

By End User Support Unit
Directorate for ICT Support (DICTS)
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How To Make An Online Application For A Program At Makerere University

This guide teaches a first time applicant how to apply for a program at Makerere University.

Application is no longer done physical, it is done online via the link <https://apply.mak.ac.ug>

All you need is an email address and a phone number to sign up.

Step 1 Login Page

If you have never applied, the first thing to do is to Click [Register Now](#). A page to register your details will open up.

MAKERERE UNIVERSITY
ONLINE APPLICATION PORTAL

LOGIN WITH EMAIL LOGIN WITH PHONE

Email Address *
Password *

LOG IN

Did you Forget your Password? [Click Here](#) [Click Register Now](#)

HOW TO APPLY REGISTER NOW

Follow the link below to view application instructions.
<https://news.mak.ac.ug/2021/09/how-to-apply-online-at-mak/>

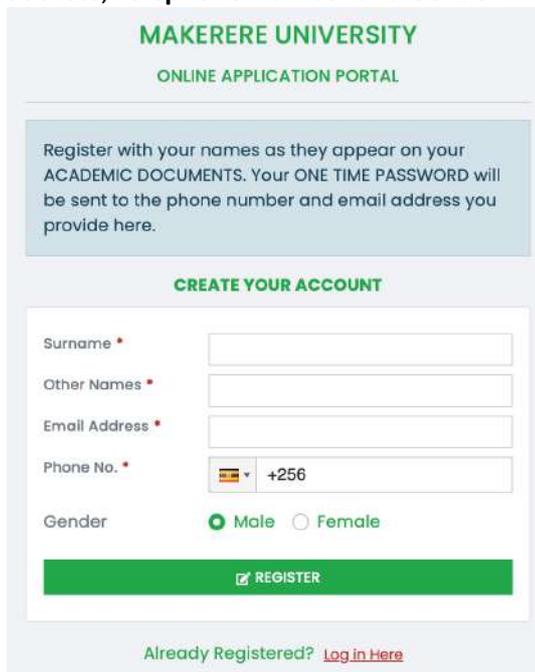
You can get more from this video link for your first step.

VIDEO: <https://www.youtube.com/watch?v=DE1pNep1q-M>

Step 2 Registration Page

As the note says, **register** with your names as they appear in your **ACADEMIC DOCUMENTS**.

1. During Registration, you will be asked for your **First Name, Last Name, Other Names, Email address, Telephone Number and Gender.**



MAKERERE UNIVERSITY
ONLINE APPLICATION PORTAL

Register with your names as they appear on your ACADEMIC DOCUMENTS. Your ONE TIME PASSWORD will be sent to the phone number and email address you provide here.

CREATE YOUR ACCOUNT

Surname *

Other Names *

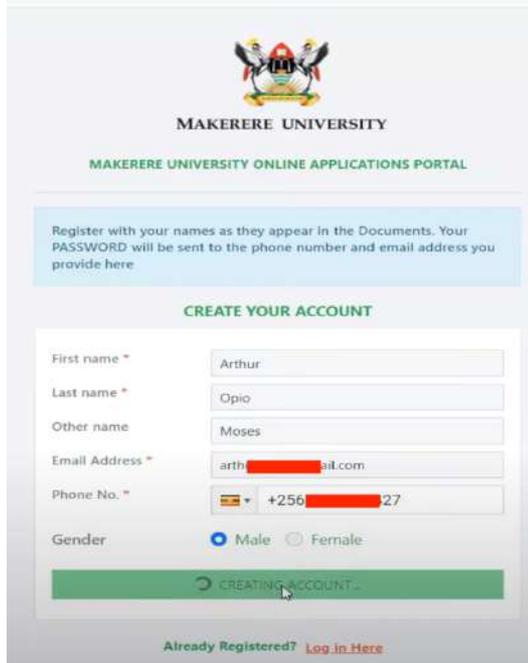
Email Address *

Phone No. *

Gender Male Female

Already Registered? [Log in Here](#)

2. **The Email address and Telephone Number MUST be unique and never have been used by any other person for applications before.**
3. After Successful Registration, you will be redirected back to Login Page and your One Time Password (OTP) will be sent to both your E-mail address and Phone Number.




