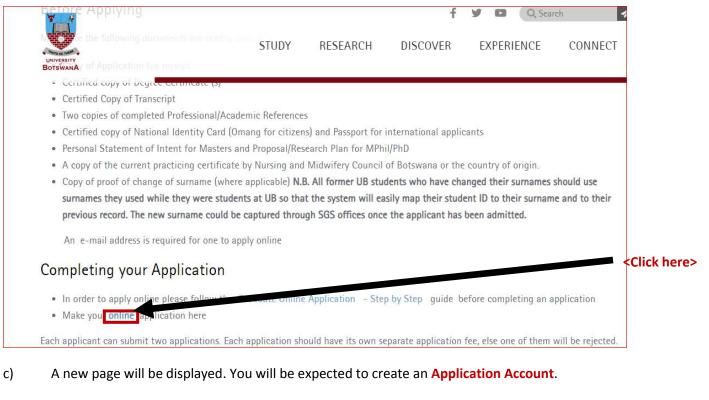
The following steps will guide you in making an online application. First you need to create an **Application Account**.

CREATING AN APPLICATION ACCOUNT

a) Make your application online through the University of Botswana website: www.ub.bw. Click on the link 'Study' -> 'Graduate' -> 'How to apply for admission' as shown below:



b) A new page titled **Graduate 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 and click on the link 'Make your <u>Online</u> application here'



- If you are a returning 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'
- e) 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

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University of Botswana Online Application			
Thank you for accessing the University of Botswana's Online Admission Application.			Enter your < Application ID>
	o your account		and <password> and click o</password>
	oplication I		'login' to complete your
For security purposes, please type the six characters belowinto the Security Code field.	Passwor 1 login		
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create application id			
Step 3			
If you have now received a temporary password for an email address previously entered, click the link below.		Click on <create app<="" td=""><td>lication id></td></create>	lication id>
Confirm Temporary Password			

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

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wortes - Main Menu -> Student Admissions -> Application Entry -> Add Application (Staff)	Hame Add to Favantes Sign 6
University of Botswana Online Application	
Create Application ID	Select Postgraduate
Please enter the fields below as completely and accurately as possible, so that we can check if you previously studied at UB. Once complete, dick the Continue button.	ave
Before you can enter application details, your email address will first need to be verified. On comp of this page, an email will be sent to the entered address with your Application ID and randrwhy cenerated assword. Once you receive the renal, use the confirmation link on the main bacin page	
enter your Application 1D and Password,	Select the Term from the
To exit this page with no further action, dick Cancel.	drop down list. e.g.
Application Details	2019/2020 Semester 1 for
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Applicant Octails	
Student ID: (if previously studied at UB)	Input required information. If you have
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Middle Name(s):	
Date of Birth: Date 19 Month 1 Year 2017	where you want your login credentials to be
email Addresse Mobile Phones	sent.
	Select the country that issued your national
listional ID	identification document. Select Omang for Botswana
Country: Botswanz	nationals or passport for non-Botswana nationals and
National ID Type:	
National ID:	input the corresponding IDs.
	Click here to continue

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



h) 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.

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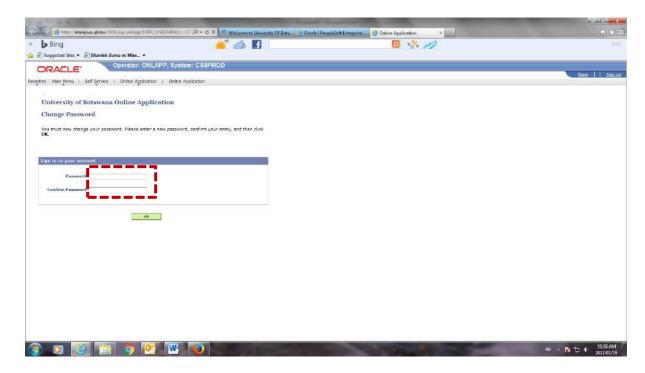
i) The page below will be displayed. Select **Confirm Temporary Password** hyperlink.



