ONLINE APPLICATION

A STEP-BY-STEP GUIDE

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 **Application Package** under "**STUDY AT UB**" before s/he applies for admission.
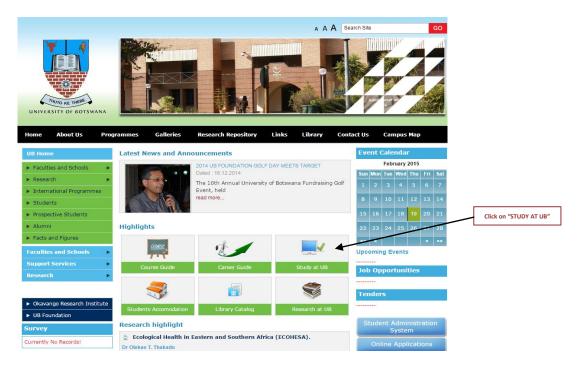
Online application requires that prospective applicants should scan and save each of the following separately, preferably in pdf format, ready to be uploaded in the application:

- 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.
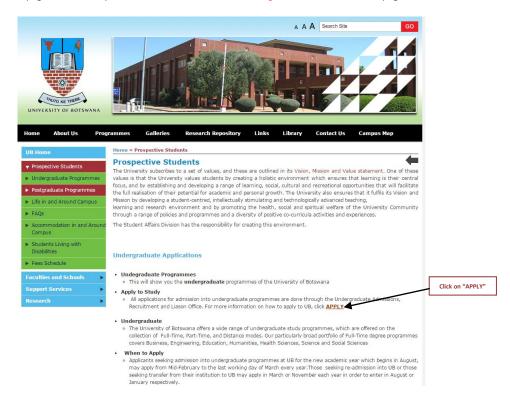
Once you have scanned the above-mentioned documents as required and you do have access to the Internet, then log into the University of Botswana Website: **www.ub.bw**. The Webpage below will appear and you therefore have to follow the instructions on every page as shown below in order to complete your application Online. *Each applicant is expected to complete one application.*
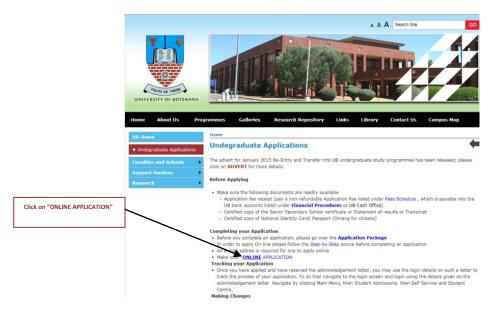
COMPLETING AN APPLICATION ON-LINE

The first step towards completing an application online is to log into University of Botswana Website **www.ub.bw**, then click on "STUDY AT UB" as shown below:
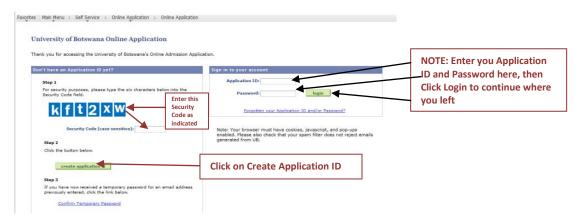

A page entitled Prospective Students will follow. Go through the information on the page and then **Click on APPLY** to move to the next page:
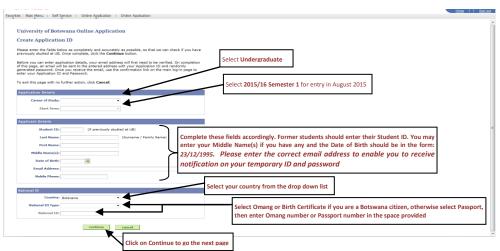

A new page entitled Undergraduate Applications will follow. This page will have an Advert inviting applicants to apply and the closing date for such applications. It also has links to information that is very vital for one to go through before completing an application, the **Application Package**. Once 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.**

A click on Online Application will lead you to the page below. This is the first page of the application and you are to complete **Steps 1 and 2 first if you are a new applicant**. *Those going back into the system to continue with their application should enter their Application ID and password accordingly (or click on the Forgotten your Application ID and/or Password if they have forgotten either one of them or both).*

The following page will follow:

The following message will appear indicating that an email has been sent to your email account and click **ok**
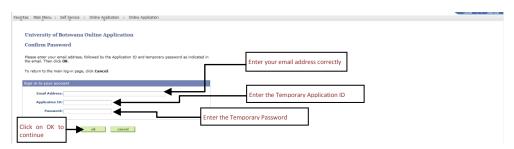
Go to your email account and then check the inbox for an email with your temporary Application ID and Password. Note down both the Application ID and Password as you need to use them as you continue to use the system, and then click on the hyperlink as indicated below.
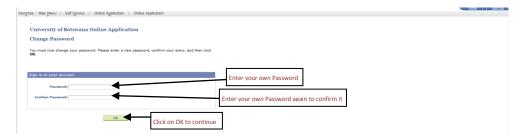

A click on the hyperlink above will lead you to the page below where you have to click on another hyperlink.