MAKERERE UNIVERSITY
MAKERERE UNIVERSITY ONLINE APPLICATIONS PORTAL

Register with your names as they appear in the Documents. Your PASSWORD will be sent to the phone number and email address you provide here.

CREATE YOUR ACCOUNT

First name *

Last name *

Other name

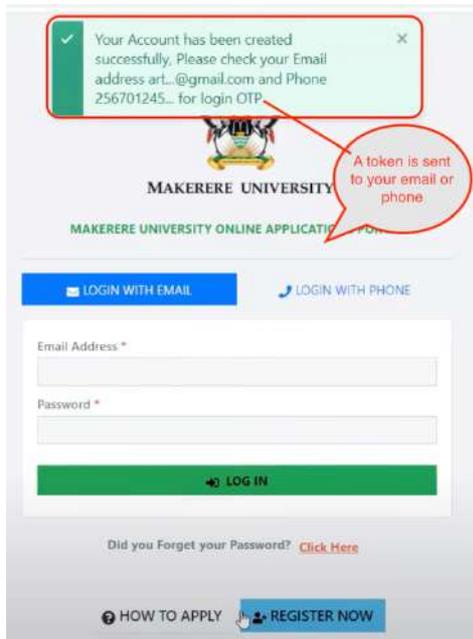
Email Address *

Phone No. *

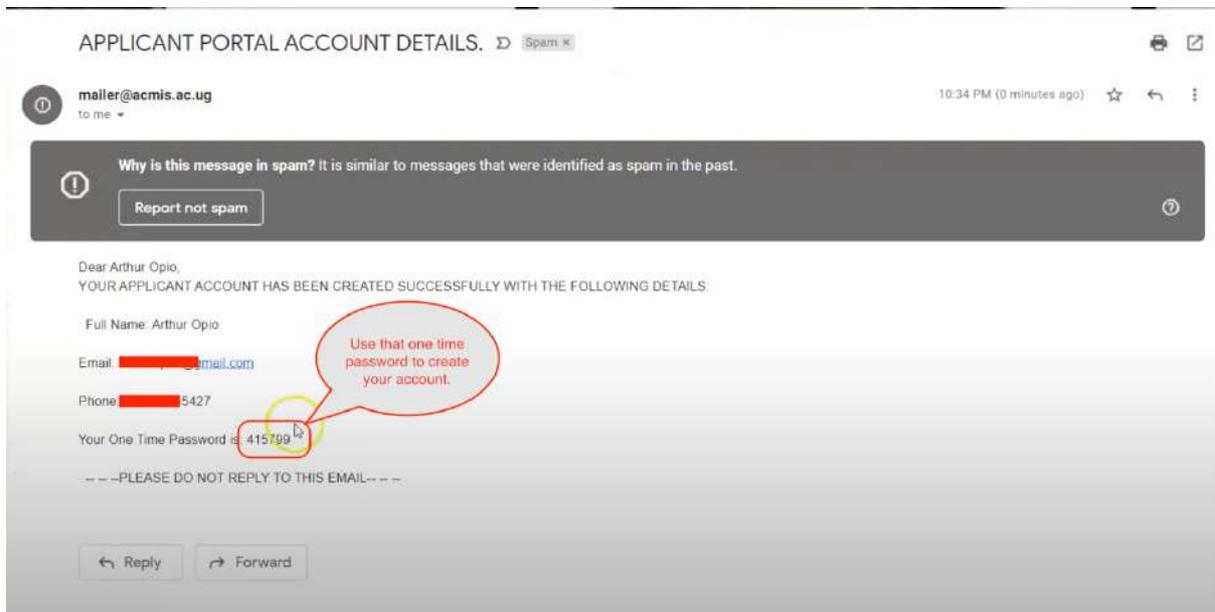
Gender Male Female

Already Registered? [Log in Here](#)

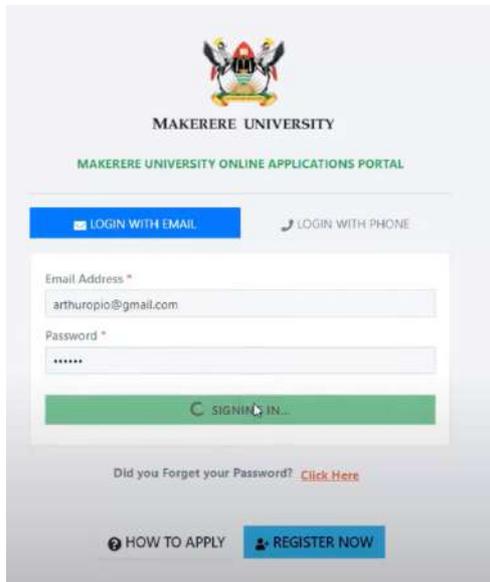
4. Check your Email and SMS for your login password. (For the Email option, please check the **Spam** folder as well)