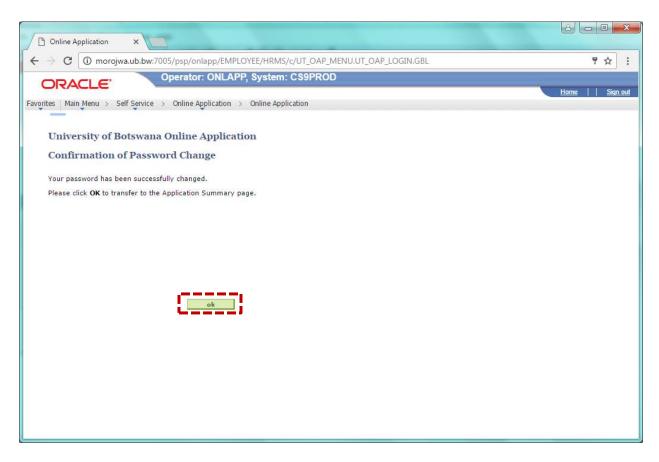
j) Enter your **Application ID** and **Password** as supplied on the email sent to you and click **OK**.

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To return to the main log-in page, click Cancel.			
Sign in to your account			
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k) The Change Password page will be displayed. You need to change password. Enter your own password and click OK.



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

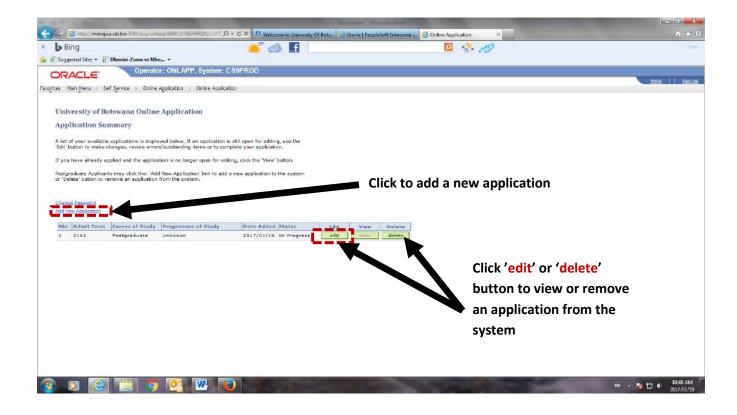


Click **OK** after reading the message. The **Application Summary** page which is the application form will be displayed.

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.



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.

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nit Term 2161 Postgraduate Welcome Page 🔹 🔹	2	Study Choices	Not Started
	3	Contact Details	Not Started
	4	Demographic Details	Not Started
IOW TO FILL IN YOUR APPLICATION	5	Next of Kin	Not Started
	6	Emergency Contact	Not Started
he online application consists of a series of pages, as described in the sidebar to the right. You can complete the ages in any order you wish, although it is recommended to access the pages in sequential order (use the Next	7	Tertiary Education	Not Started
ages in any order you wish, attrough it is recommended to access the pages in sequential order (use the Next witton in the sidebart to do this).	8	Einancial Information	Not Started
	9	Employment	Not Started
When entering your application, click the Save button to save a copy of your application as it currently stands. Note	10	Referees	Not Started
hat as you move between pages, a save is automatically performed.	11	Additional Information	Not Started
	12	Documentation	Not Started
f you wish to verify the application details that you have already entered, click the Verify button. This will provide ou with a list of errors and outstanding items.	13	Declaration	Not Started
f your application is complete, and you wish to submit the finalised version to the Admissions Office, use the Submit uttor. You can only apply after all mandetory information has been entered, and no errors remain (use the Verify to onfirm this). Once you have submitted, you are unable to make further changes to the application via this system.	l	<< previous next?	2
INDERGRADUATE: INSTRUCTIONS AND INFORMATION FOR ONLINE APPLICATIONS	1	save	
lease read the instructions and information below before completing the Online Application.	I	verify application	
in undergraduate applicant may submit only one Online Application.	1	submit	
Endly read the Entry Requirements carefully and ensure that you apply for a programme for which you meet the peofied requirements. Meeting the minimum entry requirements does not guarantee admission as admission is based in scademic mert. A list of all undergraduate programmes offered by the University and the 2014 Guide on cut off heir grades and the 2014 Guide on cut off points. Prese note that the 2014 Guide on cut off points serve only as a uside on the competitiveness of programmes and are therefore not final considerations for admission.	l	return to summary pag	Click on <next> when</next>
ivery part of the Application Form should be completed in full. AN APPLICANT MAY APPLY FOR UP TO THREE (3) RIGGRAMME CHOICES. SELECT your programme choices in order of preference, followed by the mode of offering of each orcoarment, full Time, prait Time or Distance Learning.			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.