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

Once you have clicked on ok above, the following page will follow where you have to enter your 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.
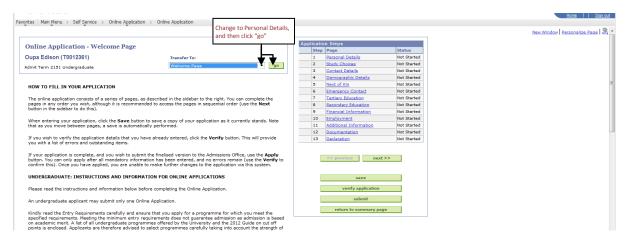

The following page will follow and you now have to click on "ok" on it to move to the application summary page.
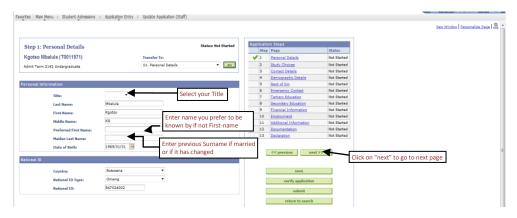

The following Summary page will follow, then click on "edit" to go to the Online Application Welcome page.
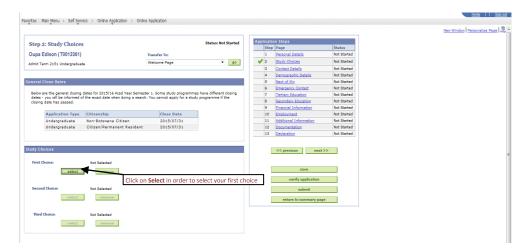
The Online Application Welcome page is as shown below and has on it, your first-name and surname with the Application ID in brackets or your Student ID if you are a former student. Please read the information on this page before filling in the application form which appears on the right hand page and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

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.
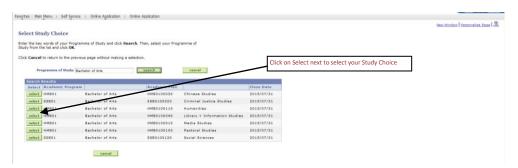

A click on "next" will lead you to the following page where you have to select your study choices. You may select one up to three study choices.
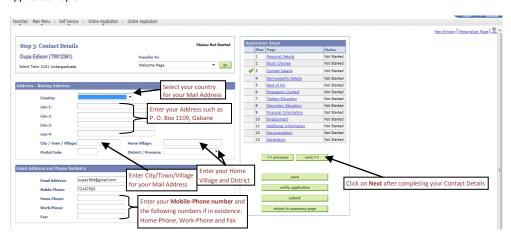
The page that follows is where you now have to search for first study choice. You have to enter a key word such as "Bachelor of Arts" on the Programme of Study space, and then click Search.
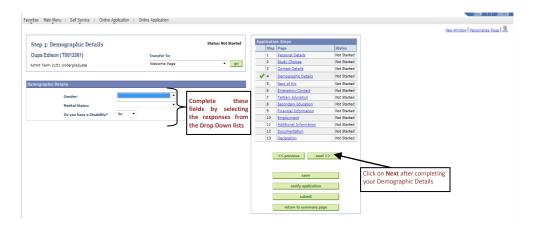

A click on Search above will lead you to the next page where a list of all programmes whose names start with "Bachelor of Arts" will appear and you have to then select your first study choice from the list. Next to the list programmes will be the Select button that you need to click as indicated to make 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 next to that you will have to indicate the campus where the programme is offered. There is the Remove button that one can used to (delete) remove the choice made and add a different one. Do follow the same steps to make your other choices.

Once you have selected your choices, Click on Next to move onto 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.
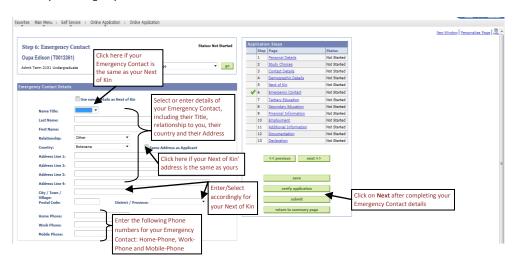

After completing your Contact Details above, the following page will appear in which you have to enter your gender, marital status and whether you have any disability.

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.