One time Password is sent to your email address

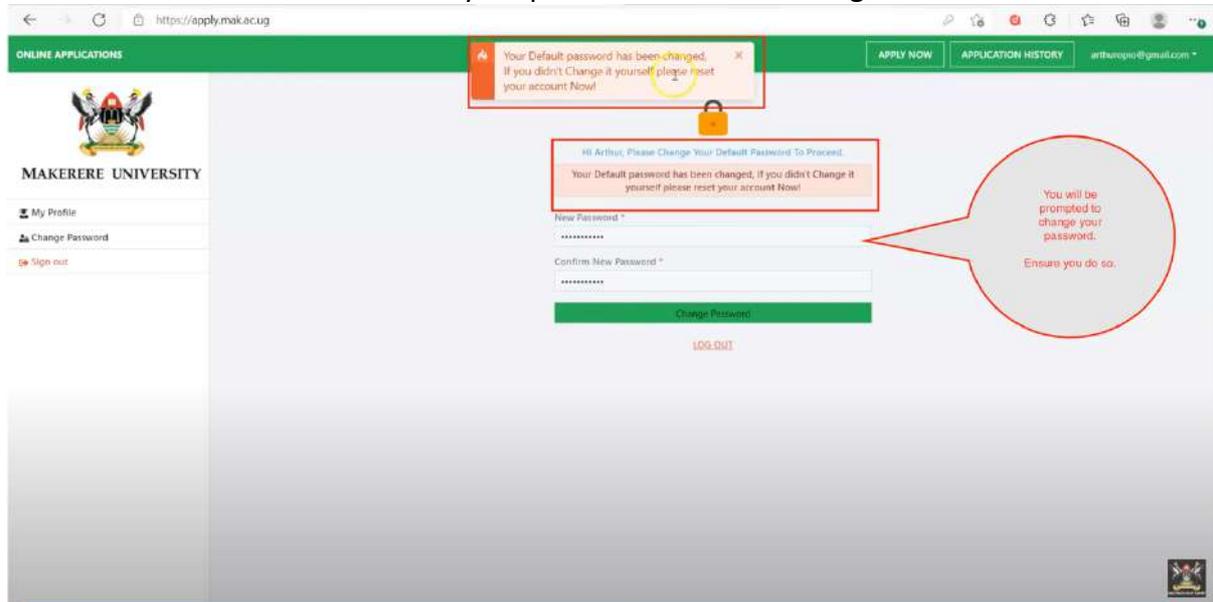


5. On the Login Page choose either the **LOGIN WITH EMAIL** or **LOGIN WITH PHONE** option and enter your Email/Phone number and the OTP you received.



The screenshot shows the Makerere University Online Applications Portal login page. At the top is the university's crest and logo. Below it, there are two login options: "LOGIN WITH EMAIL" (highlighted in blue) and "LOGIN WITH PHONE". The email login form includes fields for "Email Address *" (containing "arthuropio@gmail.com") and "Password *" (with masked characters). A green "SIGN IN" button is below the fields. At the bottom, there are links for "HOW TO APPLY" and "REGISTER NOW".

8. You will be prompted to enter a new password. Please follow the rules on password creation as shown on the page and click **Change Password** when done. You will receive a confirmation that your password has been changed.



The screenshot shows the password change page on the Makerere University Online Applications Portal. A notification banner at the top states: "Your Default password has been changed. If you didn't Change it yourself please reset your account Now!". Below this, a message says: "Hi Arthur, Please Change Your Default Password To Proceed. Your Default password has been changed, if you didn't Change it yourself please reset your account Now!". The form has two input fields: "New Password *" and "Confirm New Password *", both with masked characters. A green "Change Password" button is at the bottom of the form, and a "LOG OUT" link is below it. A speech bubble on the right says: "You will be prompted to change your password. Ensure you do so." The page also features a navigation menu on the left with "My Profile", "Change Password", and "Sign out" options.

