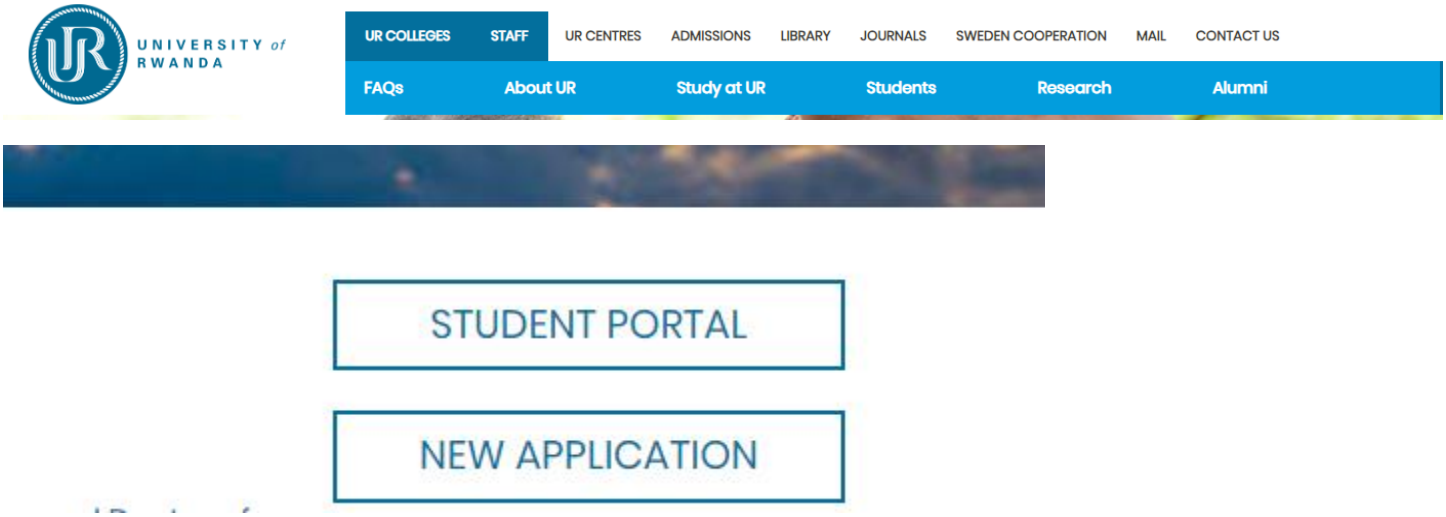
UR ONLINE APPLICATIONS GUIDELINES 2024

A. INSTRUCTIONS

1. Student must have completed A-Level (Senior six)
2. Go to UR website www.ur.ac.rw and click on Admissions section at the main menu bar,
3. Click on "**Student Portal**",
4. Login to "New Application" on the left side of the page to create student account,
5. Complete personal information & generate reference number and pin. Please record your student number and PIN before taking any further steps.
6. After generating a reference number, pay a non-refundable fee of 5,000 Rwf (for Rwandan and EAC citizens) and 6,000 Rwf for international applicants. Go to the nearest Branch of Bank of Kigali (BK) with your reference and inform the teller that you want to pay fees via Urubuto University interface. Please do not pay through BK Agents.
7. Payment can also be done through MTN Mobile Money; Dial ***775#.**
8. After payment of the applications fees, continue the application process. Login through Registered Users on the Right side of the Student Portal Page by inserting your student number or reference number and PIN
9. The online application for new students shall start on ***05th to 18th February 2024*** for ***Bachelor of Medicine & Bachelor of Surgery and Doctor of Dental Surgery***; and ***19th February to 19 March 2024*** for the rest of the UR Undergraduate Programs.

B. ONLINE APPLICATIONS GUIDELINES 2024



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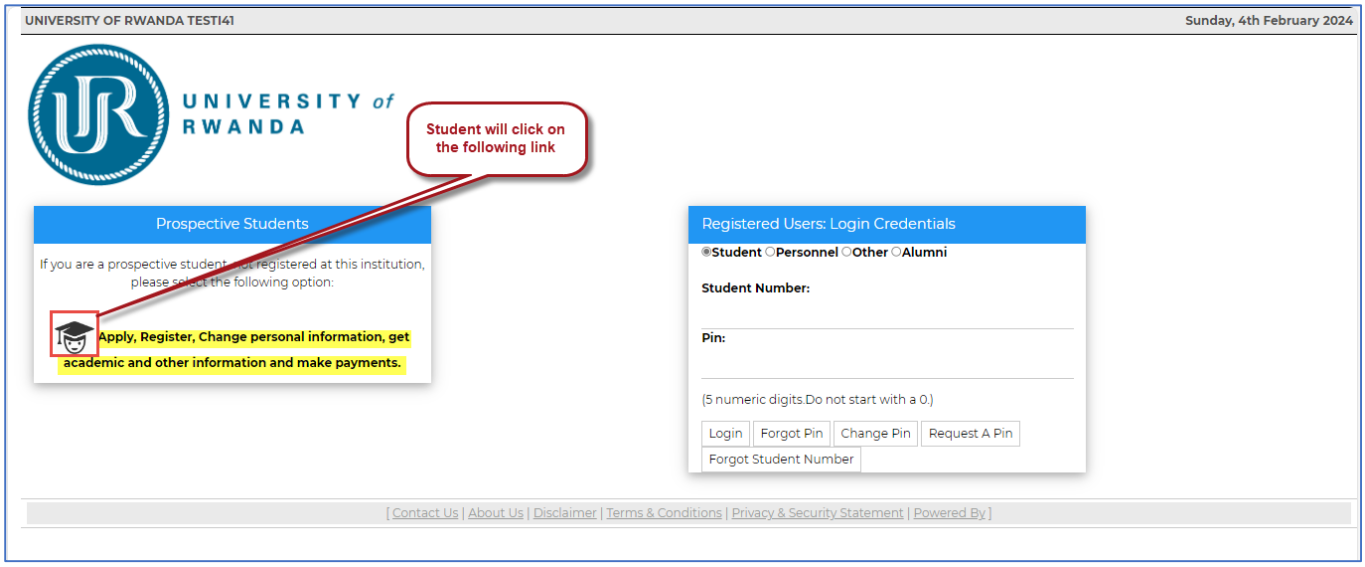
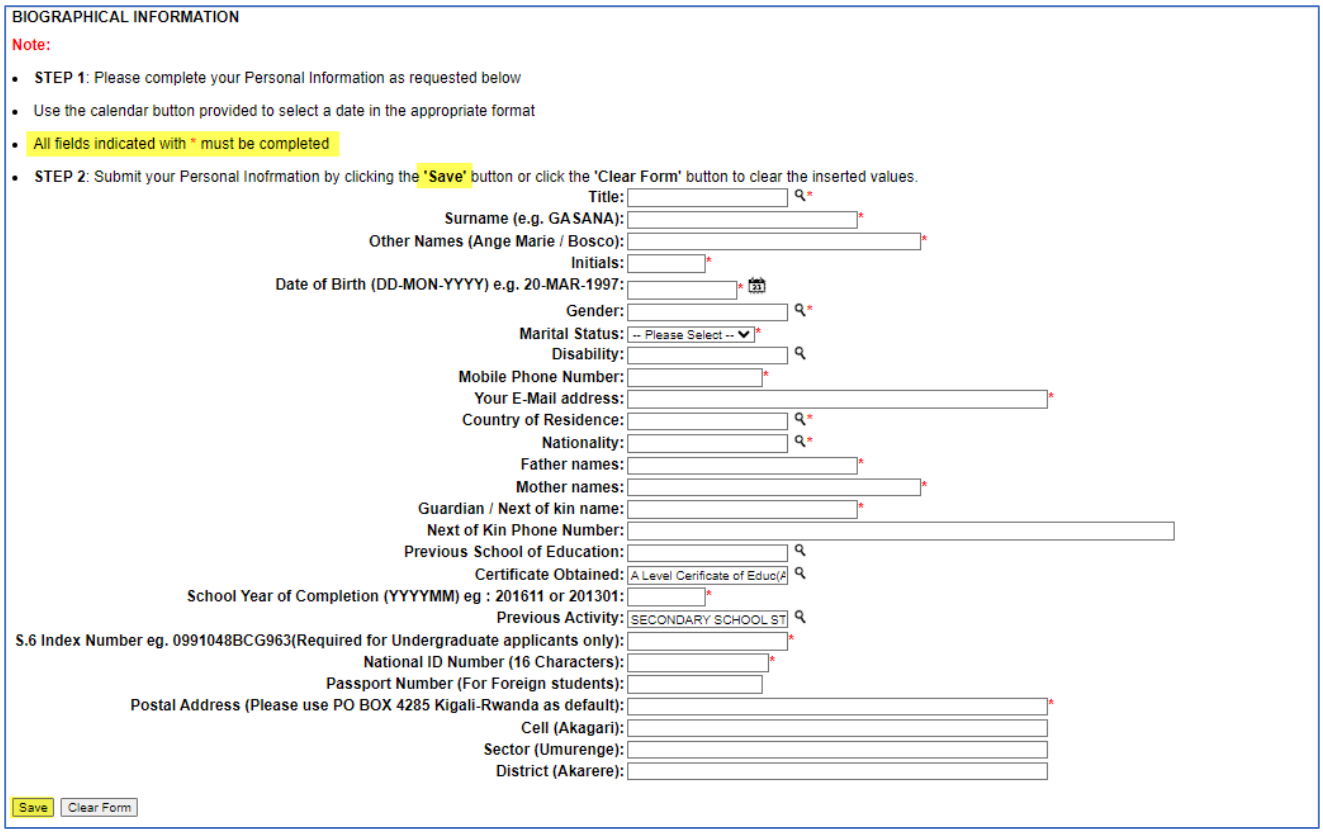
Capturing student information Online

