

Main Campus

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

Tel: 256 312-351400
Fax: 256 312 351460

Email: registrar@bugemauniv.ac.ug
Website: 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

OFFICE OF THE REGISTRAR

Dear Applicant,

Thank you for choosing Bugema University. This is a Christian faith-based Chartered Institution of higher learning that instills in its students high moral and spiritual values. The University provides a conducive atmosphere for a well balanced education, Christian growth and fellowship. Our motto is "Excellence in Service".

All new students from Non-English speaking countries will be required to sit for an English Placement/Proficiency test and pass before commencing their studies. This test will allow the University to advise the student accordingly. Students scoring below average in the test will be required to register in an intensive English program to help them improve their communication skills.

General Entrance Requirements

A. Degree Programs

The following requirements must be presented:

- Uganda Certificate of Education (UCE) or its equivalent with at least five passes in subjects appropriate to chosen area of study, including English Language, and Uganda Advanced Certificate of Education (UACE) or its equivalent with at least two principal passes (average C+ or 55% for students from countries with no "A" level),
or
- Passing a Mature Age Entrance Examination or Aptitude test, OR
- A Diploma in a relevant subject from a recognized institution at a 2nd class or higher level.

NOTE: For additional requirements for specific programs, please see Section D.

B. Diploma Programs

The following requirements must be presented;

- Uganda Certificate of Education (UCE) with five passes in subjects appropriate to chosen area of study, including a pass in English Language, or equivalent, and Uganda Advanced Certificate of Education (UACE) with at least one principal pass in a relevant subject or equivalent, (average C or 50% from countries with no "A" level), OR
- A certificate in a relevant subject from a recognized educational institution.
- For a Diploma in Primary Education, one must have a Grade III Teacher's (P1) certificate from a recognized institution.

C. Certificate Programs

An applicant must have an UCE certificate or its equivalent with at least five passes.

D. Requirements for Specific Programs.

1. Education

For Degree in Education, one must have a principal pass in "A" level examinations (or C+ or 55% for countries with no "A" level) in each of the relevant teaching subjects.

2. School of Natural Sciences

- i) One must have two principal passes (or C+ or 55%) in Science subjects (Biology, Chemistry, Geography, Food and Nutrition, Agriculture, Physics and Mathematics), or
- ii) Have a diploma at 2nd class level in a relevant area.

3. School of Health Sciences

a) Degree Programs

- i) One must have at least 5 passes at "O" level including Biology, Chemistry, Physics, Mathematics and English, and 2 principal passes in "A" level (or C+ or 55% for countries with no "A" level) including Biology and Chemistry.
- ii) Diploma at credit or higher in a relevant field from a recognized institution with 2 year experience as a registered nurse.
- iii) For countries where grades are in percentage the grade score should be 55% and above.

b) Diploma Program

- i) One must have at least 5 passes at "O" level including Biology, Chemistry, Physics, Mathematics and English, and a principal pass in Biology and a subsidiary pass in other relevant science subject at "A" level (or "C" plain or 50% in Biology, Chemistry, Physics, Mathematics and English and in any of the science subjects for countries with no "A" level). Or a good certificate in Enrolled Comprehensive Nursing or Midwifery with 2 years experience as a registered nurse.
- ii) Those from countries where grading is in percentage should score at least 50% in relevant subjects and **Must** translate them to Ugandan system through UNEB.

c) Certificate Program

At least 5 passes at "O" level including Biology, Chemistry, Physics, Mathematics and English.

Note: All international students Must translate their results to UNEB first.

Points to Note

- 1) Students from other countries may be admitted if they hold comparable certification.
- 2) Foreign students are expected to leave their countries only after receiving a letter of acceptance from the Registrar. All foreign students (except those from EAC member countries) should submit US\$100 to the Dean of Students' Office for the Student Pass before registration.
- 3) Holiday/In-service programme is for students who wish to upgrade to Diploma or Degree certification.
- 4) Please include the following when returning the form. Use the checklist below to crosscheck before posting your application.
 - a) Photocopies of Secondary School Certificate(s),
 - b) Other Certificates/Diplomas if applicable,
 - c) Two recent passport size photographs signed by one of the referees (attach one to the form),
 - d) A letter of recommendation from the conference or field where you reside (for Theology students).
 - e) A confirmation from the current or most recent employer (for In-service students).
 - f) An application Fee of Ush. 50,000/=.

We shall be waiting to hear from you.

Sincerely yours,

Registrar, Records and Admissions

Revised January 2017

APPLICATION FOR ADMISSION

PLEASE USE CAPITALS WHEN COMPLETING THIS FORM.

