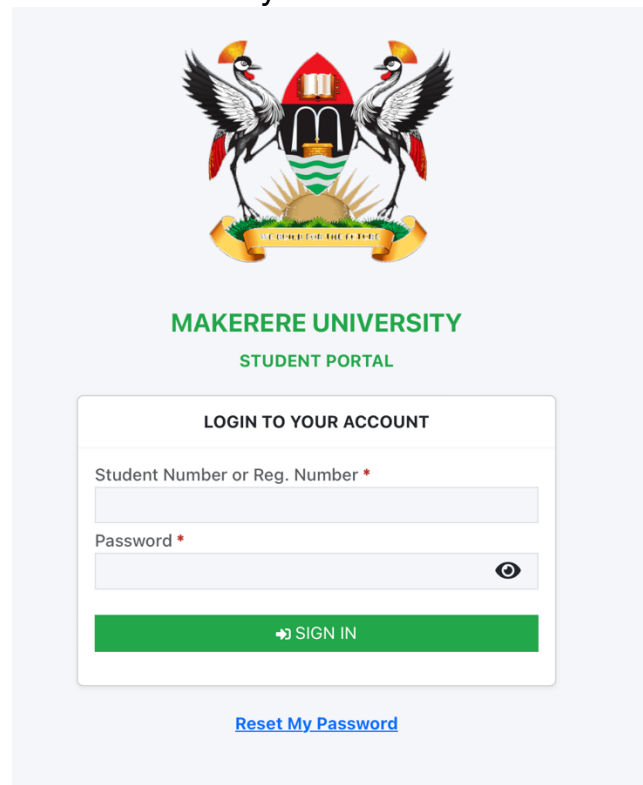


How to Access and Download Your Change of Programme Letter

Are you a student who has recently applied for a change of programme at Makerere University? Congratulations on your decision! To make the process smoother, we've prepared a step-by-step guide to help you access and download your Change of Programme Letter. Follow these easy instructions:

Step 1: Log into Your Student Portal

Begin by logging into your student portal. You can do this by visiting the following link: <https://myportal.mak.ac.ug>. Make sure you have your login credentials ready.



The screenshot shows the Makerere University Student Portal login interface. At the top is the university's crest, which features two white birds with red and yellow accents, flanking a central shield with a red book and a green base. Below the crest, the text "MAKERERE UNIVERSITY" is displayed in green, followed by "STUDENT PORTAL" in a smaller green font. The main login area is a white box with a green border. It has a title "LOGIN TO YOUR ACCOUNT" and two input fields: "Student Number or Reg. Number *" and "Password *". The password field has a toggle icon (an eye) to the right. Below the fields is a green button with a white arrow and the text "SIGN IN". At the bottom of the login box is a blue link that says "Reset My Password".

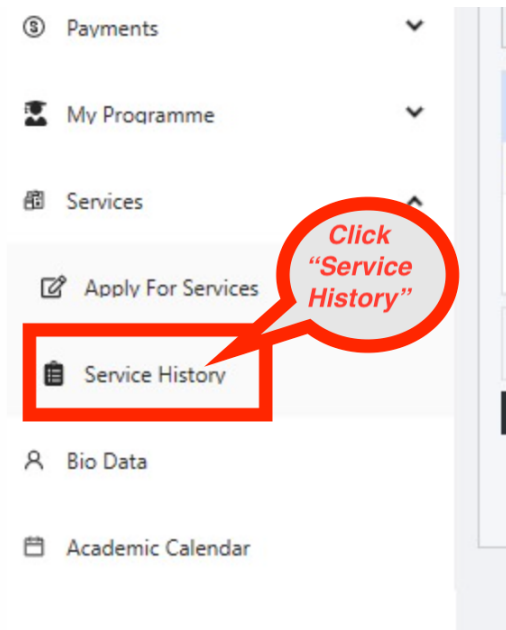
Step 2: Locate Services on the Left Pane

Once you've logged in, you'll see a menu on the left side of the screen. Look for the "Services" option and click on it.

