



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:

- Application fee receipt (non-refundable Application Fee)
- Certified copy of Degree Certificate (s)
- Copy of Transcript
- Two copies of completed Professional/Academic References
- Certified copy of National Identity Card (Oman for citizens) and Passport for international applicants
- Personal Statement of Intent for Masters and Proposal/Research Plan for MPhil/PhD
- Certified copy of Registration Certificate/card or Nursing Licence (where applicable)
- 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).

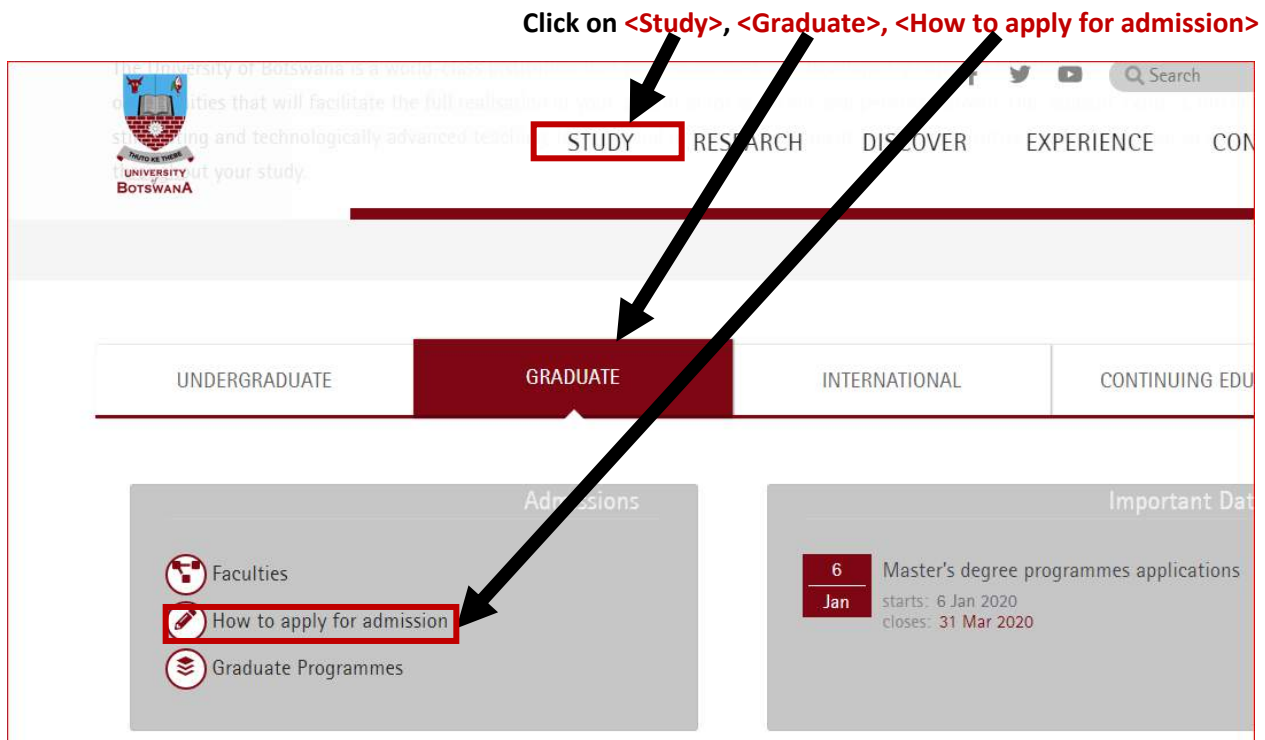
Each applicant can submit two applications. Each application should have its own separate application fee, else one of them will be rejected.

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:



- 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**'

Before Applying

UNIVERSITY Botswana

STUDY RESEARCH DISCOVER EXPERIENCE CONNECT

of Application fee receipt

- Certified copy of Degree Certificate (s)
- Certified Copy of Transcript
- Two copies of completed Professional/Academic References
- Certified copy of National Identity Card (Omang for citizens) and Passport for international applicants
- Personal Statement of Intent for Masters and Proposal/Research Plan for MPhil/PhD
- A copy of the current practicing certificate by Nursing and Midwifery Council of Botswana or the country of origin.
- 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 captured through SGS offices once the applicant has been admitted.**

An e-mail address is required for one to apply online

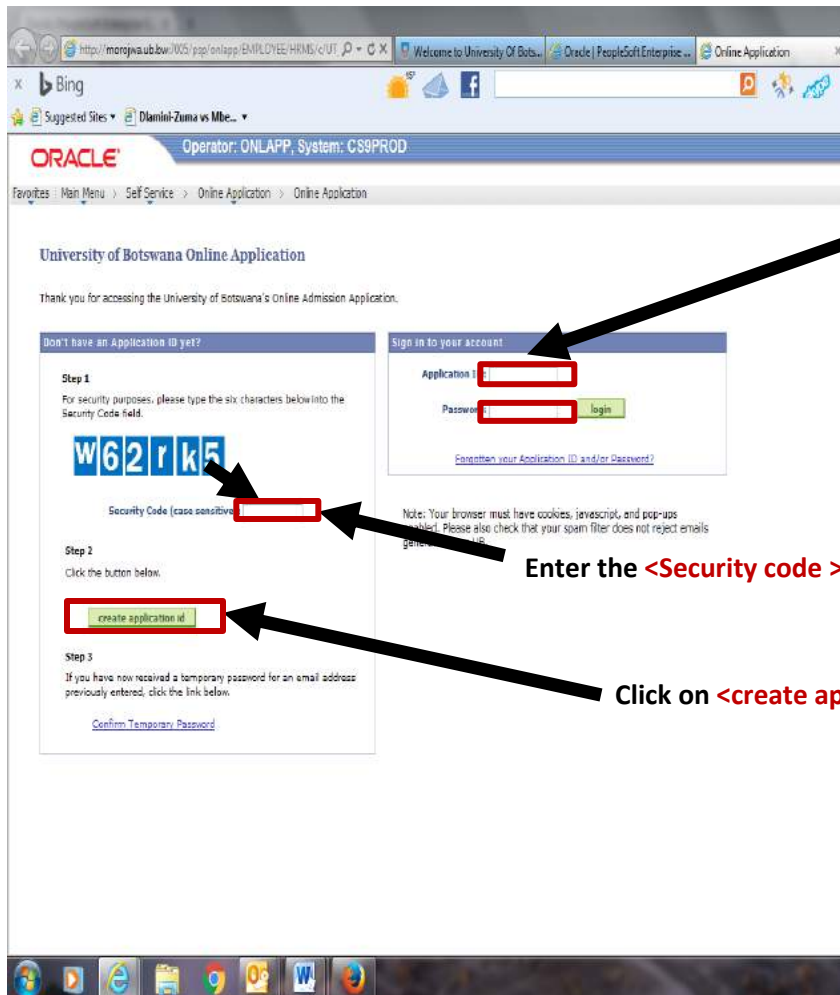
Completing your Application

- In order to apply online please follow the [Complete Online Application - Step by Step](#) guide before completing an application
- Make your **online** application here

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

<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:

The screenshot shows the 'Add Application (Staff)' page in the Oracle University of Botswana Online Application system. The page is titled 'Create Application ID' and contains several sections: 'Application Details', 'Applicant Details', and 'National ID'. Annotations with arrows point to specific fields and buttons:

- Application Details:**
 - 'Career of Study' dropdown menu is highlighted with a red box and an arrow pointing to the text 'Select Postgraduate'.
 - 'Start Term' dropdown menu is highlighted with a red box and an arrow pointing to the text 'Select the Term from the drop down list. e.g. 2019/2020 Semester 1 for entry in August 2019'.
- Applicant Details:**
 - A red dashed box encloses the 'Student ID', 'Last Name', 'First Name', 'Middle Name(s)', 'Date of Birth', 'Email Address', and 'Mobile Phone' fields. An arrow points to this box with the text '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.'
- National ID:**
 - A red dashed box encloses the 'Country', 'National ID Type', and 'National ID' fields. An arrow points to this box with the text '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.'
- Buttons:**
 - The 'continue' button at the bottom is highlighted with a red dashed box and an arrow pointing to the text 'Click here to continue'.