The student will click on the prospective students link as indicated here below:



1. **It will display the following biofraphic information which he/she have to complete. All the fields indicated with a red asterisk is compulsory/required. Once completed the student can click on the SAVE button below**



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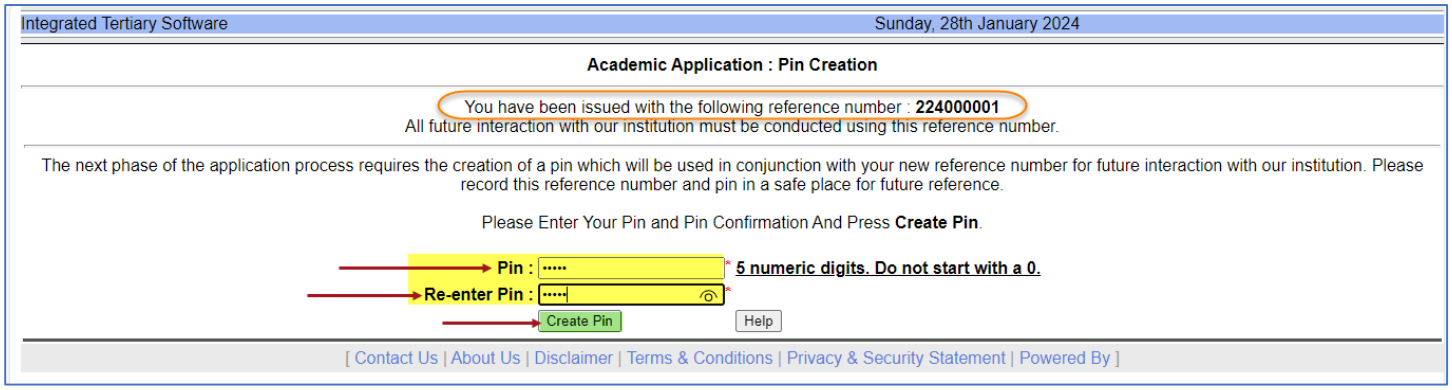
Once saved it will display the following page:

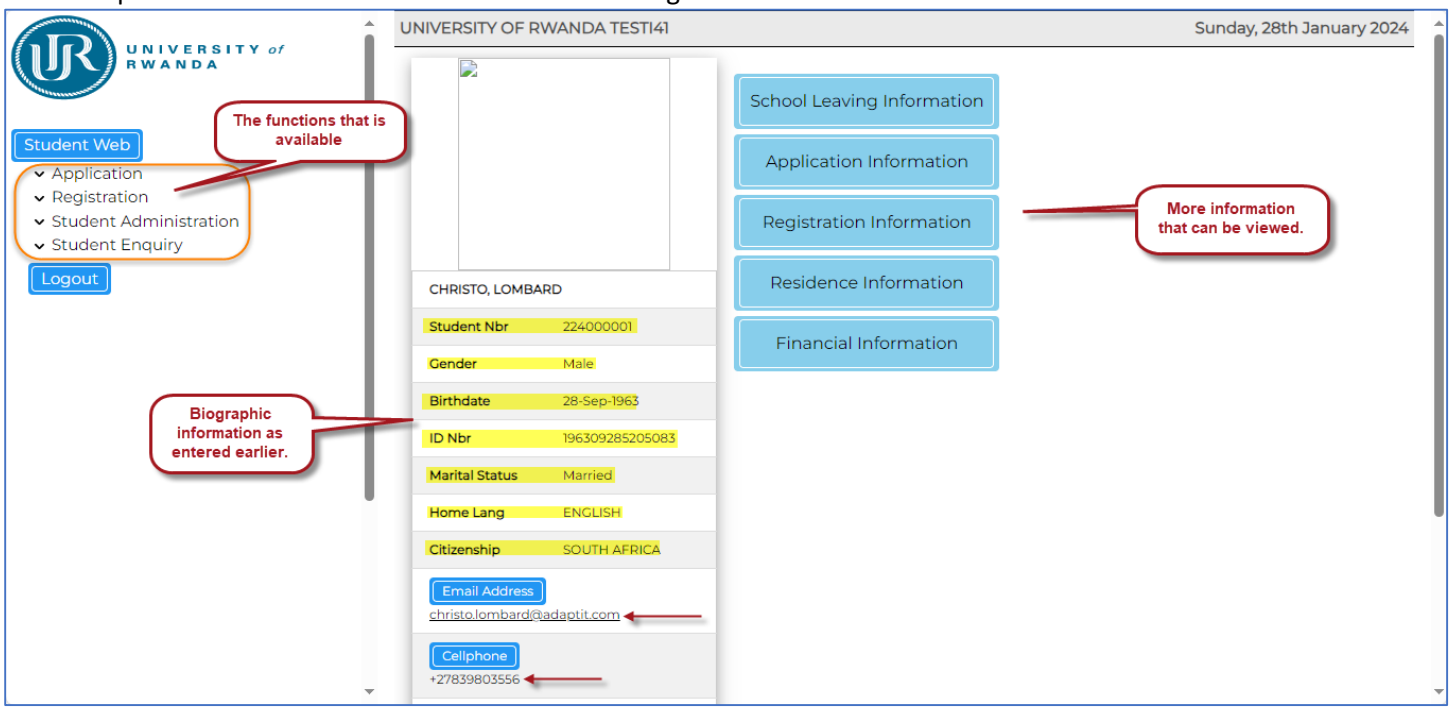
2. Pin Creation

The student have been given a student number.

- He/she must enter a pin.
- This pin consist of 5 numerical digits.
- The pin cannot start with a 0 or end with a 0
- No numbers in numerical sequence – 12345 or 54321
- No numbers 11111 or 77777



Once the pin is created the student will see the following screen.



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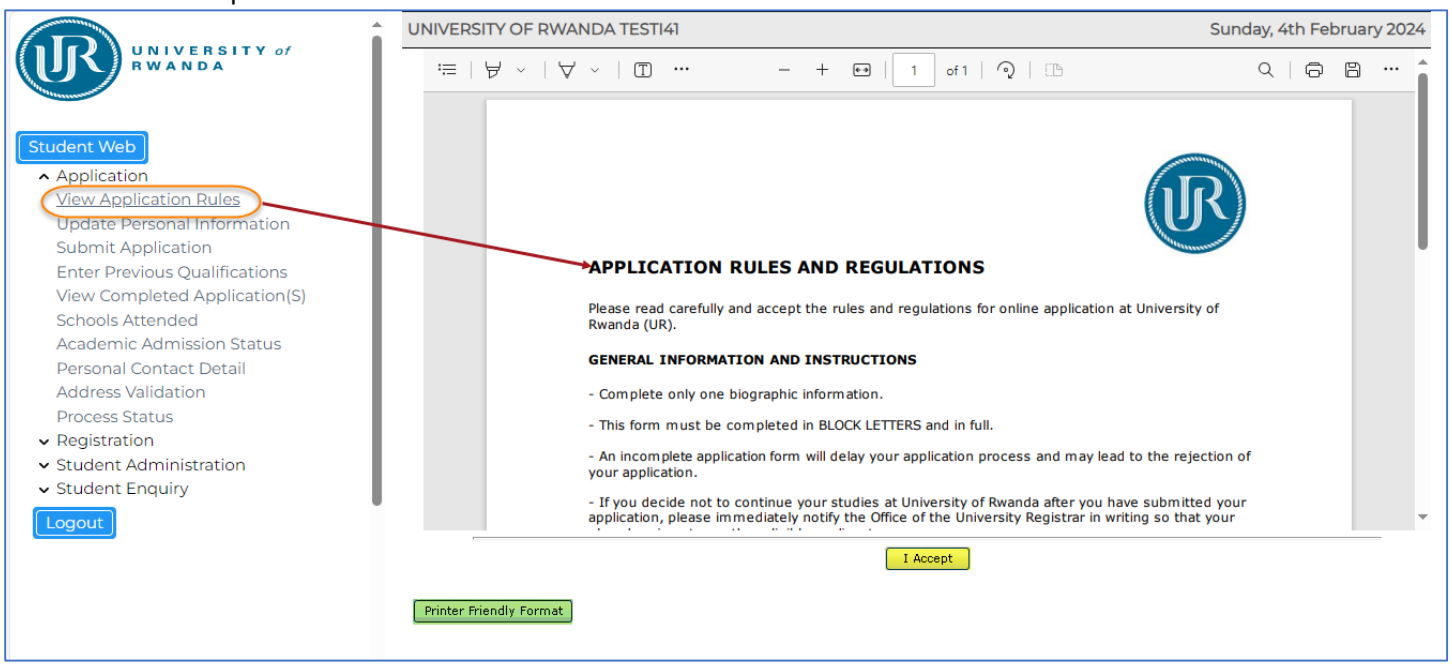
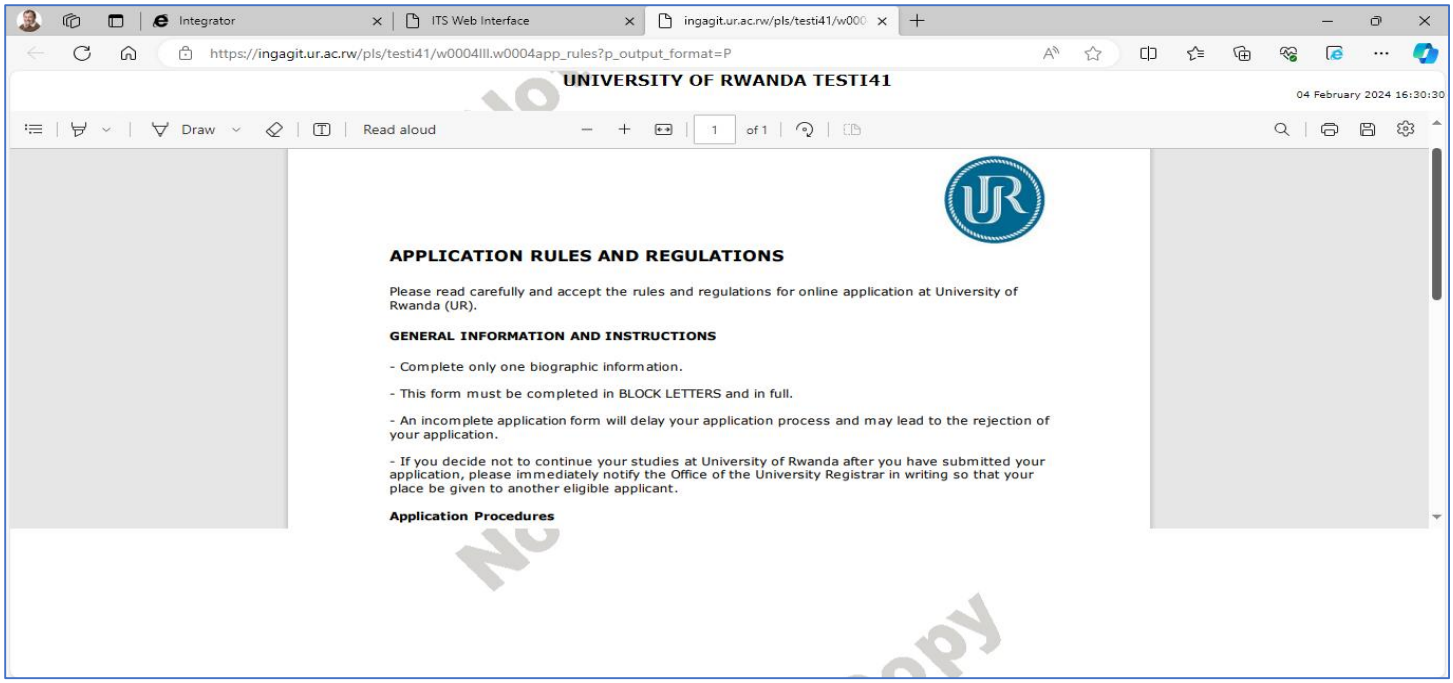
The student can then click on the Application function.
The following application processes will then display. If you click on the "**View Application Rules**".

