



UNDERGRADUATE ADMISSIONS POLICY

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Table of Contents

DEFINITION OF KEY TERMS	3
1 ABOUT GULU UNIVERSITY	4
1.1 Brief History of Gulu University.....	4
1.2 Vision, Mission and Motto	4
1.3 Core Values.....	4
2 INTRODUCTION.....	4
2.1 Admissions Policy.....	4
2.2 Aim of the Policy	5
2.3 Guiding Principles	5
2.4 Legal Framework	6
2.5 Scope	6
3 SCHEMES OF ADMISSION	6
4 MINIMUM ENTRY REQUIREMENTS.....	7
4.1 Direct Entry Scheme	7
4.1.1 Minimum Entry Requirements to Degree Programmes under Direct Entry Scheme.....	7
4.1.2 Minimum Entry Requirements to Diploma Programmes under Direct Entry Scheme	7
4.1.3 Minimum Entry Requirements to Certificate Programmes.....	7
4.1.4 Special Entry Requirements.....	8
4.2 Diploma Entry Scheme	8
4.2.1 Minimum Entry Requirements to Degree Programmes under Diploma Entry Scheme.....	8
4.2.2 Minimum Entry Requirements to Diploma Programmes under Diploma Entry Scheme	8
4.3 Mature Age Entry Scheme	9
4.4 Occasional Studentship Entry Scheme	9
4.5 Degree Holder's Scheme	9
5 WEIGHTING CRITERIA	9
5.1 Direct Entry Scheme Weighting Criteria.....	9
5.2 Diploma Entry Scheme Weighting Criteria	11
6 INTAKE CAPACITIES	11
7 ADMISSION PROCEDURES.....	12
7.1 Government Admission Procedures.....	12
7.1.1 Government Sponsorship through Direct Entry Scheme	12
7.1.2 Government Sponsorship through Diploma Entry Scheme	13
7.2 Private Admission Procedures	13
7.3 International Applicants and/ or other Qualifications.....	14
7.4 Occasional Studentship Entry Scheme	14
8 APPEAL FOR ADMISSION	14
9 OBJECTIONS TO ADMISSION OF A PARTICULAR STUDENT.....	15
10 CHANGE OF PROGRAMME, STUDY TIME AND SUBJECT COMBINATION	15
10.1 Change of Programme and Study Time	15
10.2 Change of Subject Combination	16
11 ERRONEOUS ADMISSIONS.....	16
12 REGISTRATION	17
12.1 Registration of Fresh Students.....	17
12.1.1 General Guidelines.....	17

12.1.2	Names at Registration	18
12.1.3	Requirements for Registration	18
13	REVIEW.....	18
14	ADDRESS FOR CORRESPONDENCE	19
15	APPROVAL	19

DEFINITION OF KEY TERMS

Academic Registrar: Officer responsible for the administration and organization of all academic matters including admissions, examinations, graduation, research and publications.

Admissions Board: A committee of Senate responsible for the admission of students to Gulu University.

Admissions Division: The division in the Department of the Academic Registrar responsible for the organization and coordination of undergraduate admissions and registration.

Degree Entry Scheme: Mode of entry into private undergraduate programmes for degree holders.

Diploma/Certificate Entry Scheme: Mode of entry into university for certificate and/or diploma holders for the purpose of upgrading their qualifications.

Direct Entry Scheme: Mode of entry into university for candidates who have completed Uganda Certificate of Education and/ or Uganda Advanced Certificate of Education or their equivalents.

Government Sponsorship: Scheme where Uganda Government pays fees for qualifying candidates.

Intake Capacity: The maximum number of candidates that are acceptable at a particular time in the university based on the institution's resource and infrastructural absorption capacity.

Mature Age Entry Scheme: Mode of entry into university for candidates who are at least 25 years old and have passed the mature age entry examination of the University.

Occasional Studentship Entry Scheme: Mode of entry into university for students from other recognized universities who wish to study selected courses of programmes at Gulu University for at least one semester but not more than one academic year.