Step 3 Starting The Application Process

After changing your password. You hit the Apply Button and look out for the schemes that are running. Most of the schemes running are the ones that have been advertised.

Keynote: “To avoid any inconvenience, please apply for the right scheme.If you are not sure, seek guidance from the Academic Registrar's Office(Admissions Department).”

The screenshot shows the 'ONLINE APPLICATIONS' page for Makerere University. At the top, there are navigation buttons: 'APPLY NOW', 'APPLICATION HISTORY', and 'ADMISSION HISTORY'. Below the navigation is a header with the university logo and name. A note states: 'Note: To avoid any inconvenience, please apply for the right scheme. If you are not sure, seek guidance from the Academic Registrar's Office (Admissions Department)'. There are two tabs: 'UNDERGRADUATE SCHEMES' (selected) and 'POSTGRADUATE SCHEMES'. Below the tabs, a message says: 'SCHEMES HERE ARE INTENDED FOR THOSE WHO WISH TO APPLY FOR BACHELORS AND DIPLOMAS PROGRAMMES. FOR EXAMPLE, A-LEVEL LEAVERS, CERTIFICATE HOLDERS, AND DIPLOMA HOLDERS!'. A list of schemes is displayed, each with an 'APPLY NOW' button. A red callout box points to these buttons with the text: 'Depending on the Scheme which is right. You hit the APPLY NOW button. Application fees vary for both East African & Non East African'.

Step 4 After hitting the Apply Button, the process begins by filling in all the biodata details. **BIO INFORMATION, NEXT OF KIN, PERMANENT ADDRESS, O LEVEL INFORMATION, A LEVEL INFORMATION, PROGRAMME CHOICES, APPLICATION/PAYMENT STATUS**, All must be checked green.

BIO INFORMATION

The screenshot shows the 'ONLINE APPLICATIONS' page for Makerere University, specifically the 'BIO DATA INFORMATION' form. At the top, there are navigation buttons: 'APPLY NOW', 'APPLICATION HISTORY', and 'ADMISSION HISTORY'. Below the navigation is a header with the university logo and name. A 'Go Back' button is visible. The user's name is 'Dear: NDAYISHIMYE JOY'. A note states: 'Please fill in your form with Correct Information: All fields marked * are MANDATORY, Falsification of Information/Documents is PROHIBITED! This, if discovered, either prior to or after Admission, will lead to automatic disqualification.' Below this is the 'APPLICATION INSTRUCTIONS' section, which includes a note: 'Note: You must fill all form sections appropriately before you can submit your application!'. The 'FORM SECTIONS' are listed on the left: 'BIO INFORMATION' (checked green), 'NEXT OF KIN' (checked green), 'PERMANENT ADDRESS' (checked green), 'O LEVEL INFORMATION' (checked green), 'A LEVEL INFORMATION' (checked green), 'PROGRAMME CHOICES' (checked green), and 'APPLICATION/PAYMENT STATUS' (checked green). The 'BIO DATA INFORMATION' form is displayed on the right, with fields for: 'FORM-ID: 23APP48619751333524', 'RELIGION *' (ANGLICAN), 'GENDER *' (FEMALE), 'MARRITAL STATUS *' (SINGLE), 'NATIONALITY *' (UGANDAN), 'NATIONAL ID No.', 'PASSPORT No.', 'EMIS No.', 'DISTRICT OF RESIDENCE *' (Kibira), 'STATUS *' (Mr), 'SURNAME *', 'OTHER NAMES *', 'EMAIL ADDRESS *' (igmo@gmail.com), 'TELEPHONE *' (+256 773 671), 'DATE OF BIRTH *' (15/12), 'DISTRICT OF BIRTH *' (Kibira), 'DISTRICT OF ORIGIN *' (Kibira), and 'Any physical or other disability that you would want to bring to the attention of the University authorities?' (None). An 'UPDATE' button is at the bottom right.

Note: Ensure that everything marked with a red asterisk is filled. The ones without an asterisk are optional. You can't proceed if the field marked with the red asterisk isn't filled.

