

# 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

Tel: +256 - 414 - 532634  
Email: [ar@mak.ac.ug](mailto:ar@mak.ac.ug)  
twitter: @MakerereAR

## THE OFFICE OF THE ACADEMIC REGISTRAR

### FRESHERS' JOINING INSTRUCTIONS FOR 2025/2026 ACADEMIC YEAR

#### To All First Year Students;

It brings me great joy to welcome you to Makerere University.

First Year students (Freshers) are by tradition given an "acclimatization" period of one week which is referred to as the "Orientation Week". The Freshers report on Campus one week earlier than the Continuing students and during this week they are introduced to the key facilities as well as other important aspects of life at the University.

#### Schedule of Semesters for 2025/2026 Academic Year

Saturday 2<sup>nd</sup> August, 2025 to Friday 8<sup>th</sup> August 2025 (7 Days) – Orientation Week

##### Semester One

Saturday 9<sup>th</sup> August, 2025 to Saturday 6<sup>th</sup> December, 2025 (17 Weeks)

##### Semester Two

Saturday 17<sup>th</sup> January, 2026 to Friday 16<sup>th</sup> May, 2026 (17 Weeks)

#### Orientation Week

##### Saturday 2<sup>nd</sup> August, 2025 – Friday 8<sup>th</sup> August, 2025

During the Orientation week, arrangements are made to enable the Freshers meet and be addressed by Key Officers, Wardens and Student Leaders who welcome the students.

Arrangements are also made to enable the Freshers acquaint themselves with such key facilities at the University like the Library, University Hospital, Games and Recreation Facilities etc.

Freshers are expected to take advantage of the week to survey and acquaint themselves with the general Campus lay out. Another major activity during the Orientation Week is Registration.

All Freshers must ensure that they are registered with their respective Colleges/Schools/ Departments/Halls/University Hospital.

### **Saturday 2<sup>nd</sup> August, 2025**

Resident Freshers report to their respective halls of residence or private hostels by 5.00 p.m. It's the responsibility of each student to make his/her own travel arrangements to the University or private hostel.

### **Monday 4<sup>th</sup> August, 2025**

All freshers shall report to the Freedom Square for a meeting (Central orientation program) with the University officials at 9:00am.

### **College Orientation**

Tuesday 5<sup>th</sup> – Friday 8<sup>th</sup> August, 2025 College orientation programs will follow during the orientation week. College Principals and Registrars will issue the orientation programs for their colleges.

Lectures will begin on Monday 11<sup>th</sup> August, 2025.

### **Registration**

For a candidate to be considered 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 first two (2) weeks from the beginning of the semester by every student. Privately sponsored students will pick their original admission letters after payment of 60% tuition and all functional fees from their respective colleges.

Registration will commence on **Monday 11<sup>th</sup> August, 2025** starting at 9.00 a.m. each day at the respective Schools.

Ensure that you complete all the required registration formalities within the prescribed time in order to avoid disappointments later. College/School Registrars will provide registration programs.

### **Registration Requirements**

Admission to Makerere University is a provisional offer made on the basis of the statement of your qualifications as presented on your application form. The offer is subject to verification of your academic documents and payment of university fees.

For registration purposes, all first-year students **MUST** produce their original documents for verification.

Government sponsored students shall pay **shs.163, 154/= functional fees** to Makerere University.





Privately sponsored students shall pay **839,954/=** and **1,495,253/=** for Ugandans and International candidates respectively for semester one and **132,250/=** for semester two of year 1.

Full admission letters for government sponsored students should be picked from the respective Colleges/Schools beginning Monday 7th July 2025.

The fees structure for privately sponsored students is attached to their provisional admission letters that should be down loaded from their ACMIS portal.

Students in the affiliated Institutions should pay fees indicated by their respective Institutions.

Fresher's joining instructions concerning reporting, fees payment, academic policies and any important information from the different university units can be viewed from the Academic Registrar's Department notice boards and University websites [www.ar.mak.ac.ug](http://www.ar.mak.ac.ug) and [www.mak.ac.ug](http://www.mak.ac.ug) respectively.

All freshers **MUST** have laptop computers as one of the essential tools for study purposes for their programmes.

#### **Other Fees**

- a) **National Council for Higher Education fee (Per Year)-Shs.20,000/=**  
**(Payable to the National Council for Higher Education Account in Stanbic Bank).**
- b) **UNSA Subscription fee (per year)-Shs.2,000/= (payable to Stanbic Bank, City Branch, A/C 0140007248501).**

#### **Change of Programmes/Subjects**

##### **(a) Change of Programmes**

Since selection for specific programmes was made according to each candidate's performance and order of programme choices, taking into account the available subject combinations and time-table limitations, there is normally little need to change the programme or subjects. However, some places become vacant when some of the students admitted do not take up the offers. Such places are filled through the change of programmes/subjects.

Students who wish to change programmes first of all register according to the registration time-table for the programmes and subjects (where applicable) to which originally have been admitted. Each student who may wish to change his/her programme/subject combination is required to pay an application fee of Shs.6,000/= plus the bank charges to banks used by Uganda Revenue Authority.



### **(b) Change of Subjects**

Students in the College of Humanities and Social Sciences, College of Natural Sciences or the College of Education and External Studies may wish to change their subjects.

Students should be aware that changing one subject may result in a change of College. Before students apply to change their programmes, Colleges and Subjects, they are encouraged to seek advice on the cut-off point(s) for programmes, requirements for specific subjects and possible subject combinations.

Change of programme/Subjects will be done online on payment of an application fee of Shs. Six thousand (6000/=) plus the bank charges to banks used by Uganda Revenue Authority (URA).

Students are notified and warned that change of programme or transferring to another subject combination or College without proper authority will be liable to discontinuation from the University.

A student who has been permitted to change his/her programme or subject(s) will be issued with a letter stating so, and on receipt of such a letter that student should complete the ACCEPTANCE part and return a copy of each to the Undergraduate Admissions and Records Office, the former College/School and the new College/School.

The change of programme/subjects will be done online from Monday 4<sup>th</sup> August, 2025 to Tuesday 12<sup>th</sup> August, 2025.

N.B: It is advisable that only those students who meet the cut-off points for the desired programmes / subjects may apply.

  
**Prof. Buyinza Mukadasi**  
**ACADEMIC REGISTRAR**



**Dated: 19<sup>th</sup> June, 2025**

**BM/SC/nmab**

**Cc: Makerere University Management**  
**Guild President, Makerere University**