Private Sponsorship: Scheme where third parties other than government pay fees for admitted students.

Programme: A set of prescribed courses offered for the award of a particular degree/diploma/ certificate.

Senate: Organ of the University responsible for the organization, control and direction of the academic matters of the University.

Undergraduate: a student in the University who has not completed a first degree; including those studying certificate and diploma programmes.

University Council: The supreme organ of the University responsible for the overall administration of the objects and functions of the University.

1 ABOUT GULU UNIVERSITY

1.1 Brief History of Gulu University

Gulu University is a Public Higher Education Institution established by Statutory Instrument No. 31 of 2003. The University was set up to play a leading role in the provision of skilled human resources for national development in the areas of education, health, agriculture, technology, research and other services.

1.2 Vision, Mission and Motto

Vision: "To be a leading academic institution for the promotion of rural transformation and industrialization for sustainable development"

Mission: "To expand access to higher education, conduct applied research and provide quality professional training to the delivery of appropriate social services directed towards rural transformation and conservation of biodiversity"

Motto: "For Community Transformation"

1.3 Core Values

The following core values will guide the implementation of this policy:

- a) Professionalism
- b) Integrity
- c) Effectiveness and efficiency
- d) Accountability and transparency
- e) Teamwork
- f) Gender responsiveness
- g) Concern for the elderly and people with disabilities

2 INTRODUCTION

2.1 Admissions Policy

The Gulu University Undergraduate Admissions Policy provides information on admission requirement, selection procedures and registration processes for undergraduate programmes at Gulu University.

2.2 Aim of the Policy

The Admissions Policy aims at ensuring that Gulu University Admissions, Mature Age and Gender Mainstreaming Committee hereafter referred to as Admissions Board admits students on merit who can benefit from the educational experiences provided. Gulu University is committed to a straightforward, open, fair and transparent admissions system.

2.3 Guiding Principles

- a) Admission shall be merit based on demonstrated achievement, especially academic achievement, and shall be free of patronage, bias and unlawful discrimination.
- b) Gulu University Admissions Board, shall admit candidates independently and free from external influence.
- c) The Committee shall not discriminate on the basis of race, colour, ethnicity, nationality, age, religion, disability and sex.
- d) Provisions for the affirmative action policy for females, persons with disabilities, and talented sportsmen and sportswomen shall be applied to both government and private admissions.
- e) Where the number of places in a program is limited by a quota, places will be offered in order of merit of applicants.
- f) Admission shall be made on the basis of fair and consistent decision-making undertaken with integrity and impartiality.
- g) Minimum entry requirements set by the National Council for Higher Education and other regulatory bodies such as Joint Admissions Board of the Ministry of Education and Sports, Senate and its Committees shall form the basis of the Uganda certificate of Education and Uganda Advanced Certificate of Education grades that authenticate applicants' progression to higher levels of qualifications like certificates or diplomas.
- h) In addition to g) above, special faculty or institute admission requirements relevant to specific academic programmes shall be applied when admitting candidates to various years of entry for a given programme.

- i) Gulu University shall admit candidates taking into account the intake capacity (availability of places).
- j) Undergraduate and Graduate Students who apply to transfer from other recognized Universities or equivalent Institutions of Higher Learning to Gulu University shall be considered for admission as spelt out in the Revised Semester/Credit Unit Regulations.

2.4 Legal Framework

The Admissions Policy is in line with the following:

- a) The Constitution of the Republic of Uganda (1995).
- b) The Universities and Other Tertiary Institutions Act, 2001 (as amended 2003, 2006).
- c) National Council for Higher Education Quality Assurance Framework for Universities in Uganda (2014).
- d) Admissions Board/Mature Age and Gender Mainstreaming Committee and Senate Regulations.

2.5 Scope

The policy shall govern admission to all undergraduate programmes offered by Gulu University.

