Postgraduate Admissions
Online Application - Step-By-Step Guide for Applicants

WELCOME!

Welcome to a Step-by-Step assistance to online application. This will guide you on how to create an application online:

BEFORE APPLYING

Scanned copies (soft copies in pdf format) of following documents should be ready before applying:

- o Application fee receipt (non-refundable Application Fee)
- o Certified copy of Degree Certificate (s)
- o Copy of Transcript
- o Two copies of completed Professional/Academic References
- o Certified copy of National Identity Card (Omang for citizens) and Passport for international applicants
- o Personal Statement of Intent for Masters and Proposal/Research Plan for MPhil/PhD
- o Certified copy of Registration Certificate/card or Nursing Licence (where applicable)
- o Copy of proof of change of surname (where applicable). **N.B. All former UB students who have changed their surnames should use surnames they used while they were students at UB so that the system will easily map their student ID to their surname and to their previous record. The new surname could be changed through SGS offices once the applicant has been admitted.**

Prospective students may use any Internet facility available to them to apply or use UB internet facility located at School of Graduate Studies Offices (Block 247/First Floor).

Each applicant can submit two applications. Each application should have its own separate application fee, else one of them will be rejected.

MAKING AN APPLICATION ONLINE

The following steps will guide you in making an online application. First you need to create an **Application Account**.

CREATING AN APPLICATION ACCOUNT

a)   Make your application online through the University of Botswana website: www.ub.bw. Click on the link '**Study**' -> '**Graduate**' -> '**How to apply for admission**' as shown below:

Click on <Study>, <Graduate>, <How to apply for admission>
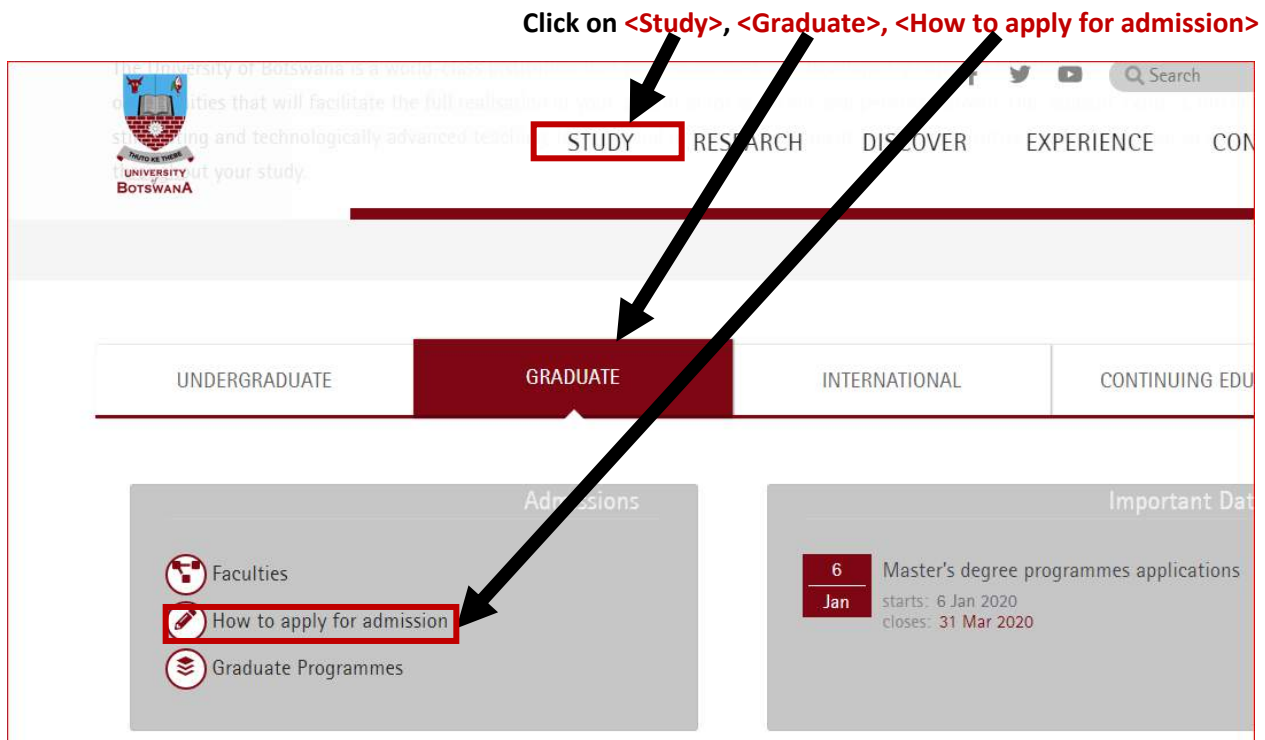
b)   A new page titled **Graduate Applications** will appear. Read through the page to make sure that all information and certified scanned soft copy of all documents needed to complete online application are ready. Browse through the page and click on the link 'Make your **Online** application here'

<Click here>

c) A new page will be displayed. You will be expected to create an **Application Account**.

d) If you are a returning applicant, **sign into your account** by entering your existing Application ID and Password and select login or if you forgotten your login credentials click on '**Forgotten your Application ID and/or Password**'

e) If you are a **new applicant** complete Step 1 and Step 2.

Step 1: Enter the **Security Code** that appears on the page (it will be a different, unique number that appears every time)

Step 2: Click on the <**create application id**> button
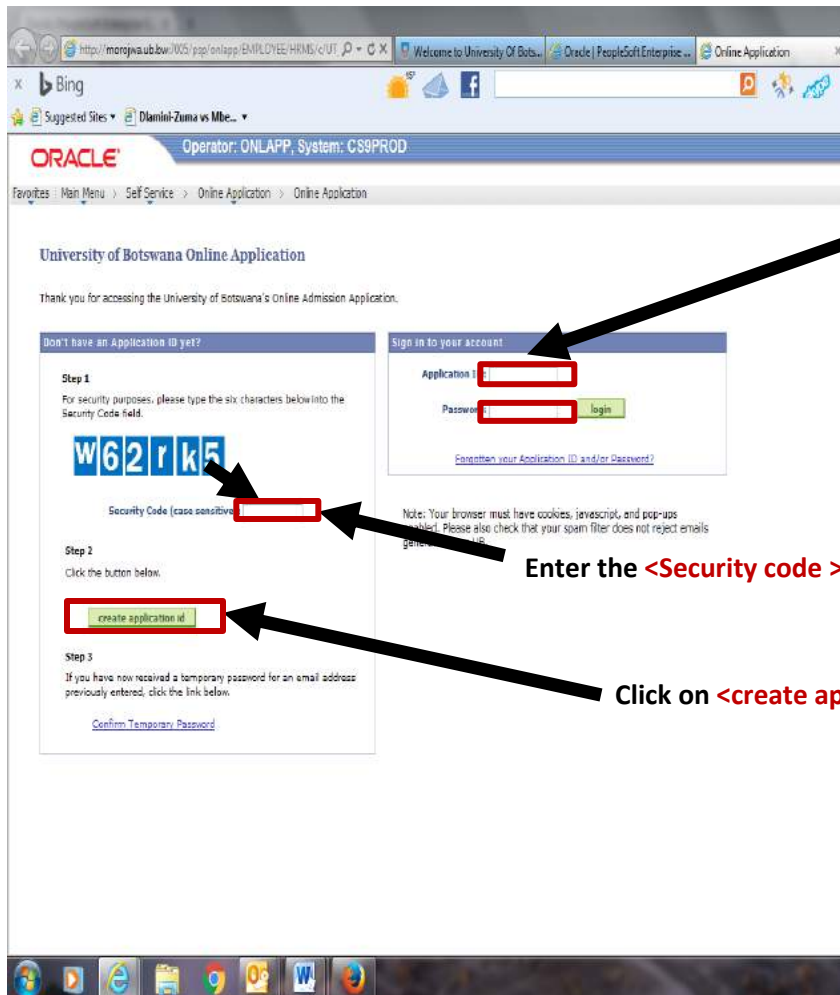
Returning applicant login:
Enter your <Application ID>
and <Password> and click on
'login' to complete your
application

Enter the <Security code > shown

Click on <create application id>

f) After you click <**create application id> button,** enter the necessary information into the **Create Application ID** page below:

Select Postgraduate

Select the Term from the drop down list. e.g. 2019/2020 Semester 1 for entry in August 2019

Input required information. If you have previously studied at UB & remember your Student ID, enter it. Enter the e-mail address where you want your login credentials to be sent.