NEXT OF KIN

1- 2: [redacted] 24 **Note: You must fill all form sections appropriately before you can submit your application!**

FORM SECTIONS

- BIO INFORMATION
- NEXT OF KIN**
- PERMANENT ADDRESS
- O LEVEL INFORMATION
- A LEVEL INFORMATION
- PROGRAMME CHOICES
- APPLICATION/PAYMENT STATUS

NEXT OF KIN

FORM-ID: 23APF465197513133524 RELOAD

Full Name *

Relationship *

Current Address *

E-mail Address

Telephone *

UPDATE

PERMANENT ADDRESS

> APPLICATION INSTRUCTIONS

1- 2: [redacted] 24 **Note: You must fill all form sections appropriately before you can submit your application!**

FORM SECTIONS

- BIO INFORMATION
- NEXT OF KIN
- PERMANENT ADDRESS**
- O LEVEL INFORMATION
- A LEVEL INFORMATION
- PROGRAMME CHOICES
- APPLICATION/PAYMENT STATUS

PERMANENT ADDRESS

FORM-ID: 23APF465197513133524 RELOAD

District/State *

Sub-county/Constituency *

Village *

UPDATE

O LEVEL INFORMATION

FORM SECTIONS

- BIO INFORMATION
- NEXT OF KIN
- PERMANENT ADDRESS
- O LEVEL INFORMATION**
- A LEVEL INFORMATION
- PROGRAMME CHOICES
- APPLICATION/PAYMENT STATUS

FORM-ID: 23APF465197513133524 RELOAD

SCHOOL NAME * INDEX NUMBER * YEAR OF SITTING *

You can update your O Level Subjects by removing or adding new subjects then click the Update Result button. The Subject Code MUST match the subject code on your RESULT SLIP.

Select O Level Subject Select Grade Obtained ADD SUBJECT

NAME: N [redacted] by

SCHOOL: [redacted] SECONDARY SCHOOL

INDEX NUMBER: U2 [redacted] 23

EXAM YEAR: 2019

CODE	SUBJECT	GRADE	ACTION
112	ENGLISH LANGUAGE	C6	Remove
223	CRE: CHRISTIAN LIVING TODAY	C5	Remove
241	HISTORY	-	Remove
273	GEOGRAPHY	C3	Remove
336	KISWAHILI	-	Remove
456	MATHEMATICS	-	Remove
527	AGRIC PRINCIPLES AND PRACTICES	C5	Remove
535	PHYSICS	-	Remove
545	CHEMISTRY	-	Remove
553	BIOLOGY	-	Remove

SUMMARY

AGGREGATE Enter the Aggregate & the division as specified DIVISION

DISTINCTIONS: 0 CREDITS: 5 PASSES: 4 FAILURES: 0

While filling in the O-Level part, Click the option, I don't have UNEB results, then manually feed in these details from your pass slip or form

A LEVEL INFORMATION

1- 23APP465197513133524 **Note:** You **must** fill all form sections appropriately before you can submit your application!

FORM SECTIONS

- BIO INFORMATION ✓
- NEXT OF KIN ✓
- PERMANENT ADDRESS ✓
- O LEVEL INFORMATION ✓
- A LEVEL INFORMATION ✓
- PROGRAMME CHOICES ✓
- APPLICATION/PAYMENT STATUS ✓

UGANDA ADVANCED CERTIFICATE OF EDUCATION (UACE)

FORM-ID: 23APP465197513133524 RELOAD

SCHOOL NAME * INDEX NUMBER * YEAR OF SITTING *

You can update your A Level Subjects by removing or adding new subjects then click the Update Result button. The Subject Code MUST match the subject code on your RESULT SLIP.

Select A Level Subject Select Grade Obtained ADD SUBJECT

NAME:
 SCHOOL:
 INDEX NUMBER:
 EXAM YEAR:

CODE	SUBJECT	GRADE	ACTION
P230	ENTREPRENEURSHIP EDUCATION	E	Remove
P245	CRE	D	Remove
P320	KISWAHILI	A	Remove
S101	GENERAL PAPER	C6	Remove
S850	SUBSIDIARY ICT	P7	Remove

SUMMARY

POINTS OBTAINED RESULT CODE

UPDATE RESULT

Ensure you fill in this part as it appears on your passlip or form issued from school.

PROGRAMME CHOICES

1- ██████████24 **Note:** You **must** fill all form sections appropriately before you can submit your application!

