

# ONLINE APPLICATION GUIDELINES

## A) Things you need

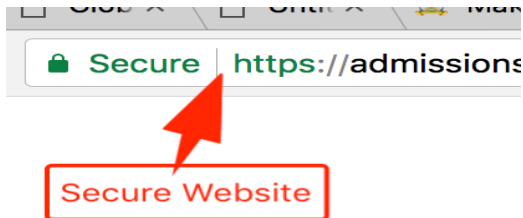
- a. An email address and contact number
- b. Your academic Documents to pick Key detail like award institution, index number for o and a level, year of award or sitting etc.
- c. An Internet Connection

## B) How to Do it

### Step 1: Accessing the Application Portal Link

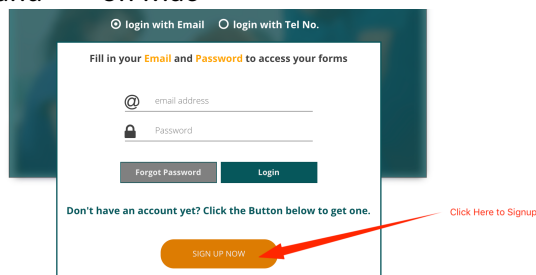
Access The online application link as listed in the advert. Ensure that the page is secure before you continue.

**NOTE:** There might be other websites masquerading as the application portal. Only access the link advertised by the university



### Step 2: Signup

- Signup by clicking the orange signup button at the bottom of the page. If you cannot see the button, your browser could be having a zoom in setting. Zoom out holding down the “CTRL” button and pressing “+” button on PC and “CMD” and “+” on Mac



- A password (**six-digit number**) will be sent to Your mobile number and your email address.

**NOTE: Sometimes depending your Mobile Telecom service provider, the message may delay or not be delivered. In this case, don't panic, simply check your email. The same information is sent to your email as well.**

- Login using this password and your email address or your mobile number by selecting the “login with Tel No” option
- After Logging in, you will be prompted to change the password to the one you can remember. Password should have at least a length of six Characters

- The system will take you back to the login prompt to now login with your new password

### Step 3 Filling a Form

After Logging in, click on the “**APPLY NOW**” Button to view the advertised Schemes  
Read the instructions carefully of each of the scheme you want to apply for

**UNDERGRADUATE (O AND A-LEVEL) DIRECT ENTRY SCHEME, AUGUST INTAKE 2018/2019**

Running From: THU 12-APR-2018 To: FRI 18-MAY-2018

[Click here to view instructions](#)

**APPLY NOW**

Take note of Dates for application period

Always Read the Instructions of the Scheme you want to apply for first

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**MATURE ENTRY - PRIVATE SCHEME, AUGUST INTAKE 2018/2019**

Running From: THU 12-APR-2018 To: FRI 18-MAY-2018

[Click here to view instructions](#)

**APPLY NOW**

Click here to Fill a form in that selected Scheme

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**DIPLOMA HOLDER PRIVATE ENTRY SCHEME, AUGUST INTAKE 2018/2019**

Running From: THU 12-APR-2018 To: FRI 18-MAY-2018

**APPLY NOW** [Copy to clipboard](#)

Fill in the application form accordingly. To submit there is minimum information that must be captured. If you don't have this information ready, simply save the form and return later to complete it when you have all the information required to submit the application form

**By submitting this form, you declare that, to the best of your knowledge, the information provided is true and you also agree to the online admissions Terms and Conditions of use.**

Use this option to save what you have so far entered

**SAVE CHANGES** **SUBMIT FORM**

Submit if you have filled in all required fields

[Copy to clipboard](#)

Once the form is completely filled and submitted the following actions can be done

**My Application Forms** 1

**Apply Now**

**Change Password**

**Log Out**

FORM NUMBER: F18008001002 DIRECT ENTRY SCHEME, AUGUST INTAKE 2018/2019

**FIRST CHOICE: DCK - DIPLOMA IN CIVIL AND BUILDING ENGINEERING**

Incase you saved the application form and you need to change/edit something click here

Created on: 11-APR-2018 01:25 pm

Scheme Status: RUNNING

Form Status: **COMPLETE**

Application Fee: UGX. 105,000

Payment Status: Application fee payment for this form is pending!

Click here to print a copy of your application form

Note: Form must be complete for Print button to work

**FORM ACTIONS**

**Edit Form**

**Print Form**

**Pay for Form**

Click here to Pay application Fees

[Copy to clipboard](#)

**NOTE: Remember to Logout after you have finished applying**