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

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e) When you click on <**select>** the page below will be displayed. Enter your <**programme of study>** and click <**search>**

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1001	Doctor of Philosophy	5000100010	Chemistry	2017/01/18		
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1001	Doctor of Philosophy	SGD4GD0D10	Computer Science	2017/01/10		
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			Services			
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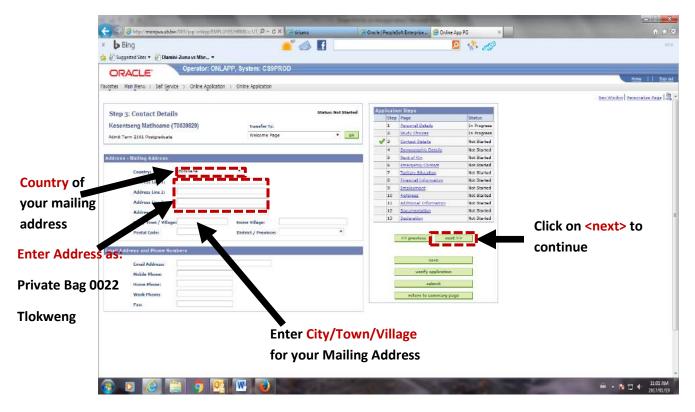
f) Click <**select>** to choose your programme of study from the list as shown below.

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

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

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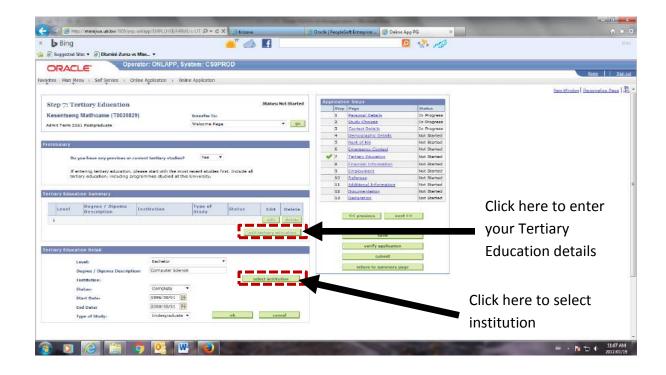
j) The Next of Kin page will be displayed. Enter all the required information. If your Next of Kin contact details are the same as you select checkbox Same Address as Applicant. After filling all the required information, click on <next> button to continue.

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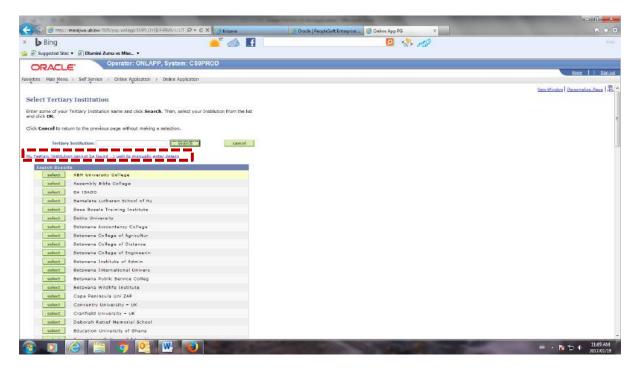
k) The Emergency Contact page will be displayed. Enter all the required information. If your
 Emergency Contact details are the same as you select checkbox Same Address as Applicant. If
 your Next of Kin and Emergency Contact is the same person, select checkbox Use same details
 as Next of Kin. After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

