**BUSITEMA UNIVERSITY**
*Pursuing Excellence*

**DIRECTORATE OF ICT**

**HOW TO APPLY FOR A PROGRAMME OF STUDY AT BUSITEMA UNIVERSITY ONLINE.**

The online application portal allows you to apply for a program of study of your choice at Busitema University based on the running scheme.
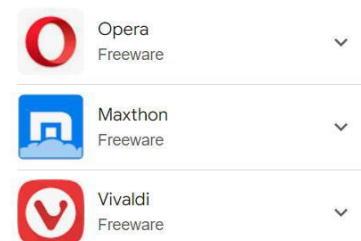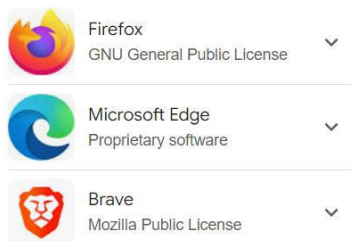
**To get started, make sure you have:**

1. A valid E-mail address - You MUST have access to this email address

2. A valid Phone Number

3. A stable Internet connection to complete your application form

**STEP 1:**

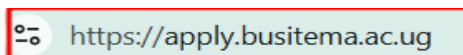Open any web browser of your choice, for example, Google Chrome, Mozilla Firefox, etc.



**STEP 2:**

On the search bar, type https://apply.busitema.ac.ug and search**.**



This login page will be displayed after the search.

**BUSITEMA UNIVERSITY**

ONLINE APPLICATION PORTAL

**LOG IN TO YOUR ACCOUNT**

\* Your Email or Phone Number

✉ myemail@domain.com or 256XXXXXXXX ⬛

Username is case sensitive

\* Your Password

🔒 ********* ⬛ ⃠

⏻ **LOG IN**

Did you Forget your Password? <u>Click Here</u>

⓸ **HOW TO APPLY**    ✎ **REGISTER NOW**

**STEP 3:**

**Creating Your Account**

- To Create your account, click on the **REGISTER NOW** Button from the Login Page.

**NOTE:** Your Registration Details are not Editable, make sure you provide the correct details.

- You will be redirected to a Register Page where you will fill the form with your details as they appear on your Academic Documents.

- During Registration, you will be asked for your **Surname**, **Other Names**, **Other Names**, **E-mail address**, **Telephone Number**, and **Gender.**

- The e-mail address and telephone number MUST be unique and have never been used by any other person for applications before.

- 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.

- Check your Email and SMS for your login password.
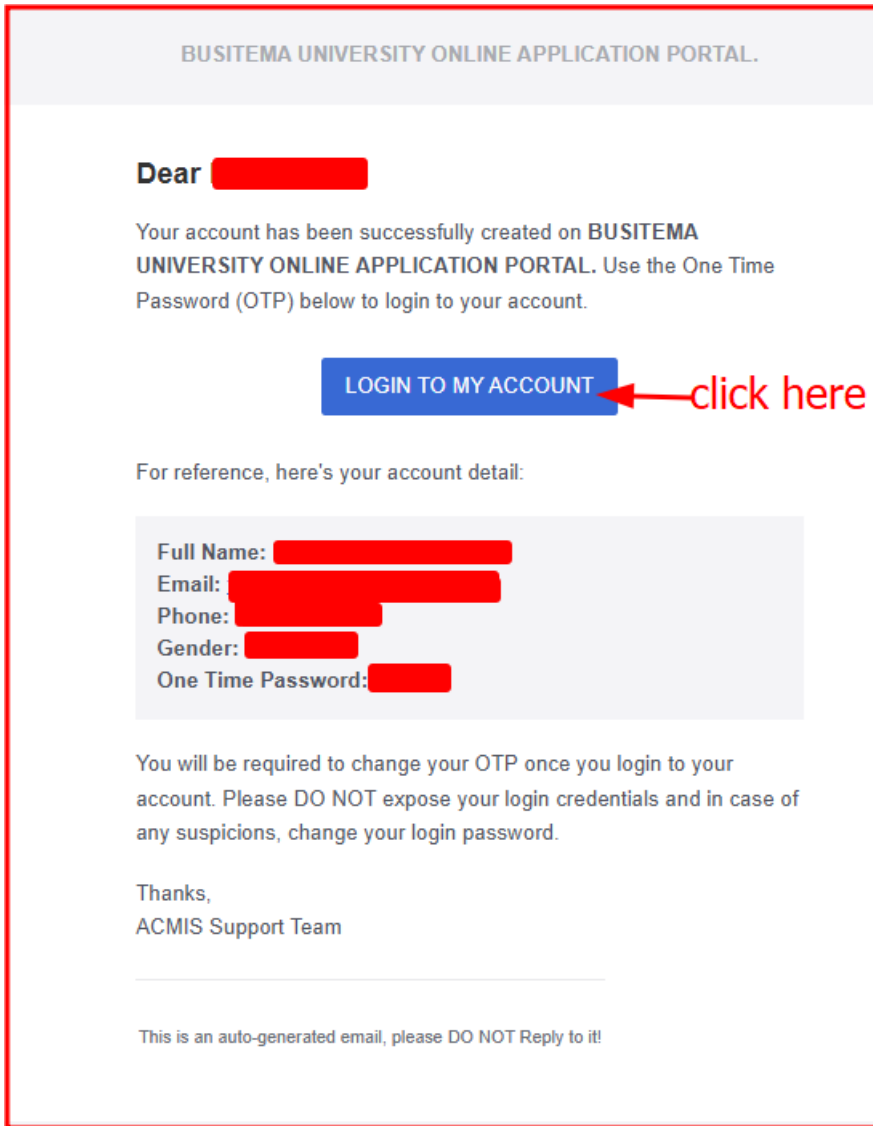
**STEP 4:**

**Login to your Account**

Log into your account using your phone number/email address and use the OTP received on your phone as the password.

**After successful login, you will be prompted to change your password.**



**STEP 5: Applying for a program**

Choose the right scheme while applying, for example, **the undergraduate schemes or postgraduate schemes.**



**After choosing the scheme, click Apply Now.**



**The webpage below will be displayed and you are required to fill in all the fields on the form.**



**Section 1 of the form**

**Section 2 of the form**



**Section 3 of the form**



After filling in all the form sections, the submit button will be activated. Click submit after ensuring that you have provided the correct information and have applied for the right program in the correct scheme.

**STEP 6: Make the application payment.**

The application payment can be made using Airtel Money, MTN Mobile Money, and a VISA/MASTER CARD to URA.

- **Pay with 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 the prompts.

- **Pay with 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 the prompts.