

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:

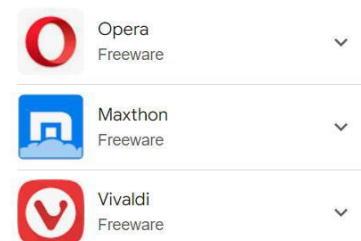
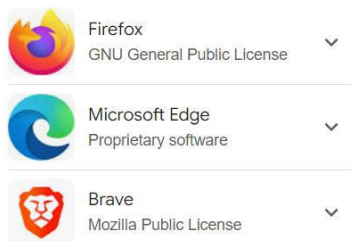
1. A valid E-mail address - You MUST have access to this email address
2. A valid Phone Number
3. A stable Internet connection to complete your application form

STEP 1:

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

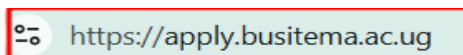
Web browsers / web

From sources across the web



STEP 2:

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



This login page will be displayed after the search.



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ONLINE APPLICATION PORTAL

LOG IN TO YOUR ACCOUNT

* Your Email or Phone Number

✉ myemail@domain.com or 256XXXXXXXXX

Username is case sensitive

* Your Password

🔒 *****

↻ LOG IN

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

🔗 HOW TO APPLY


📝 REGISTER NOW

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STEP 3:

Creating Your Account

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

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ONLINE APPLICATION PORTAL

LOG IN TO YOUR ACCOUNT

* Your Email or Phone Number

Username is case sensitive

* Your Password

LOG IN

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

HOW TO APPLY **REGISTER NOW**

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.



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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.

NOTE: PROVIDE THE CORRECT DETAILS ABOUT YOU AS YOU WILL NOT BE ALLOWED TO EDIT ANY DATA PROVIDED HERE

REGISTER TO CREATE YOUR ACCOUNT

1 * Surname:

2 * Other Names:

3 * Email Address:

4 An Email address you have access to

* Phone:

5 Include country code(E.G 256772...)

* Nationality:

6 * Date Of Birth:

DD/MM/YYYY

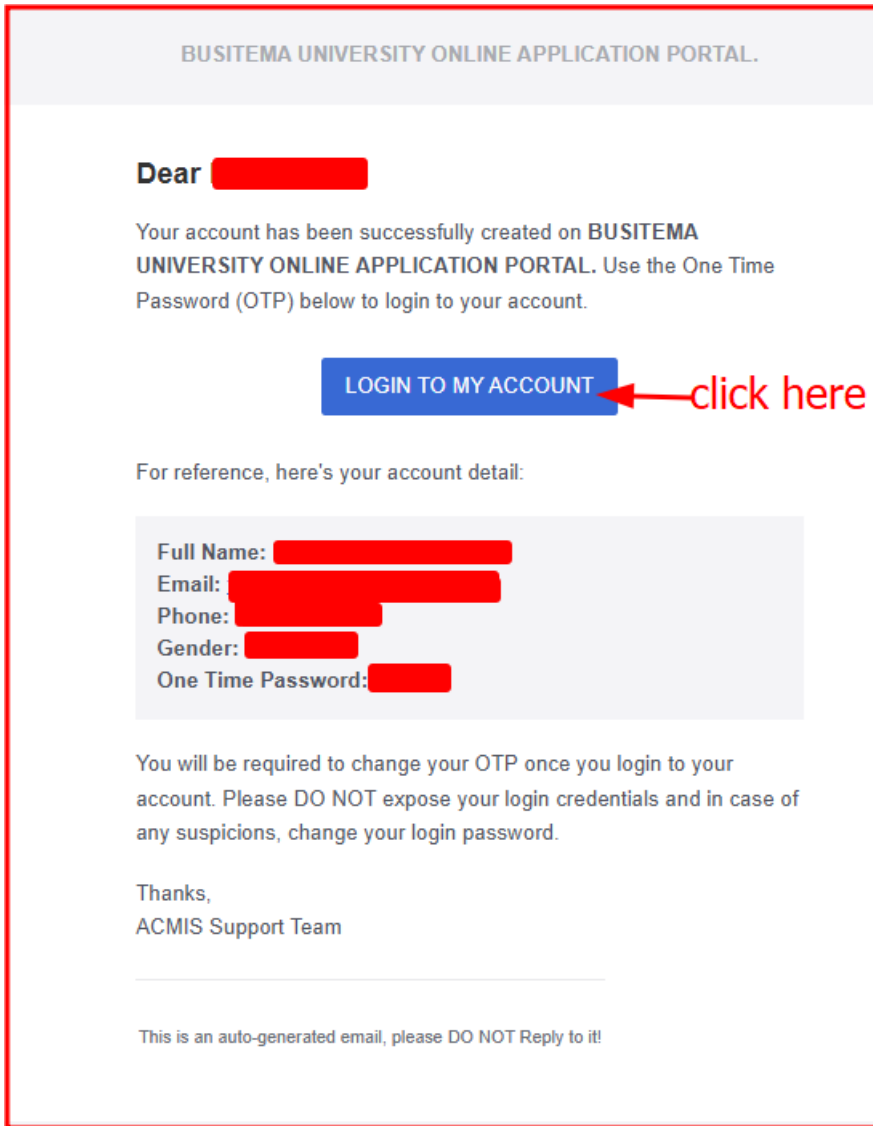
7 * Sex: MALE FEMALE

[REGISTER](#) **click here**

Already Registered? [Log in Here](#)

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- 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.