3 SCHEMES OF ADMISSION

Candidates wishing to apply for programmes at Gulu University shall do so through any of the following admission schemes:

- a) Direct Entry Scheme.
- b) Diploma or Certificate Entry Scheme.
- c) Mature Age Entry Scheme.
- d) Occasional Studentship Entry Scheme.
- e) Degree Holder's Entry Scheme

4 MINIMUM ENTRY REQUIREMENTS

4.1 Direct Entry Scheme

4.1.1 Minimum Entry Requirements to Degree Programmes under Direct Entry Scheme

A candidate shall be deemed eligible for consideration for admission to a first **degree programme** at the University if he/she has obtained:

- a) The Ugandan Certificate of Education with a minimum of 5 Passes or an equivalent qualification. Candidates who obtained an overall Grade of 7, 9, Y or Z at Uganda Certificate of Education do not qualify for University admission and need not apply.
- b) Two principal passes in approved subjects obtained at the same sitting of the Uganda Advanced Certificate of Education Examination or an equivalent qualification.
- c) Within the framework of the General Direct Entry Requirements, candidates may be required sit pre-entry examinations to gain admission to a programme in a specific academic unit.

4.1.2 Minimum Entry Requirements to Diploma Programmes under Direct Entry Scheme

A candidate shall be deemed eligible for consideration for admission to any **diploma programme** at the University if he/she has obtained:

- a) The Ugandan Certificate of Education with a minimum of 5 Passes or an equivalent qualification. Candidates who obtained an overall Grade of 7, 9, Y or Z at Uganda Certificate of Education do not qualify for University admission and need not apply.
- b) One principal pass and 2 subsidiary passes in approved principal subjects (excluding General Paper, Subsidiary Mathematics, & Sub-Computer Studies) obtained at the same sitting of the Uganda Advanced Certificate of Education Examination or an equivalent qualification.

4.1.3 Minimum Entry Requirements to Certificate Programmes

- a) A candidate shall be deemed eligible for consideration for admission to a **certificate programme** at the University if he/she has obtained at least three passes at the same sitting of Uganda Certificate of Education. Candidates who obtained an overall Grade of 7, 9, Y or Z at Uganda Certificate of Education do not qualify for University admission and need not apply.

- b) For certain certificate programmes, the specific subject requirements shall be spelt out in the approved weighting criteria.

4.1.4 Special Entry Requirements

Within the framework of the General Direct Entry Requirements, there may be special Faculty/Institute requirements which candidates must fulfill to gain admission to a programme in a specific academic unit.

4.2 Diploma Entry Scheme

4.2.1 Minimum Entry Requirements to Degree Programmes under Diploma Entry Scheme

A candidate shall be deemed eligible for consideration for admission to a first degree programme at the University if he/she has obtained:

- a) A credit or second class diploma in the relevant field or its equivalent from a recognized institution. The duration of such a diploma shall be not less than two academic years.
- b) Prior to training at the diploma level, a candidate should have obtained the minimum Uganda Certificate of Education and Uganda Advanced Certificate of Education or their equivalent entry grades set by Joint Admissions Board or National Council for Higher Education.
- c) Within the framework of the General Diploma Entry Requirements, candidates may be required sit pre-entry examinations to gain admission to a programme in a specific academic unit.

4.2.2 Minimum Entry Requirements to Diploma Programmes under Diploma Entry Scheme

A candidate shall be deemed eligible for consideration for admission to a diploma programme at the University if he/she has obtained:

- a) At least a credit or second class level certificate in the relevant field or its equivalent from a recognized institution. The duration of such certificate shall be not less than one academic year.
- b) Prior to training at the certificate level, a candidate should have obtained the minimum Uganda Certificate of Education or its equivalent entry grades set by National Council for Higher Education.

4.3 Mature Age Entry Scheme

A candidate shall be deemed eligible for consideration for admission under the mature age entry scheme if he/she:

- a) Is at least 25 years old at the time of sitting the mature age examination.
- b) Has passed Mature Age Examination set by the University.

