



# online application

a handbook for prospective applicants

a step-by-step.  
*guide*



[www.ub.bw](http://www.ub.bw) / [admissions@ub.ac.bw](mailto:admissions@ub.ac.bw)

*...in pursuit of academic excellence*



a step-by-step  
*guide*

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GET INVOLVED!

CONNECT  
BOTSWANA

Connect with the University of Botswana



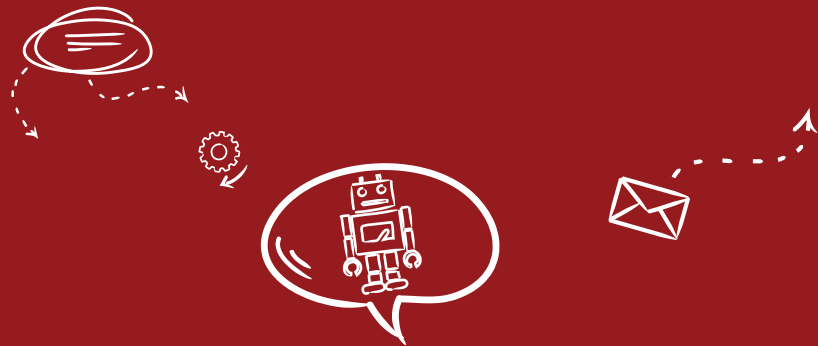
RW: mada@zodi.co.za sent you

Applic



# Introduction

The Online application system is intended to accord anyone seeking admission into University of Botswana study programmes to apply online provided they have an email account. Prospective applicants may use any Internet facility available to them to apply. It is important for each and every prospective applicant to carefully read all admission requirements and other related documents enclosed as **A Guide to Prospective Applicants** under **"STUDY"** before s/he applies for admission.



Online application requires that prospective applicants should scan and save each of the following separately, preferably in pdf format, ready to be uploaded in the application:

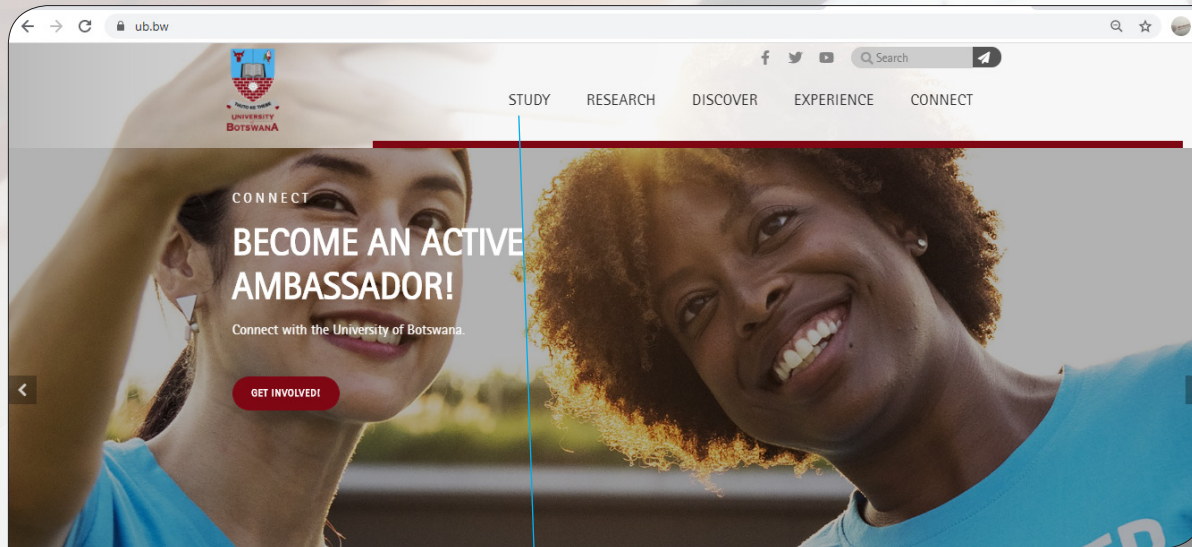
- ▶ **Receipt for a fully paid Application Fee**
- ▶ **Certified copy of Omang for Botswana citizens or Passport for other nationalities**
- ▶ **Certified copy of School Certificate, accompanied (if not in English) by a certified English translation version and/or**
- ▶ **Certified copies of additional official documents e.g. Diploma/Degree certificate, transcript, professional registration certificates, certifying letters from Examining bodies, proof of change of name, etc, where applicable.**



Once you have scanned the above mentioned documents as required and you do have access to the Internet, then log into the University of Botswana Website: [www.ub.bw](http://www.ub.bw). The Webpage below will appear and you therefore have to follow the instructions on every page as shown below in order to complete your application Online. Each applicant is expected to complete one application.