Select the country that issued your national identification document. Select Omang for Botswana nationals or passport for non-Botswana nationals and input the corresponding IDs.

Click here to continue

g)   After entering all the required information, click on **\<Continue>** button. The following message will appear conforming that an e-mail has been sent to your e-mail account. Click **\<OK>** when you have read the message.

h) Log on your e-mail account. There should be an e-mail with your temporary **Application ID** and **Password**. Note both the Application ID and Password and click on the hyperlink shown below.
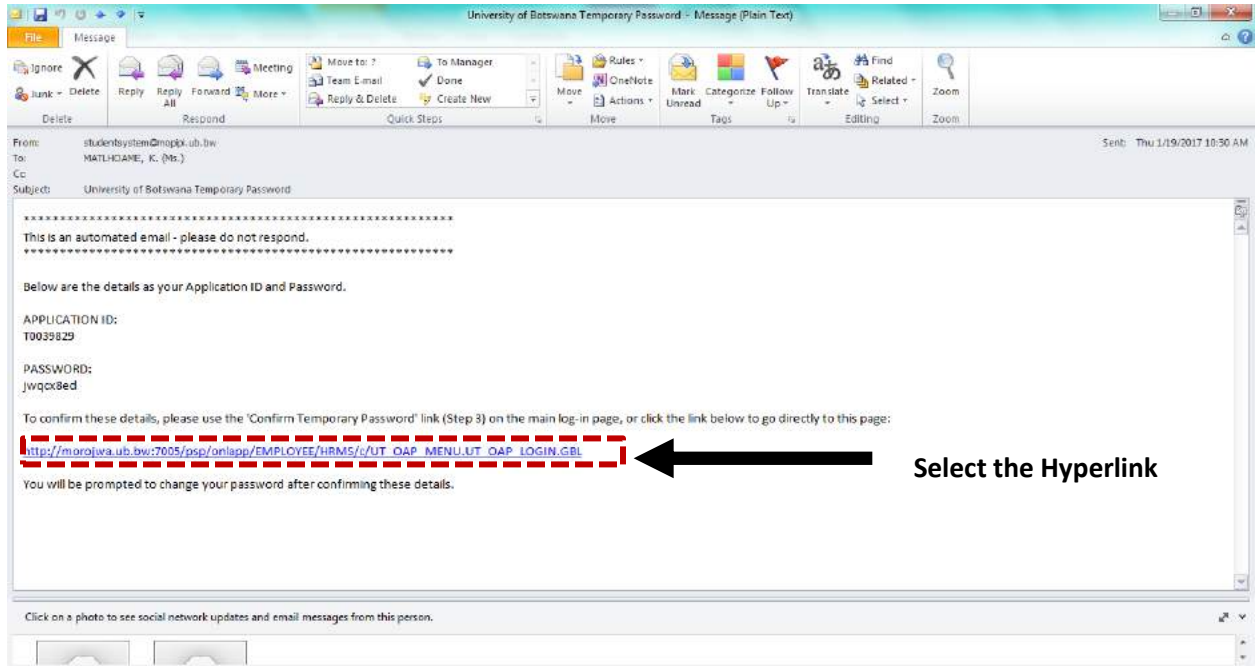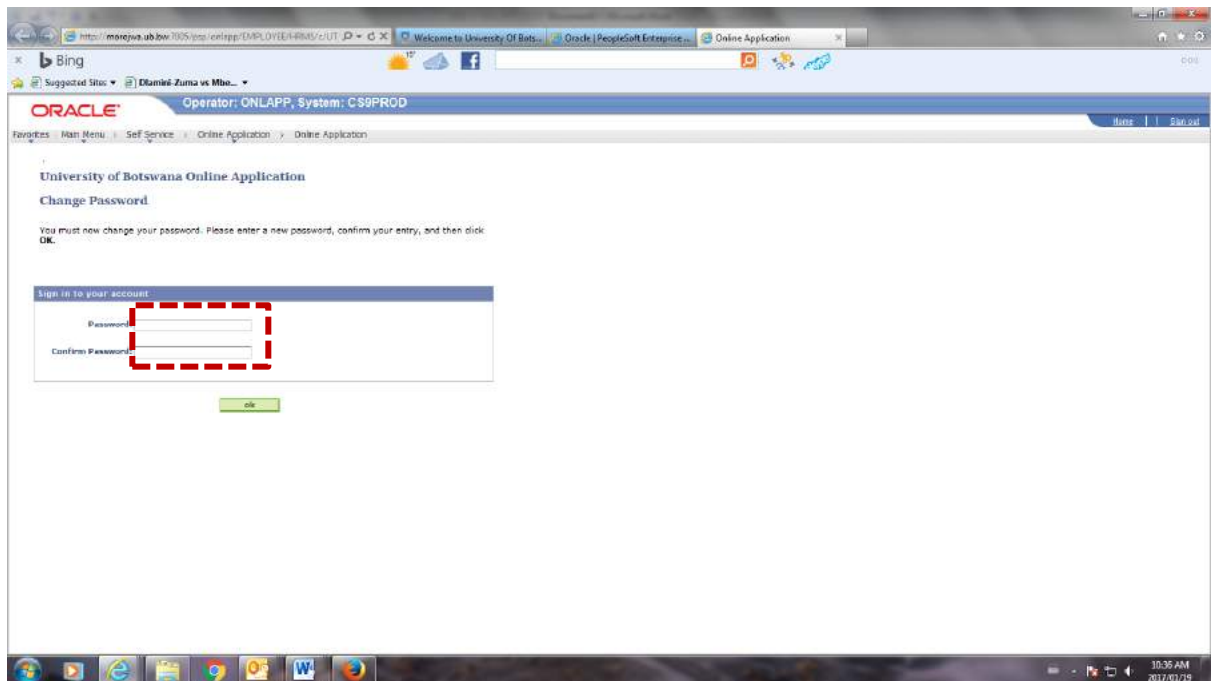

