

MAKERERE

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OFFICE OF THE ACADEMIC REGISTRAR

ANNOUNCEMENT FOR APPLICATION TO THE BACHELOR OF SOCIAL DEVELOPMENT DEGREE PROGRAMME ON PRIVATE SPONSORSHIP FOR 2016/2017 ACADEMIC YEAR

The Academic Registrar, Makerere University invites applications for the Bachelor of Arts in Social Development degree programme for Day and Evening tenable at Nsamizi Training Institute of Social Development (Mpigi) for the 2016/2017 academic year. Nsamizi Training Institute of Social Development is affiliated to Makerere University.

Admission Requirements:

Each applicant must have:

- (a) The Uganda Certificate of Education (UCE) with a minimum of 5 Passes, or its equivalent and at least two Principal Passes at A'Level (UACE) obtained at the same sitting;
OR
- (b) At least a Second Class/Credit Diploma from a recognized Institution. **Certified copies of Diploma Transcripts (not photocopies of certified copies)** from the awarding Institutions must be attached to the application forms. Incomplete application forms shall not be accepted.

- Note that:**
- (i) Candidates whose Ordinary and Advanced level results are of Grades "Y", "Z", "7", "9" and those with less than at 5 Passes **need not apply** because they are not eligible for admission, and;
 - (ii) Candidates who hold **3rd Class or Pass Diplomas need not apply.**
 - (iii) The programme will be offered during the Day and Evening. **SOD** and **SOE** are the programme Codes for Day and Evening respectively.
 - (iv) Candidates are warned against submitting **forged academic documents.**

1. HOW TO APPLY

- (i) Application is only online for all categories and relevant information can be obtained from Undergraduate Admissions Office, Level 3, and ICT Division Level 6, Room 612, Senate Building, Makerere University, or can be downloaded from our WEBSITE www.mak.ac.ug. With effect from Monday 13th June, 2016.
- (ii) Non-refundable application fee of Shs.50,000/= for Ugandan, East African and S.Sudan applicants or Shs.172,500/= for Internationals plus Bank Charge of Shs.2,750/= should be paid from the following Banks:

(a) ANY STANBIC BANK BRANCH	MUC-FEES COLLECTION ACCOUNT	9030005866749
(b) CENTENARY BANK	MUC-FEES COLLECTION ACCOUNT	3740300001
(c) POST BANK	MUC-FEES COLLECTION ACCOUNT	1630037000063

2. INSTRUCTIONS FOR ON-LINE APPLICATION IN CEMAS

1. Open a browser window (recommended: Google Chrome) and go to the following url:
<https://applications.mak.ac.ug>

2. You will need to register for a portal account to begin your application. If you do not already have one, create an account by clicking on the **"Register"** button.
3. Fill all the registration form fields and click **"Register"**. All fields are required.
4. You will be redirected to the Application Portal homepage to start your application.
5. Select your **"Application Type"** and **"Intake"** and click **"Apply"**.
6. Select application type depending on the entry scheme you are applying on – for example, if you are an A'Level applicant, select **"Private Application"**, if you hold a diploma and are applying as a privately sponsored applicant, select **"Private Application Diploma Holder"**, if you are a Mature Entry applicant, select **"Private Application Mature Age"**.
7. Fill all the required fields in each of the tabs that follow i.e **"Personal Information"**, **"Educational Info"**, **"Program Choice"**, **"Documents"**, and **"Declaration"**. A current tab will be marked as **"In Progress"**, a completed tab will be marked as **"Done"** and an unfilled out tab will be marked as **"Pending"**. Please note that once you submit your application, you cannot make any changes to it.
8. All uploaded documents have to be under **500KB** while your picture (Passport photo) has to be under **100 KB**. Tip: Compress your document scans in a way that will dip their resolution good enough but file size under the stated limits.
9. After submitting your application on the last tab, please generate a bank-slip that you shall use to make payments at one of the bank of your choice from the bank(s) listed. Please note that the application process is only complete after the application fee has been paid. Write your application number on the bank-slip before making payments to the bank.

Important to note:

1. You will need a valid email address before you can use the online application portal. Create an email account if you do not have one. Refer to the document on the above URL if you need help creating an email account.
2. Please have scanned copies of your passport size photo, birth certificate, O and A'Level Slips, previous School ID and Academic transcripts where necessary before you start filling your application.
3. Once you pay the application fee, please login again to confirm that the application status has changed from **"Application Pending"** to **"Application Completed"**. If otherwise, please contact the Academic Registrar's Department Office 612, Senate Building or helpme@acadreg.mak.ac.ug.
4. Do not share your application portal login details with anyone

The closing date for applying will be Saturday 30th July, 2016.



Alfred Masikye Namoah,
ACADEMIC REGISTRAR

10th June, 2016