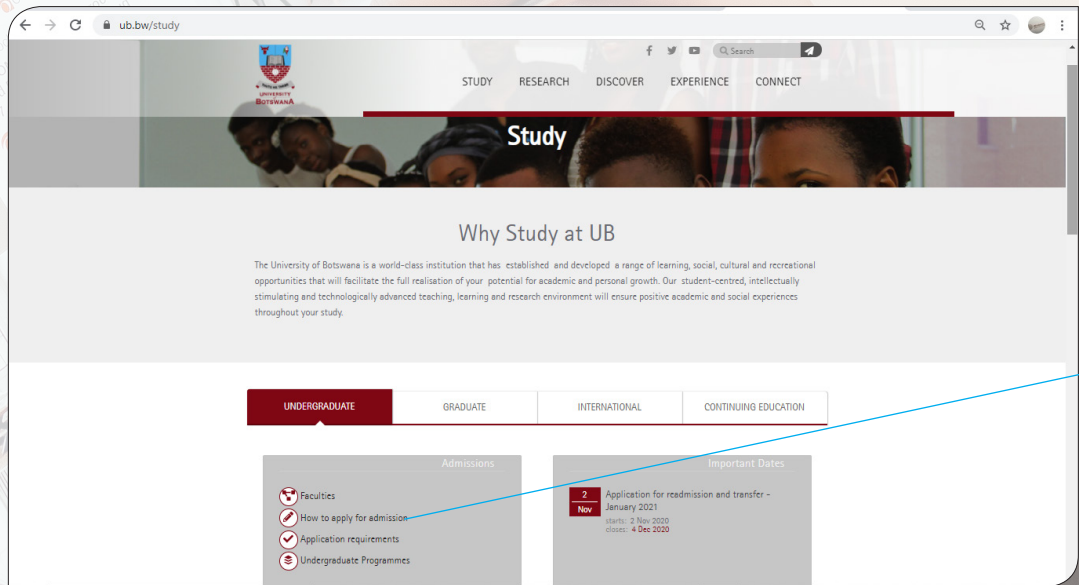
## COMPLETING AN APPLICATION ON-LINE

The first step towards completing an application online is to log into University of Botswana Website [www.ub.bw](http://www.ub.bw), then click on "STUDY" as shown below.



Click on  
"STUDY"

A page entitled **"Why Study at UB"** will follow. Go through the information on the page and then Click on **"HOW TO APPLY FOR ADMISSION"** to move to the next page:



Click on **"HOW TO APPLY FOR ADMISSION"**

A new page entitled **"Undergraduate Applications"** will follow. This page will have an Advert inviting applicants to apply and the closing date for such applications. It also has links to information that is very vital for one to go through before completing an application, the **A Guide to Prospective Applicants**. Once you have satisfied yourself with the information provided and are ready with all that is required for one to apply online, and then click on **ONLINE APPLICATION HERE**

ub.bw/study/undergraduate/how-apply-admission

STUDY RESEARCH DISCOVER EXPERIENCE CONNECT

## How to apply for admission

### Before Applying

- Make sure the following documents are readily available:
  - Application fee receipt (pay a non-refundable Application Fee listed under Schedule of Fees, View [Schedule of Fees](#) which is payable into the UB bank accounts listed under [Financial Procedures](#) or UB Cash Office)
  - Certified copy of the Senior Secondary School Certificate or Statement of Results (School Leavers)
  - Certified copies of Transcript(s) and/or Certificate(s) for those applying for Upper Levels, Transfers and Re-Admission
  - Certified copy of National Identity Card (Omang) / Passport (Omang for citizens)

### Completing your Application

- Before you complete an application, please go over the [Application Package](#)
- In order to apply On-line please follow the [Step-by-Step Guide](#) in the Application Package
- An e-mail address is required for one to apply online
- Make your [ONLINE APPLICATION HERE](#)

### Tracking your Application

- Once you have applied and have received the acknowledgement letter, you may use the login details on such a letter to track the process of your application. To do that navigate to the login screen and login using the details given on the acknowledgement letter. Navigate by clicking Main Menu, then Student Admissions, then Self Service and Student Centre.

### Making Changes

- Applicants may make changes to their study choice anytime before the closing date for applications, but that has to be done through Undergraduate Admissions, Recruitment and Liaison office.

Click on "ONLINE APPLICATION HERE"

A click on **Online Application Here** will lead you to the next page. This is the first page of the application and you are to complete **Steps 1 and 2 first if you are a new applicant.**



Inbox (123) - afrobasketbw@ x | FW: made@zof.co.za sent you x | Application GUIDELINES - Oni x | Inbox (3,064) - hermanplane@ x | Online Application

Not secure | morojwa.ub.bw:7005/psp/onlapp/EMPLOYEE/HRMS/c/UT\_OAP\_MENU.UT\_OAP\_LOGIN.GBL

ORACLE® Operator: ONLAPP, System: CS9PROD

Favorites | Main Menu > Self Service > Online Application > Online Application

### University of Botswana Online Application

Thank you for accessing the University of Botswana's Online Admission Application.

#### Don't have an Application ID yet?

**Step 1**  
For security purposes, please type the six characters below into the Security Code field.

**h a w d m f**

Security Code (case sensitive):

**Step 2**  
Click the button below.

[create application id](#)

**Step 3**  
If you have now received a temporary password for an email address previously entered, click the link below.

[Confirm Temporary Password](#)

#### Sign in to your account

Application ID:

Password:  [login](#)

[Forgotten your Application ID and/or Password?](#)

Note: Your browser must have cookies, javascript, and pop-ups enabled. Please also check that your spam filter does not reject emails generated from UB.

This part is to be completed by those going back into the system to continue with their application. They should first enter their application ID and password accordingly (or click on the Forgotten your ID and/or password if they have forgotten either one of them or both)

**NOTE: Enter you Application ID and Password here, then Click Login to continue where you left.**

Enter this Security Code as indicated

Click on Create Application ID

The following page will follow:

Oracle  
Operator: ONLAPP, System: CS9PROD

### University of Botswana Online Application

#### Create Application ID

Please enter the fields below as completely and accurately as possible, so that we can check if you have previously studied at UB. Once complete, click the **Continue** button.

Before you can enter application details, your email address will first need to be verified. On completion of this page, an email will be sent to the entered address with your Application ID and randomly generated password. Once you receive the email, use the confirmation link on the main log-in page to enter your Application ID and Password.

To exit this page with no further action, click **Cancel**.