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



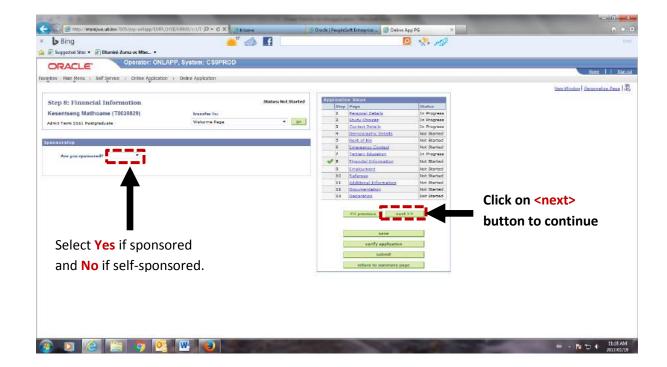
N.B. A click on **select institution** will display the following page. If your institution is not in the search list, click '**My Tertiary Institution cannot be found – I wish to manually enter details**' and manually enter the institution name. Click **OK** to go **Tertiary Institution Summary page**.



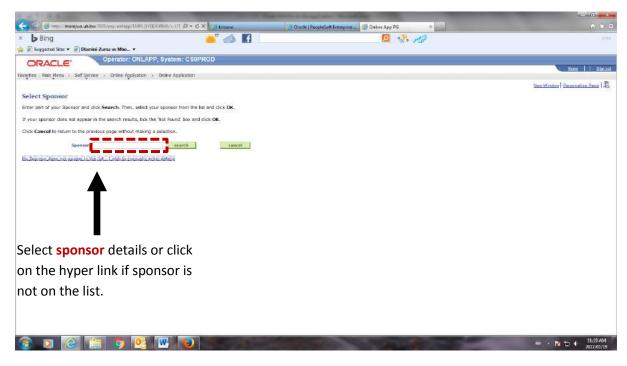
m) The Tertiary Education page will be displayed again. Click on Add Tertiary Education if you have more Tertiary Education details to capture. You can also use <edit> or <delete> buttons to either edit or delete Tertiary Education details. Click on <next> button to continue.



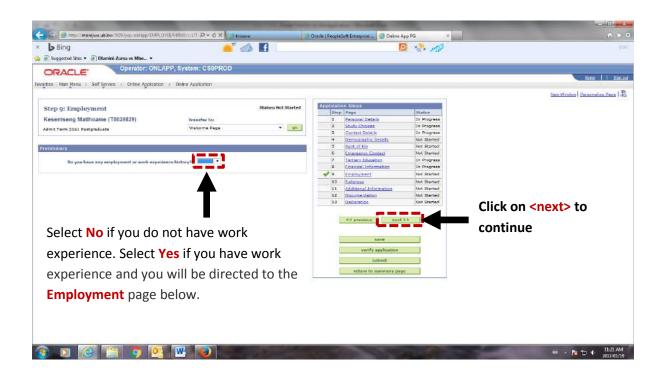
n) The Financial Information page will be displayed. Select Yes if sponsored and proceed to choose sponsor name. Select No if self- sponsored and click on <next> button.



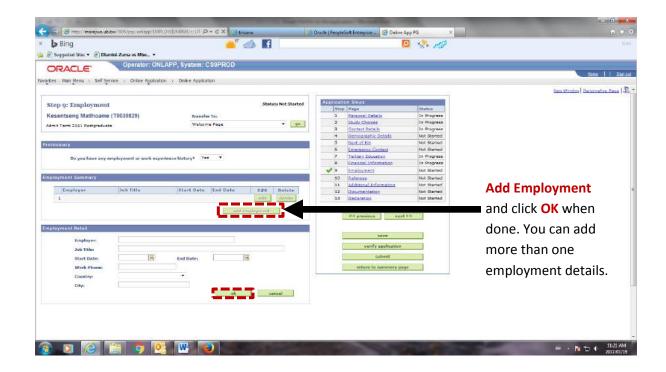
The page below will be displayed if you have selected Yes to the sponsorship question. Search and select your sponsor from the list or if your sponsor name is not in the list click on the hyperlink My sponsor does not appear in the list – I wish to manually enter details and enter the sponsor details.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



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.