4.4 Occasional Studentship Entry Scheme

A. A candidate shall be deemed eligible for consideration for admission under this entry scheme if he/she:

- a) Is a registered student of another recognized university.
- b) Is formally allowed to register for course units for which transfer of credits is permitted.
- c) Meets the Gulu University minimum admission requirements.
- d) Meets all the costs levied during the time of study.

B. The University shall compute the Grade Point Average obtained and credits transferred to the awarding institution.

4.5 Degree Holder's Scheme

- a) Degree holders from recognized institutions may be admitted on private sponsorship to the relevant undergraduate degree/diploma programmes of Gulu University basing on the Faculty/Institute degree holders requirements approved by Senate.
- b) Degree holder applicants shall not be admitted to any Gulu University Undergraduate programme on government sponsorship.
- c) The quota for degree holder candidates to undergraduate programmes shall be considered case by case by the Faculty/Institute.

5 WEIGHTING CRITERIA

5.1 Direct Entry Scheme Weighting Criteria

- a) All subjects taken at the Advanced Level of Education are grouped into three categories and weighted as follows for purposes of admission to any programme of Undergraduate study in the University:

Subject Category	Weight
Essential	3
Relevant	2
Desirable	1

- b) For a given candidate, not more than three subjects taken at the principal level shall carry a weight of 3, 2, or 1.
- c) Not more than two subjects shall be designated as "Essential".
- d) For A' Level grades, the conversion scale shall be A=6, B=5, C=4, D=3, E=2, O=1, F=0 points.
- e) A pass with a Distinction or Credit in a subject taken at subsidiary level such as General Paper, Subsidiary Mathematics or Computer Studies shall carry one point. A subsidiary pass ranges from D1 to C6.
- f) In case of programmes where "Essential" subjects may be three or more, an "Essential set" of subjects is defined. The best-performed two subjects of the essential set shall be designated as "Essential Subjects" and weighted three. The 3rd best done subject from the Essential Set shall be designated as the "Relevant Subject" and weighted two.
- g) For 'O' level grades, Distinctions 1 and 2 carry 0.3 points, Credits 3 to 6 carry 0.2, Passes 7 & 8 carry 0.1 and Fail (9) carry 0.0 weights.
- h) The O' Level weight of a candidate for any programme in the University, shall be obtained by multiplying the numbers of Distinctions/Credits/Passes, by the relevant weights and adding up for the Distinctions, Credits and passes actually obtained by the candidate.
- i) The A' Level weight, for a given programme, of a candidate shall be obtained by multiplying each subject grade point by the relevant weighting factor and adding up for all the subjects taken and passed.
- j) The combined weight of a candidate for a given programme, is obtained by adding the O' Level weight obtained in h) above to the A' Level weight obtained in i) above. The best candidate for each programme shall be the one with the highest combined weight.
- k) All Ugandan female candidates shall be awarded 1.5 bonus points under the affirmative action policy for females.

- l) Candidates shall be selected on merit from those who apply for a programme as their first choice plus those who apply for the programme as 2nd, 3rd, 4th choice etc., if they have not been admitted to programmes of their earlier choices. All choices shall be considered.
- m) Meeting the minimum entry requirements does not in any way guarantee an applicant a place at the University or in the desired year of entry. Such applicants may be limited by intake capacity.

5.2 Diploma Entry Scheme Weighting Criteria

- a) Holders of relevant certificate awards shall be admitted to the first year of the appropriate diploma programme.
- b) Holders of relevant Ordinary or National Diploma awards at distinction, credit or second class level from recognized institutions or National Examination Boards may be admitted to the second year of the appropriate degree programme.
- c) Holders of relevant higher diploma awards at distinction, credit or second class level may be admitted to the third year of the appropriate degree programme.
- d) Holders of relevant professional qualifications may be admitted to the appropriate year of study as indicated in the programme document approved by Gulu University Council and accredited by National Council for Higher Education.
- e) Meeting the minimum entry requirements does not in any way guarantee an applicant a place at the University or in the desired year of entry. Such applicants may be limited by intake capacity.