3. View Application Rules

Click on the "I Accept" button.



It can be viewed



Once the student accepted the rules it will be logged.

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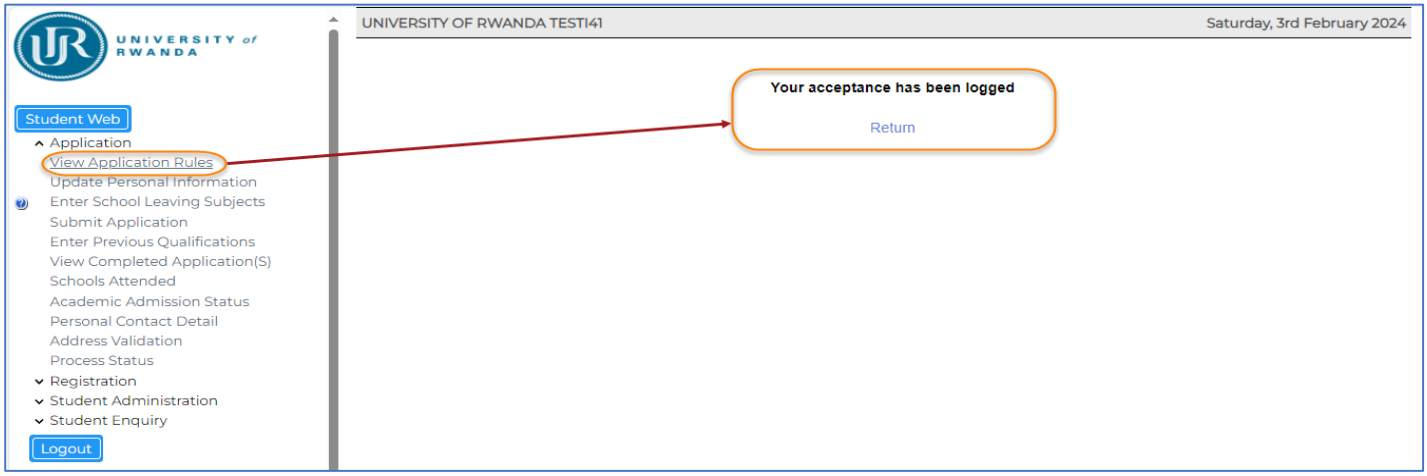
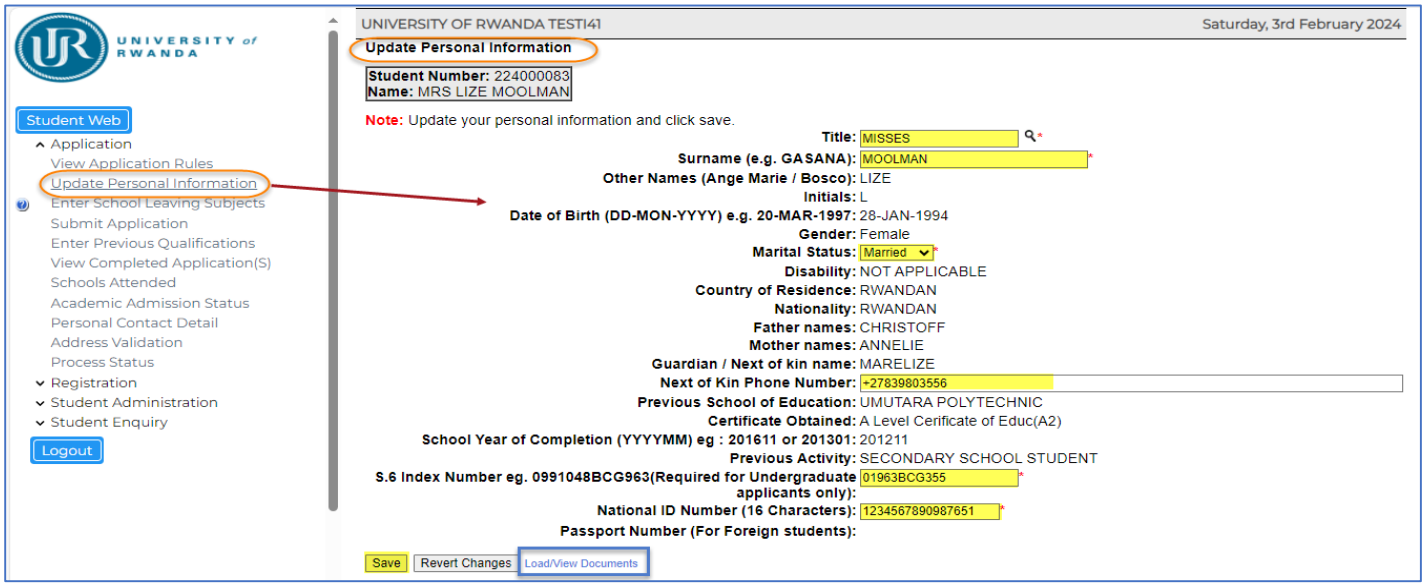


4. Update Personal Information

This option allows the student to update his personal information.
Only the yellow highlighted fields can be updated.
Photo of the student can also be uploaded very similar to the upload of documents.



5. Submit Application

Select your intended year of study from the ''Academic Year'' list provided. Enter a word or phrase pertaining to your intended field of study for example “**bio**”. This function will perform a search for an exact match of the text entered. All fields indicated with a * must be completed.