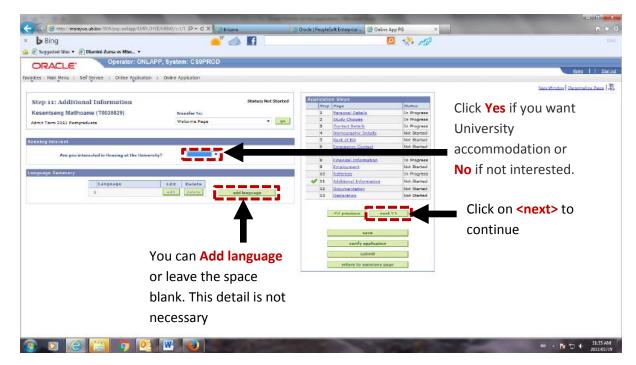
Additional Employment page will be displayed and you can add more than one employment details. Click <next> when done.



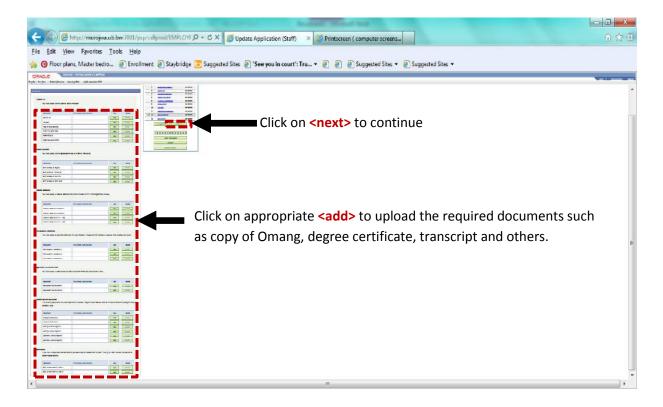
r) The **Referees** page will be displayed. Enter all required information on your referees. You must capture two referees details. You can **<edit>** or **<delete>** a reference. Click **<next>** when done.

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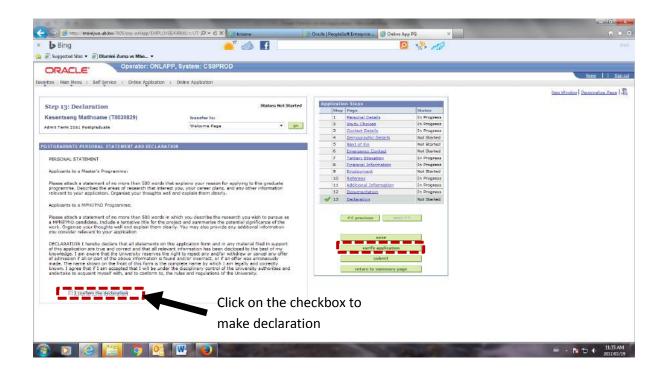
s) The **Additional Information** page will be displayed. You need to indicate if you are interested in university accommodation. Click **<next>** to continue.



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.



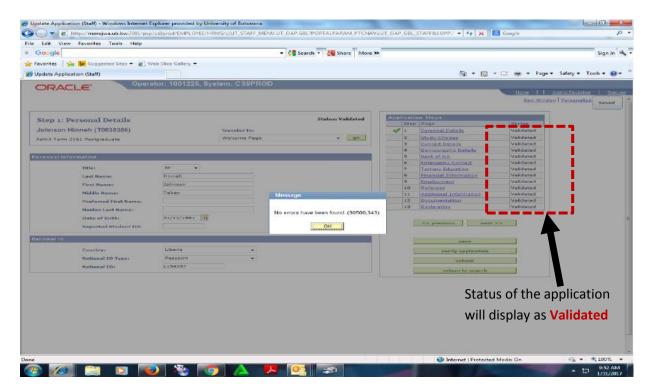
u) The **Declaration** page will be displayed. Click on the checkbox to make declaration and select <save>.



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.

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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**.



- 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.
- 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.