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

The screenshot shows the 'Confirmation of Email' page in the Oracle University of Botswana Online Application system. The page displays the following text:

ORACLE
Operator: ONLAPP, System: CS9PROD

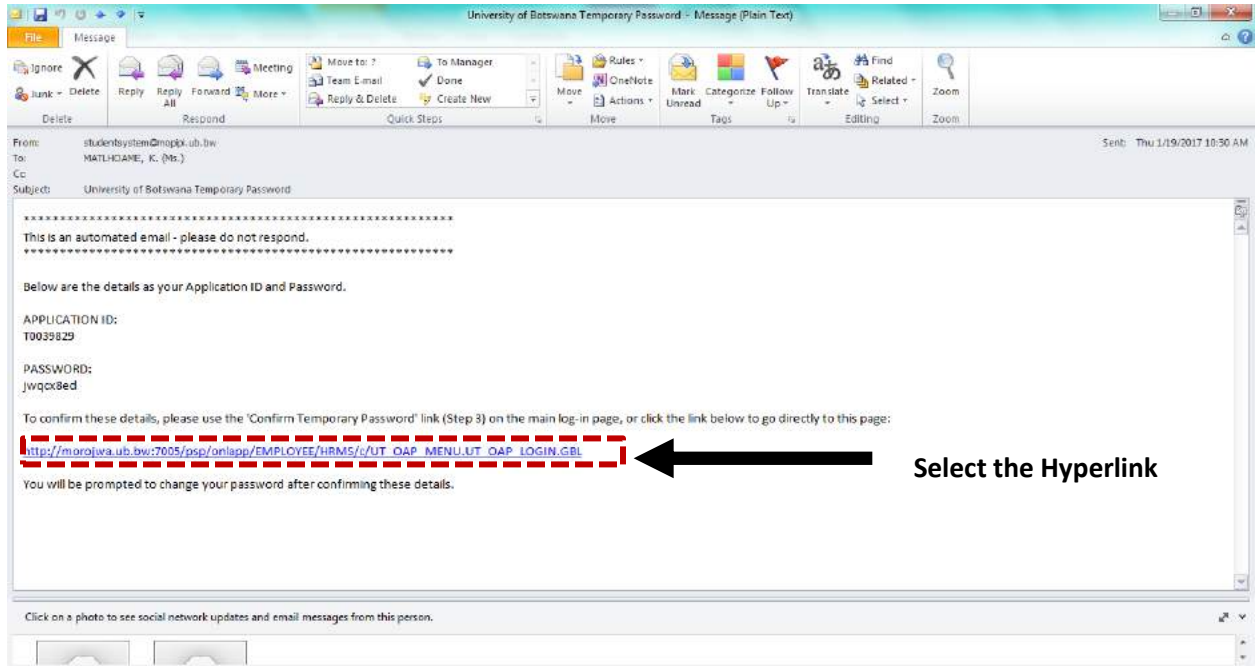
University of Botswana Online Application
Confirmation of Email

An email has been successfully sent to malcomw@ub.ac.bw. Please make a note of your application ID once the email has been received - you will need this for future access to the system.

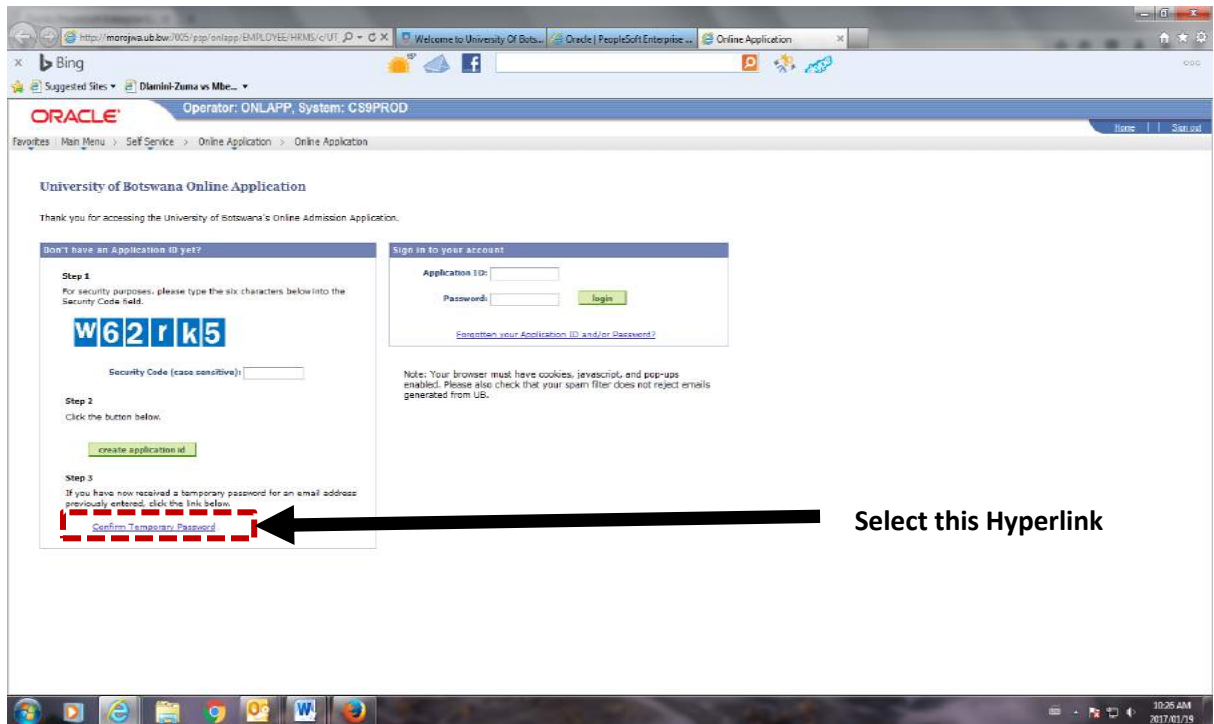
Click **OK** to return to the log-in page.

The 'OK' button is highlighted with a red dashed box.

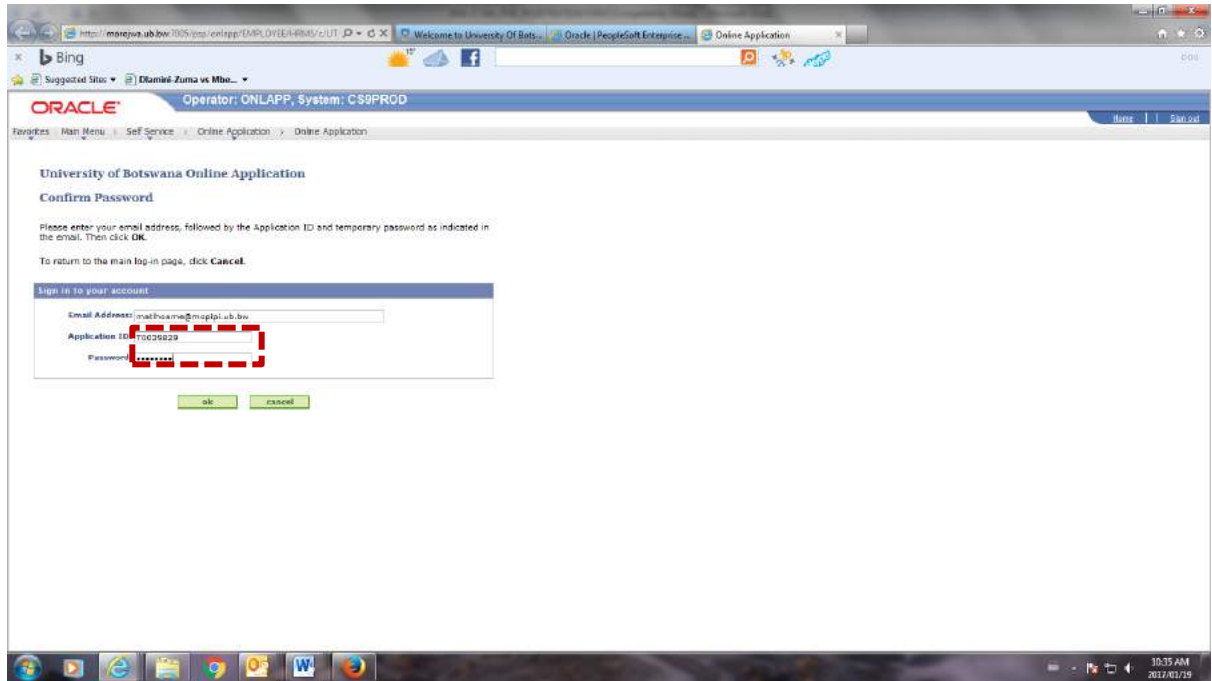
- h) Log on your e-mail account. There should be an e-mail with your temporary **Application ID** and **Password**. Note both the Application ID and Password and click on the hyperlink shown below.