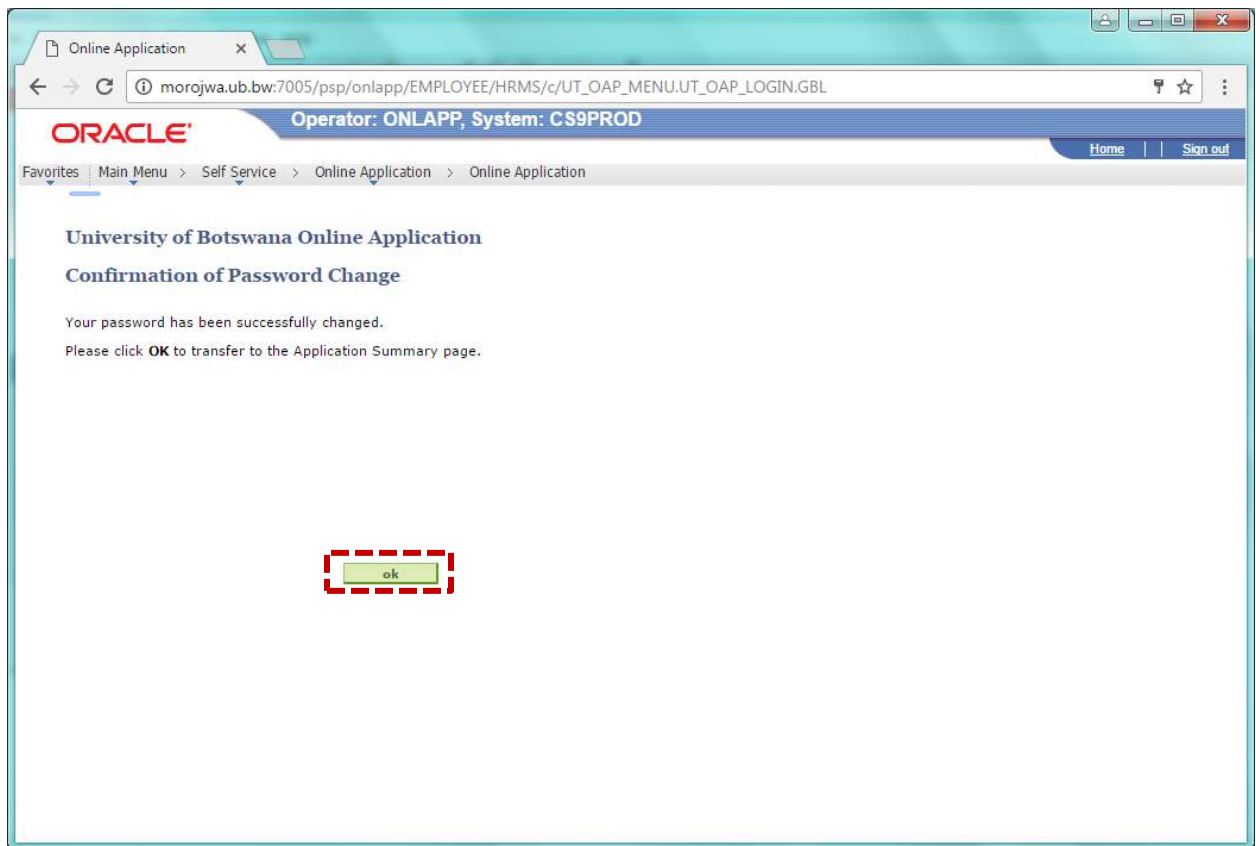i) The page below will be displayed. Select **Confirm Temporary Password** hyperlink.
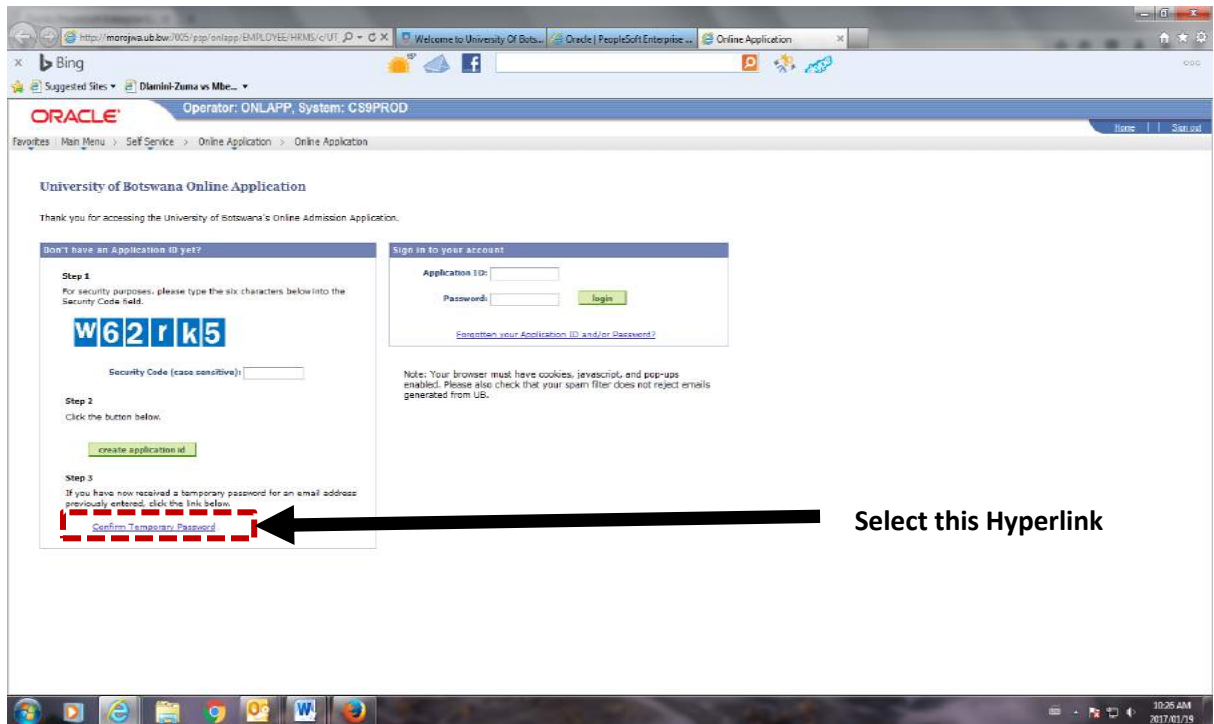
j)   Enter your **Application ID** and **Password** as supplied on the email sent to you and click **OK.**
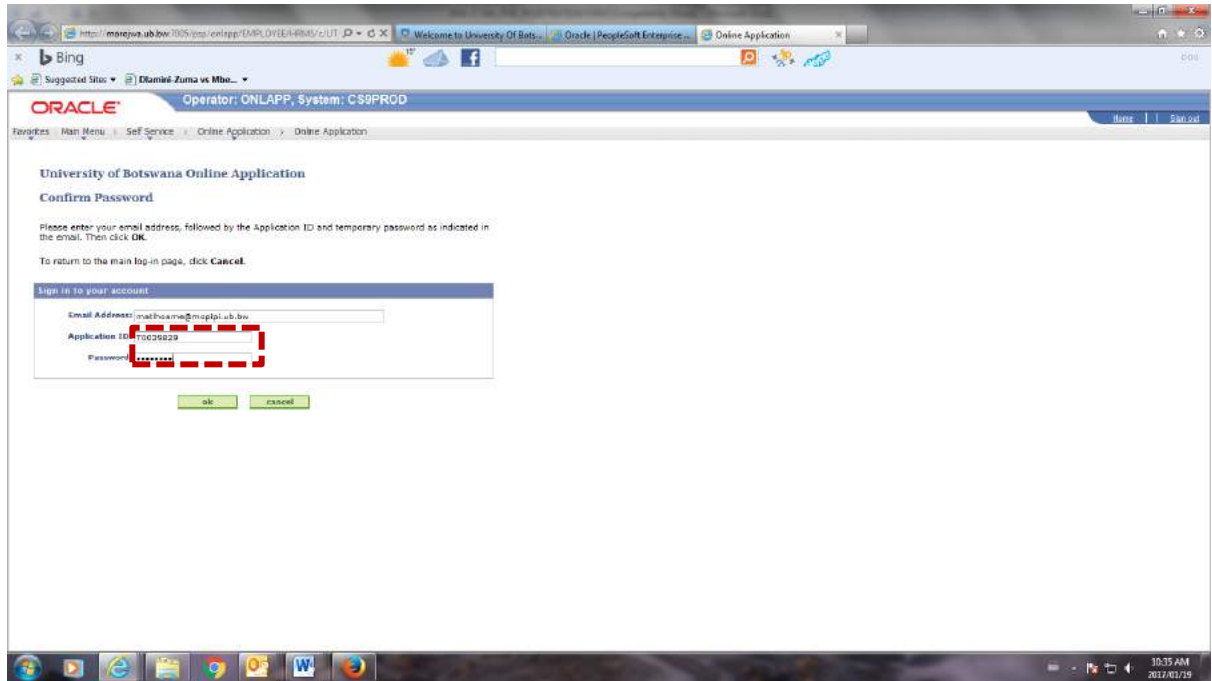
k)   The **Change Password** page will be displayed. You need to change password. Enter your **own password** and click **OK**.

l)   After changing your password, a confirmation message will come up as shown below.

