

**Main Campus**

32km, Gayaza-Ziobwe Road  
P.O Box 6529  
Kampala, Uganda

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Website: [www.bugemauniv.ac.u](http://www.bugemauniv.ac.u)

**Kampala Campus**

2 miles Bombo Road  
Between Total Petrol Station  
& Makerere Yellow Primary Sch.  
Muganzi-Awongerera Rd  
P. O. Box 6529  
Kampala, Uganda  
Tel: +256 312 266 630/631

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## OFFICE OF THE REGISTRAR

### APPLICATION FOR ADMISSION TO A POSTGRADUATE PROGRAMMME

#### General Entrance Requirements

#### PhD Entrance Requirements

1. Applicant must hold a relevant masters degree or equivalent
2. Two (2) years work experience
3. Submit a concept paper on the intended area of research
4. Must pass a PhD qualifying exam given by the university.

#### Masters Program

1. All applicants must hold a first degree or its equivalent with a cumulative grade point average of 2.8 or Second Class Lower and above.
2. Non-Ugandan applicants must have the equivalent of the above as awarded by their home universities.

#### Postgraduate Diploma

1. A student must have a First Degree or Advanced Diploma from a recognized institution.
3. Those from Non-English speaking countries will be required to prove that they have sufficient command of English to cope with graduate studies; those scoring below average in the proficiency English that will be required to do an intensive English program to help them improve on their communication. A non-refundable fee will be charged for the English proficiency test.

#### Points to Note

Please include the following when you return this form:-

- a. Photocopy of secondary school certificates/ diplomas where applicable
- b. Original certified copies of academic transcript and certificate for the first degree
- c. Two recent passport size photos
- d. Application fee of 45,000/= (non refundable)

1. \*Surname \_\_\_\_\_

2. \*Other names \_\_\_\_\_

3. Gender Male  Female  Marital Status \_\_\_\_\_

4. Citizenship \_\_\_\_\_ Date of Birth \_\_\_\_\_
5. Religious Affiliation .....
6. Postal Address \_\_\_\_\_
7. Tel No. (your own or someone who can reach you easily) \_\_\_\_\_
8. E-mail \_\_\_\_\_ Fax No \_\_\_\_\_
9. Name, telephone number and address of person to be contacted in case of emergency  
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 \_\_\_\_\_  
 \_\_\_\_\_

***\*Names must be those that appear on the applicant's academic documents***

10. First degree qualifications (attach certified academic transcripts & certificates)
- i) Degree or equivalent .....
  - ii) Class Division (where applicable) .....
  - iii) Grade Point Average (where applicable).....
  - iv) Awarding University/Institution... ..
  - v) Year of completion ..... Date of award .....

11. Secondary schools and colleges attended (attach copies)

i). Ordinary Level		
Name of institution		Dates of attendance
.....		.....to .....
ii) Advanced Level		
Name of institution		Dates of attendance
.....		.....to .....
iii) College (where applicable)		
Name of institution		Dates of attendance
.....		.....to .....

12. Other qualifications. (Indicate dates and attach certificates)
- .....
- .....
- .....
- .....

13. State any relevant research/ publication undertaken (where applicable)
- .....
- .....
- .....

14. Employment record (use separate sheet where necessary)

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15. Indicate the choice of the field of study you want to undertake by ticking in the box against the course of preference.

**PhD Programs**

- PhD in Rural Development
- PhD in Development Education
- PhD in Environmental Management

**Masters Program**

- Masters in Public Health
- Master of Arts in Development Studies
- Master of Science in Counseling Psychology

**Masters in Education (with options)**

- Educational Management
- Curriculum and Instruction

**Master of Business Administration (with options)**

- Finance & Accounting
- Investment & Entrepreneurship
- Project Planning and Management
- Human Resource Management
- Entrepreneurship & Strategic Management
- Procurement & Logistics
- Marketing Management

**Master of Science in Information Technology (with options)**

- Network Security
- Software Engineering
- Information Systems

**Postgraduate Diploma (PGD)**

- Postgraduate Diploma in International Business Management
- Post Graduate Diploma in Education (PGDE)
- Post Graduate Diploma in Information Technology
- Post Graduate Diploma in Public Administration and Management

Have you ever attempted the programme you are applying for?

YES/NO (delete as applicable) if yes, give reasons for not completing

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16. Names and addresses of two referees who are familiar with your academic ability and performance

I) Name .....  
Address.....  
Email .....

II) Name .....  
Address .....  
Email .....

17. Name and address of sponsor  
.....  
.....  
.....

18. How did you know about Bugema University?

TV Advert  Radio  Exhibition  Website  School Promotion  Calendars

BU Student: Name -----  Newspapers

Others: specify -----

19. Declaration by applicant

I declare that, to the best of my knowledge, the information given above is correct

Signature of Applicant ..... Date .....

**NOTES:**

1. Cases of impersonation, falsification of documents, or giving incomplete information whenever discovered either at registration or afterwards will lead to automatic cancellation of admission
2. Copies (not originals) of the academic documents should be attached to the application form. The copies of the degree certificate(s) and academic transcript(s) should be certified.
3. For foreign applicants, candidates whose first language is not English or who did not go through an education system with English as a medium of instruction, will be required to prove that they have sufficient command of English to cope with graduate studies. Students scoring below average in the English proficiency test will be required to registrar in the intensive English program to help them improve their communication skills.
4. All foreign students (except those from EAC member countries) should submit US\$100 to the Dean of Students' office for the Students Visa before registration.

We shall be waiting to hear from you.

Sincerely yours,

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**Registrar, Records and Admissions**