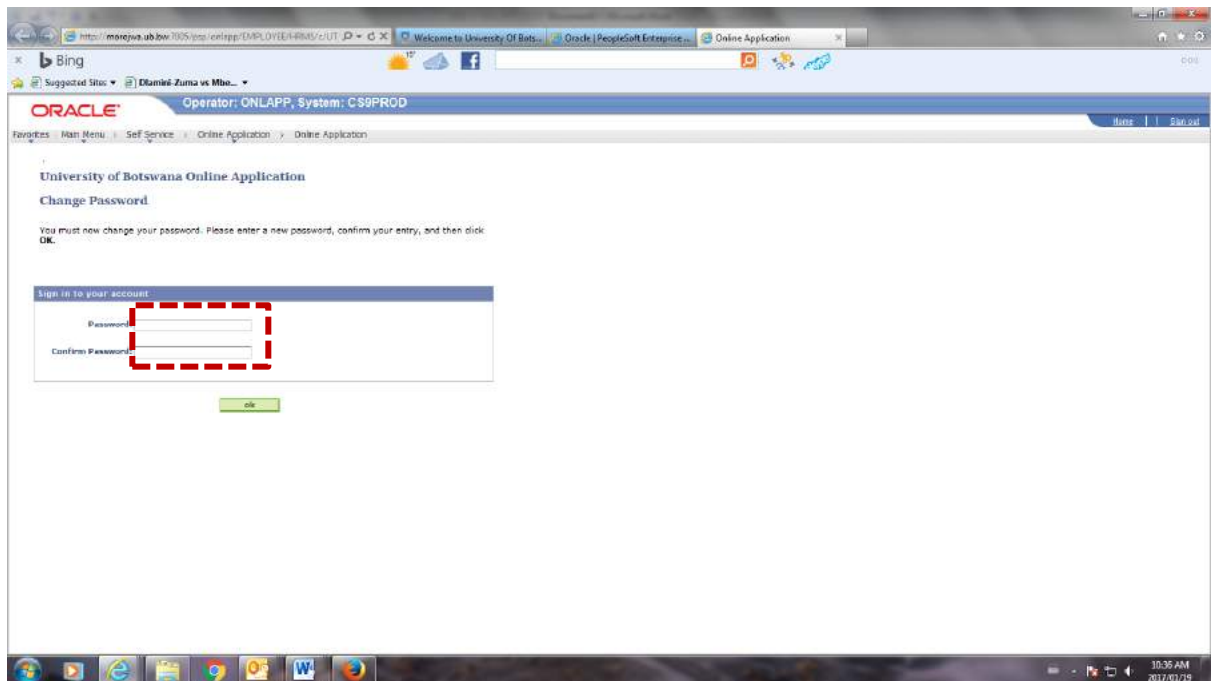
- i) The page below will be displayed. Select **Confirm Temporary Password** hyperlink.



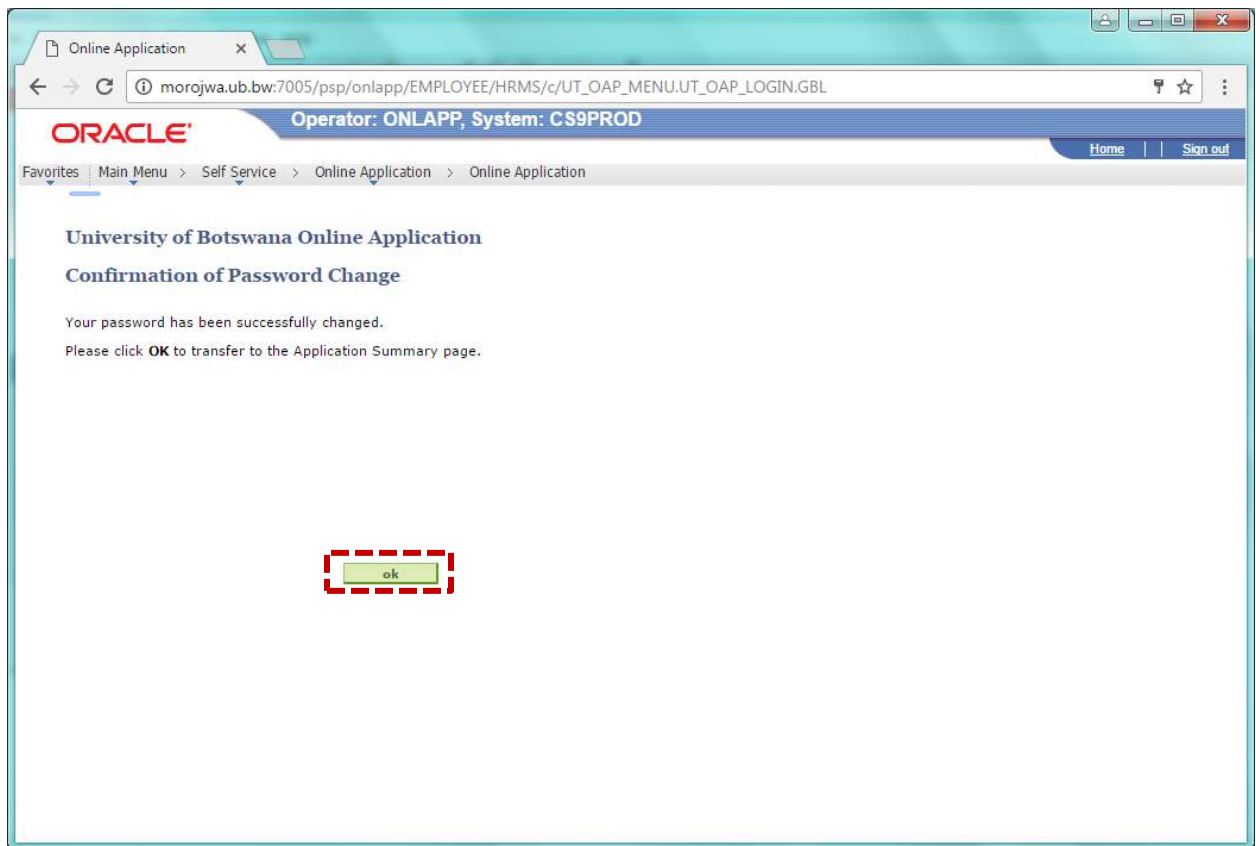
j) Enter your **Application ID** and **Password** as supplied on the email sent to you and click **OK**.



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.

Operator: ONLAPP, System: C S9PROD

University of Botswana Online Application

Application Summary

A list of your available applications is displayed below. If an application is still open for editing, use the 'Edit' button to make changes, review errors/outstanding items or to complete your application.

If you have already applied and the application is no longer open for editing, click the 'View' button.

Postgraduate Applicants may click the 'Add New Application' link to add a new application to the system or 'Delete' button to remove an application from the system.

Change Password
Add New Application

Nbr	Admit Term	Career of Study	Programme of Study	Date Added	Status	Edit	View	Delete
1	20161	Postgraduate	Unknown	2017/01/19	In Progress	edit	view	delete

Click to add a new application

Click 'edit' or 'delete' button to view or remove an application from the system

- 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.

Oracle Operator: ONLAPP, System: C99PROD

Online Application - Welcome Page
 Kesentseng Mathoame (T0039829)
 Admit Term 2161 Postgraduate

HOW TO FILL IN YOUR APPLICATION

The online application consists of a series of pages, as described in the sidebar to the right. You can complete the pages in any order you wish, although it is recommended to access the pages in sequential order (use the **Next** button in the sidebar to do this).

When entering your application, click the **Save** button to save a copy of your application as it currently stands. Note that as you move between pages, a save is automatically performed.

If you wish to verify the application details that you have already entered, click the **Verify** button. This will provide you with a list of errors and outstanding items.

If your application is complete, and you wish to submit the finalised version to the Admissions Office, use the **Submit** button. You can only apply after all mandatory information has been entered, and no errors remain (use the **Verify** to confirm this). Once you have submitted, you are unable to make further changes to the application via this system.

UNDERGRADUATE: INSTRUCTIONS AND INFORMATION FOR ONLINE APPLICATIONS

Please read the instructions and information below before completing the Online Application.

An undergraduate applicant may submit only one Online Application.

Kindly read the Entry Requirements carefully and ensure that you apply for a programme for which you meet the specified requirements. Meeting the minimum entry requirements does not guarantee admission as admission is based on academic merit. A list of all undergraduate programmes offered by the University and the 2014 Guide on cut off points is enclosed. Applicants are therefore advised to select programmes carefully taking into account the strength of their grades and the 2014 Guide on cut off points. Please note that the 2014 Guide on cut off points serve only as a guide on the competitiveness of programmes and are therefore not final considerations for admission.

Every part of the Application Form should be completed in full. AN APPLICANT MAY APPLY FOR UP TO THREE (3) PROGRAMME CHOICES; SELECT your programme choices in order of preference, followed by the mode of offering of each programme, Full Time, Part Time or Distance Learning.