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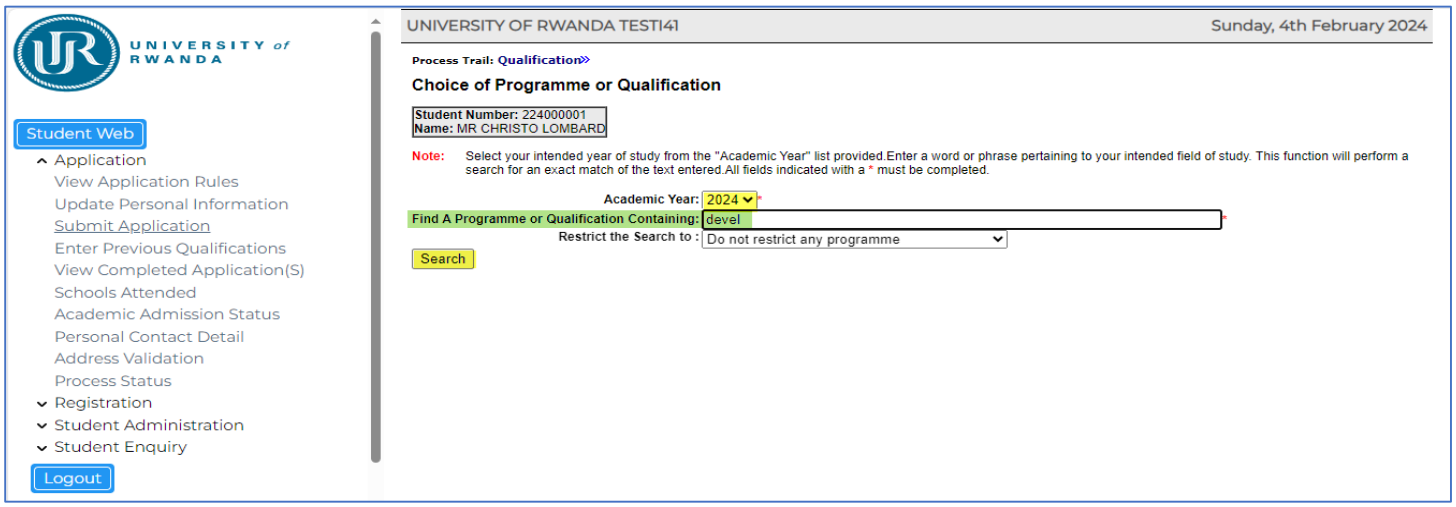
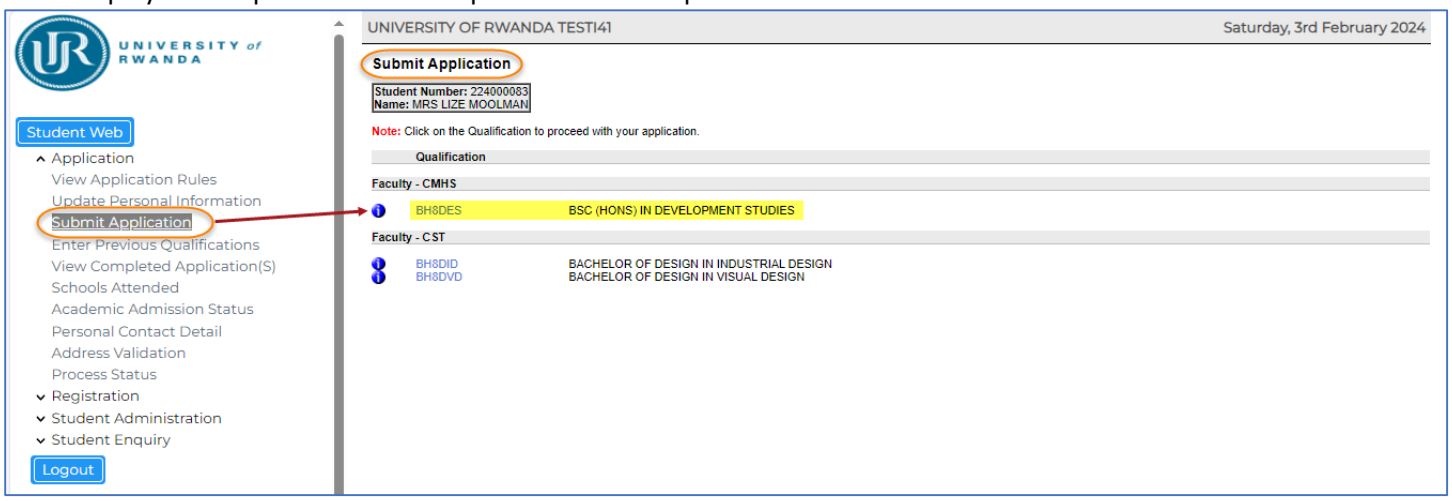
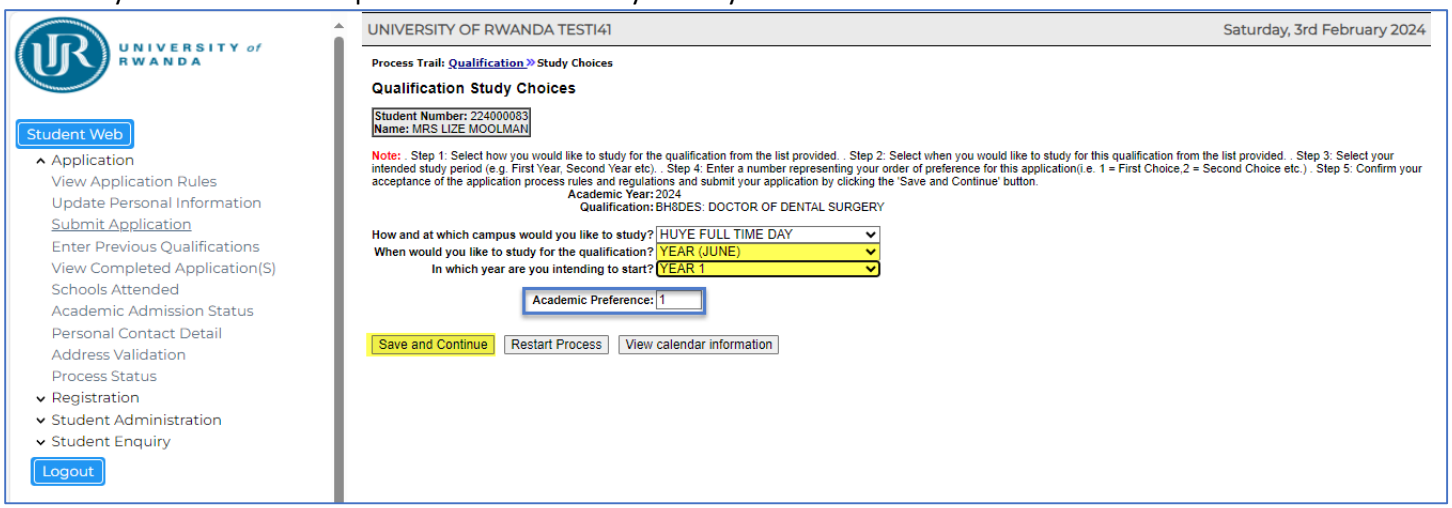


It will display all the qualifications with part of that description.



Once you selected the qualification you can continue to complete the rest of the required information which include when do you want to do the qualification and which year do you want to start with it.



Complete the application detail by accepting the application.

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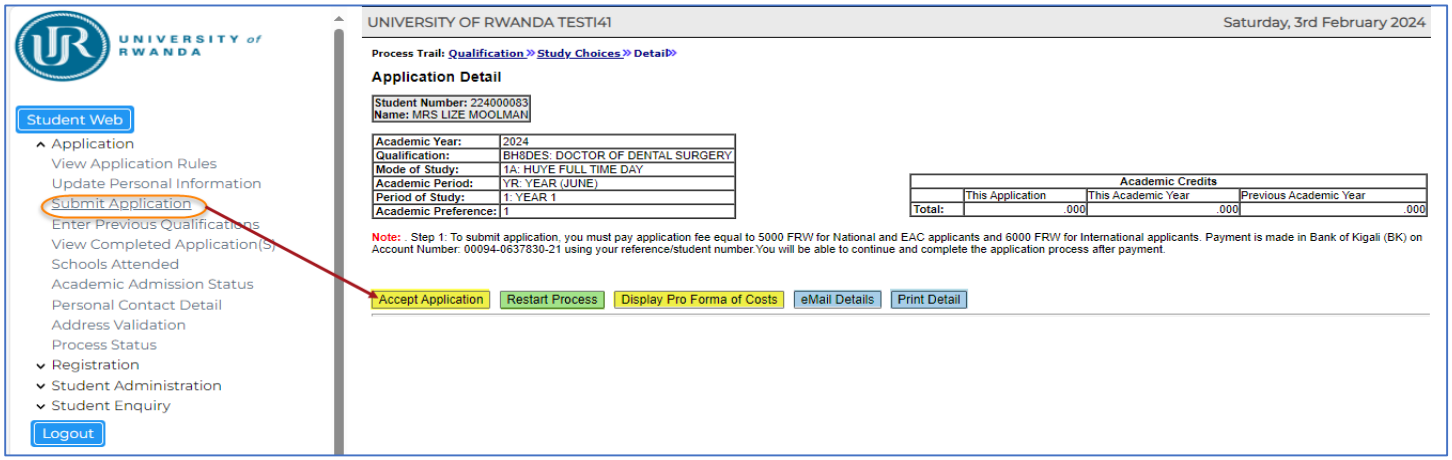
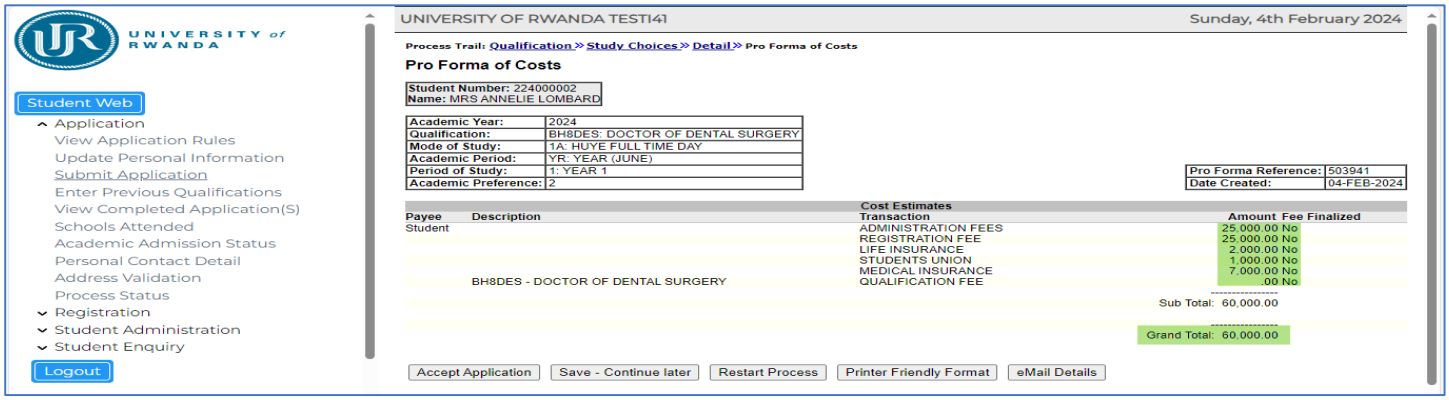
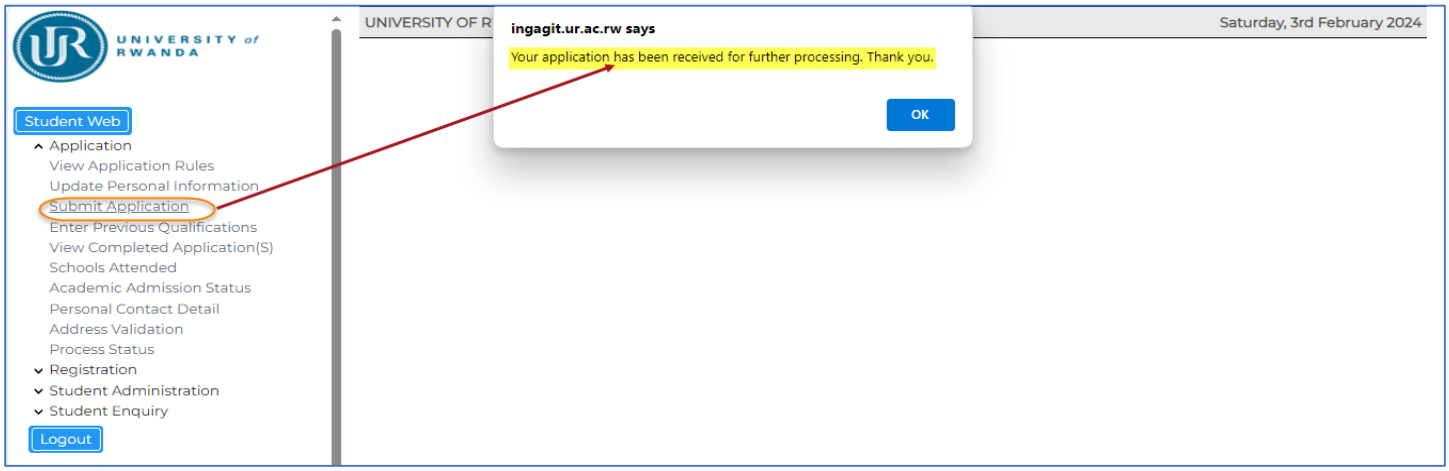
You can restart the application by clicking on the restart button or view the Pro Forma Costs