Click **OK** after reading the message. The **Application Summary** page which is the application form will be displayed.

ONLINE APPLICATION FORM – APPLICATION SUMMARY
This is the Application Form. You are now ready to apply.

a)   Read the information on **Application Summary**. You can view, edit or delete your application. You can also add another new application. You are allowed to add two applications only. Each application must have its own **unique application fee receipt** and **statement of intent**. You may use the same references if necessary.

b)   A welcome page will be displayed as below showing your First Names, Surname and Application ID or Student ID if you are a former student of University of Botswana. Read the instructions on **Welcome page** carefully.

Click on **<next>** when finished reading the instructions

Note the following:

i. The table or grid in the right corner will help you know which application steps you have completed.

ii. The buttons below the grid are used for the following:
   - <next> navigates to the next page
   - <previous> navigates to previous page
   - <save> saves the changes you made
   - <verify application> checks if you completed the application correctly
   - <submit> to submit the application, no changes allowed once the button is clicked
   - <return to summary page> allows you to view the application

c)   Click on **<next>**. The **Personal Details** page will be displayed. Enter all the required information and click **<next>** when done.

Enter previous surname if you are married and have changed your surname

Click on \<next\> to continue

d)   The **Study Choice** page will be displayed.

Click on <select> to choose programme of study

Click on <remove> if you want to remove the programme

e) When you click on <**select>** the page below will be displayed. Enter your **<programme of study>** and click **<search>**

Enter your programme of study and click <search>

f)   Click <**select**> to choose your programme of study from the list as shown below.
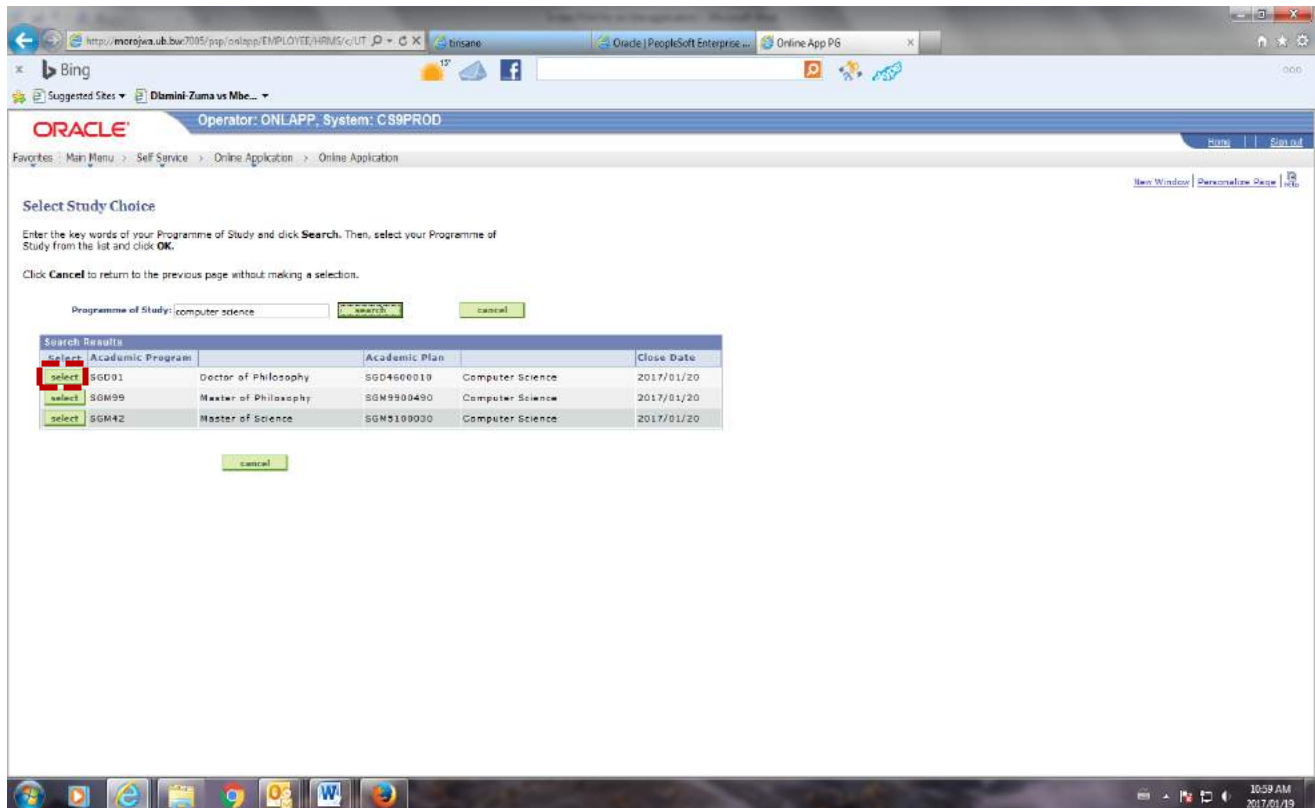
g)   Select **<offering mode>** (part-time or full-time) and **<Campus>**. Click **<next>** to continue.

Choose mode of study and Campus

Click on <next> to continue

h)   The Contact Details page will be displayed. When you have entered all required information, click on **<next>** button to continue.

Country of your mailing address

Enter Address as:

Private Bag 0022

Tlokweng

Enter City/Town/Village for your Mailing Address

Click on <next> to continue

i) The **Demographic Details** page will be displayed. Enter your **Gender**, **Marital Status** and indicate whether you have **disability**, click on **<next>** button to continue.

Click on <next> to continue

j) The **Next of Kin** page will be displayed. Enter all the required information. If your **Next of Kin** contact details are the same as you select checkbox **Same Address as Applicant.** After filling all the required information, click on **<next>** button to continue.

Click here if your **Next of Kin** contact details are the same as you

k) The **Emergency Contact** page will be displayed. Enter all the required information. If your **Emergency Contact** details are the same as you select checkbox **Same Address as Applicant.** If your **Next of Kin** and **Emergency Contact** is the same person, select checkbox **Use same details as Next of Kin.** After filling all the required information, click on **<next>** button to continue.