6 INTAKE CAPACITIES

- a) In admitting students to various academic programmes, the Admissions Board shall be guided by the Department/Faculty/School/ Institute's capacity to handle a given number of students. Therefore, depending on the available physical and human resources, the Board shall recommend to Senate the proposed intake capacities on an annual basis. Senate shall thereafter approve the optimum class size below which a programme may not be allowed to run.
- b) Detailed proposed intake capacities to guide the admissions of candidates for the subsequent academic years shall be submitted to the Academic Registrar by the Deans of Faculty/School/Institute. This shall be done by the last working day of

every month of August. These shall include figures for both government and privately sponsored candidates to be admitted through all the admission schemes.

- c) Intake capacities for national merit and affirmative action applicants shall be submitted to the secretariat of the Public Universities Admissions Committee and Joint Admissions Board which handle such admissions on behalf of the Gulu University Admissions/Mature Age and Gender Mainstreaming Committee.
- d) Where a given entry scheme fails to realize the allotted quota of admissible candidates, the vacant places shall be filled through the alternative scheme as agreed upon by the Board. This should, however, be done in such a manner as not to discriminate against any category of applicants.
- e) The proposed intake capacities shall be approved by Senate prior to their being used to guide the admission of all candidates.

7 ADMISSION PROCEDURES

In guiding potential applicants, the Academic Registrar, shall from time to time post admission related information in the relevant media. Applications shall be received in a systematic manner, and following an advertisement by the Academic Registrar.

7.1 Government Admission Procedures

7.1.1 Government Sponsorship through Direct Entry Scheme

- a) For vacancies on government sponsorship, the A' Level school Headteachers shall obtain application forms for their respective school candidates at a prescribed fee from the Public Universities Admissions Committee Secretariat, located at Makerere University Senate Building.
- b) Applicants who sat A' Level examinations in previous years should note that their results are valid for government sponsorship for only three years. Such applicants should apply through their former A' Level schools and attach copies of both their O' and A- Level results.
- c) Gulu University Admissions/Mature Age and Gender Mainstreaming Committee shall fully participate in the Public Universities Admissions Committee selection process.
- d) The Admissions Board shall receive the lists of admitted students from the Academic Registrar for ratification and onward submission to Senate.

7.1.2 Government Sponsorship through Diploma/Mature Entry Scheme

- a) Applicants on government sponsorship through the Diploma/Certificate/Mature Entry Scheme shall apply directly to Gulu University following an advertisement by the Academic Registrar.
- b) Applicants shall be required to submit certified copies of their certificates and/or diploma qualifications to the Academic Registrar within the application period.

7.2 Private Admission Procedures

- a) Applicants shall only apply in response to the appropriate Entry Scheme advertisement.
- b) A candidate may apply for a maximum of four programmes on one application form under the Direct Entry Scheme.
- c) Applicants must be realistic about whether they are likely to qualify and whether the chosen programme matches their interests and aptitude.
- d) Candidates should seriously think about the choices of the programmes they wish to apply before completing the application form as it will not be possible to change these choices once the forms have been submitted.
- e) Under the Diploma/Certificate Entry Scheme, a candidate shall apply for only one programme on one application form.
- f) All applicants shall be required to pay the appropriate application fee prescribed by the University Council, to the designated banks before submitting the application form.
- g) Candidates should take special care to ensure that they provide true, complete, correct and accurate information as the University shall not be held liable for errors made by the applicant in the application form.
- h) Applicants shall be informed through the University website, print media and notice boards on the outcome of their application.
- i) Candidates are warned that cases of impersonation, falsification of documents or giving false/incomplete information whenever discovered either at registration or afterwards, will lead to automatic cancellation of admission, besides being referred to Police for prosecution.