**Application Details**

Career of Study:   
Start Terms:

**Applicant Details**

Student ID:  (if previously studied at UB)  
Last Name:  (Surname / Family Name)  
First Name:   
Middle Name(s):   
Date of Birth: Day  Month  Year   
Email Address:   
Mobile Phone:

**National ID**

Country: Botswana  
National ID Type:   
National ID:

continue cancel

Select Undergraduate

Select 2021/22  
Semester 1 for entry  
in August 2021

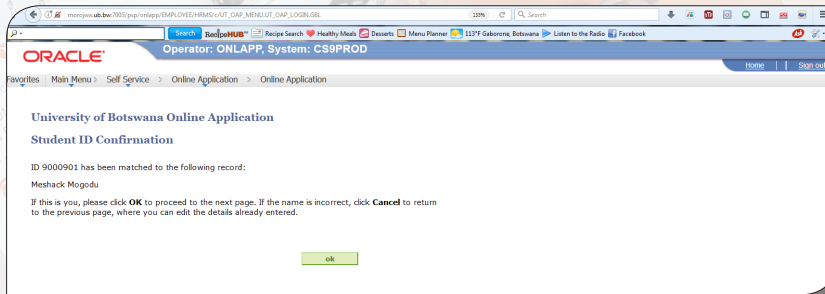
Complete these fields accordingly. Former students should enter their Student ID. You may enter your Middle Name(s) if you have any. Please enter the correct email address to enable you to receive notification on your temporary ID and password

Select your country  
from the drop down list

Select Omang or Birth Certificate if you are a Botswana citizen, otherwise select Passport, then enter Omang number or Passport number in the space provided

Select your country  
from the drop down list

The following message will appear indicating that an email has been sent to your email account and click **ok**

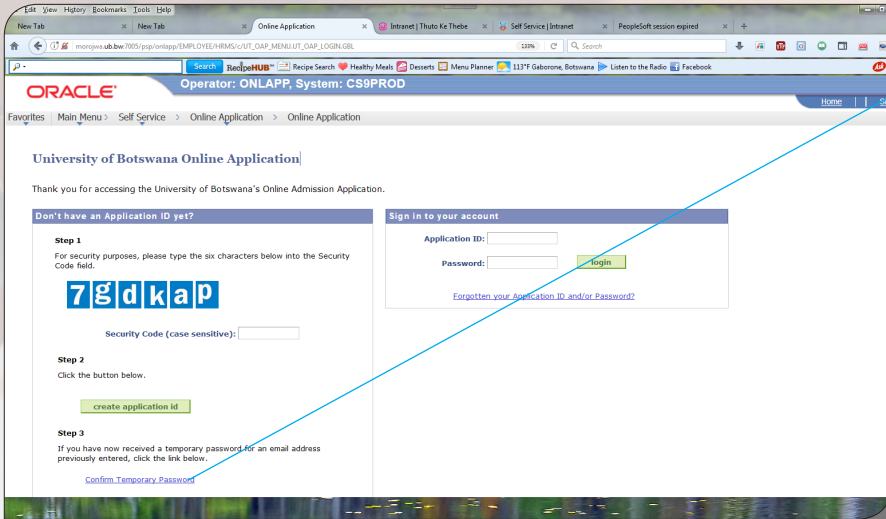


Go to your **email account** and then check the inbox for an email with your **temporary Application ID** and **Password**. Note down both the Application ID and Password as you need to use them as you continue to use the system, and then click on the hyperlink as indicated below.



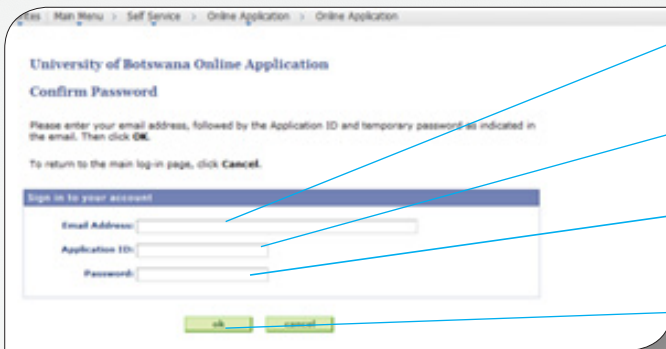
Click on this  
Hyperlink

A click on the **hyperlink** above will lead you to the page below where you have to click on another **hyperlink**.



Click on this Hyperlink

A click on the above hyperlink will take you to the following page where you have to confirm your email address, and both your temporary Application ID and Password that you received through your email.



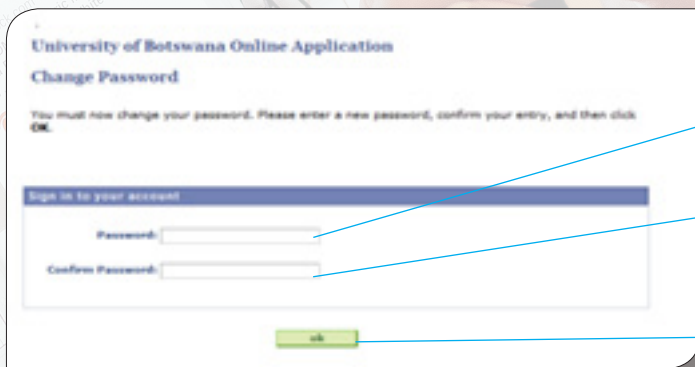
Enter your email address correctly

Enter the Temporary Application ID

Enter the Temporary Password

Click on OK to continue

Once you have clicked on ok above, the following page will follow where you have to enter your own password, then confirm it, instead of the one given to you by the system. Make sure you enter the password that you will not forget as you will continue to use it every time you access the system.

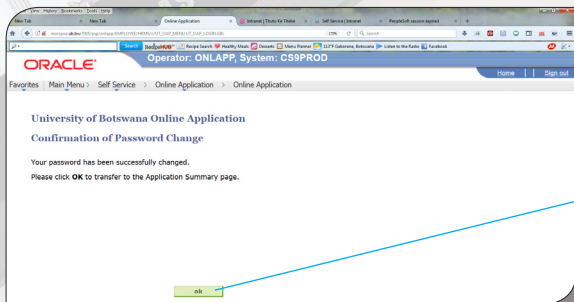


Enter your own Password

Enter your own Password again to confirm it

Click on OK to continue

The following page will follow and you now have to click on "ok" to move to the application summary page.



Click on OK

The following Summary page will follow, then click on "edit" to go to the Online Application Welcome page.

Operator: ONLAPP, System: CS9PROD

Home | Sign out

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.