A NON-REFUNDABLE APPLICATION FEE OF USH 50,000/= for both Full-Time and In-service/Holiday programme applicants must be paid at the time of handing in the application form before your application is processed.

1. Study Location (Tick One)

- | | | |
|---|--|---|
| <input type="checkbox"/> Main Campus (Bugema) | <input type="checkbox"/> Full-time/Regular | <input type="checkbox"/> In-service/Holiday Program |
| <input type="checkbox"/> Kampala Campus | <input type="checkbox"/> Evening | <input type="checkbox"/> Day |
| <input type="checkbox"/> Kasese Centre | <input type="checkbox"/> Arua Campus | <input type="checkbox"/> Mbale Centre |

2. Background Information

Last name: _____ Middle name: _____ First name: _____

Sex: _____ Nationality: _____ Date of Birth (**Attach Certificate/Confirmation**) _____

Marital Status: _____ Citizenship: _____

Passport No: _____ Date of issue: _____ Expiry date: _____

Spouse's name (if applicable): _____ Number of children (if applicable): _____

Residential Status: **Tick One** Boarder Day Scholar

3. Address

	Permanent or Home Contact Address
Postal Address Through which we can contact you.	
Telephone Number and E-Mail Address	

4. **Religious Affiliation:** _____ Name of Church (membership): _____

5. **Do you have any physical disability?** (Yes or No). If yes, give details

6. Educational Background

List all institutions of learning attended since primary school starting with the most recent one:

No.	Name and Address of Institution	From	To	Award Received	Grade/Class
1.					
2.					
3.					
4.					

7. Work Experience

If you held a job, give details about employment starting from the most recent one. You may use an additional sheet if necessary.

No.	Name and Address of Employer	From	To	Position Held
1.				
2.				
3.				
4.				

8. Choose a Course of study by numbering your option as 1, 2, 3

School of Social Sciences

- Bachelor of Arts in Development Studies with emphasis in Disaster Management (Full time / Holiday Programme)
- Bachelor of Arts in Development Studies with emphasis in Gender Studies
- Bachelor of Arts in Development Studies with emphasis in Community Development
- Bachelor of Arts in Development Studies with emphasis in Peace and Conflict Management
- Bachelor of Arts in Social Work and Social Administration (Full time / Holiday Programme)
- Bachelor of Arts in Social Work and Social Administration with emphasis in Social Administration and Sociology (Full time / Holiday Programme)
- Bachelor of Science in Psychology and Counselling (Full time/Holiday program)
- Bachelor of Public Administration and Management
- Bachelor of Journalism and Mass Communication
- Diploma in Development Studies (Full time/Holiday Program)
- Diploma in Social Work and Social Administration (Full time/Holiday Program)

School of Theology and Religious Studies

- Bachelor of Theology (Full time / Holiday Program)
- Bachelor of Arts in Religious Studies with Chaplaincy
- Bachelor of Arts in Religious Studies with Development Ministry
- Bachelor of Arts in Religious Studies with Evangelism and Church Growth
- Bachelor of Arts in Religious Studies with Urban Ministry

School of Education

- **Choose any combination of two of the following teaching subjects.**

Bachelor of Arts or Science with Education – Secondary (Full-Time/Holiday) Tick one

- | | | | | |
|---|------------------------------------|---|--------------------------------------|---|
| <input type="checkbox"/> Literature in English | <input type="checkbox"/> History | <input type="checkbox"/> Geography | <input type="checkbox"/> Mathematics | <input type="checkbox"/> Luganda |
| <input type="checkbox"/> English Language | <input type="checkbox"/> Religion | <input type="checkbox"/> Kiswahili | <input type="checkbox"/> Chemistry | <input type="checkbox"/> Business Studies |
| <input type="checkbox"/> Agriculture (double main) | <input type="checkbox"/> Economics | <input type="checkbox"/> Agriculture | <input type="checkbox"/> Physics | |
| <input type="checkbox"/> Information and Communication Technology (ICT) | <input type="checkbox"/> Biology | <input type="checkbox"/> Entrepreneurship | | |

- **Bachelor of Arts or Science with Education - Primary – (Full -Time/Holiday Program Only)**

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Social Studies | <input type="checkbox"/> English | <input type="checkbox"/> Agriculture (Double Main) | <input type="checkbox"/> Physical Science |
| <input type="checkbox"/> Early Childhood Development | <input type="checkbox"/> Religious Education | <input type="checkbox"/> Biological Science | <input type="checkbox"/> Mathematics |
| <input type="checkbox"/> Integrated Science (Double Main) | <input type="checkbox"/> Special Needs Education (Elgonview College only) | <input type="checkbox"/> Agriculture | |
| <input type="checkbox"/> Early Childhood Development (Double Main) | | | |

- **Diploma in Education – Primary (For Holiday Programme only)**

Choose any combinations of the following teaching subjects.