FORM SECTIONS

- BIO INFORMATION ✓
- NEXT OF KIN ✓
- PERMANENT ADDRESS ✓
- O LEVEL INFORMATION ✓
- A LEVEL INFORMATION ✓
- PROGRAMME CHOICES ✓
- APPLICATION/PAYMENT STATUS ✓

PROGRAMME CHOICES

FORM-ID: 23APP465197513133524 RELOAD

1ST CHOICE PROGRAMME CHANGE

PROGRAMME
 CODE
 CAMPUS
 STUDY TIME
 ENTRY YEAR
 SPONSORSHIP
 SUBJECT COMBINATION
 SPECIAL REMARKS

2ND CHOICE PROGRAMME CHANGE

PROGRAMME
 CODE
 CAMPUS
 STUDY TIME
 ENTRY YEAR
 SPONSORSHIP
 SUBJECT COMBINATION
 SPECIAL REMARKS

3RD CHOICE PROGRAMME SELECT

4TH CHOICE PROGRAMME CHANGE

PROGRAMME
 CODE
 CAMPUS
 STUDY TIME
 ENTRY YEAR

You can select more than once choice while choosing your program.

NB. You can also change as long as the scheme is still running.

The **SUBMIT** button becomes active when you meet all the criteria for the application. Thereafter you will be able to **generate a Payment Reference Number (PRN)** from the application portal.

The PRN from the application portal is the one you use to pay in the **Bank or via Mobile Money or VISA**.

Do not generate another PRN from <https://payments.mak.ac.ug> , your application status will not change because that PRN isn't attached to your application.

APPLICATION/PAYMENT STATUS

1- 23APF465197513133524 **Note:** You must fill all form sections appropriately before you can submit your application!

FORM SECTIONS

- BIO INFORMATION ✓
- NEXT OF KIN ✓
- PERMANENT ADDRESS ✓
- O LEVEL INFORMATION ✓
- A LEVEL INFORMATION ✓
- PROGRAMME CHOICES ✓
- APPLICATION/PAYMENT STATUS** ✓

APPLICATION STATUS **COMPLETED** FORM-ID: 23APF465197513133524 RELOAD

YOUR APPLICATION FORM HAS BEEN SUBMITTED SUCCESSFULLY

Use Your Payment Reference Number **2230012994844** To Make Payments To Your Nearest Bank

GENERATE NEW PAYMENT REFERENCE PREVIEW & PRINT

APPLICATION START DATE:	APRIL 18, 2023
APPLICATION SUBMISSION DATE:	APRIL 25, 2023
APPLICATION FEE:	50,000 UGX
PAYMENT REFERENCE NUMBER:	2230012994844
REFERENCE EXPIRY DATE:	2023.05.16
GENERATED BY:	NDAYISHIMYE JOY
PAYMENT STATUS:	PENDING

CLICK THE BUTTON BELOW TO VIEW INSTRUCTIONS ON HOW TO PAY ONLINE WITH VISA, MASTERCARD, CREDIT CARD

HOW TO PAY WITH VISA

Only Use the PRN generated from this application portal. You can also generate a new one.

Payment Options

NOTE: Payment Options

After generating your PRN, Payments can be made via,

- 1 Bank**
UBA, PostBar, CUBANK
- 2 Mobile Money**
For Airtel Money Dial *185# or *165#, then select, Option 4: Pay Bill, Option 7: URA, Option 1: Pay Registered, Enter the PRN/PTN number you wish to pay for and follow prompts.
For MTN Mobile Money Dial *165#, then select, Option 4: Payments, Option 5: Fees and Taxes, Option 1: URA, Option 1: With PRN Payments Please enter your payment registration number (PRN) then follow prompts.
- 3 VISA** <https://dicts.mak.ac.ug/articles/how-make-payments-visamaster-card-ura>

@DICTSMakerere  DIRECTORATE FOR ICT SUPPORT MAKERERE UNIVERSITY

NOTE:

After generating your PRN to pay in the bank or via mobile money or VISA.

Please do not pay any money to anyone to help you. Only use that PRN to go pay in the bank or via your mobile money.

Do not also pay any kiosk attendant any money to generate for you a PRN because it is generated within the application portal. Save your money from Con mem/women.

ADMISSION HISTORY

You will get your provisional admission letter and download it via the admission history once the process of admitting students is through and you are successful.