Select this checkbox if your Next of Kin and Emergency Contact is the same person
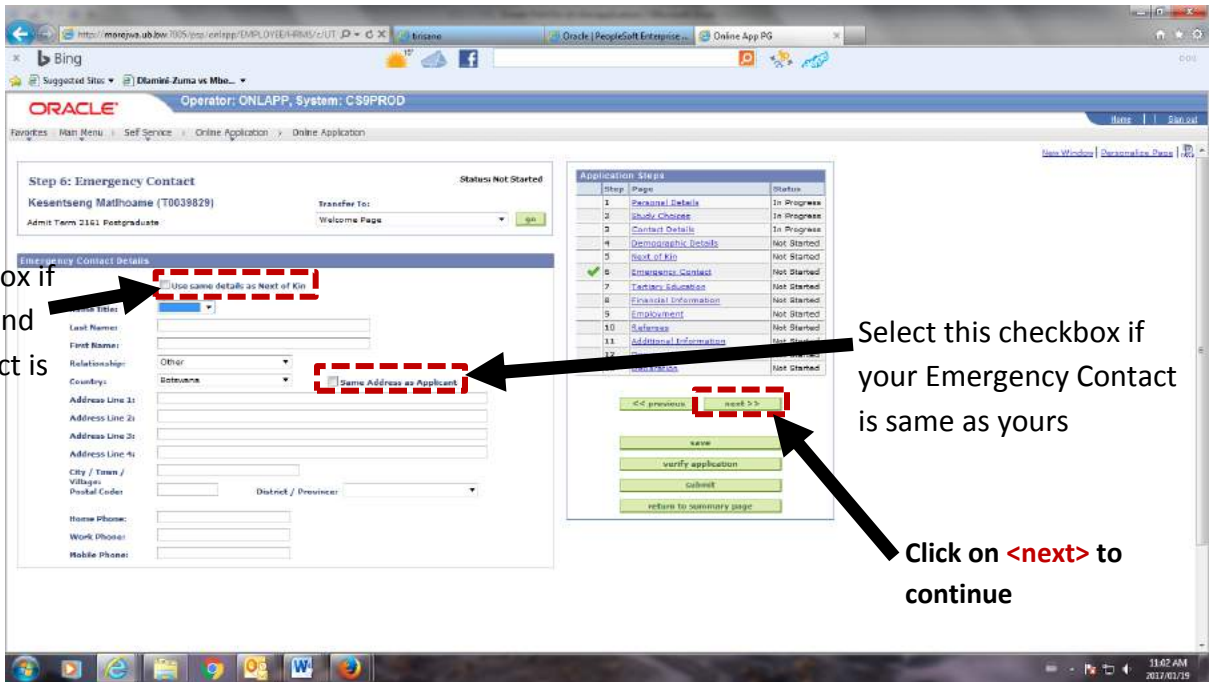
Select this checkbox if your Emergency Contact is same as yours

Click on <next> to continue

l)   The **Tertiary Education** page will be displayed. Fill all the required information.
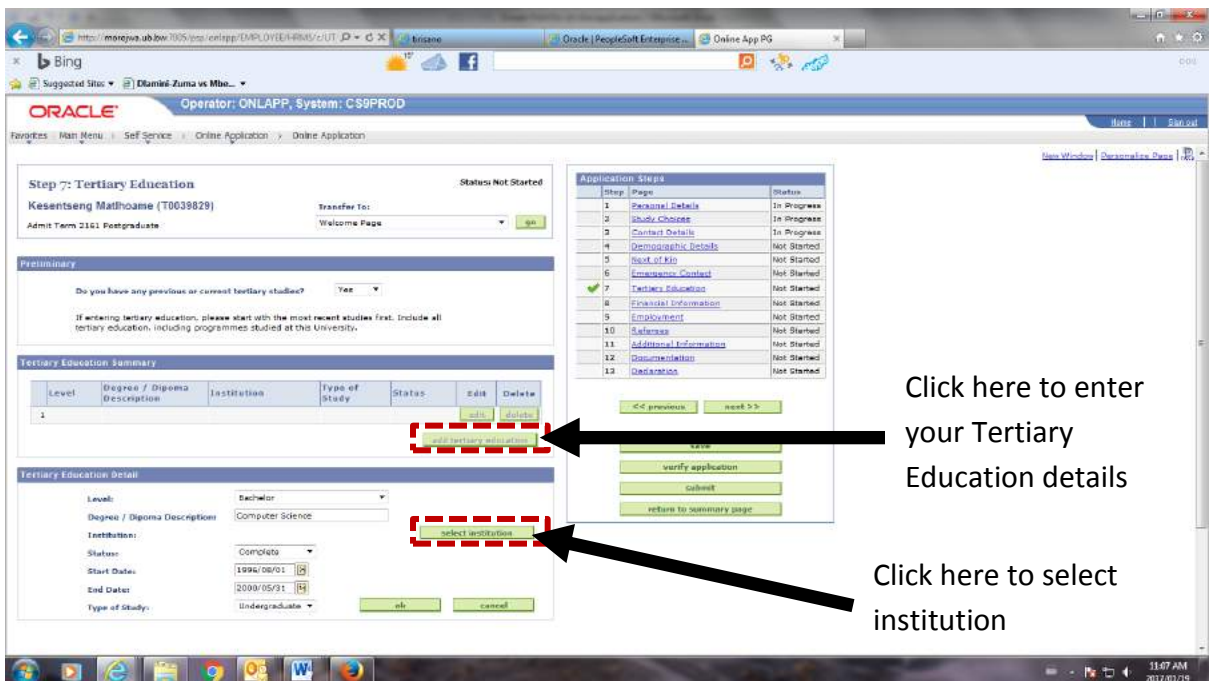
Click here to enter your Tertiary Education details

Click here to select institution

N.B. A click on **select institution** will display the following page. If your institution is not in the search list, click '**My Tertiary Institution cannot be found – I wish to manually enter details**' and manually enter the institution name. Click **OK** to go **Tertiary Institution Summary page**.
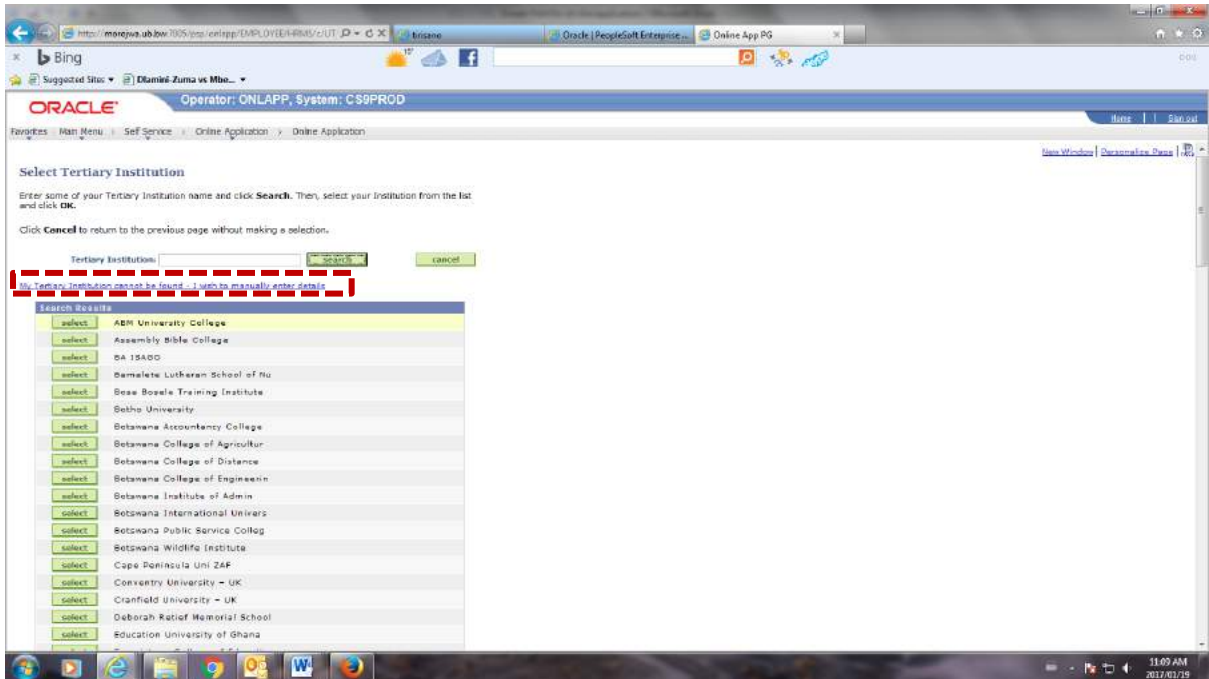
m) The **Tertiary Education** page will be displayed again. Click on **Add Tertiary Education** if you have more Tertiary Education details to capture. You can also use **<edit>** or **<delete>** buttons to either edit or delete Tertiary Education details. Click on **<next>** button to continue.