The Application Fee, WHICH IS NOT REFUNDABLE, should be paid into the University of Botswana (UB) accounts listed (Refer to the document on Financial Procedures for Bank details) or at the Cash Office at the Main University Campus in Gaborone, Centre for Continuing Education (CCE) in Francistown or Okavango Research Institute in Maun.

Step	Page	Status
1	Personal Details	Not Started
2	Study Choices	Not Started
3	Contact Details	Not Started
4	Demographic Details	Not Started
5	Next of Kin	Not Started
6	Emergency Contact	Not Started
7	Tertiary Education	Not Started
8	Financial Information	Not Started
9	Employment	Not Started
10	References	Not Started
11	Additional Information	Not Started
12	Documentation	Not Started
13	Declaration	Not Started

Buttons: << previous, **next >>**, save, verify application, submit, return to summary page

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.

Step 1: Personal Details Status: Not Started

Kesentseng Mathoame (T0039829) Transfer To: Welcome Page

Admit Term 2161 Postgraduate

Personal Information

Title:

Last Name:

First Name:

Middle Name:

Preferred First Name:

Maiden Last Name:

Date of Birth:

Reported Student ID:

National ID

Country:

National ID Type:

National ID:

Application Steps

Step	Page	Status
1	Personal Details	Not Started
2	Study Choices	Not Started
3	Contact Details	Not Started
4	Demographic Details	Not Started
5	Next of Kin	Not Started
6	Emergency Contact	Not Started
7	Tertiary Education	Not Started
8	Financial Information	Not Started
9	Employment	Not Started
10	References	Not Started
11	Additional Information	Not Started
12	Documentation	Not Started
13	Declaration	Not Started

<< previous

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.

Step 2: Study Choices
Kesetseng Matlhoame (T0039829)
Admit Term 2161 Postgraduate

Status: Not Started

Transfer To: Welcome Page

General Class Dates

Below are the general closing dates for 2016/17 Acad Year Semester 1. Some study programmes have different closing dates - you will be informed of the exact date when doing a search. You cannot apply for a study programme if the closing date has passed.

Applicable Type	Citizenship	Closing Date
Postgraduate	Non-Botswana Citizen	2017/01/18
Postgraduate	Citizen/Permanent Resident	2017/01/18

Study Choices

Programme of Study:

Application Steps

Step	Page	Status
1	Personal Details	In Progress
2	Study Choices	Not Started
3	Contact Details	Not Started
4	Personal Details	Not Started
5	Next of Kin	Not Started
6	Emergency Contact	Not Started
7	Tertiary Education	Not Started
8	Financial Information	Not Started
9	Employment	Not Started
10	References	Not Started
11	Additional Information	Not Started
12	Documentation	Not Started
13	Declaration	Not Started

Buttons: << previous, next >>, save, verify application, submit, return to summary page.

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>**

Select Study Choice

Enter the key words of your Programme of Study and click **Search**. Then, select your Programme of Study from the list and click **OK**.

Click **Cancel** to return to the previous page without making a selection.

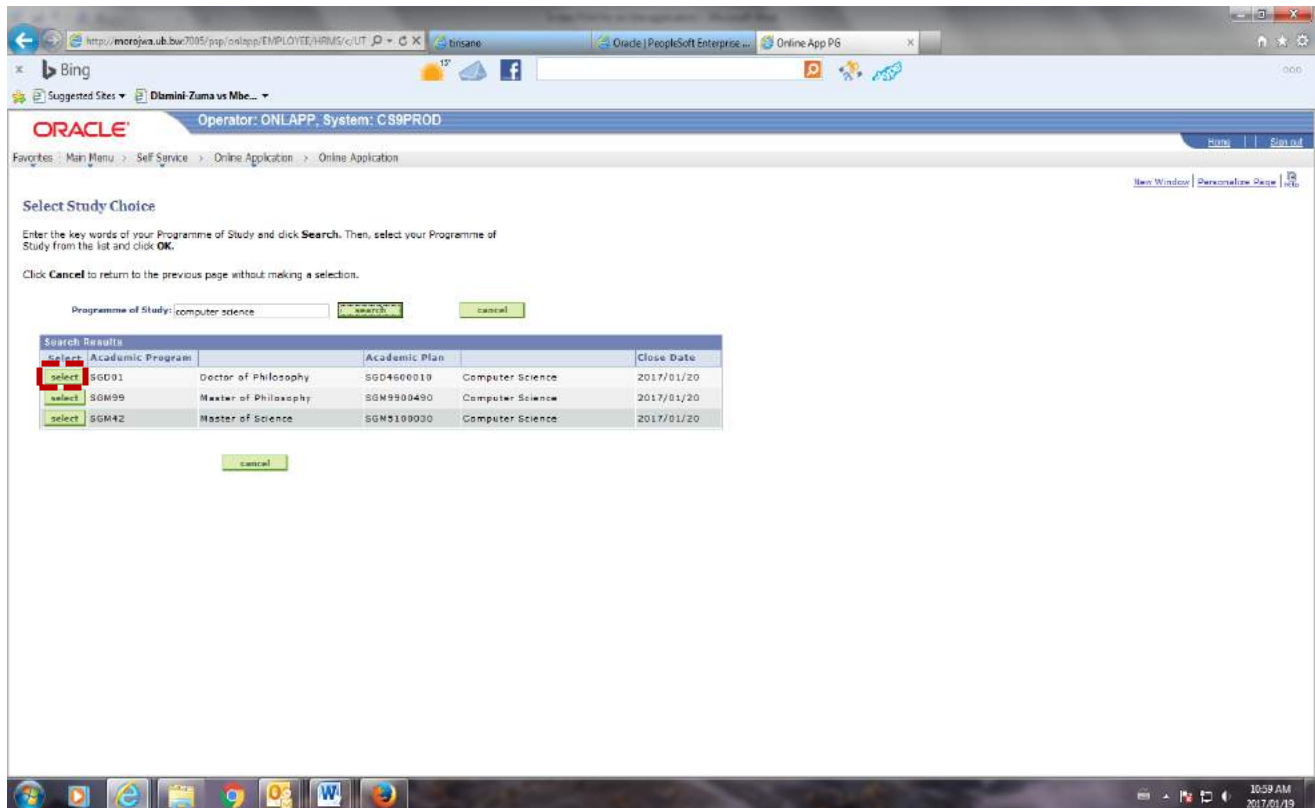
Programme of Study:

Search Results

Academic Program	Academic Plan	Closing Date	
80001	Doctor of Philosophy	800400010 Adult Education	2017/01/18
80001	Doctor of Philosophy	801800010 African Language + Literature	2017/01/18
80001	Doctor of Philosophy	800200010 Biological Sciences	2017/01/18
80001	Doctor of Philosophy	800220010 Built Environment	2017/01/18
80001	Doctor of Philosophy	800900010 Business	2017/01/18
80001	Doctor of Philosophy	800910010 Chemistry	2017/01/18
80001	Doctor of Philosophy	804700010 Computer Information Systems	2017/01/18
80001	Doctor of Philosophy	804800010 Computer Science	2017/01/18
80001	Doctor of Philosophy	801500010 Counselling and Human Services	2017/01/18
80001	Doctor of Philosophy	801000010 Curriculum and Instruction	2017/01/18
80001	Doctor of Philosophy	802000010 Design	2017/01/18
80001	Doctor of Philosophy	804500010 Early Childhood Education	2017/01/18
80001	Doctor of Philosophy	800400010 Economics	2017/01/18
80001	Doctor of Philosophy	801200010 Educational Management	2017/01/18
80001	Doctor of Philosophy	804100010 Educational Technology	2017/01/18
80001	Doctor of Philosophy	801900010 Engineering	2017/01/18
80001	Doctor of Philosophy	801700010 English	2017/01/18
80001	Doctor of Philosophy	800300010 Environmental Education	2017/01/18
80001	Doctor of Philosophy	800500010 Environmental Science	2017/01/18
80001	Doctor of Philosophy	802500010 Exercise Science	2017/01/18
80001	Doctor of Philosophy	803100010 Food and Nutrition	2017/01/18
80001	Doctor of Philosophy	801500010 Gender Education	2017/01/18
80001	Doctor of Philosophy	800200010 Geography Education	2017/01/18
80001	Doctor of Philosophy	800700010 History	2017/01/18
80001	Doctor of Philosophy	802700010 History Education	2017/01/18
80001	Doctor of Philosophy	803300010 Home Economics	2017/01/18

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.