7.3 International Applicants and/ or other Qualifications

- a) Applicants with qualifications from other countries shall have them equated by Uganda National Examinations Board or National Council for Higher Education prior to application.
- b) Applicants whose qualifications are documented in any language other than English shall have them translated into English by the Makerere University Institute of Languages or any other recognized institution prior to application.
- c) Applicants with qualifications from other countries shall be required to submit originals of equated academic documents to the Academic Registrar on submission of the application form.
- d) Applicants from an institution where the language of instruction is not English should satisfy the minimum English proficiency requirements specified by the University.
- e) All refugees resident in Uganda shall be required to pay the appropriate application fee at the rate charged for Ugandan applicants as prescribed by the University Council.
- f) Applicants from East African countries shall be required to pay the appropriate application fee at the rate charged for Ugandan applicants as prescribed by the University Council.
- g) All international applicants shall be required to pay the appropriate application fee as prescribed by the University Council.

7.4 Occasional Studentship Entry Scheme

- a) Students under this scheme shall apply to the Academic Registrar, Gulu University through the Academic Registrar of the mother university.
- b) An occasional student shall apply for selected courses whose duration is at least one semester.
- c) Applicants under this scheme shall be required to pay the appropriate application fee as prescribed by the University Council.

8 APPEAL FOR ADMISSION

- a) The Academic Registrar shall prepare guidance for candidates about how and when to appeal.

- b) Only applicants who applied and paid application fees but were not admitted to any programme shall qualify to appeal.
- c) Applicants shall appeal for admission to programmes which they applied for and are within the approved cut off points for the Academic Year.
- d) An applicant shall address his/her appeal to the Academic Registrar, Gulu University and attach photocopies of the following documents: Evidence of application and payment of application fees, O-Level result slip and/or certificate, A-Level result slip and/ or certificate, Certificate/Diploma transcript and/or certificate; whichever is applicable.
- e) Appeals shall be accepted in a period of two weeks after publishing the admission lists.
- f) The Admissions Committee shall consider the appeals and the applicants shall be informed of the outcome, one week after the deadline of receiving the appeals.

9 OBJECTIONS TO ADMISSION OF A PARTICULAR STUDENT

- a) Persons, who wish to object to the admission of a particular student for a given programme on the ground that he/she is not qualified for admission, shall do so in writing to the Academic Registrar.
- b) When a complaint is made, the complainant should give as much information as possible about the student whose admission is objected to, stating the nature of the objection and wherever possible produce documentary evidence in support of the objection.

10 CHANGE OF PROGRAMME, STUDY TIME AND SUBJECT COMBINATION

10.1 Change of Programme and Study Time

- a) Government sponsored students may be allowed to change programme subject to availability of vacancies in other government sponsored programmes and being within the cut off points for the programmes they wish to change to.
- b) Change of programme or study time shall only apply to candidates who are within the cutoff points of the programme they wish to change to; subject to availability of places in that programme.
- c) The Deans of Faculty/School/Institute shall declare the available places per programme that can be filled through change of programme and study time.

- d) Candidates shall apply for change of programme after paying fees and registering for the programme originally admitted to.
- e) Candidates for change of programme or study time shall be required to pay the appropriate application fee as prescribed by the University Council.
- f) Candidates shall fill the change of programme or study time application form and attach a copy of admission letter, result slips, certificates, and payment receipt for change of programme/study time.
- g) Applications for change of programme or study time shall be received within the first two weeks of the beginning of the academic year.
- h) Applicants shall be informed of the outcome of their application for change of programme or study time on the University website and notice boards.
- i) Once a candidate changes programme, he/she shall not be allowed to revert to the programme he/she was originally admitted to.

10.2 Change of Subject Combination

- a) Change of subject combination shall be only applicable to students admitted to pursue programmes with subject combinations.
- b) To change subject combination, the candidate must have principal passes in the subjects they wish to offer; subject to availability of places.
- c) No fees shall be charged for change of subject combination.
- d) Candidates shall apply for change of subject combination through the respective Heads of Department and attach a copy of admission letter, result slips, and certificates.
- e) Applications for change of subject combination shall be received within the first two weeks of the beginning of the academic year.
- f) Applicants shall be informed of the outcome of their application for change of subject combination on the University website and notice boards.

