

MAKERERE

P.O. Box 7062, Kampala Uganda
Website: www.mak.ac.ug
www.ar.mak.ac.ug



UNIVERSITY

Tei: +256 - 414 - 532634
E-mail: ar@mak.ac.ug
Twitter: @MakerereAR

THE OFFICE OF THE ACADEMIC REGISTRAR

21st November, 2022

To: All Students,
Makerere University

SUBJECT: REGISTRATION FOR SEMESTER ONE, 2022/2023 ACADEMIC YEAR

(a) First Years

Every new student admitted to a programme of study of Makerere University was issued a provisional admission letter with fees structure for payment of requisite fees.

This enables privately sponsored first year students pay at least 60% tuition and all functional fees before issuance of original admission letters which should be collected from the respective Colleges/Schools.

For a candidate to qualify to be a bonafide student of the University, he/she **MUST** be registered. Registration is a mandatory requirement of the University which must be done within the specified time at the beginning of the semester. Failure to do so will automatically lead to your place being forfeited to another candidate. Official Registration/Verification of documents is on going using the Academic Information Management System (ACMIS) used by Makerere University.

Ensure that you complete all the required registration formalities within the prescribed time as per the Fees Payment Policy and registration programmes provided by your respective Colleges. The system cycle will be closed on 30th November, 2022.

Registration Requirements

For registration purposes all first year students **MUST** produce their **Original** documents as indicated on their admission letters for validation and verification purposes. At the end of the online registration exercise, new students will be required to submit 3 photocopies of their academic documents which will be dully signed and stamped by their Registrars for record purposes.

(b) Continuing Students

Continuing students also use the Academic Information Management System (ACMIS) for registration for Academic Year 2022/2023. Continuing students should register online by accessing the registration Menu in the Student Portal and selecting the first option labeled "Self Registration" and click the REGISTRATION NOW option.

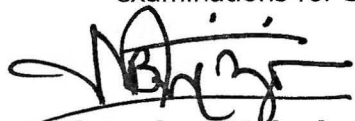
The **Cycle** for online registration for the Academic year 2022/2023, Semester One is open for all continuing students. The system cycle will be closed on 30th November, 2023.

(c) Students who belong to the under listed categories are advised to contact their College/School Registrars before they can register.

- (i) Retakes Cases
- (ii) Stay Put Cases
- (iii) Withdrawal cases
- (iv) Audited Courses
- (v) Extension Cases

N. B. Each student should pay National Council for Higher Education fee of 20,000/= per year and UNSA Subscription of 2,000/= per year before registration.

(e) **In case of any problem**, consult your College/School Registrar. College Accountants are responsible for providing the financial status to all students and generating lists of paid up students to the Deans. They will also clear paid up students to be issued the examination permits before sitting University examinations for Semester One, 2022/2023 Academic year.



Prof. Buyinza Mukadasi
ACADEMIC REGISTRAR

BM/SC/bm

- c.c
- Vice Chancellor
 - Deputy Vice Chancellor (AA)
 - Deputy Vice Chancellor (F&A)
 - University Secretary
 - University Bursar
 - Director, Planning and Development
 - Principals/Deans
 - Deputy Registrars
 - College/School Registrars
 - Guild President