Step 2: Study Choices Status: In Progress

Kesentseng Mathoama (T0039829)

Admit Term: 2161 Postgraduate

Transfer To: Welcome Page

Application Type	Citizenship	Close Date
Postgraduate	Non-Botswana Citizen	2017/01/18
Postgraduate	Citizen/Permanent Resident	2017/01/18

Study Choices

Programme of Study: BGMS100030 - Computer Science

Offer Mode: Part-time

Camp: Botswana Main

[B99U6021006](#)

Step	Page	Status
1	Personal Details	In Progress
2	Study Choices	In Progress
3	Contact Details	Not Started
4	Demographic Details	Not Started
5	Next of Kin	Not Started
6	Emergency Contact	Not Started
7	Tertiary Education	Not Started
8	Financial Information	Not Started
9	Employment	Not Started
10	Reference	Not Started
11	Additional Information	Not Started
12	Documentation	Not Started
13	Declaration	Not Started

- 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

Step	Page	Status
1	Personal Details	In Progress
2	Study Choices	In Progress
3	Contact Details	In Progress
4	Demographic Details	Not Started
5	Next of Kin	Not Started
6	Emergency Contact	Not Started
7	Tertiary Education	Not Started
8	Financial Information	Not Started
9	Employment	Not Started
10	Referrals	Not Started
11	Additional Information	Not Started
12	Documentation	Not Started
13	Graduation	Not Started

- 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

Step	Page	Status
1	Personal Details	In Progress
2	Study Choices	In Progress
3	Contact Details	In Progress
4	Demographic Details	In Progress
5	Next of Kin	Not Started
6	Emergency Contact	Not Started
7	Tertiary Education	Not Started
8	Financial Information	Not Started
9	Employment	Not Started
10	Referrals	Not Started
11	Additional Information	Not Started
12	Documentation	Not Started
13	Graduation	Not Started

- 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.

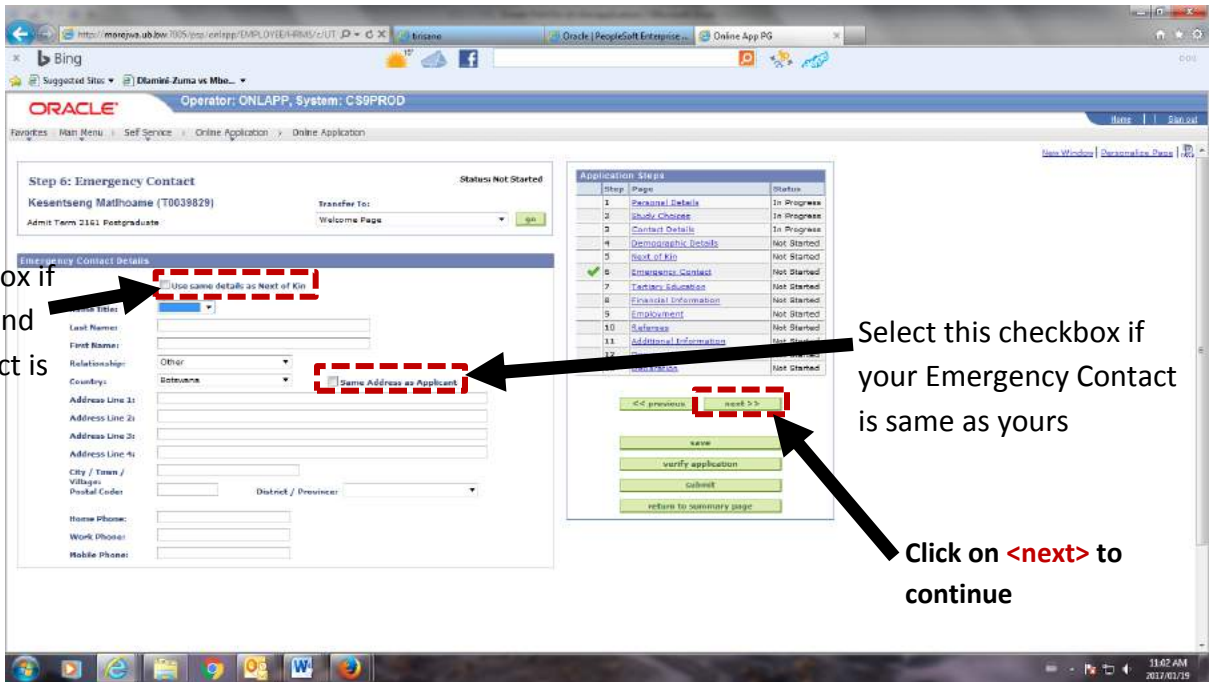
The screenshot shows the Oracle application interface for the 'Next of Kin' step. The page title is 'Step 5: Next of Kin' and the status is 'Not Started'. The applicant's name is 'Kesentseng Matlhoame (T0039829)' and the admit term is '2161 Postgraduate'. The 'Next of Kin' form includes fields for Name Title, Last Name, First Name, Relationship, Country, Address Line 1-4, City/Town/Village, Postal Code, District/Province, Home Phone, Work Phone, and Mobile Phone. A red dashed box highlights the 'Same Address as Applicant' checkbox. The 'Application Steps' table shows the following steps:

Step	Page	Status
1	Personal Details	In Progress
2	Study Choice	In Progress
3	Contact Details	In Progress
4	Demographic Details	Not Started
5	Next of Kin	Not Started
6	Emergency Contact	Not Started
7	Tertiary Education	Not Started
8	Financial Information	Not Started
9	Employment	Not Started
10	Address	Not Started
11	Additional Information	Not Started
12	Documentation	Not Started
13	Declaration	Not Started

At the bottom of the form, there are buttons for '<< previous', '<next>', 'save', 'verify application', 'submit', and 'return to summary page'. A red dashed box highlights the '<next>' button. An arrow points from the text 'Click on <next> to continue' to the '<next>' button. Another arrow points from the text 'Click here if your Next of Kin contact details are the same as you' to the 'Same Address as Applicant' checkbox.

- 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.

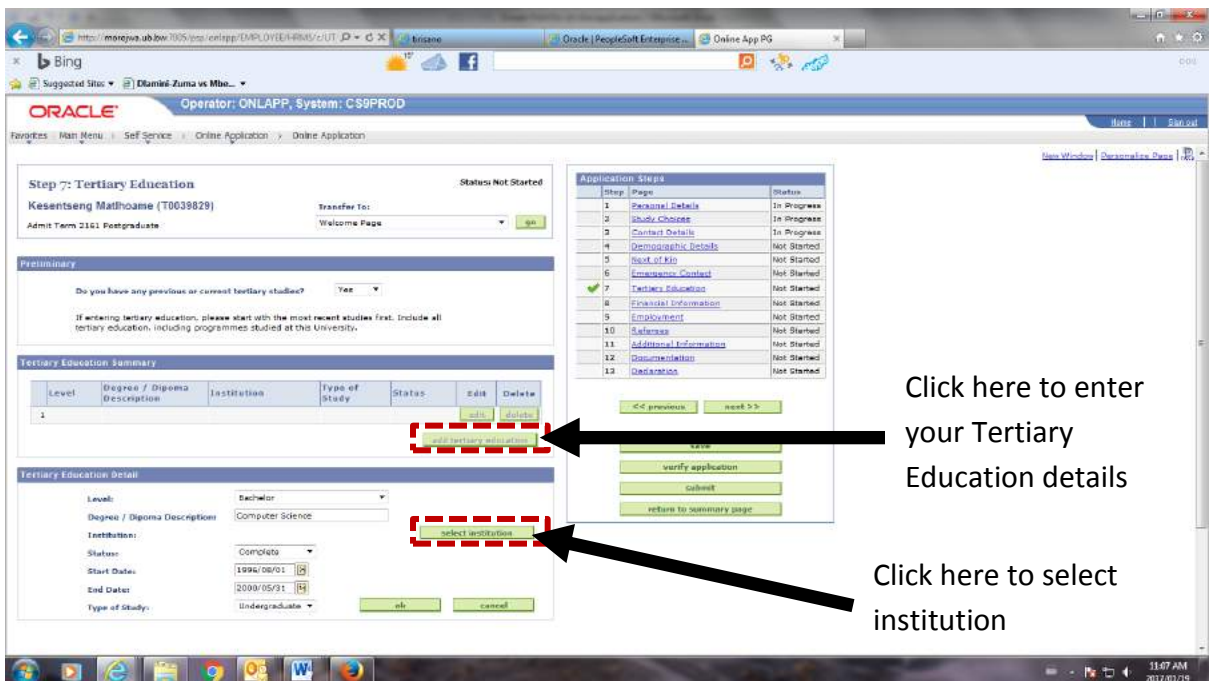
Select this checkbox if your Next of Kin and Emergency Contact is the same person