Pro Forma Costs example below:



Once the student accept his/her application the following message will appear.
The staff of the university/college/school can now start the selection process whereby they will accept their application or not.



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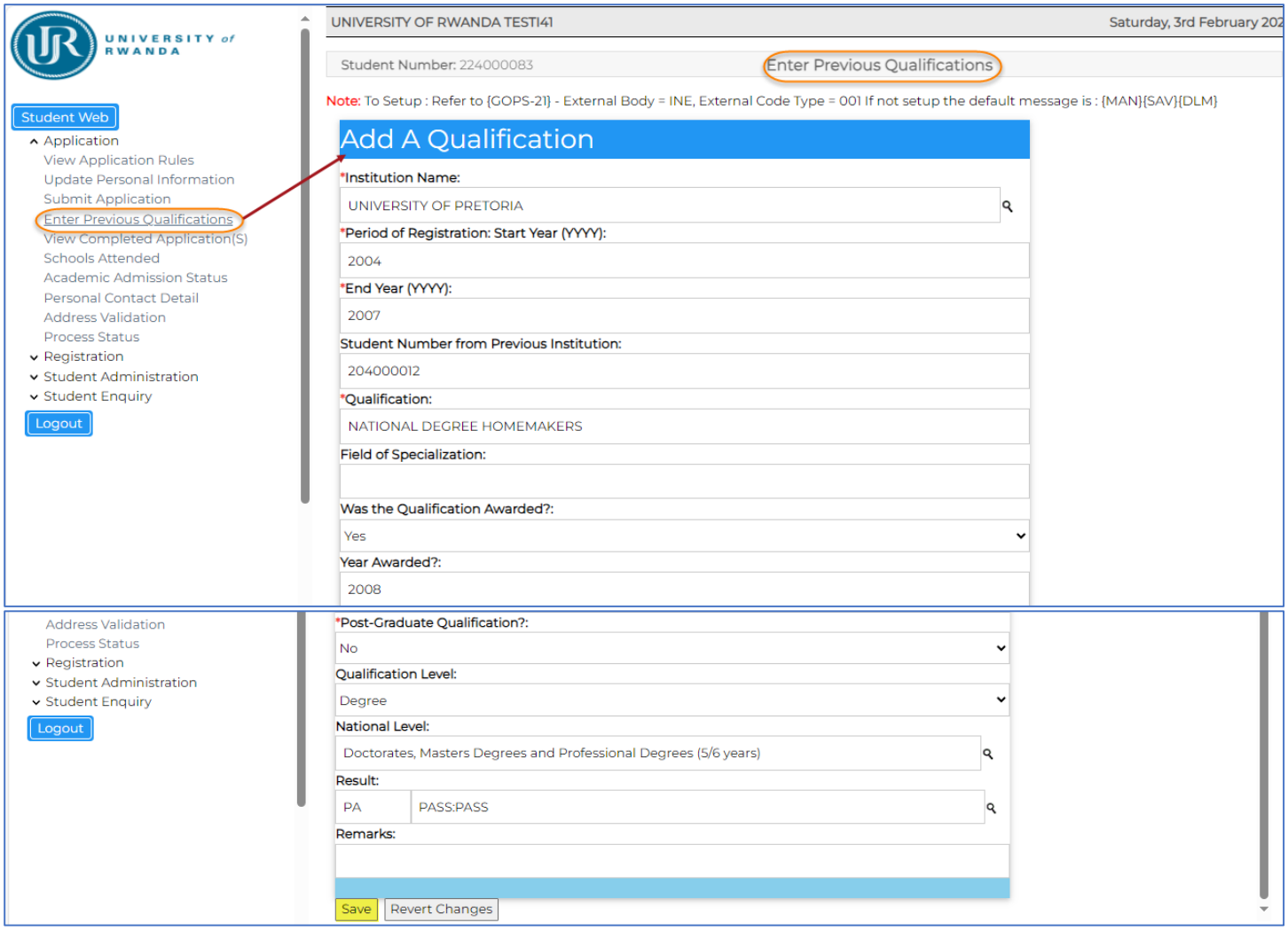
6. Previous Qualifications

Student can also complete his/her previous qualification they obtained at another institution.
Enter the obtained qualification information and save the record.



After saving the record the subject information can be entered onto the system.
Once completed it can be saved.