11 ERRONEOUS ADMISSIONS

- a) Students who are discovered at registration to have been erroneously admitted shall not be registered.
- b) Such cases shall be compiled and presented to the Admissions Board.
- c) If the student has minimum requirement for another course offered at Gulu University, s/he shall be advised to change programme.

- d) If the Board decides to cancel admission and the student does not have requirements to change to another programme, the students' fees shall be refunded.

12 REGISTRATION

12.1 Registration of Fresh Students

12.1.1 General Guidelines

- a) All admissions shall be provisional subject to satisfactory verification of the qualifications stated in the admitted candidate's application form and registration by the Academic Registrar.
- b) All admitted fresh students shall show acceptance of the offer of admission by signing in the space provided and returning to the Admissions Office, a copy of the signed admission letter.
- c) Registration shall take place within the timeframe stated in each student's admission letter, Joining Instructions as well as on Notice Boards through circulars from the Academic Registrar.
- d) Any fresh student who will not have registered according to the registration timetable shall be deemed to have declined the offer of a place at Gulu University.
- e) Registration is compulsory for all students irrespective of sponsorship status, and must be done every semester.
- f) All students should adhere to registration timetables released during each semester for the smooth running of all University activities. Those who fail to do so due to reasons beyond their control may be accorded another chance, but upon payment of a surcharge for late registration at the rate determined by the University Council and contained in the Fees Structure.
- g) All students should complete all registration formalities within eight (08) weeks from the starting date of the Semester.
- h) Persons who do not provide all the required documents shall not be registered and will therefore not be deemed to be students of Gulu University.
- i) The University reserves the right to automatically cancel a student's admission into the University at any time for impersonation, falsification of documents or giving false/incomplete information whenever discovered or for any other sufficient reason as determined by the University Senate.

12.1.2 Names at Registration

- a) The names by which the student shall be registered are those which appear on his/her admission letter and which should correspond with those which appear on the student's O' level, A' level results slips and/or certificates as well as on the diploma/degree transcripts. All names must be written in full for those whose academic documents have initials. A sworn affidavit made before a Commissioner for Oaths shall be required for variations in names.
- b) Marriage Certificates shall be required for married female students who wish to include names of their spouses. The female student's maiden name shall not be substituted with the spouse's name.

12.1.3 Requirements for Registration

Every fresh student at the time of registration shall be required to present originals and three photocopies of the following documents:

- a) Admission letter.
- b) Uganda Certificate of Education (O-Level) [or equivalent] result slip and certificate.
- c) Uganda Advanced Certificate of Education (A-Level) [or equivalent] result slip and certificate.
- d) Diploma transcript and certificate (For Certificate/Diploma scheme entrants only).
- e) Identity card from previous schools/institutions.
- f) Valid passport (For International students only).
- g) Student's Pass (For International Students only)
- h) Birth certificate from the Uganda Registration Services Bureau or National Identity Card.
- i) UNHCR Refugee Pass (For refugee students only).
- j) National Council for Higher Education fees slip.
- k) Bank payment slip and general receipt for tuition and functional fees.
- l) Passport size photographs.

13 REVIEW

The Gulu University Undergraduate Admissions Policy shall be applied in conjunction with other existing National and University regulations and policies and shall be reviewed from time to time.

14 ADDRESS FOR CORRESPONDENCE

All correspondences regarding admission and registration to undergraduate programmes at Gulu University should be addressed to:

The Academic Registrar,

Gulu University,

P.O Box 166, Gulu

Uganda.

Telephone: +256 471 432 921

Email: ar@gu.ac.ug; Website: www.gu.ac.ug

15 APPROVAL

The Gulu University Undergraduate Admissions Policy is approved by the Gulu University Council on this day of.....2017

Signed

Chairperson Council

Effective Commencement date