Click on <next> to continue

Click on add Tertiary Education if you have more Tertiary Education details to capture.

n) The **Financial Information** page will be displayed. Select **Yes** if sponsored and proceed to choose sponsor name. Select **No** if self- sponsored and click on **<next>** button.

Click on <next> button to continue

Select **Yes** if sponsored and **No** if self-sponsored.

o) The page below will be displayed if you have selected **Yes** to the sponsorship question. Search and select your sponsor from the list or if your sponsor name is not in the list click on the hyperlink **My sponsor does not appear in the list – I wish to manually enter details** and enter the sponsor details. Click **<next>** button to continue.

Select **sponsor** details or click on the hyper link if sponsor is not on the list.
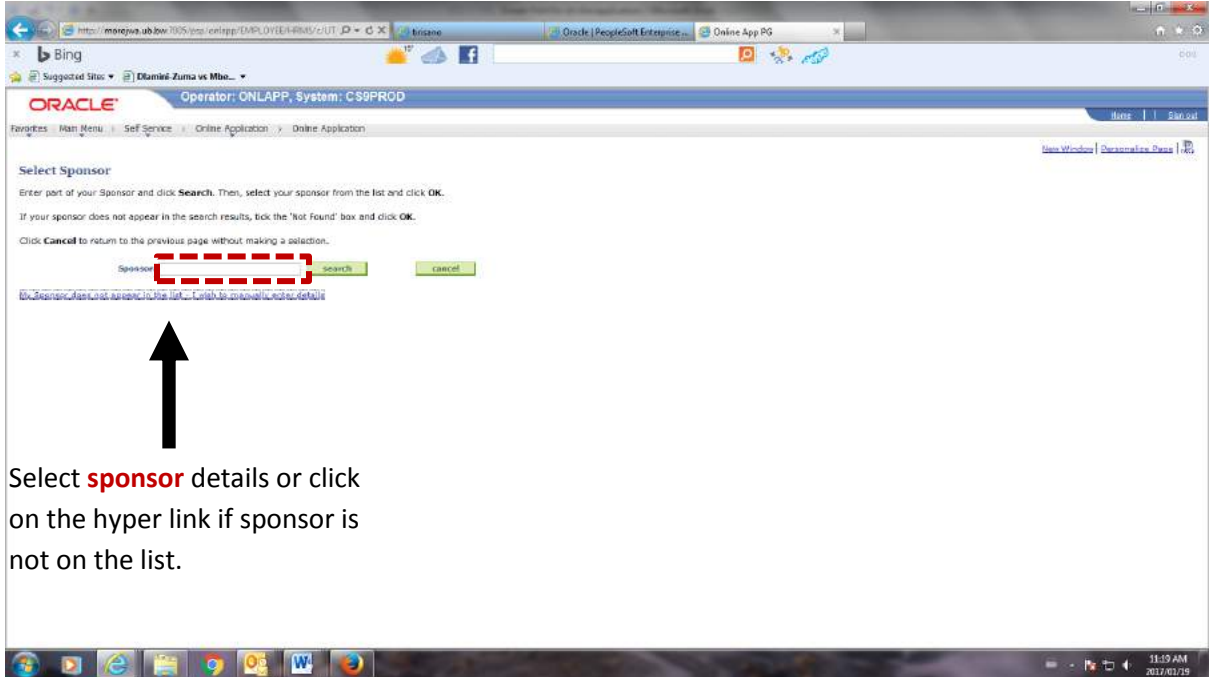
p) The **Employment** page will be displayed once you have clicked **<next>** button after completing sponsorship page. Select **No** if you do not have work experience and click **<next>** button to go to **References** page. Select **Yes** if you have work experience and you will be directed to additional **Employment** page where you can add or delete **Employment** details.

Click on <next> to continue

Select **No** if you do not have work experience. Select **Yes** if you have work experience and you will be directed to the **Employment** page below.
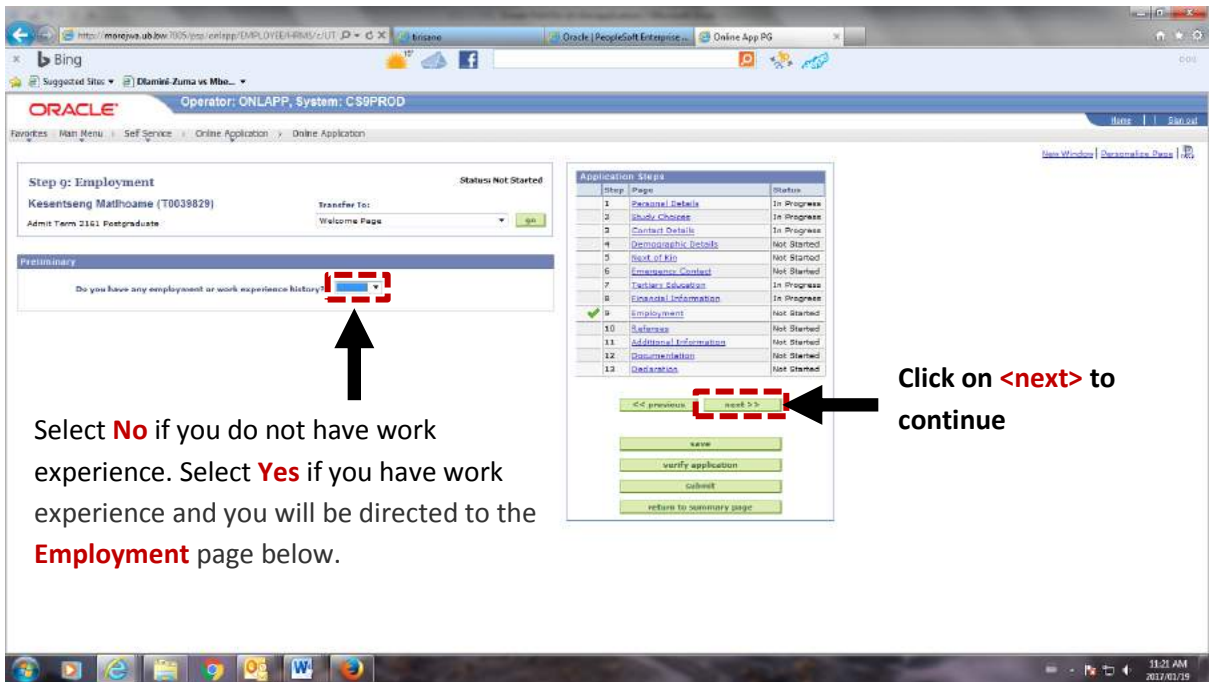
q)   **Additional Employment** page will be displayed and you can add more than one employment details. Click **<next>** when done.