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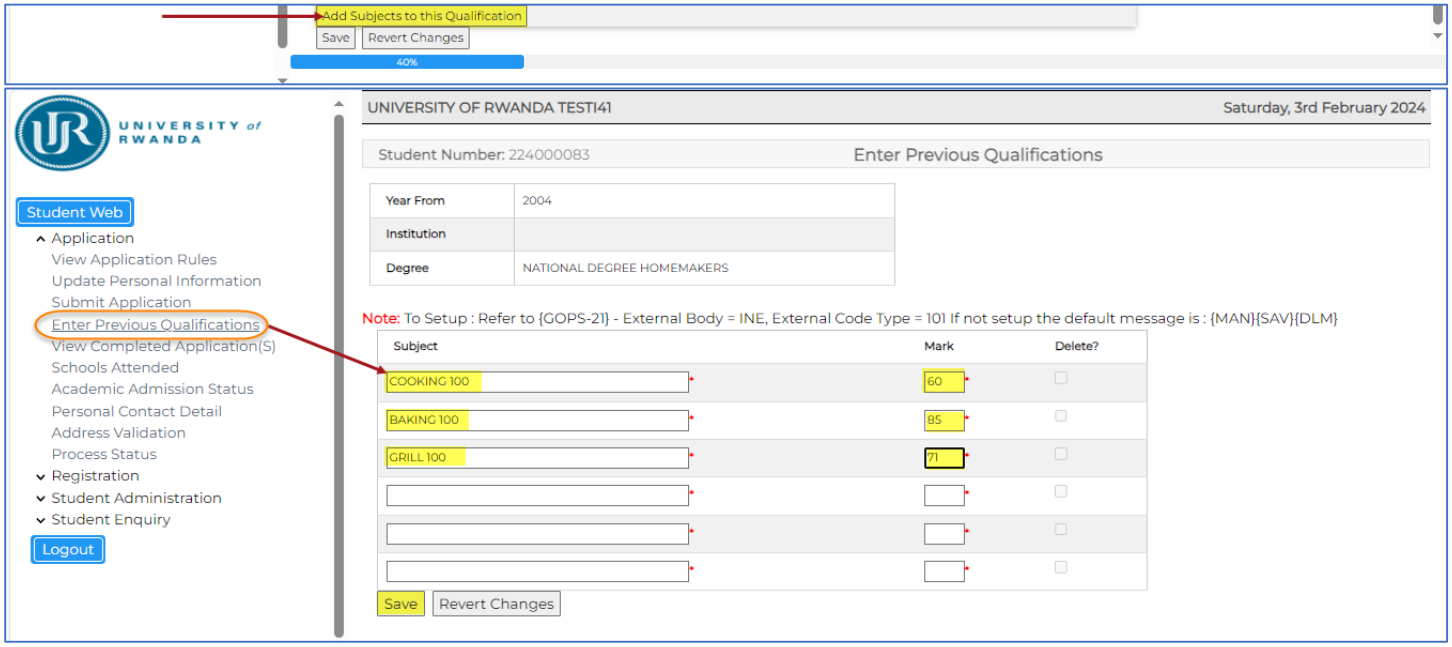
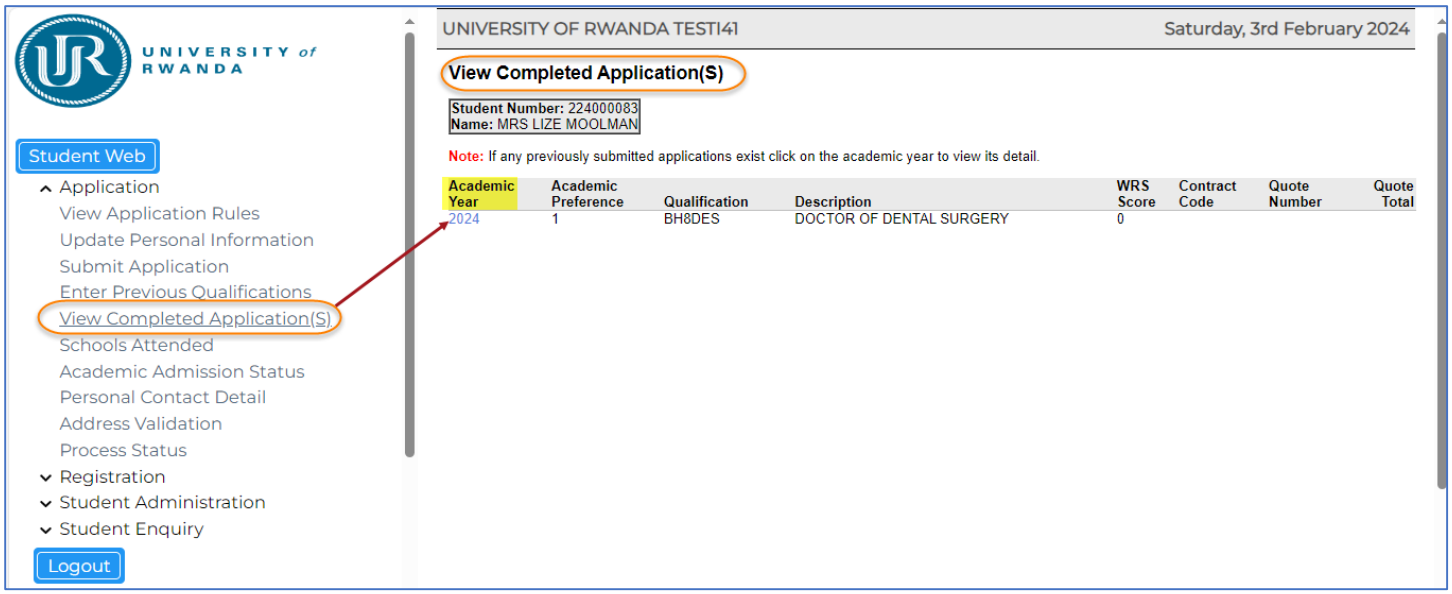


7. View Completed Applications

Click on the 2024 link.



It displays the application records.

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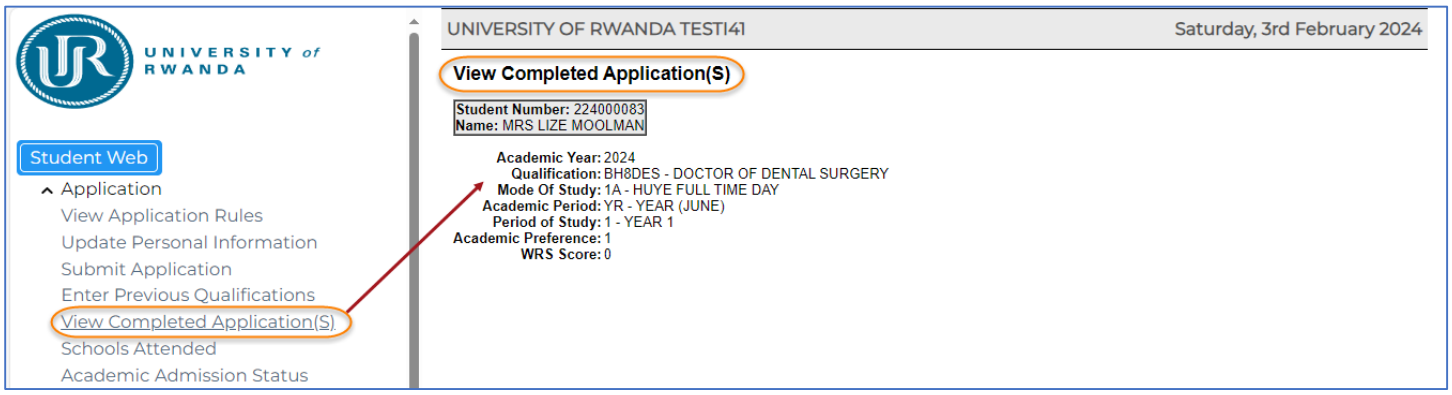
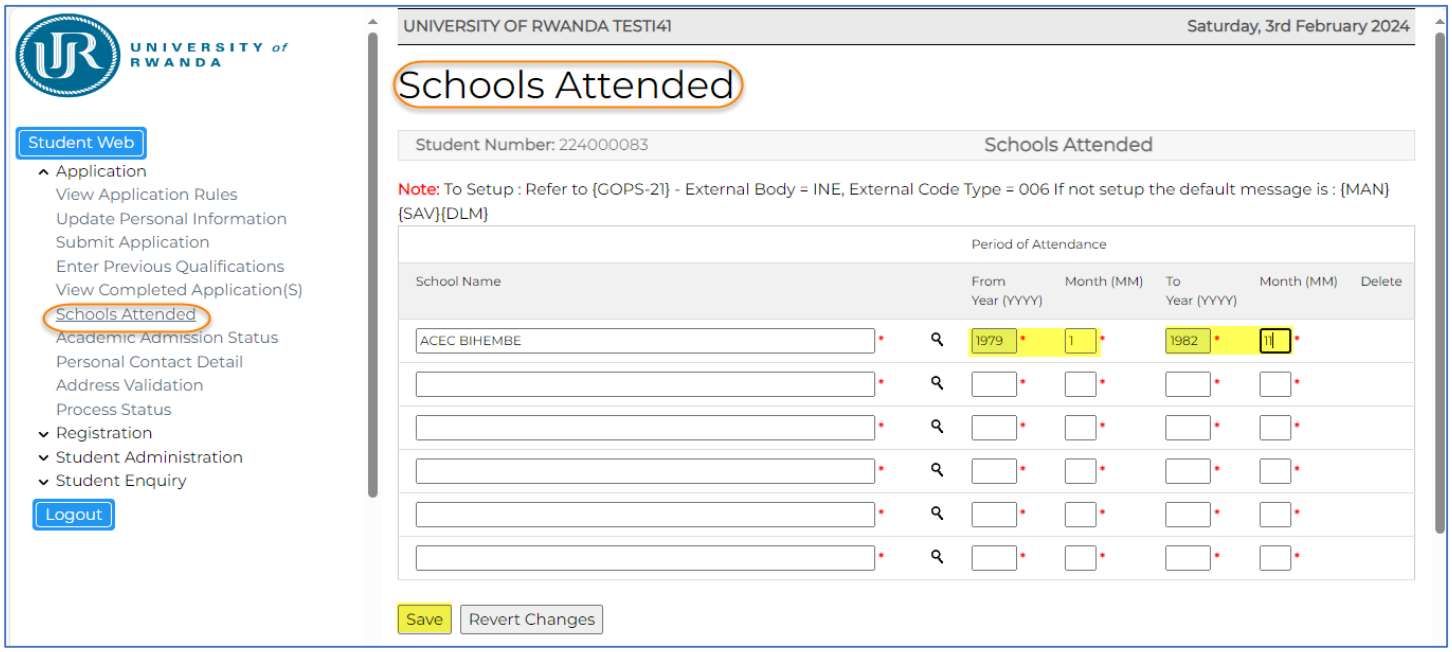


8. Schools Attended

The student can enter the schools he attended.
Save the records.



9. Academic Admission Status

The student can use this process to view his/her admission status after the selection process has been completed and the staff have entered the Admit statuses.