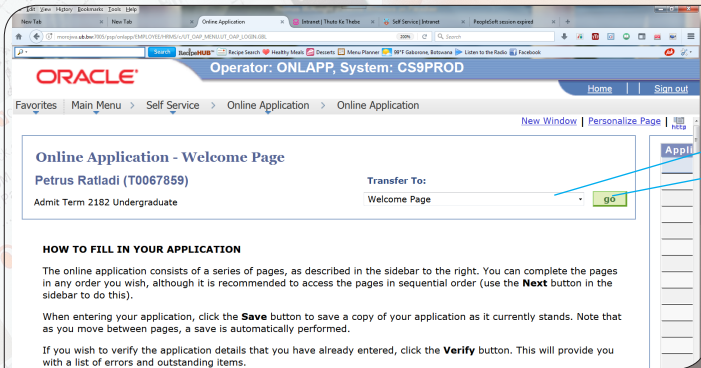
Postgraduate Applicants may click the: 'Add New Application' link to add a new application to the system or 'Delete' button to remove an application from the system.

[Change Password](#)

Nbr	Admit Term	Career of Study	Date Added	Status	Edit	View
1	2182	Undergraduate	17/12/2018	In Progress	<a href="#">edit</a>	<a href="#">view</a>

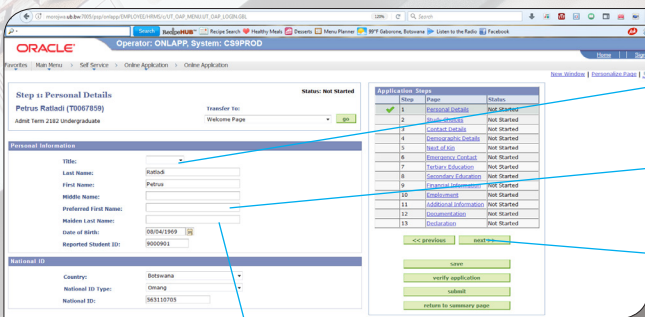
Click on Edit

The Online Application Welcome page is as shown on the next page and has on it, your first-name and surname with the Application ID in brackets or your Student ID if you are a former student. Please read the information on this page before filling in the application form which appears on the right hand page and then click the Personal Details or Change the Welcome Page under Transfer To; to Personal Details as indicated on the next page



Change to Personal Details, and then click "go"

Once you click on "go" as indicated above, the page below will appear. Complete your details as indicated and also correct whatever that needs to be corrected.



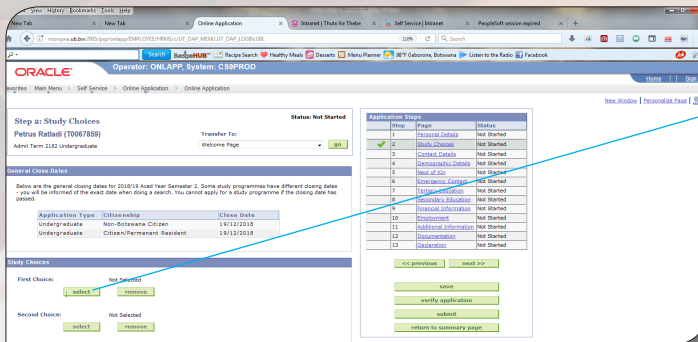
Select your Title

Enter name you prefer to be known by if not First name

Click on "next" to go to next page

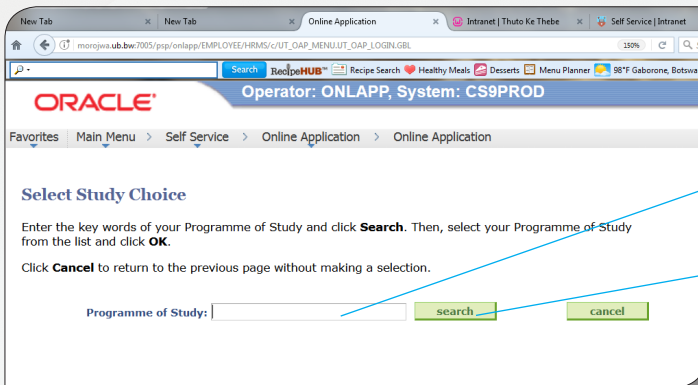
Enter previous Surname if married or if it has changed

A click on **"next"** will lead you to the following page where you have to select your study choices. You may select one up to two study choices.



Click on Select in order to select your first choice

The page that follows is where you now have to search for first study choice. You have to enter a key word such as "Bachelor of Arts" on the Programme of Study space, and then click Search.

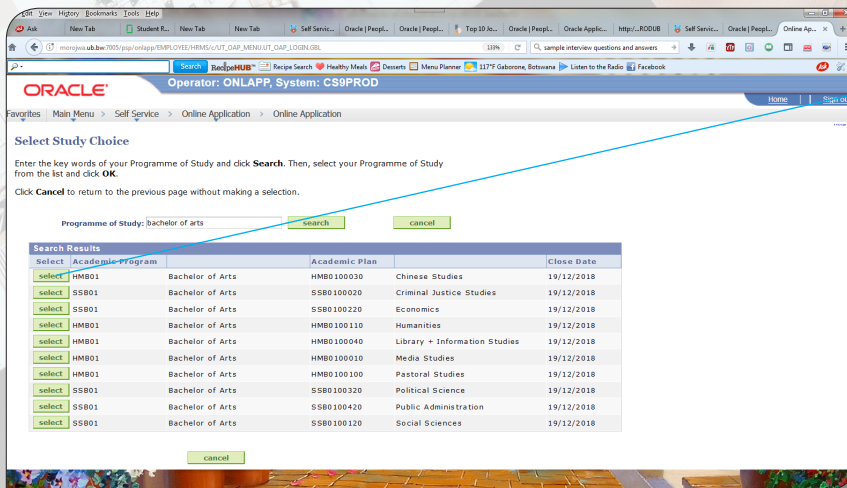


1. Enter Bachelor of Arts here if the Programme name is such

2. Click on Search



A click on **"Search"** above will lead you to the next page where a list of all programmes whose names start with "Bachelor of Arts" will appear and you have to then select your first study choice from the list. Next to the list of programmes will be the **"Select"** button that you need to click as indicated to select your first Study Choice. You may click on the requirements button to view the programme entry requirements to ensure that you meet the entry requirements for the programme you have selected. Next to study choice will be an indication of the programme offer mode such as full time, part-time or distance, and then select offer mode. Indicate the campus where the programme is offered. There is the **"Remove"** button that one can use to (delete) remove the choice made and add a different one. Do follow the same steps to make your other choices.