Add Employment and click **OK** when done. You can add more than one employment details.
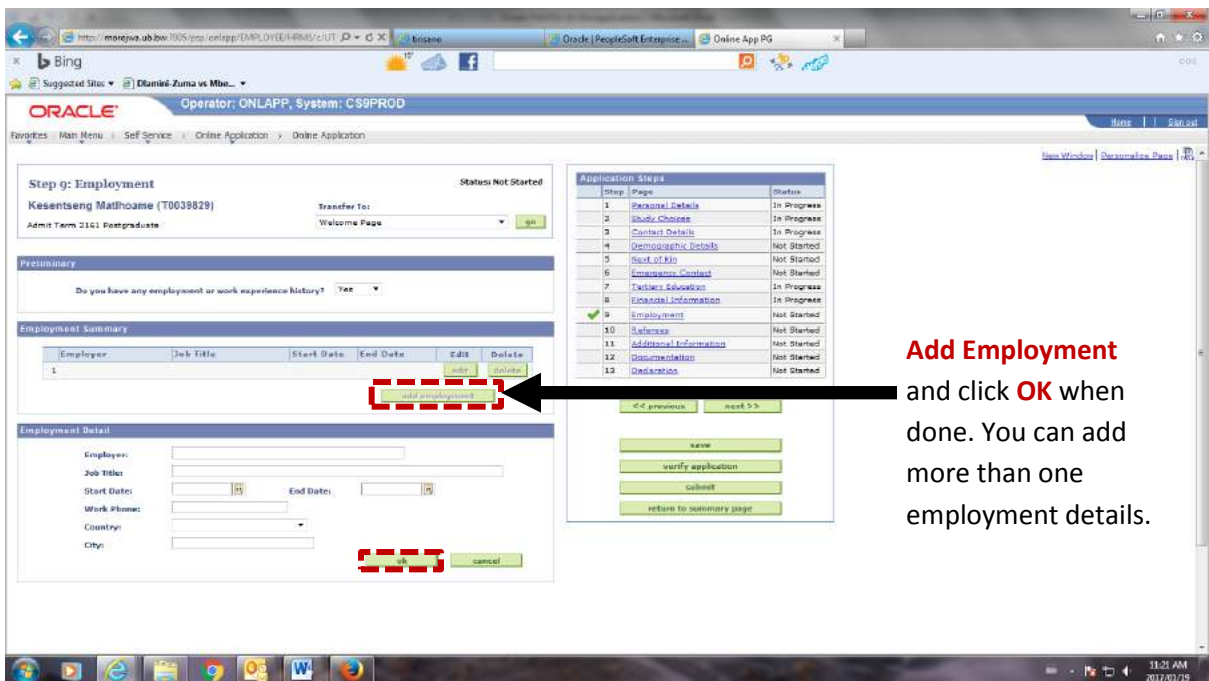
r)   The **Referees** page will be displayed. Enter all required information on your referees. You must capture two referees details. You can **<edit>** or **<delete>** a reference. Click **<next>** when done.

Click on <next> to continue

Click **Add referee** and complete referee details

Click **OK** after adding the referee

s)   The **Additional Information** page will be displayed. You need to indicate if you are interested in university accommodation. Click **<next>** to continue.

Click **Yes** if you want University accommodation or **No** if not interested.

Click on **<next>** to continue

You can **Add language** or leave the space blank. This detail is not necessary

t) The **Documentation** page will be displayed. You need to upload all scanned, certified copies (soft copies in pdf format) of documents you saved before applying. Click on **<add>** next to the document you wish to upload. If you do not have the required documents, save and return to this page when the documents are ready. Click **<next>** to continue.

Click on **<next>** to continue

Click on appropriate **<add>** to upload the required documents such as copy of Omang, degree certificate, transcript and others.
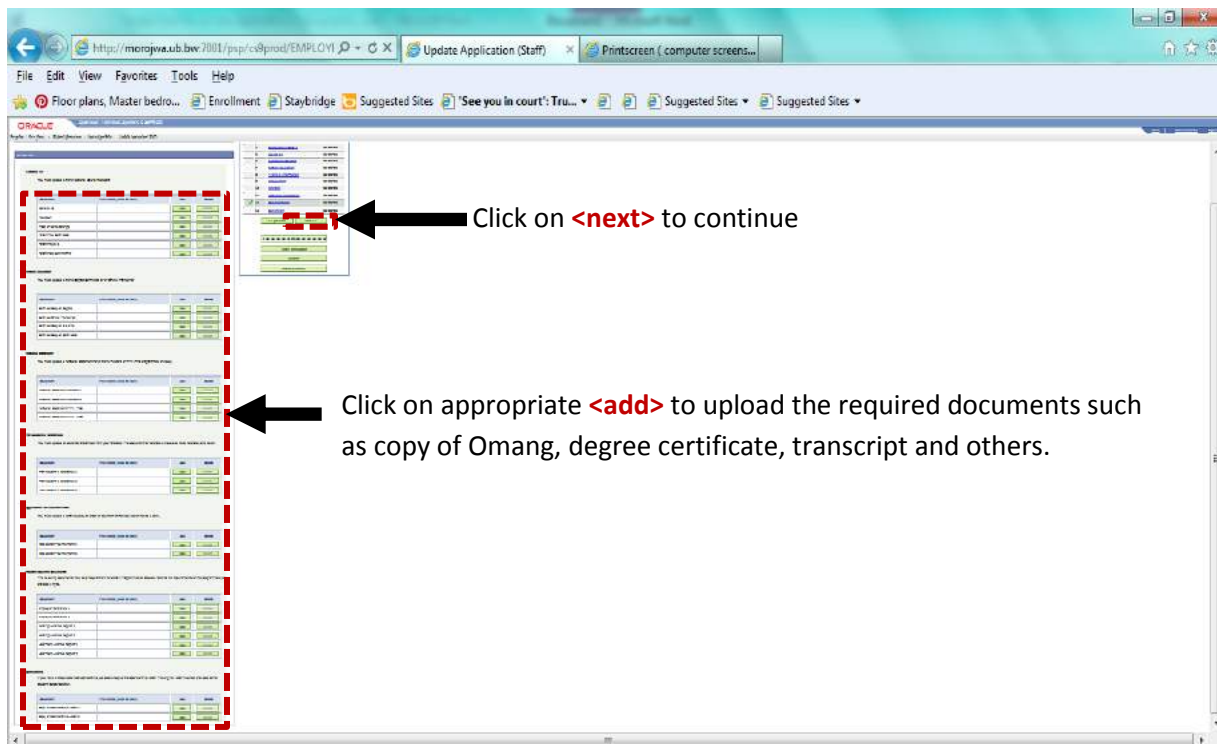
u) The **Declaration** page will be displayed. Click on the checkbox to make declaration and select **<save>**.