The screenshot displays a student portal interface. On the left, a sidebar menu contains several options: 'Generate PRN', 'Check PRN Status', 'Enrollment & Registration', 'Payments', 'My Programme', 'Services' (highlighted with a red box and a callout bubble saying 'Click Services'), 'Apply For Services', 'Service History', 'Bio Data', and 'Academic Calendar'. The main content area on the right shows the student's profile at the top with a placeholder for a photo and name, followed by 'STUDENT NO.: [REDACTED]'. Below this, the 'ENROLLMENT & REGISTRATION' section is active, showing 'ENROLLED FOR YEAR 1, SEMESTER I - 2023/2024'. It also displays 'ACADEMIC YEAR: 2023/2024' and 'SEMESTER: SEMESTER I STUDY YEAR: YEAR 1'. Two invoices are listed: 'Tuition Fees Invoice - 1,916,303' and 'Functional Fees Invoice - 860,955'. At the bottom, a black bar indicates 'TOTAL AMOUNT TO PAY'.

Step 3: Choose the Option "Service History"

Under the "Services" menu, select the "Service History" option. This will open a new window with important notifications.



Step 4: Download Your Change of Programme Letter

In the new window, you will find a notification related to your Change of Programme request. It should include a message similar to this:
"Congratulations! Your CHANGE OF PROGRAMME Request has been accepted. Please Download Your Acceptance Letter Below, Fill it, and Submit it to Senate for Final Approval."

A screenshot of the 'CHANGE OF PROGRAMME' page in a web application. The page header shows 'MAKERERE UNIVERSITY' and navigation links like 'VIEW BIO DATA', 'VIEW RESULTS', 'VIEW INVOICES', 'VIEW FEES STRUCTURE', and 'Generate PRN'. The user's profile is visible on the right. The main content area has a green notification box with a checkmark icon and the text: 'Congratulations your CHANGE OF PROGRAMME Request has been accepted. Please Download your Acceptance letter below, Fill it and Submit to Senate'. A red callout bubble points to a 'DOWNLOAD ACCEPTANCE LETTER' button. Below the notification is a table with details of the change of programme.

CURRENT PROGRAMME	BACHELOR OF SCIENCE IN COMPUTER SCIENCE - (BCSC)
NEW PROGRAMME	BACHELOR OF SCIENCE IN LAND SURVEYING AND GEOMATICS - (BSGE)
CAMPUS	MAIN CAMPUS
NEW STUDY YEAR	YEAR 1
ACADEMIC YEAR	2023/2024
APPLICATION DATE	2023-08-23T11:56:13.000Z
APPLICATION STATUS	ACCEPTED
AMOUNT BILLED	6,000
AMOUNT PAID	6,000
REASON FOR CHANGE	This is due to a change in my career interests. I, personally I have discovered a passion for working outdoors and using advanced technology to measure and map land and property boundaries compared to office work. Land surveying offers more opportunities for practical, hands-on work. Additionally, land surveying offers a better fit for my academic abilities and interests.
PAYMENT REFERENCE	2240002345149
PAYMENT STATUS	RECEIVED AND NOTIFIED

Simply click on the provided link to download your Change of Programme Letter Acceptance Letter.

Step 5: Fill and Submit

After downloading the letter, fill it out as required and Sign it. Once completed, submit it to the Senate Building Room 615 for the final approval of your programme change.

That's it! You've successfully accessed and downloaded your Change of Programme Letter.

If you have any questions or encounter any issues during this process, don't hesitate to reach out to our support team for assistance.

We wish you all the best in your academic journey at Makerere University!

If you have any further questions or need additional assistance, please feel free to contact us. We are here to help!

Happy studying as you build for the future at Makerere University.

For ICT inquiries, write log a ticket via <https://support.mak.ac.ug> or DM us via Twitter our handle is @DICTSmakerere. Follow us on YouTube as well via our handle @dictsmakerere