Enter the details of the person who should be contacted in case you 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.
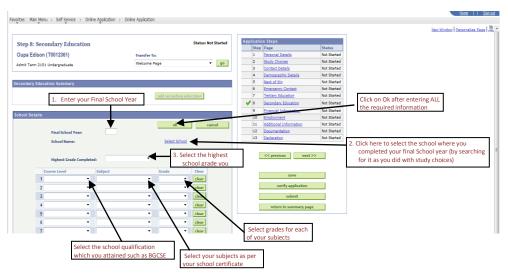

The next page is on Tertiary Education page and there is a question on the page whose answer should either be "**Yes**" *if you have studied at some university before and you will be required to enter the details of tertiary education*, otherwise select "**No**", *then click on Next to move onto the next page*.
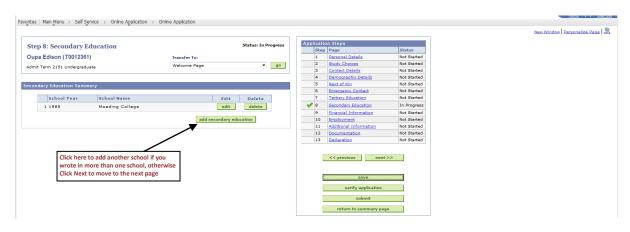
The page that follows is the one on Secondary Education and those who possess some *tertiary education* should ONLY enter their Final school Year, select their School name and the Highest Grade they completed such Form 5. **School leavers** should complete this page as a whole as their application will be assessed based on their school grades. As a school leaver, do ensure that all your grades are entered.

A click on **add cecondary education** above will lead to the following page. Enter your school details accordingly and then enter your Course Level such as BGCSE, 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.*

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. *(The school in the example below was Moeding College)*

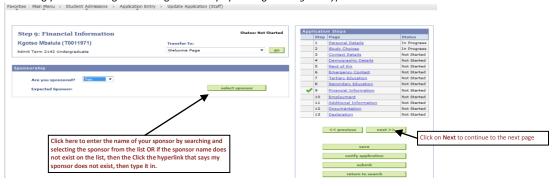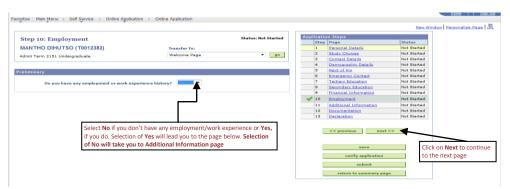After clicking on Next above will take you to the page below where you have to answer the question on sponsorship.
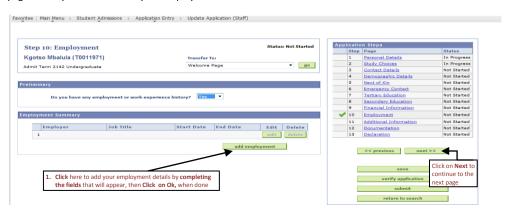

Select **No** if you are self sponsored or not sponsored; and **Yes** if you are, which will then take you to the page below.

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*.

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.

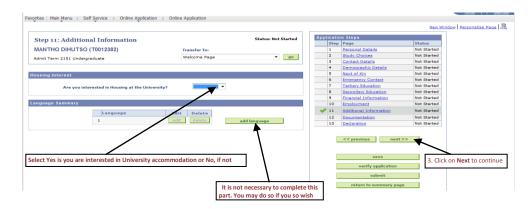Click on **Next** to continue to the next page

Once you have selected you 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.

Select **No** if you don't have any employment/work experience or **Yes,** if you do. Selection of **Yes** will lead you to the page below. **Selection of No will take you to Additional Information page**
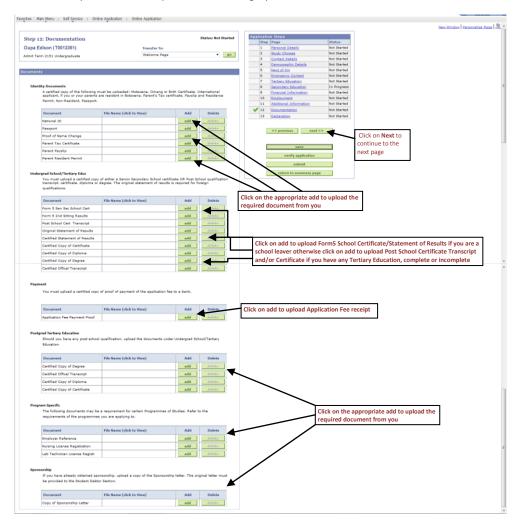
Click on **Next** to continue to the next page

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.

1. **Click** here to add your employment details by **completing the fields** that will appear, then **Click on Ok,** when done

Click on **Next** to continue to the next page

The selection of **No** on the Employment page will bring out the page below where you have to answer the question regarding accommodation and language.

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.
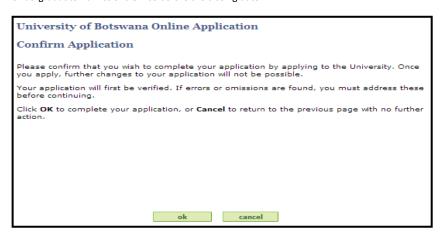

Once you have uploaded all the documents that are required and clicked on next, the last page of the application will follow. On this page, you have to make a declaration by selecting the appropriate Checkbox, followed by the verification of the application. Kindly note that if there is any part of the 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.

Once the status is 'Validated', it means that you are ready to **apply**. 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.

Once you have submitted your application, you will receive a short message through your email acknowledging receipt of the application; and then an acknowledgement letter on the same will follow later through the same medium.

Thank you very much for choosing University of Botswana