Select this checkbox if your Emergency Contact is same as yours

Click on <next> to continue

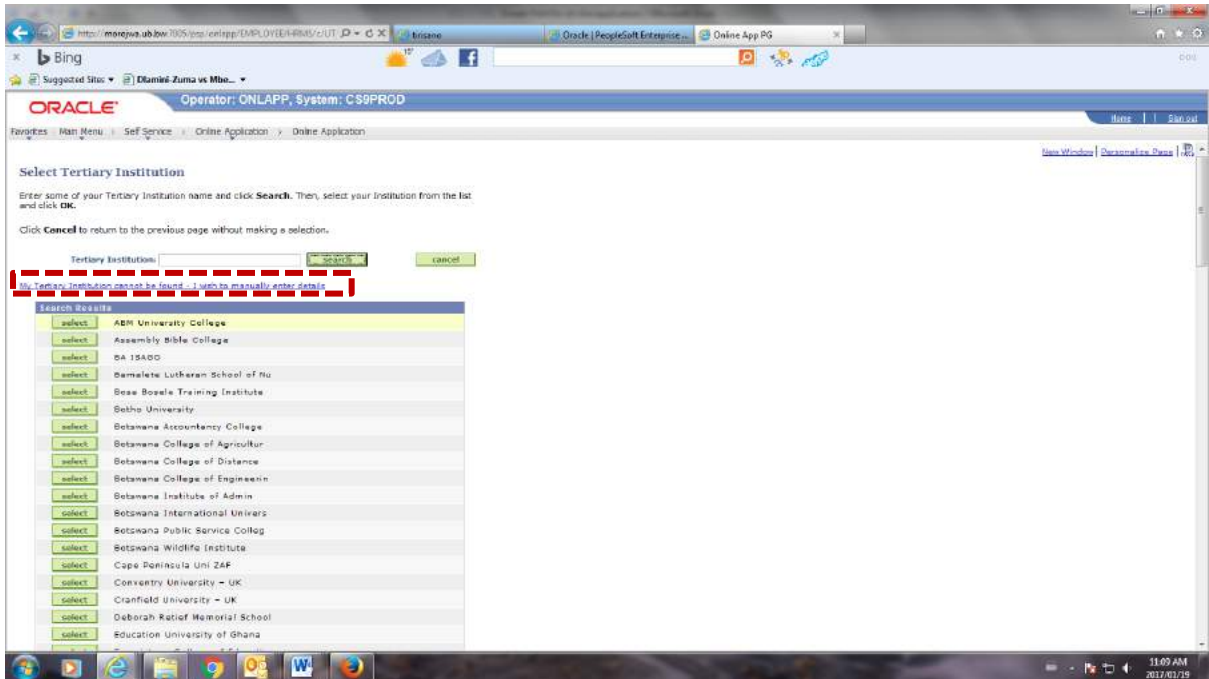
l) The **Tertiary Education** page will be displayed. Fill all the required information.



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.

Operator: ONLAPP, System: CS9PROD

Step 7: Tertiary Education
Kesetseng Matloane (T0038829)
Admit Term 2161 Postgraduate

Status: Not Started

Transfer To: Welcome Page [go]

Preliminary

Do you have any previous or current tertiary studies? Yes

If entering tertiary education, please start with the most recent studies first. Include all tertiary education, including programmes studied at the University.

Tertiary Education Summary

Level	Degree / Diploma Description	Institution	Type of Study	Status	Edit	Delete
1 Bachelor	Computer Science	Botswana University of Technology	Undergraduate	Complete	edit	delete

add tertiary education

Application Steps

Step	Page	Status
1	Personal Details	In Progress
2	Study Choice	In Progress
3	Course Details	In Progress
4	Demographic Details	Not Started
5	Next of Kin	Not Started
6	Emergency Contact	Not Started
7	Tertiary Education	Not Started
8	Financial Information	Not Started
9	Employment	Not Started
10	Referrals	Not Started
11	Additional Information	Not Started
12	Documentation	Not Started
13	Declaration	Not Started

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.

Operator: ONLAPP, System: CS9PROD

Step 8: Financial Information
Kesetseng Matloane (T0038829)
Admit Term 2161 Postgraduate

Status: Not Started

Transfer To: Welcome Page [go]

Sponsorship

Are you sponsored? [dropdown]

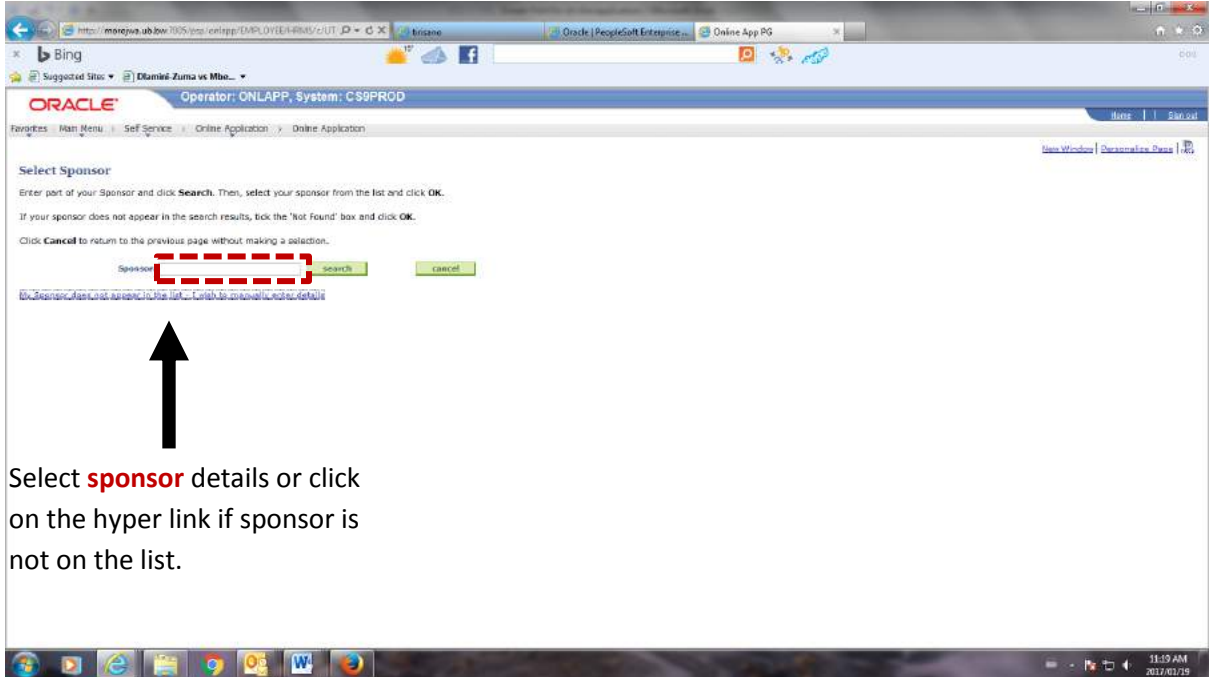
Application Steps

Step	Page	Status
1	Personal Details	In Progress
2	Study Choice	In Progress
3	Course Details	In Progress
4	Demographic Details	Not Started
5	Next of Kin	Not Started
6	Emergency Contact	Not Started
7	Tertiary Education	In Progress
8	Financial Information	Not Started
9	Employment	Not Started
10	Referrals	Not Started
11	Additional Information	Not Started
12	Documentation	Not Started
13	Declaration	Not Started