Click on Select next to select your Study Choice

Once you have selected your choices, Click on Next to move to the next page, where you have to enter your contact details. Do complete the required details more especially the **Mailing Address** and **Mobile Phone** as these will be used to communicate any matter regarding your application by UB.

Select your country for your Mail Address

Enter your Address such as P. O. Box 1109, Gabane

Enter City/Town/Village for your Mail Address

Enter your Home Village and District

Enter your Mobile-Phone number and the following numbers if in existence: Home-Phone, Work-Phone and Fax

Click on Next after completing your Contact Details

Ensure the Email Address/Mobile phone number are correct as they will be used to communicate with you.

The screenshot shows the Oracle online application interface. The page title is "Step 3: Contact Details" with a status of "Not Started". The user's name is "Petrus Ratiadi (T0067859)" and the admission term is "Admit Term 2182 Undergraduate". The "Transfer To:" dropdown is set to "Welcome Page" with a "go" button. The "Address - Mailing Address" section includes fields for Country, Address Line 1, 2, and 3, City/Town/Village, Home Village, Postal Code, and District/Province. The "Email Address and Phone Numbers" section includes fields for Email Address (pre-filled with "mgoodump@mopipi.ub.bw"), Mobile Phone (pre-filled with "75885444"), Home Phone, Work Phone, and Fax. An "Application Steps" table on the right shows the progress of the application process, with "Contact Details" marked as "In Progress".

Step	Page	Status
1	Personal Details	Not Started
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	Secondary Education	Not Started
9	Financial Information	Not Started
10	Employment	Not Started
11	Additional Information	Not Started
12	Documentation	Not Started
13	Declaration	Not Started

After completing your Contact Details on the previous page, the following page will appear in which you have to enter your gender, marital status and whether you have any disability.

**Operator: ONLAPP, System: CS9PROD**

**Step 4: Demographic Details** Status: Not Started

**Petrus Ratladi (T0067859)**  
Admit Term 2182 Undergraduate

Transfer To: Welcome Page

**Demographic Details**

Gender:

Marital Status:

Do you have a Disability? No

Step	Page	Status
1	Personal Details	Not Started
2	Special 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	Secondary Education	Not Started
9	Financial Information	Not Started
10	Employment	Not Started
11	Additional Information	Not Started
12	Documentation	Not Started
13	Declaration	Not Started

Complete these fields by selecting the responses from the Drop Down lists

Click on Next after completing your Demographic Details

Enter the details of your next of kin in the next page. Do note that there is a little box that you can click on if your mail address is the same as that of your next of kin so that it can be auto filled.

Step	Page	Status
1	Personal Details	Not Started
2	Basic Details	In Progress
3	Profile 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	Secondary Education	Not Started
9	Financial Information	Not Started
10	Employment	Not Started
11	Additional Information	Not Started
12	Documentation	Not Started
13	Declaration	Not Started

Complete these fields by selecting the responses from the drop Down lists

Click here if your Next of Kin' address is the same as yours

Enter/Select accordingly for your Next of Kin

Enter the following Phone numbers for your Next of Kin: Home-Phone, Work-Phone and Mobile-Phone (If Applicable)

Enter the details of the person who should be contacted in case of emergency in the next page. There is a likelihood that your Next of Kin could be your Emergency Contact, if so, click on one little box as indicated so that the contacts details for your Next of Kin can be automatically copied to become your emergency contact.

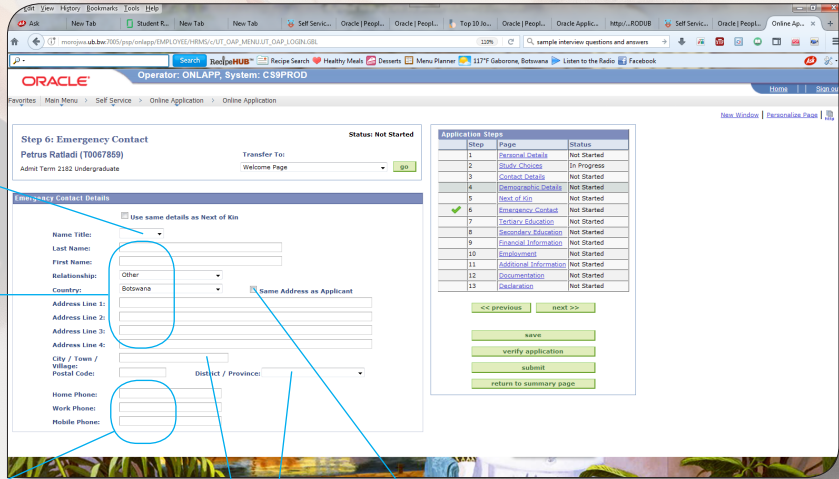
Click here if your Emergency Contact is the same as your Next of Kin

Select or enter details of your Emergency Contact, including their Title, relationship to you, their country and their Address

Enter the following Phone numbers for your Emergency Contact: Home-Phone, Work-Phone and Mobile-Phone (If Applicable)

Enter/Select accordingly for your Next of Kin

Click here if your Next of Kin' address is the same as yours



The page below is on Tertiary Education and there is a question on the page whose answer should either be **"Yes"** if you have studied at some university before and you will be required to enter the details of tertiary education, otherwise select **"No"**, then click on Next to move onto the next page.

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

Select either Yes or No

The page that follows is the one on Secondary Education. School leavers should complete this page as a whole as their application will be assessed based on their school grades. As a school leaver, do ensure that all your subjects and grades are entered.

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

Click here to enter your Secondary Education details

A click on add secondary education above will lead to the following page. Enter your school details accordingly and then enter your Course Level such as BGCSE/equivalent, subjects and their grades. Kindly note that if you wrote your school examination in more than one school, then you have to enter them separated as will be indicated in the later pages.