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> English Language | <input type="checkbox"/> Religious Education | <input type="checkbox"/> Agriculture (Double Main) | <input type="checkbox"/> Social Studies |
| <input type="checkbox"/> Mathematics | <input type="checkbox"/> Biological Science | <input type="checkbox"/> Agriculture | <input type="checkbox"/> Physical Education |
| <input type="checkbox"/> Business Education (double main) | <input type="checkbox"/> Physical Science | <input type="checkbox"/> Early Childhood Development | |

- **Diploma in Special Needs Education – Primary – (Affiliated Campuses only)**

- Special Needs Education/English
- Special Needs Education/Social Studies
- Special Needs Education/Early Childhood Development

- **Certificate in Education – Primary (Affiliated Campuses only)**

- Early Childhood Development (ECD)
- Childcare Education
- Bridging Early Child Development

- **Non- Educational Certificate Course**

- Certificate in Music (Main Campus)

• **School of Business**

- Bachelor of Business Administration (Office Administration and Secretarial Science)
- Bachelor of Business Administration (Accounting) – (Full-Time Holiday Programme Tick One)
- Bachelor of Business Administration (Business Information System)
- Bachelor of Business Administration (Economics)
- Bachelor of Business Administration (Finance) (Full-Time Holiday Programme Tick One)
- Bachelor of Business Administration in Procurement & Supply Chain Management (Full-Time/Holiday Programme) Tick One
- Bachelor of Business Administration in Production and Operations Management
- Bachelor of Business Administration in Project Planning and Grant Management
- Bachelor of Business Administration in Marketing
- Bachelor of Business Administration in Entrepreneurship
- Bachelor of Business Administration in Human Resource Management
- Bachelor of Business Administration in Insurance
- Bachelor of Business Administration in Management
- Bachelor of Science in Computer Networks and Systems Administration
- Bachelor of Science in Software Engineering and Application Development
- Diploma in Business Administration (Accounting)
- Diploma in Information Technology
- Diploma in Office Administration
- Diploma in Management
- Certificate in Information Technology

• **School of Natural Sciences**

- Bachelor of Science in Agriculture (Biotechnology and Plant Breeding)
- Bachelor Science in Agriculture (Agronomy and Soil Fertility)
- Bachelor of Science in Agriculture (Crop Science and Management)
- Bachelor of Science in Agriculture (Animal Production and Nutrition)
- Bachelor of Science in Agribusiness Innovation and Management
- Bachelor of Science in Environmental Science
- Bachelor of Science in Environmental Science (Ecology and Biodiversity Conservation)
- Bachelor of Science in Environmental Science (Environmental Economics and Policy)
- Bachelor of Science in Environmental Science (Environment and Natural Resources Management)
- Bachelor of Science in Biochemistry
- Bachelor of Science in Statistics
- Diploma in Science Laboratory Technology
- Diploma in Biomedical Technology

• **School of Health Science**

- Bachelor of Nursing Science
- Bachelor of Science in Food Technology and Human Nutrition
- Diploma in Midwifery (May/November)
- Diploma in Nursing Science (May/November)
- Diploma in Food Science and Processing Technology
- Certificate in Midwifery (May/November)
- Certificate in Nursing (May/November)

9. Family Information

	Father	Mother
Name		
Postal Address		
Religion		

Revised January 2017

Telephone Number		
Occupation		

10. Recommendations

Write the name and address of two individuals who can give character recommendations about you.

	Referee1	Referee2
Name		
Postal Address		
Country		
Telephone Number		
Fax No.		
E-mail Address		

11. Statement of Financial Responsibility

Who is responsible for payment of your fees? Parent Guardian Sponsor Self

12. Information about the Sponsor (if not parent)

	Sponsor
Name	
Postal Address	
Occupation and Tel No.	
Fax and E-Mail	

Signature of Parent/ Guardian/ Sponsor: _____ Date: _____

13. How did you know about Bugema University?

14. Applicant's Commitment

I hereby certify that all the information given on this form is correct. I clearly understand that any incorrect information entered in this form may lead to forfeiting my place at Bugema University before, during or after my registration.

I voluntarily agree, if admitted as a student, to uphold the ideals, standards, and regulations set forth by Bugema University and to respect the principles and traditions it upholds as a Church-related institution of higher learning.

Signature: _____ Date: _____

15. Attach (a) Academic Documents (b) Medical Form (c) Birth Certificate (d) Letters of referees (Forms)

Notification of Acceptance

If accepted, you will be notified in writing. No student should come to the University until he/she receives formal notification of acceptance.