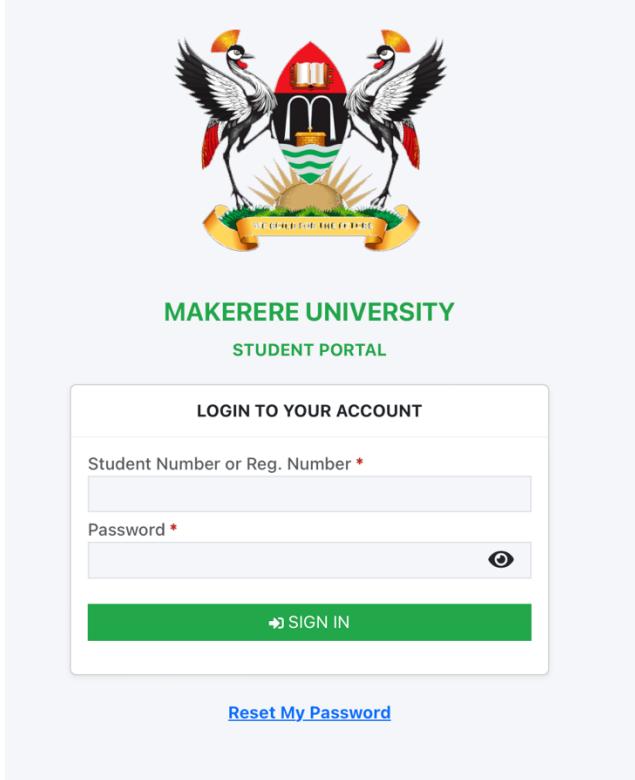


How to Access and Download Your Change of Programme Letter

Are you a student who has recently applied for a change of programme at Makerere University? Congratulations on your decision! To make the process smoother, we've prepared a step-by-step guide to help you access and download your Change of Programme Letter. Follow these easy instructions:

Step 1: Log into Your Student Portal

Begin by logging into your student portal. You can do this by visiting the following link: <https://myportal.mak.ac.ug>. Make sure you have your login credentials ready.



Step 2: Locate Services on the Left Pane

Once you've logged in, you'll see a menu on the left side of the screen. Look for the "Services" option and click on it.

PROGRAMME: BACHELOR OF SCIENCE IN COMPUTER SCI

CURRENT YR. 2023/2024 CURRENT SEM. SEMESTER I

ENROLLMENT & REGISTRATION > ENROLL OR REGISTER >

ENROLLMENT **REGISTRATION**

ENROLLED FOR YEAR 1, SEMESTER I - 2023/2024

ACADEMIC YEAR: 2023/2024
SEMESTER: SEMESTER I STUDY YEAR: YEAR 1

Tuition Fees Invoice - 1,916,303

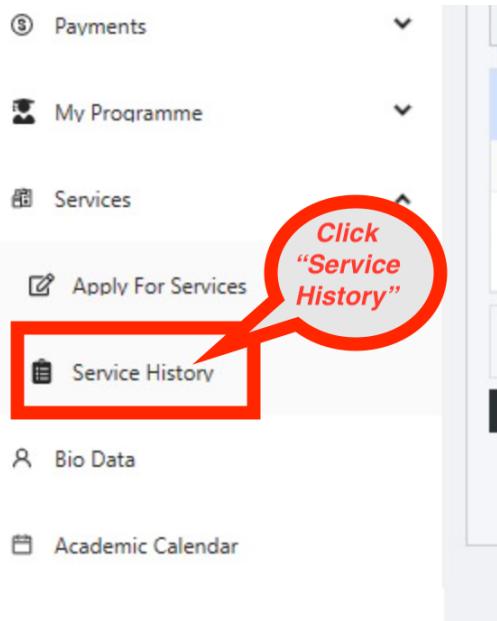
S/N	INVOICE NO.
1	T-INV1496359081

Functional Fees Invoice - 860,955

TOTAL AMOUNT TO PAY

Step 3: Choose the Option "Service History"

Under the "Services" menu, select the "Service History" option. This will open a new window with important notifications.



Step 4: Download Your Change of Programme Letter

In the new window, you will find a notification related to your Change of Programme request. It should include a message similar to this:

"Congratulations! Your CHANGE OF PROGRAMME Request has been accepted. Please Download Your Acceptance Letter Below, Fill it, and Submit it to Senate for Final Approval."

Simply click on the provided link to download your Change of Programme Letter Acceptance Letter.

Step 5: Fill and Submit

After downloading the letter, fill it out as required and Sign it. Once completed, submit it to the Senate Building Room 615 for the final approval of your programme change.

That's it! You've successfully accessed and downloaded your Change of Programme Letter.

If you have any questions or encounter any issues during this process, don't hesitate to reach out to our support team for assistance.

We wish you all the best in your academic journey at Makerere University!

If you have any further questions or need additional assistance, please feel free to contact us. We are here to help!

Happy studying as you build for the future at Makerere University.

For ICT inquiries, write log a ticket via <https://support.mak.ac.ug> or DM us via Twitter our handle is @DICTSmakerere. Follow us on YouTube as well via our handle @dictsmakerere