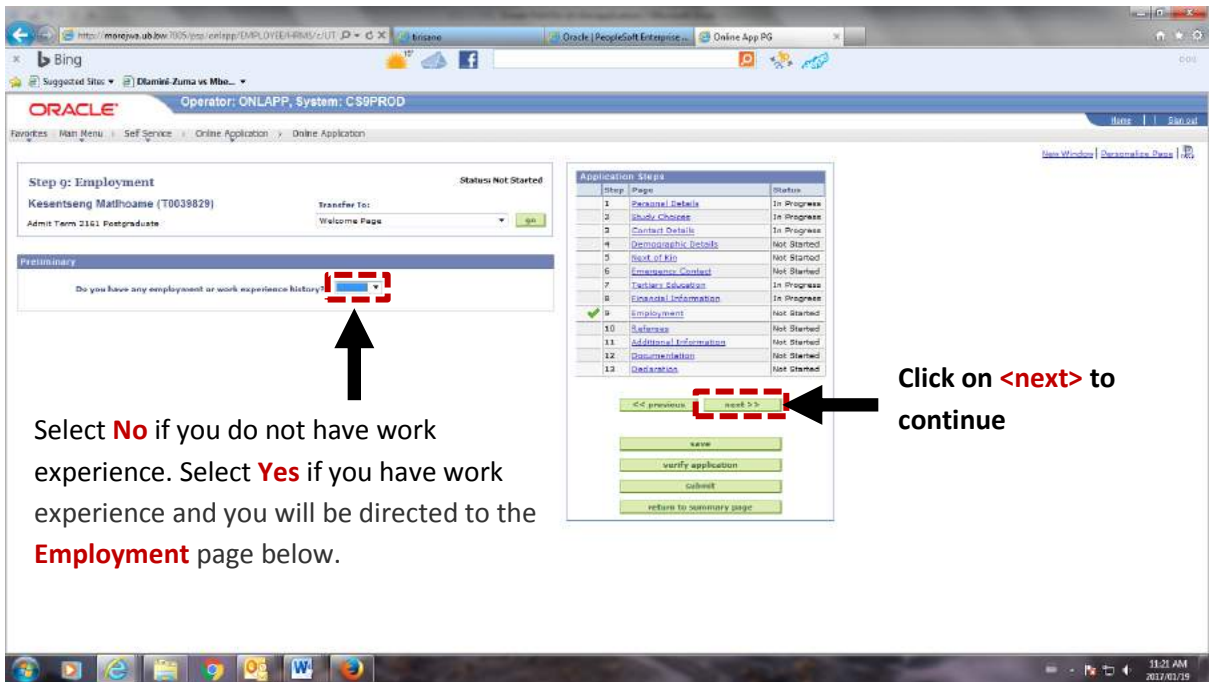
Click on **<next>** button to continue

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

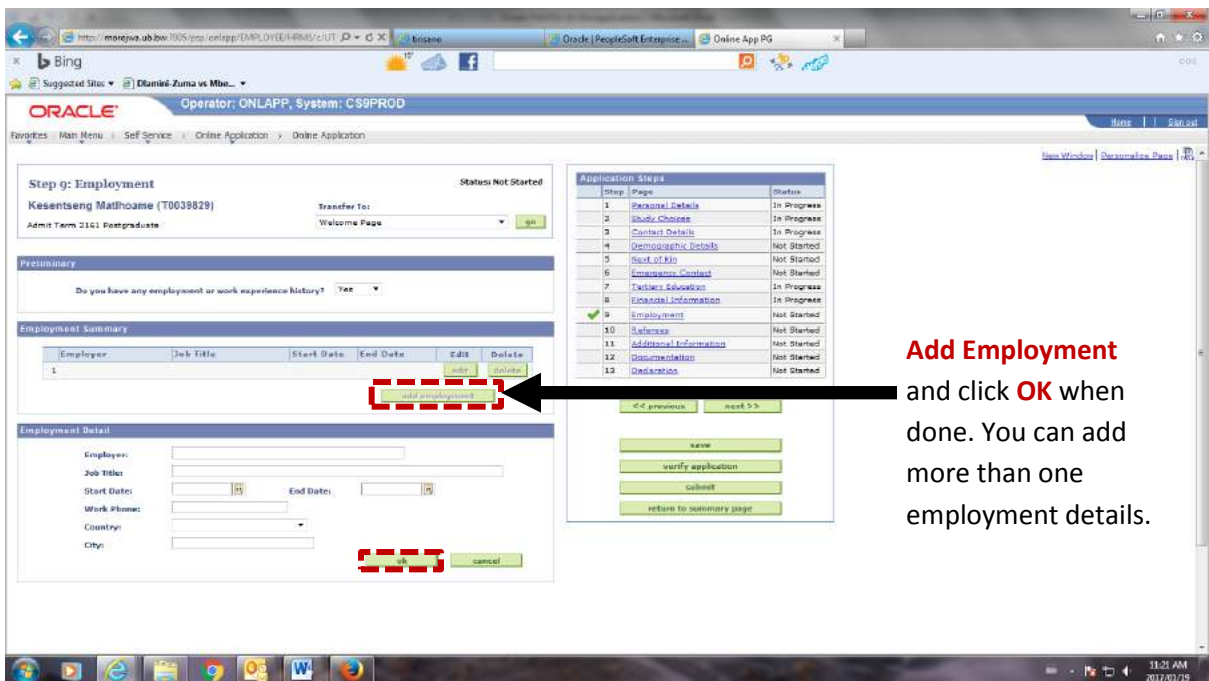
- o) The page below will be displayed if you have selected **Yes** to the sponsorship question. Search and select your sponsor from the list or if your sponsor name is not in the list click on the hyperlink **My sponsor does not appear in the list – I wish to manually enter details** and enter the sponsor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



- 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.



- q) **Additional Employment** page will be displayed and you can add more than one employment details. Click **<next>** when done.



- 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.

Operator: ONLAPP, System: CS9PROD

Referees Summary

Last Name	First Name	Edit	Delete
1			

Referee Detail

Name Title:

Last Name:

First Name:

Work Phone:

Mobile Phone:

Fax:

Email Address:

Country:

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

City:

Postal Code:

State:

Application Steps

#	Page	Status
8	Personal Information	In Progress
9	Employment	Not Started
10	Referees	In Progress
11	Additional Information	Not Started
12	Documentation	Not Started
13	Declaration	Not Started

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.

Operator: ONLAPP, System: CS9PROD

Step 11: Additional Information

Kesetseng Mathoane (T0039829)

Admit Term 2161 Postgraduate

Status: Not Started

Transfer To: Welcome Page

Housing Interest

Are you interested in Housing at the University? Yes No

Language Summary

Language	Edit	Delete
1		

Application Steps

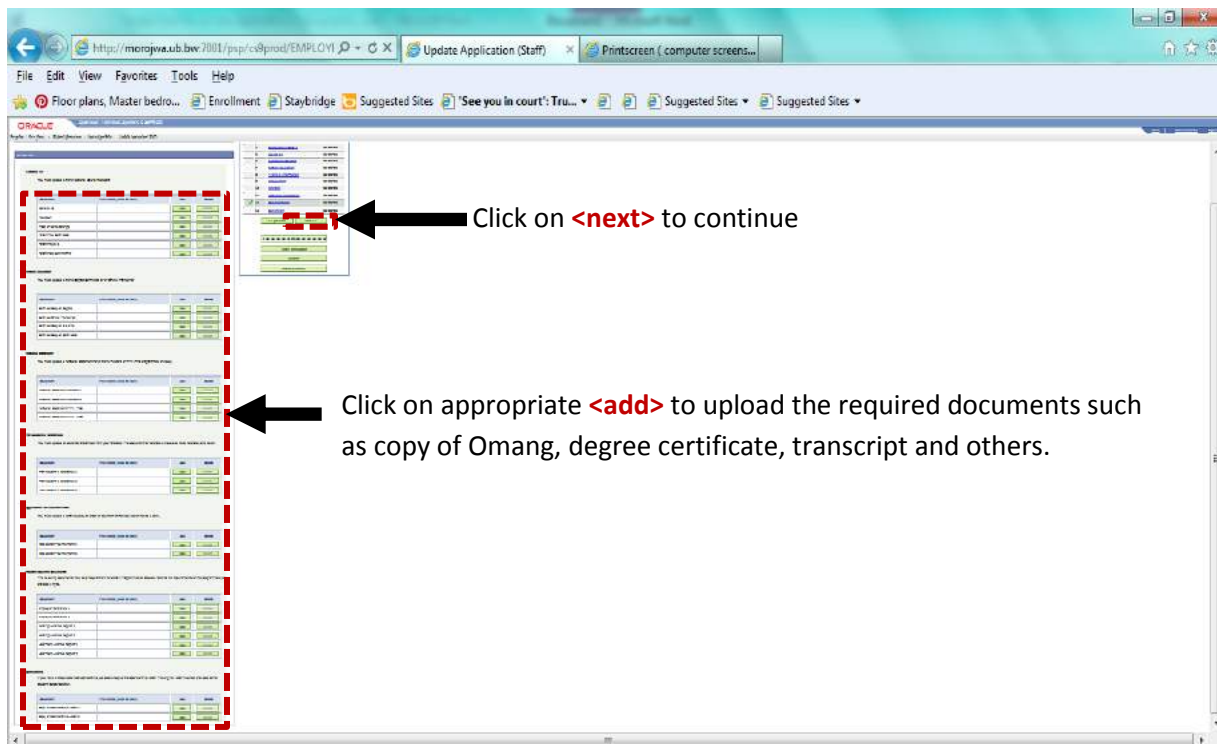
Step	Page	Status
1	Personal Details	In Progress
2	Study Choice	In Progress
3	Contact Details	In Progress
4	Demographic Details	Not Started
5	Next of Kin	Not Started
6	Employment Details	Not Started
8	Personal Information	In Progress
9	Employment	Not Started
10	Referees	In Progress
11	Additional Information	Not Started
12	Documentation	Not Started
13	Declaration	Not Started