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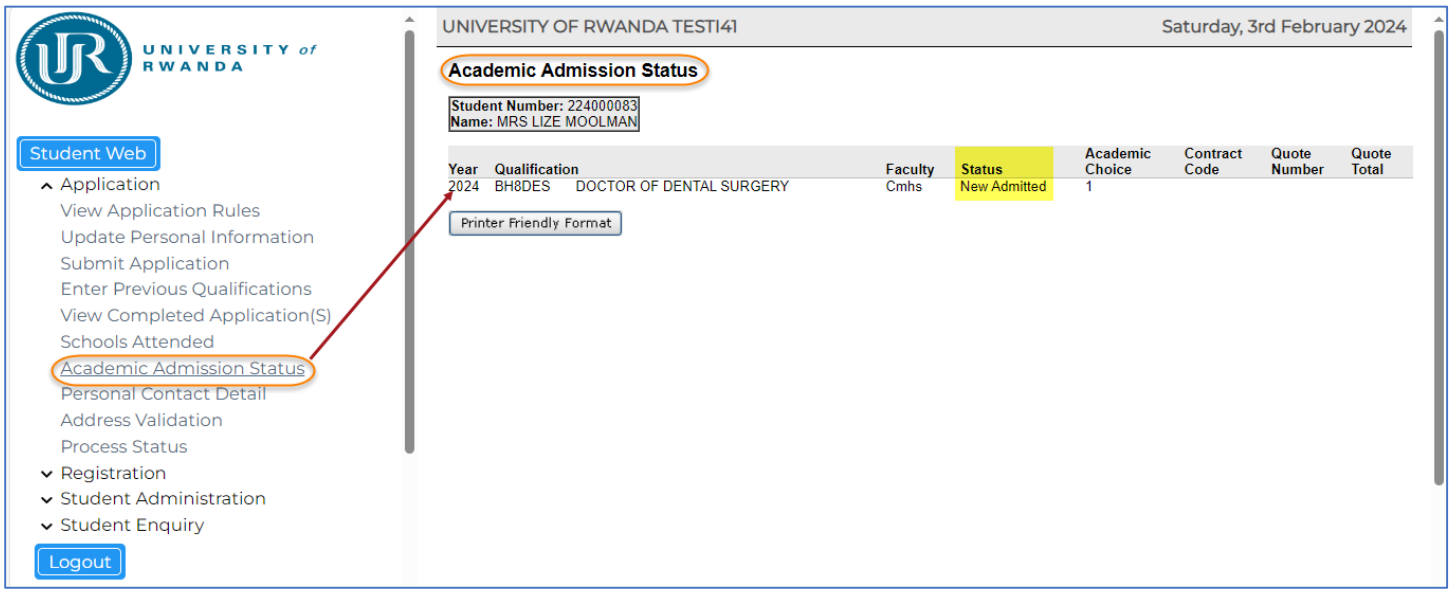
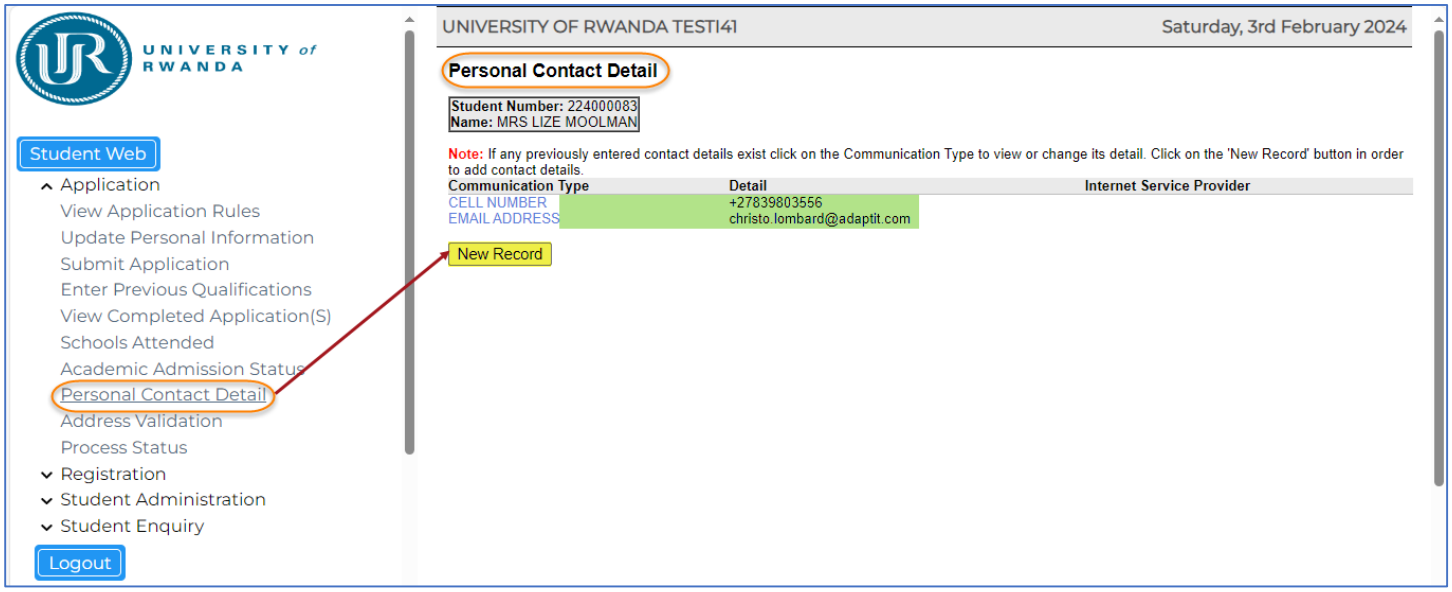


10. Personal Contact Detail

If students want to update their contact details they can use this option.



They click on the “New Record” button which will allow them to choose the contact detail they want to update or the current detail displaying.

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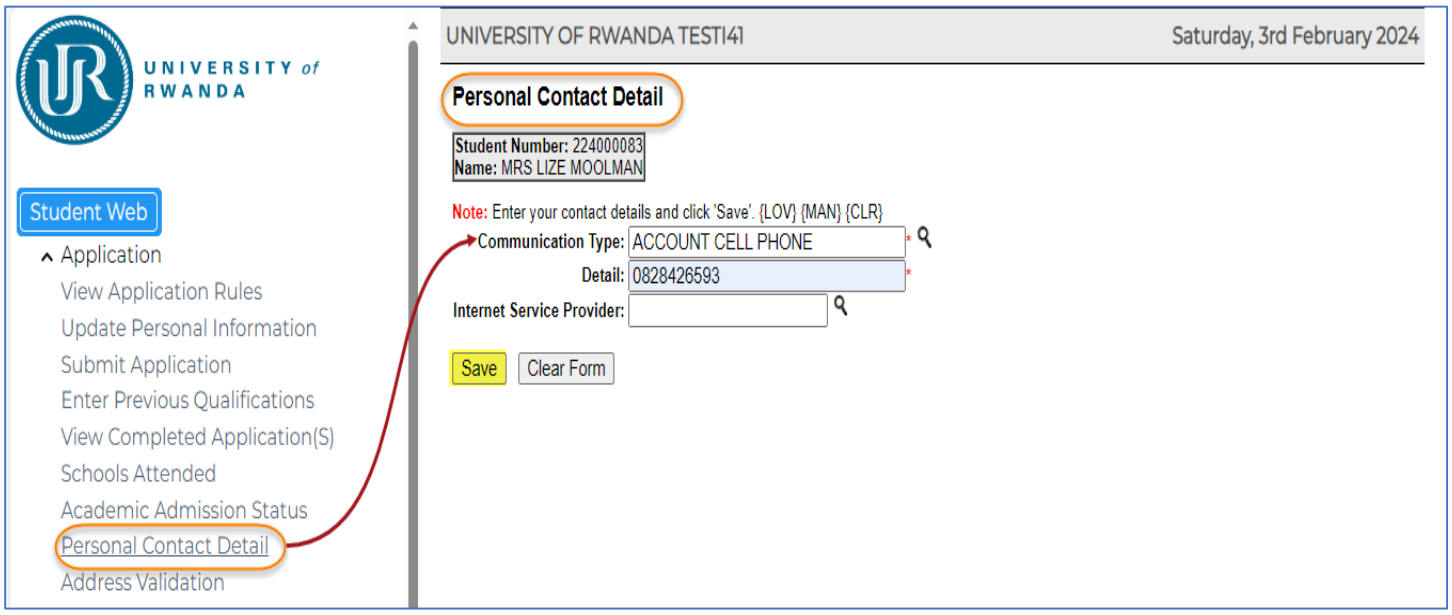
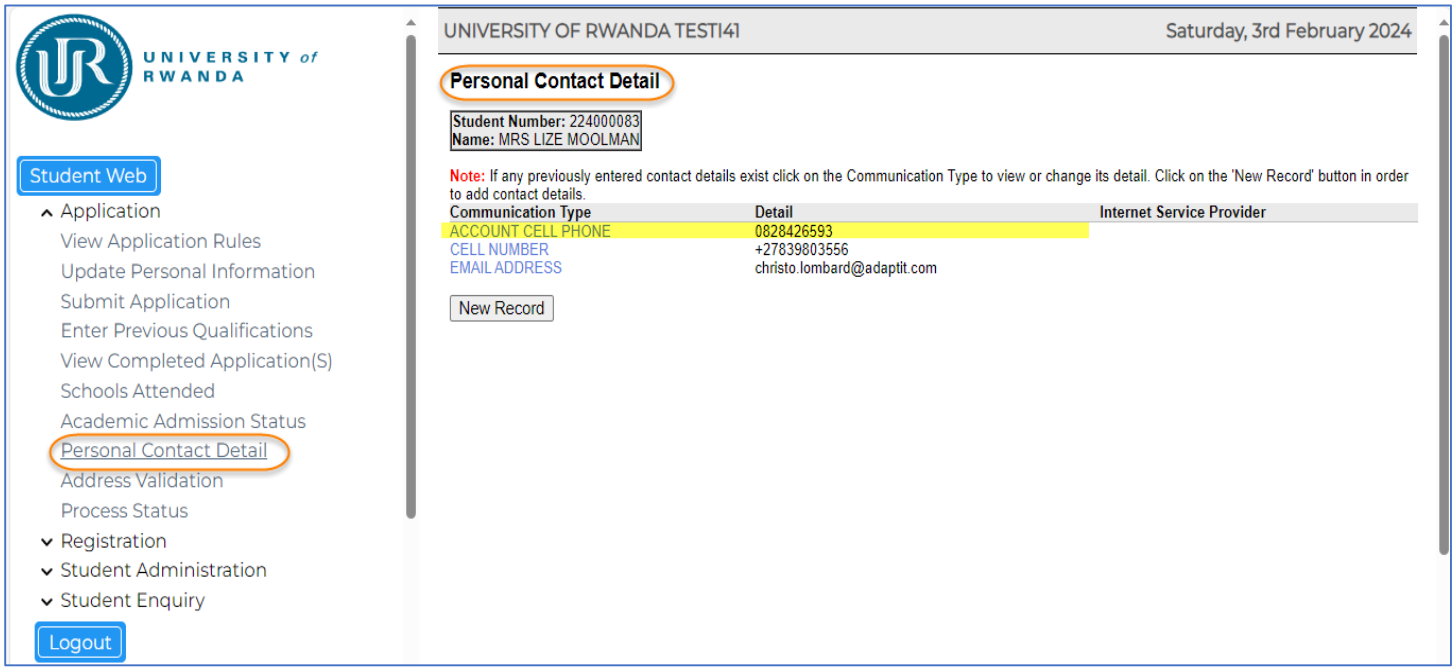


