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THE OFFICE OF THE ACADEMIC REGISTRAR

Our Ref: **MAK/AR/41126-1**

4th November 2026

TO: ALL STUDENTS OF MAKERERE UNIVERSITY

RE: UPDATE ON PAYMENT OF ANNUAL ENDOWMENT FUND FEES

The University Council, at its 167th meeting held on 5th June 2025, resolved that all students shall pay an annual Endowment Fund fee directly into the designated Makerere University Endowment Fund bank account. Students are required to present proof of payment as part of the registration requirements.

In accordance with this resolution, all students are hereby reminded of their obligation to pay an annual Endowment Fund fee of **UGX 18,000 (Eighteen Thousand Shillings Only),** payable once every academic year.

Payments can be made through the following channels:

1. Payment Using an ACMIS-Generated Payment Reference Number (PRN)

a) Log in to the student portal, navigate to **Bills and Invoices**, and select **Endowment Fees** to generate a Payment Reference Number (PRN).

b) Dial ***212*2*1#**, enter Merchant Code **985332**, and follow the prompts to complete payment.

c) **Alternatively**, download the **NCBA NOW UG** application, select **Muzuri Pay** on the home screen, search for **Makerere University – MUK ACMIS**, and follow the payment instructions.

Payments made through the above channels are reconciled in real time and reflected on your student portal.

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2. Manual Bank Payments

Alternatively, without generating PRNs, students may make payments without generating a PRN through the NCBA agent located at the Gift and Souvenir Shop, Main Building, or at any Stanbic Bank branch using the following account details:

NCBA Bank
Account Name: Makerere University Endowment Fund
Account Number: 220868200029
Branch: TWED Towers

Stanbic Bank
Account Name: Makerere University Endowment Fund
Account Number: 9030020625081
Branch: Makerere

Students who use the manual bank payment option are strongly advised to **retain their payment slips or receipts as evidence of payment for verification and future reference**.

RECONCILIATION OF PREVIOUS PAYMENTS

The University is aware that some students made Endowment Fund payments before the issuance of this update. The reconciliation of such payments is currently ongoing. The Makerere University Endowment Fund will communicate further guidance on the verification and reconciliation process in due course.

For further inquiries or clarification, students are advised to contact the **Revenue Office, Directorate of Finance, located at CTF 1, Makerere University.**

The University appreciates your cooperation and continued commitment to supporting the Makerere University Endowment Fund. Your contributions are important in strengthening the University's long-term financial sustainability and supporting its institutional development agenda.

Yours sincerely,

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Prof. Buyinza Mukadasi
ACADEMIC REGISTRAR

CC: DVC (Finance & Administration)
University Secretary
University Bursar
Chairperson, Endowment Fund
H.E The Guild President