1. Enter your Final School Year

2. Click here to select the school where you completed your final School year (by searching for it as you did with study choices)

Select the school qualification which you attained such as BGCSE

Select your subjects as per your school certificate

3. Select the highest school grade you completed

Select grades for each of your subjects

Click on Ok after entering ALL the required information

**Step 8: Secondary Education** Status: Not Started

Petrus Rattadi (T0067859) Transfer To: Welcome Page

Admit Term 2182 Undergraduate

**Secondary Education Summary**

**School Details**

Final School Year:

School Name:

Highest Grade Completed:

Course Level	Subject	Grade	Clear
1			<input type="button" value="clear"/>
2			<input type="button" value="clear"/>
3			<input type="button" value="clear"/>
4			<input type="button" value="clear"/>
5			<input type="button" value="clear"/>
6			<input type="button" value="clear"/>
7			<input type="button" value="clear"/>
8			<input type="button" value="clear"/>
9			<input type="button" value="clear"/>

**Application Steps**

Step	Page	Status
1	Personal Details	Not Started
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	Secondary Education	Not Started
9	Financial Information	Not Started
10	Employment	Not Started
11	Additional Information	Not Started
12	Documentation	Not Started
13	Declaration	Not Started

<< previous    next >>

A click on Ok above will lead you to the following page where you can Click on add **secondary education** again if you wrote school examination in more than one school.

Step 8: Secondary Education  
Petrus Rattadi (T0067859)  
Admit Term 2182 Undergraduate

Status: Not Started

Transfer To: Welcome Page

add secondary education

Step	Page	Status
1	Personal Details	Not Started
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	Technical Education	Not Started
8	Secondary Education	Not Started
9	Financial Information	Not Started
10	Employment	Not Started
11	Additional Information	Not Started
12	Documentation	Not Started
13	Declaration	Not Started

Navigation buttons: << previous, next >>, save, verify application, submit, return to summary page

Click here to add another school if you wrote in more than one school, otherwise Click Next to move to the next page

After clicking on Next above will take you to the page below where you have to answer the question on sponsorship.

Step 9: Financial Information  
Petrus Rattadi (T0067859)  
Admit Term 2182 Undergraduate

Status: Not Started

Transfer To: Welcome Page

Are you sponsored?

Step	Page	Status
1	Personal Details	Not Started
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	Technical Education	Not Started
8	Secondary Education	Not Started
9	Financial Information	Not Started
10	Employment	Not Started
11	Additional Information	Not Started
12	Documentation	Not Started
13	Declaration	Not Started

Navigation buttons: << previous, next >>, save, verify application, submit, return to summary page

Select No if you are self sponsored or not sponsored; and Yes if you are, which will then take you to the page below.

Click on Next to continue to the next page



You will only go to the Page below if you selected **"Yes"** in the previous page. You then have to select the name of your Sponsor by searching for it accordingly then selecting it or adding it manually by clicking on the given hyperlink.

Step	Page	Status
1	Personal Details	Not Started
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	Secondary Education	Not Started
9	Financial Information	Not Started
10	Employment	Not Started
11	Additional Information	Not Started
12	Documentation	Not Started
13	Declaration	Not Started

Click here to enter the name of your sponsor by searching and selecting the sponsor from the list OR if the sponsor name does not exist on the list, then the Click the hyperlink that says my sponsor does not exist, then type it in.

Click on Next to continue to the next page

Once you have selected your Sponsor and clicked on Next, the following page will follow where you have to state whether you have any employment experience or not, as for some study programmes this is fundamental information

Step	Page	Status
1	Personal Details	Not Started
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	Secondary Education	Not Started
9	Financial Information	In Progress
10	Employment	Not Started
11	Additional Information	Not Started
12	Documentation	Not Started
13	Declaration	Not Started

Select **No** if you don't have any employment/work experience or **Yes**, if you do. Selection of Yes will lead you to enter your employment details. Selection of No will take you to Additional Information page

Click on Next to continue to the next page

The selection of **Yes** in the previous page will take you to the page below where you have to click on **add employment** in order to access another page where you have to enter your employment details.

**ORACLE** Operator: ORACLE, system: COSPRO

Favorites | Main Menu > Self Service > Online Application > Online Application

**Step 10: Employment** Status: Not Started

Petrus Ratladi (T0067859)

Admit Term 2182 Undergraduate

Transfer To: Welcome Page

**Preliminary**

Do you have any employment or work experience history? Yes

**Employment Summary**

Employer	Job Title	Start Date	End Date	Edit	Delete
1				<input type="button" value="edit"/>	<input type="button" value="delete"/>

**Application Steps**

Step	Page	Status
1	<a href="#">Personal Details</a>	Not Started
2	<a href="#">Study Choices</a>	In Progress
3	<a href="#">Contact Details</a>	Not Started
4	<a href="#">Demographic Details</a>	Not Started
5	<a href="#">Next of Kin</a>	Not Started
6	<a href="#">Emergency Contact</a>	Not Started
7	<a href="#">Tertiary Education</a>	Not Started
8	<a href="#">Secondary Education</a>	Not Started
9	<a href="#">Financial Information</a>	In Progress
10	<a href="#">Employment</a>	Not Started
11	<a href="#">Additional Information</a>	Not Started
12	<a href="#">Documentation</a>	Not Started
13	<a href="#">Declaration</a>	Not Started

Click on Next to continue to the next page

Clicking on next above will take you to additional information page

**Step 11: Additional Information** Status: Not Started

**Petrus Ratiadi (T0067859)**  
Admit Term 2182 Undergraduate

Transfer To: Welcome Page

**Housing Interest**

Are you interested in Housing at the University?