Click on the checkbox to make declaration
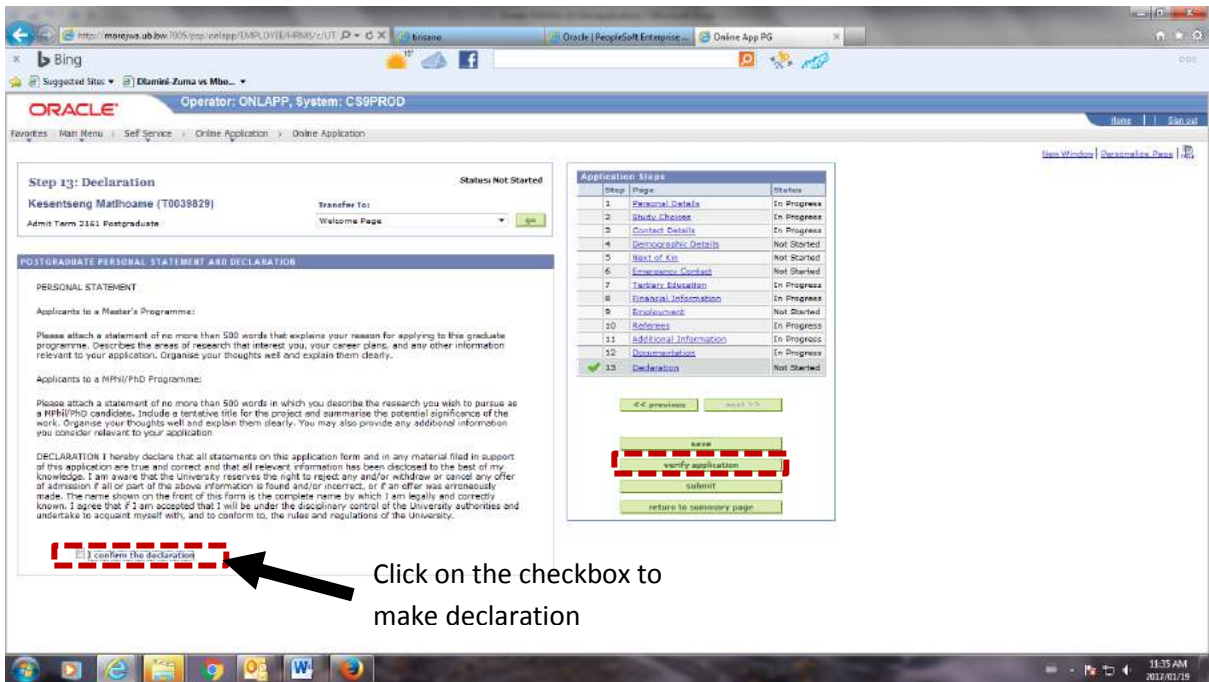
v)   Click on <verify application> button to verify your application. The **Verify Application** message will be displayed. If there is some required information that you did not complete properly, the following message will be displayed and you need to go back and correct the errors and select **<save>** and **<verify application>** again until no more errors are displayed.
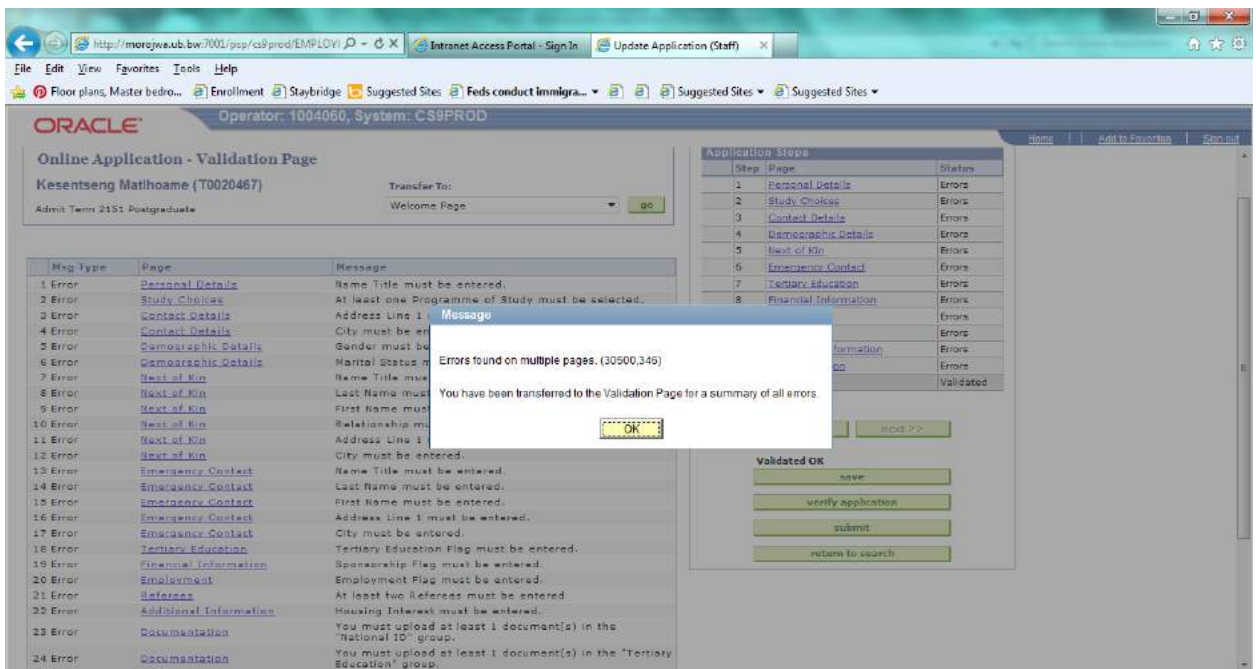
When all errors have been corrected, another **Verify Application** message below will be displayed showing that **No errors have been found** and the status of the application will display as **Validated**.

Status of the application will display as **Validated**
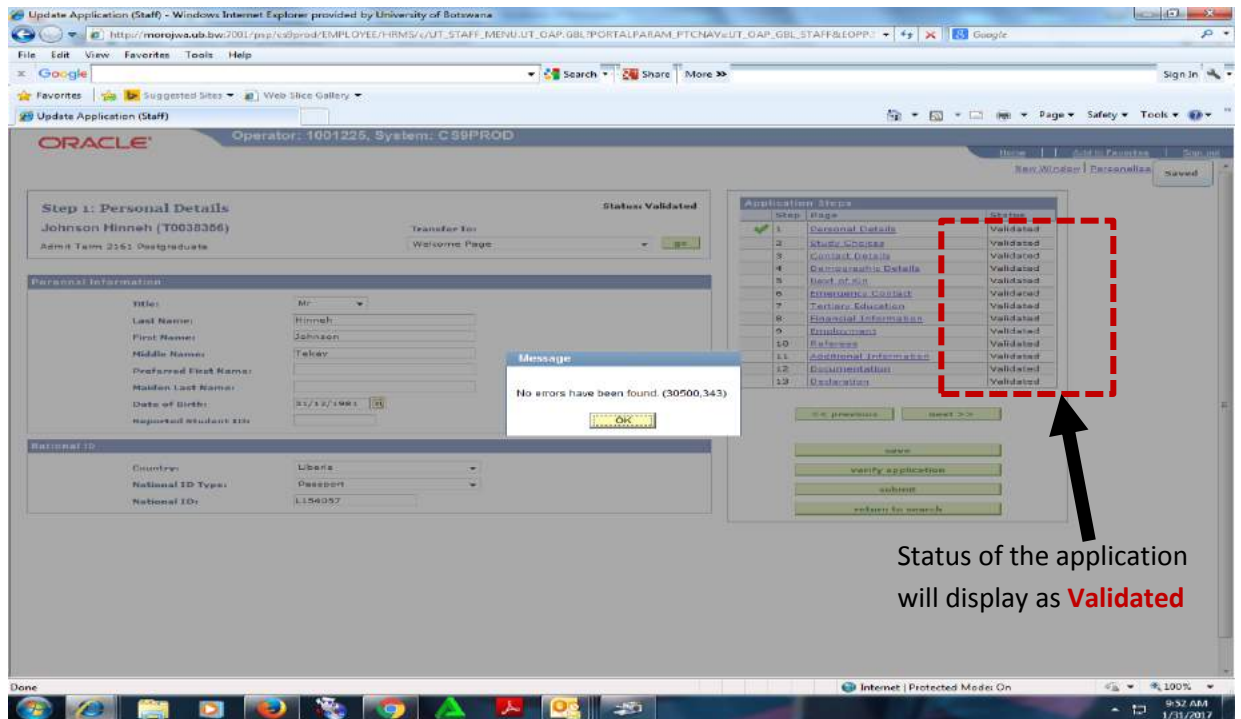
w) You are now ready to submit your application. Click **<submit>** button. The status of the application will display as **Submitted**. You will not be able to make any amendments to your application form once submitted. Any changes you wish to make must be communicated in writing to the Postgraduate Admissions Office before the closing date for applications.

x) Once you have submitted your application, an e-mail will be sent automatically to your e-mail account acknowledging receipt of the application. You should also receive a formal acknowledgement letter in your e-mail within a week.

✓ **Welcome and Thank You for choosing University of Botswana.**