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

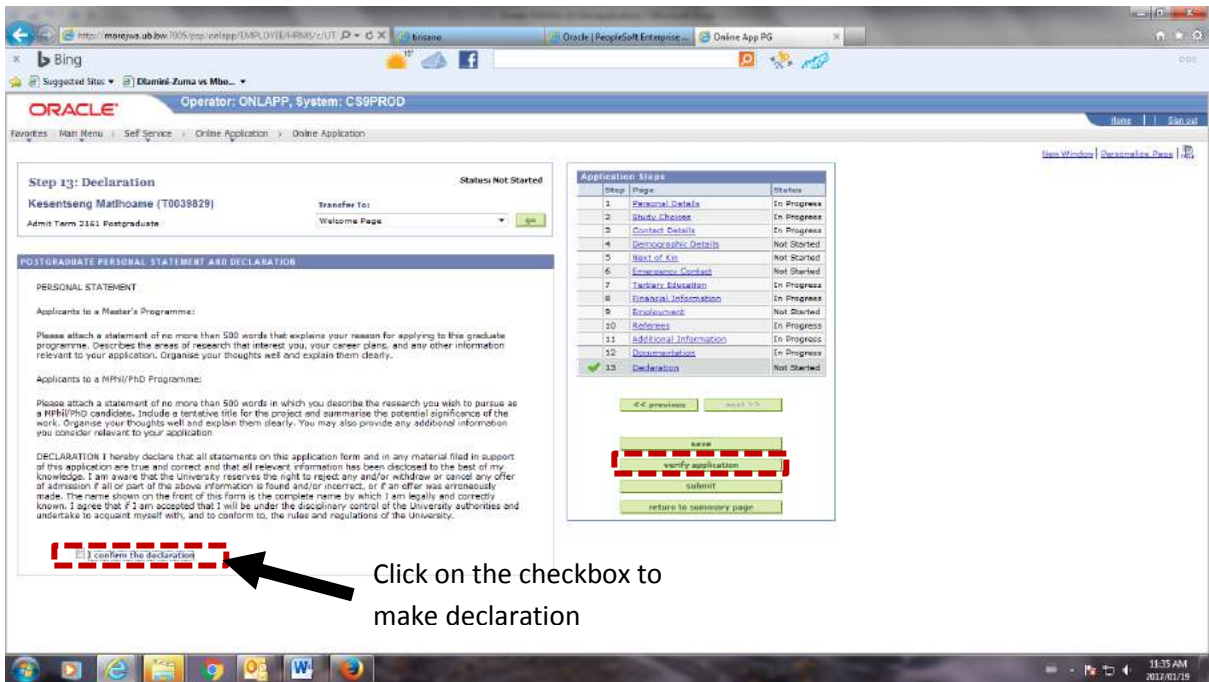
You can **Add language** or leave the space blank. This detail is not necessary

Click on **<next>** to continue

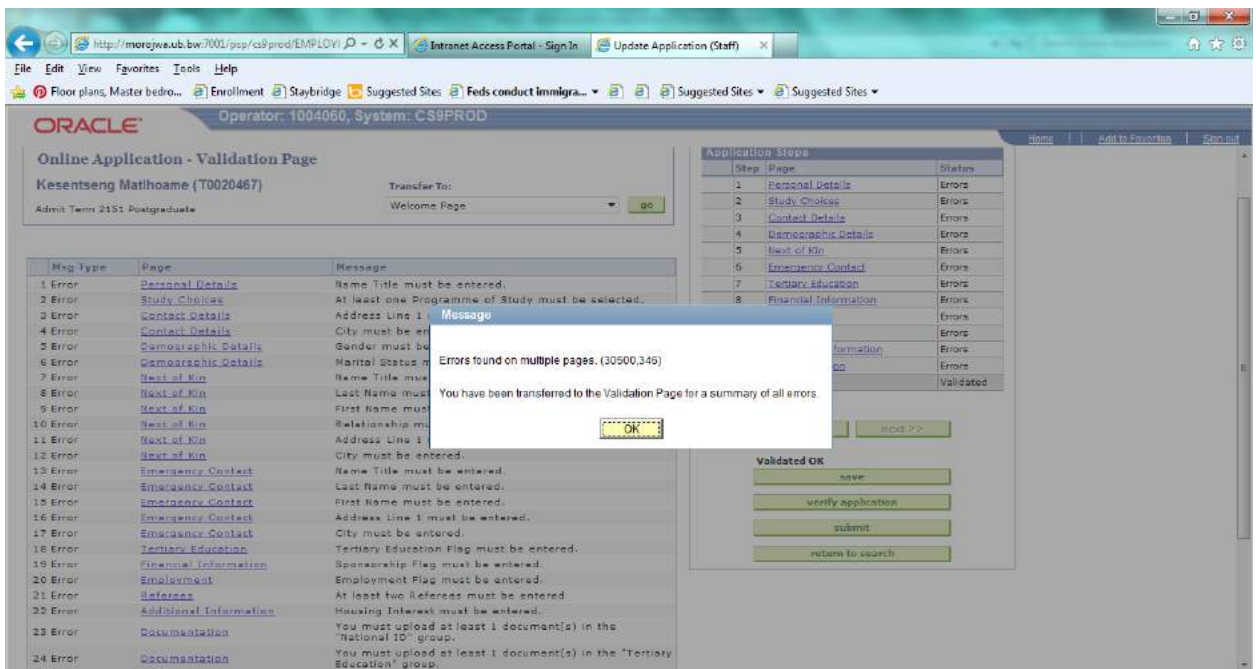
- t) The **Documentation** page will be displayed. You need to upload all scanned, certified copies (soft copies in pdf format) of documents you saved before applying. Click on **<add>** next to the document you wish to upload. If you do not have the required documents, save and return to this page when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



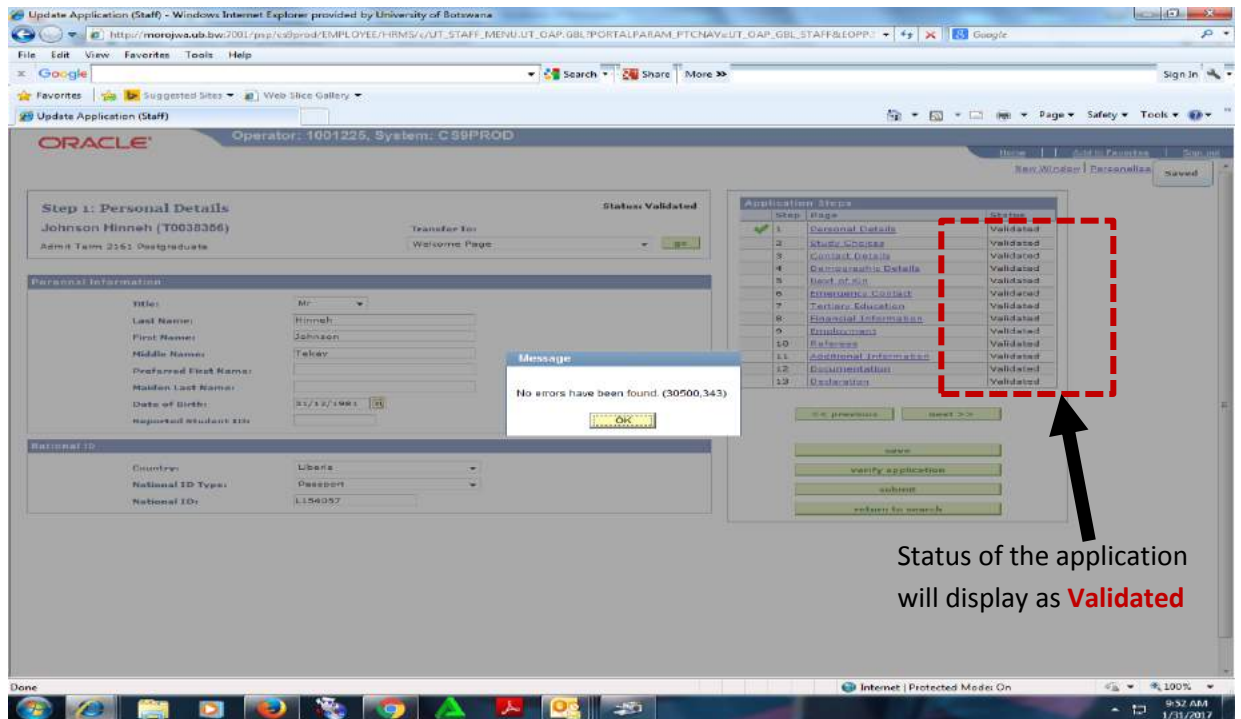
- u) The **Declaration** page will be displayed. Click on the checkbox to make declaration and select **<save>**.



- 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**.



- 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.**