**Language Summary**

Language	Edit	Delete
1	<input type="button" value="edit"/>	<input type="button" value="delete"/>

**Application Steps**

Step	Page	Status
1	Personal Details	Not Started
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	Secondary Education	Not Started
9	Financial Information	In Progress
10	Employment	Not Started
11	Additional Information	Not Started
12	Documentation	Not Started
13	Declaration	Not Started

Select **Yes** if you are interested in University accommodation or **No**, if not

It is not necessary to complete this part. You may do so if you so wish

Click on Next to continue to the next page

The next page is on **Documentation** where you have to attach/upload all relevant documents to your application. These documents are the ones that you would have certified, scanned and saved as soft copies before starting to apply. You are required to click on add next to the name of the document that you would like to upload such as Omang if you are a citizen of Botswana, etc.

ORACLE  
Operator: ONLAPP, System: CS3PROD

Step 12: Documentation  
Petrus Rafadi (T0067859)  
Admin Term 2182 Undergraduate

Status: Not Started

Transfer To: Welcome Page

Documents

**Identity Documents**  
A certified copy of the following must be uploaded: Mitzwasa, Oman or Birth Certificate, International applicant. If you or your parents are resident in Botswana, Parent's Tax certificate, Passport and Residence Permit, Non Resident Passport.

Document	File Name (click to View)	Add	Delete
National ID		add	delete
Passport		add	delete
Proof of Name Change		add	delete
Parent Tax Certificate		add	delete
Parent Passport		add	delete
Parent Resident Permit		add	delete

**Undergrad School/Tertiary Educ**  
You must upload a certified copy of either a Senior Secondary School certificate OR Post School qualification transcript, certificate, diploma or degree. The original statement of results is required for foreign qualifications.

Document	File Name (click to View)	Add	Delete
Form 5 Sen Sec School Cert		add	delete
Form 5 2nd Sitting Results		add	delete
Post School Cert Transcript		add	delete
Original Statement of Results		add	delete
Certified Statement of Results		add	delete
Certified Copy of Certificate		add	delete
Certified Copy of Diploma		add	delete
Certified Copy of Degree		add	delete

Click on the appropriate add to upload the required document

Click on add to upload Form5 School Certificate/Statement of Results if you are a school leaver, otherwise click on add to upload Post School Certificate Transcript and/or Certificate if you have any Tertiary Education, complete or incomplete

Certified Official Transcript

**Payment**  
You must submit a certified copy of proof of payment of the application fee to a bank.

Document	File Name (click to View)	Add	Delete
Application Fee Payment Proof		add	delete

**Postgrad Tertiary Education**  
Should you have any post school qualification, upload the documents under Undergrad School/Tertiary Education

Document	File Name (click to View)	Add	Delete
Certified Copy of Degree		add	delete
Certified Official Transcript		add	delete
Certified Copy of Diploma		add	delete
Certified Copy of Certificate		add	delete

**Program Specific**  
The following documents may be a requirement for certain Programmes of Studies. Refer to the requirements of the programme you are applying to:

Document	File Name (click to View)	Add	Delete
Regular Reference		add	delete
Working License Registration		add	delete
Lab Technician License Register		add	delete

**Sponsorship**  
If you have already obtained sponsorship, upload a copy of the Sponsorship letter. The original letter must be provided to the Student Enrolment Section.

Document	File Name (click to View)	Add	Delete
Copy of Sponsorship Letter		add	delete

Click on add to upload Application Fee receipt

Click on the appropriate add to upload the required document

Once you have uploaded all the documents that are required and clicked on next, the last page of the application will follow. On this page, you have to make a declaration by selecting the appropriate Checkbox, followed by the verification of the application. Kindly note that if there is any part of the application that has not been completed properly, the verification process will indicate errors thereto and you then have to correct everything accordingly before you submit your application.

**Step 13: Declaration**  
 Petrus Ratiadi (T0067859)  
 Admit Term 2182 Undergraduate

Transfer To: Welcome Page

**Declaration HQ**  
 I declare that:  
 all the information is true and correct to the best of my knowledge and belief. I am aware that the University reserves the right to reject any application and/or withdraw and cancel any offer of admission should all or part of the above information be found to be untrue and/or incorrect, or if an offer was erroneously made. I agree that if I am accepted at the University I shall be under the disciplinary control of the University authorities and I undertake to acquaint myself with, and to conform to the rules and regulations of the University. I also declare that I have read instructions and information on the Welcome page.

confirm the declaration

Step	Page	Status
1	Personal Details	Not Started
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	Secondary Education	Not Started
9	Financial Information	In Progress
10	Employment	Not Started
11	Additional Information	Not Started
12	Documentation	Not Started
13	Declaration	Not Started

Navigation buttons: << previous, next >>, save, verify application, submit, return to summary page

