**STUDENT NUMBER: {student\_no}**

**NAME: {**student\_name**} DATE: 3RD JANUARY, 2025**

**NATIONALITY: {nationiality} INTAKE:** **{intake} 2025** **SEMESTER**

**TYPE OF ENTRY: {scheme} DURATION OF PROG: {course\_duration} YEAR**

**STUDY SESSION: {study\_session} CAMPUS: MAIN**

**PROGRAMME OF STUDY: {course}**

Dear student,

**{academic\_year} ACADEMIC YEAR ADMISSION LETTER**

I am pleased to inform you that the Admissions Committee of Nkumba University has offered you a place as a studentto pursue studies in the above programme at Nkumba University.

1. **OFFER OF ADMISSION**

This offer is **PROVISIONAL; full and complete admission shall be subject to obtaining a threshold of ten (10) registered students in this course.** Should the threshold not be obtained by or within a period of one (1) month from the date of commencement of the semester, teaching/learning shall not commence for this particular course and you shall be advised to either reapply for the next intake or apply to be transferred to another course that has obtained the required threshold. If this offer is not taken up **within one month** from the beginning of the Semester, it lapses and you will be required to apply afresh should you still be interested in studying at Nkumba University.

1. **REPORTING DATE**

The date of reporting for Distance Students shall be **Monday 13th January, 2025.**

1. **REGISTRATION**

Full registration is subject to satisfactory verification of the qualifications stated in your application form by the Office of the Academic Registrar, uponpayment of all the prescribed fees each semester. For purposes of registration, you are required to present **original and a copy** of the following:

1. Admission Letter
2. Receipt(s) of the fees payment
3. Academic documents, including:-
   1. Uganda Certificate of Education (UCE) or its equivalent
   2. Uganda Advanced Certificate of Education (UACE) or its equivalent
   3. Diploma or Degree Certificate and Transcript or its equivalent (where applicable)
   4. University Mature Age Entry Scheme Examination Certificate(where applicable)
   5. Identity card for the previous school **plus** a Passport for foreign students
   6. Four passport size photographs
   7. Birth Certificate
4. Refugee students should, in addition to the above, present proof of refugee status.

Registration will be conducted from **Monday 13th to Saturday 18th January, 2025.**

**Note**: 1. All students are required to register with the Offices of the Dean of Students, Dean of Schools,

Bursar and the Library, every semester

2. Your admission will AUTOMATICALLY be CANCELLED for IMPERSONATION,

FALSIFICATION OF DOCUMENTS or giving FALSE/INCOMPLETE information whenever

discovered either at registration or afterwards.

1. **LECTURES and EXAMINATIONS**

Face to face lectures shall start from **Monday 13th to Sunday 19th January, 2025**. The Examination programme shall be communicated to you by your School. The **TIMETABLE** will be availed on the university website ([www.nkumbauniversity.ac.ug](http://www.nkumbauniversity.ac.ug)) or at your School. **You must attend all the lectures** in order to be eligible for Exams.

1. **FEES PAYMENT PER SEMESTER**

|  |  |  |  |
| --- | --- | --- | --- |
| **Programme Code** | **Tuition** | **Functional Fees** | **Total** |
| **PGDE** | **986,025** | **407,500** | **1,393,525/=** |

You are required to pay at least 60% fees before registration. The **Fees Structure** applicable for your duration of study is as shown above. Please note that nonpayment of fees will deny you access to all University facilities, including examinations. **All** fees are payable to Nkumba University through the student portal, **student.nkumbauniversity.ac.ug.** You may use your cell phone to pay and generate payment codes by dialing **\*272\*6#** and follow prompts. Payments by **Bank Draft** or **Electronic Bank Transfers** should be made known to the Universityfor crediting to the correct student Codes. **NO UNIVERSITY STAFF IS AUTHORIZED TO RECEIVE CASH PAYMENTS FROM STUDENTS ON BEHALF OF THE UNIVERSITY.**

***NOTE:*** *The University reserves the right to amend the fees structure, with the approval of the Governing Council. The amendment takes effect on the date promulgated and all previous agreements shall become null and void.*

1. **DURATION OF STUDY**

Please refer to the **Joining Instructions for New Students** to know the permissible duration when one will be allowed to stay on the programme. Students should always seek and obtain permission from the University administration **in writing** whenever they have to be absent.

1. **LATE REGISTRATION**

All students are advised to adhere to the stipulated Registration Timetables every semester. Those who fail to register in time will be allowed to register within a period not exceeding **ONE (01) month** from the opening of the semester upon payment of the Late Registration Fee of **UGX 50,000**. **New students who fail to register within the period stated above are advised to re-apply during the subsequent Semester OR apply for a Dead Semester (in case they had completed at least one year of study)**.

1. **OTHER INFORMATION**

Enclosed herewith is a guide for new students, it is important that you acquaint yourself with the regulations governing your stay at the University, as well as your obligations and entitlements as a student of Nkumba University.

****Finally, I congratulate you on your admission and wish you success in your studies at Nkumba University.

**I OWE YOU.**

Dr. Frank Pio Kiyingi (PhD)

**ACADEMIC REGISTRAR**