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ONLINE APPLICATION PORTAL

LOG IN TO YOUR ACCOUNT

* Your Email or Phone Number

enter your email address here

Username is case sensitive

* Your Password

enter the OTP received here

click here

LOG IN

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

HOW TO APPLY REGISTER NOW

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

ONLINE APPLICATIONS

APPLY NOW APPLICATION HISTORY ADMISSION HISTORY

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MY PROFILE
CHANGE PASSWORD
APPLICATION HISTORY
ADMISSION HISTORY
LOG OUT

Hi [redacted] Please Change Your Default Password To Proceed.

* New Password

enter new password here

* Confirm New Password

confirm the new password

click here

Change Password

LOG OUT

STEP 5: Applying for a program

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

ONLINE APPLICATIONS

APPLY NOW APPLICATION HISTORY ADMISSION HISTORY

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RUNNING SCHEMES [1] [REFRESH PAGE](#)

Note: To avoid any inconvenience, PLEASE Apply to the Right Scheme.
If you are not sure, seek guidance from the Academic Registrar's Office(Admissions Department).

UNDERGRADUATE SCHEMES POSTGRADUATE SCHEMES

APPLY FOR BACHELORS AND DIPLOMAS PROGRAMMES. FOR EXAMPLE, A-LEVEL LEAVERS, CERTIFICATE HOLDERS, AND DIPLOMA HOLDERS!

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

RUNNING SCHEMES [1] [REFRESH PAGE](#)

Note: To avoid any inconvenience, PLEASE Apply to the Right Scheme.
If you are not sure, seek guidance from the Academic Registrar's Office(Admissions Department).

UNDERGRADUATE SCHEMES POSTGRADUATE SCHEMES

APPLY FOR POSTGRADUATE-DIPLOMA, MASTERS, AND PHD PROGRAMMES.

SCHEME: POSTGRADUATE ADMISSIONS, ACADEMIC YEAR: 2024/2025, INTAKE: AUGUST , CATEGORY: POSTGRADUATE

SCHEME DESCRIPTION: POSTGRADUATE ADMISSIONS

RUNS FROM: 2024-12-21 TO: 2025-07-31 (CLOSES IN 6 MONTHS FROM NOW)

APPLICATION FEES: EAST-AFRICAN: 200,000UGX NON EAST-AFRICAN: 300,000UGX UGANDAN: 200,000UGX

[click here](#)

[APPLY NOW](#)

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

> SCHEME: POSTGRADUATE ADMISSIONS, ACADEMIC YEAR: 2024/2025, INTAKE: AUGUST, CATEGORY: POSTGRADUATE

[FILL NEW FORM](#)

Please Note: You MUST fill all Form Sections appropriately before you submit your Application Form! [RELOAD](#)

BIO INFORMATION NOT FILLED 1

PERMANENT ADDRESS NOT FILLED 2

NEXT OF KIN NOT FILLED 3

O LEVEL INFORMATION NOT FILLED 4

A LEVEL INFORMATION NOT FILLED 5

OTHER QUALIFICATIONS NOT FILLED 6

ATTACHMENTS NOT FILLED 7

REFEREE DETAILS NOT FILLED 8

PROGRAMME CHOICES NOT FILLED 9

EMPLOYMENT RECORDS NOT FILLED 10

[click here](#)

[SUBMIT APPLICATIONS](#) [NOT-SUBMITTED](#)

Section 1 of the form

FILL NEW FORM

Please Note: You **MUST** fill all Form Sections appropriately before you submit your Application Form! RELOAD

BIO INFORMATION NOT FILLED

* Salutation: Select option

* Surname: NANTALE

Other Names: Tracy Cynthia

Email Address: tnantale.gf@busitema.ac.ug

Telephone: 256757895331

* Date of Birth: 20/04/2000

* District of Birth: Select option

* District of Origin: Select option

* Religion:

* Gender: FEMALE

* Marital Status: Select option

* Nationality: UGANDAN

National ID No.:

Passport No.:

EMIS No.:

* District of Residence: Select option

Any physical or other disability that you would want to bring to the attention of the University authorities?

after filling in all the mandatory fields, click on the save button and proceed to the next form

SAVE

Section 2 of the form

PERMANENT ADDRESS NOT FILLED

1 District/State:

2 Sub-county/Constituency:

3 * Village:

click here SAVE

Section 3 of the form

NEXT OF KIN NOT FILLED

* Full Name:

* Relationship:

* Current Address:

E-mail Address:

* Telephone:

click here SAVE

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.