Status

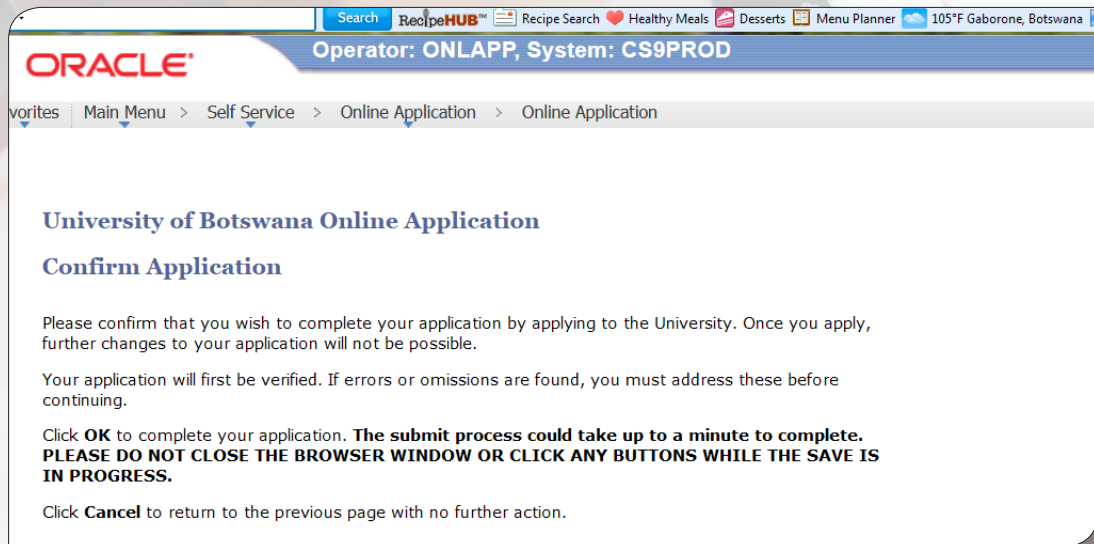
Click here to verify your application

Click here to submit your application

Select this Checkbox to make a Declaration

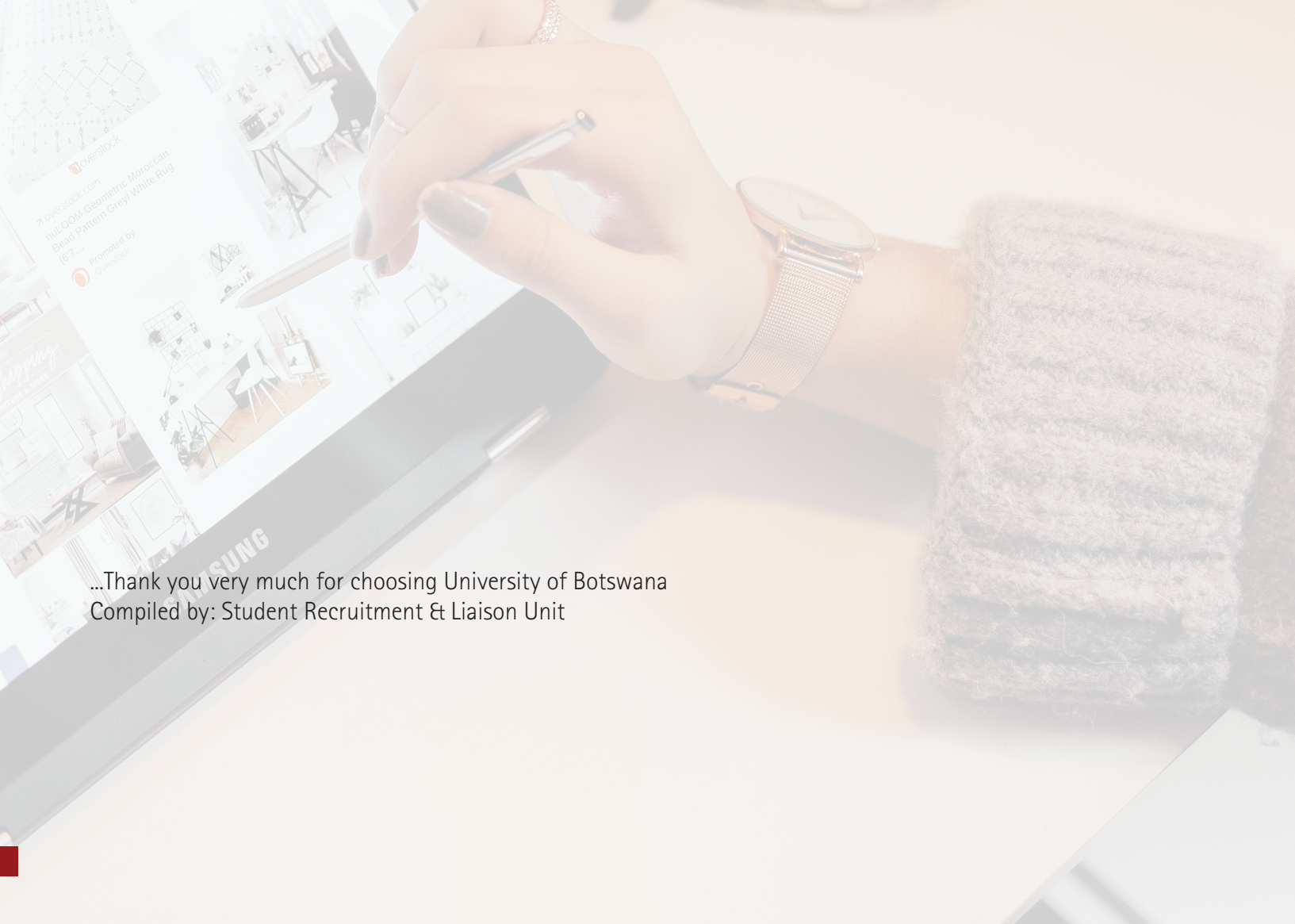
Once the status is 'Validated', it means that you are ready to **Submit an Application**. Click the **<submit>** button. You will receive a confirmation message, as shown below. Click on **<ok>** if you wish to complete the application process or **<Cancel>** if you are not yet ready.

Note! Once you click <ok> no more amendments to your application form will be allowed. Any changes must be communicated in writing to the Undergraduate Admissions Office before the closing date.



The screenshot shows a web browser window with the Oracle logo and the text "Operator: ONLAPP, System: CS9PROD". The breadcrumb trail is "Home > Main Menu > Self Service > Online Application > Online Application". The main heading is "University of Botswana Online Application" followed by "Confirm Application". The text reads: "Please confirm that you wish to complete your application by applying to the University. Once you apply, further changes to your application will not be possible. Your application will first be verified. If errors or omissions are found, you must address these before continuing. Click OK to complete your application. The submit process could take up to a minute to complete. PLEASE DO NOT CLOSE THE BROWSER WINDOW OR CLICK ANY BUTTONS WHILE THE SAVE IS IN PROGRESS. Click Cancel to return to the previous page with no further action."

Once you have submitted your application, an acknowledgement notification will be sent to you by email.



...Thank you very much for choosing University of Botswana  
Compiled by: Student Recruitment & Liaison Unit



## ENQUIRIES

MAIN CAMPUS:

4775 Notwane Road, Gaborone, Botswana,  
Tel: (+267) 355 2912 / 2003 / 2183 / 4625

## UNDERGRADUATE ADMISSIONS:

Block 139, Room 001, UB Private Bag 002, Gaborone, Botswana,  
Fax: (+267) 318 5103 / 3971462

