

# MAKERERE

P. O. Box 7062 Kampala Uganda  
Website: [www.mak.ac.ug](http://www.mak.ac.ug)  
[www.ar.mak.ac.ug](http://www.ar.mak.ac.ug)



# UNIVERSITY

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Twitter: @MakerereAR

## THE OFFICE OF THE ACADEMIC REGISTRAR

### ANNOUNCEMENT

#### SPECIAL UNIVERSITY ENTRY EXAMINATIONS FOR THE DIPLOMA IN PERFORMING ARTS PROGRAMME, 2025/2026 ACADEMIC YEAR

THE ACADEMIC REGISTRAR MAKERERE UNIVERSITY INVITES APPLICATIONS FOR THE SPECIAL UNIVERSITY ENTRY EXAMINATIONS FOR ADMISSION TO THE DIPLOMA IN PERFORMING ARTS.

THE EXAMINATION WILL TAKE PLACE ON **SATURDAY 17<sup>th</sup> MAY, 2025**. THE APPLICATION PROCESS IS ONLINE FOR THOSE INTENDING TO SIT THE EXAMINATION. KINDLY NOTE THAT A NON-REFUNDABLE APPLICATION FEE OF SHS. 110,000/- INCLUDING 2 PAST PAPERS EXCLUDING BANK CHARGES IN ANY (STANBIC BANK BRANCH, DFCU, POST BANK, UBA AND CENTENARY BANK) WILL BE AVAILED TO YOU ON COMPLETION OF THE ONLINE APPLICATION PROCESS. THE DEADLINE FOR RECEIVING ONLINE APPLICATIONS IS **TUESDAY 13<sup>th</sup> MAY, 2025**

TO BE ELIGIBLE TO SIT THE EXAMINATIONS, THE CANDIDATE MUST POSSESS AN 'O' LEVEL CERTIFICATE (UCE) WITH AT LEAST 5 PASSES.

#### 1-HOW TO APPLY

APPLICATION IS ONLINE FOR ALL APPLICANTS.

- (i) OTHER RELEVANT INFORMATION CAN BE OBTAINED FROM UNDERGRADUATE MATURE AGE OFFICE, LEVEL 5, ROOM 505, SENATE BUILDING, MAKERERE UNIVERSITY OR CAN BE ACCESSED FROM <https://see.mak.ac.ug/>
- (ii) NON-REFUNDABLE APPLICATION FEE OF SHS. 110,000/= FOR UGANDANS, EAST AFRICAN (INCLUDING S. SUDAN & DRC) APPLICANTS OR \$75 OR EQUIVALENT FOR INTERNATIONAL APPLICANTS, PLUS BANK CHARGES SHOULD BE PAID IN ANY OF THE BANKS USED BY UGANDA REVENUE AUTHORITY.
- (iii) ALL APPLICATIONS SHALL BE DONE ONLINE ON <https://see.mak.ac.ug/>. THE ONLINE APPLICATION PORTAL USER GUIDE IS PROVIDED BELOW.

#### 2-MAKERERE UNIVERSITY ONLINE APPLICATION PORTAL USER GUIDE

Applicants should access the Institution's Applications URL: <https://see.mak.ac.ug/>

Signup using your official full name, e-mail and Mobile No. Please note that your name must be similar to the one on your supporting birth certificate and or academic documents for your application to be considered valid. If you changed your name (s)

In future correspondence please quote the reference number above



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please go to Senate Building Office 505 with a **Deed Poll** supporting the name change.

A OTP (One Time Password) will be sent to both your e-mail and mobile number. The system will prompt you to change the password to the one you can easily remember.

After signing up, proceed to generate a Payment Reference Number (PRN) before filling out the application form

### Generating Payment Reference Number (PRN) and Payment

**Generate PRN:** After signing up follow instructions to obtain your Payment Reference Number (PRN).

**Payment:** Make the required payment through your mobile money or chosen bank using the PRN.

#### To pay via the bank;

Present your PRN

#### To pay via Mobile Money;

##### Pay with Airtel Money

Dial \*185#, then select:

Option 4: Pay Bill

Option 7: URA

Option 1: Pay Registered

Enter the PRN/PTN number you wish to pay for and follow prompts.

##### Pay with MTN Mobile Money

Dial \*165#, then select:

Option 4: Payments

Option 5: Fees and Taxes

Option 1: URA

Option 1: With PRN Payments

Please enter your payment registration number (PRN) then follow prompts.

FOR FURTHER INQUIRIES CONTACT; [see@mak.ac.ug](mailto:see@mak.ac.ug)

Prof. Buyinza Mukadasi  
ACADEMIC REGISTRAR