After saving it it will display as follows:



11. Address Validation

This option allows the student to update his address information.
Click on the “New Record” button.

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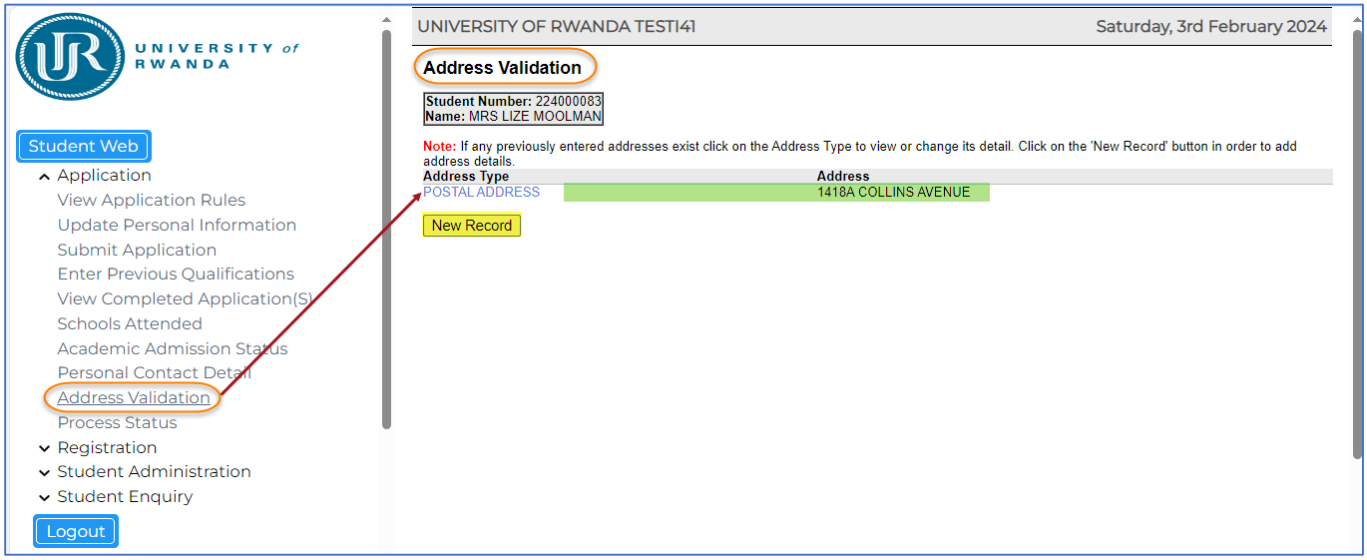
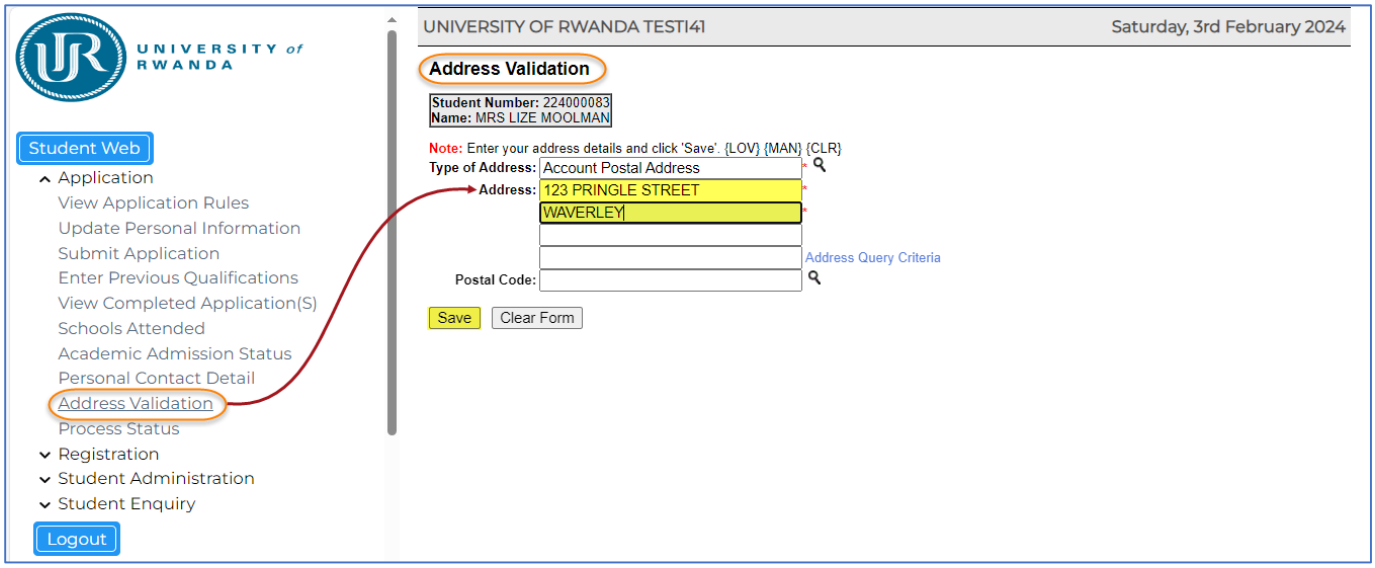


Enter the new information and save it.



It will display as follow:

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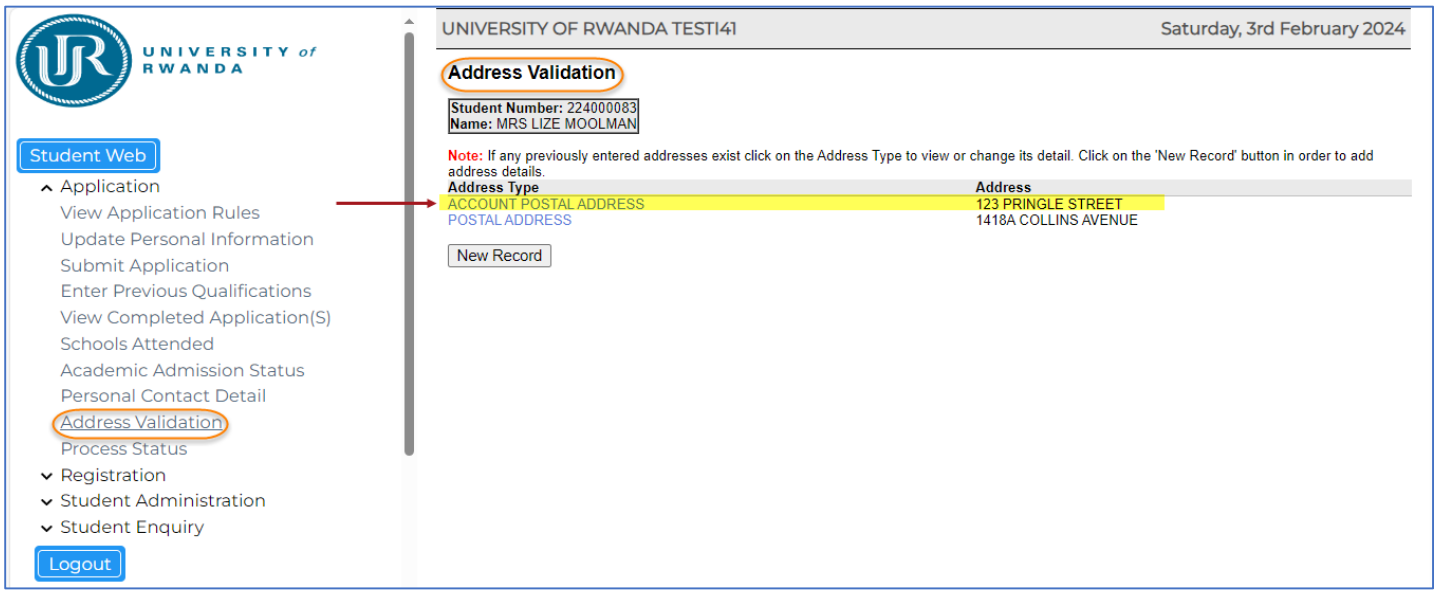
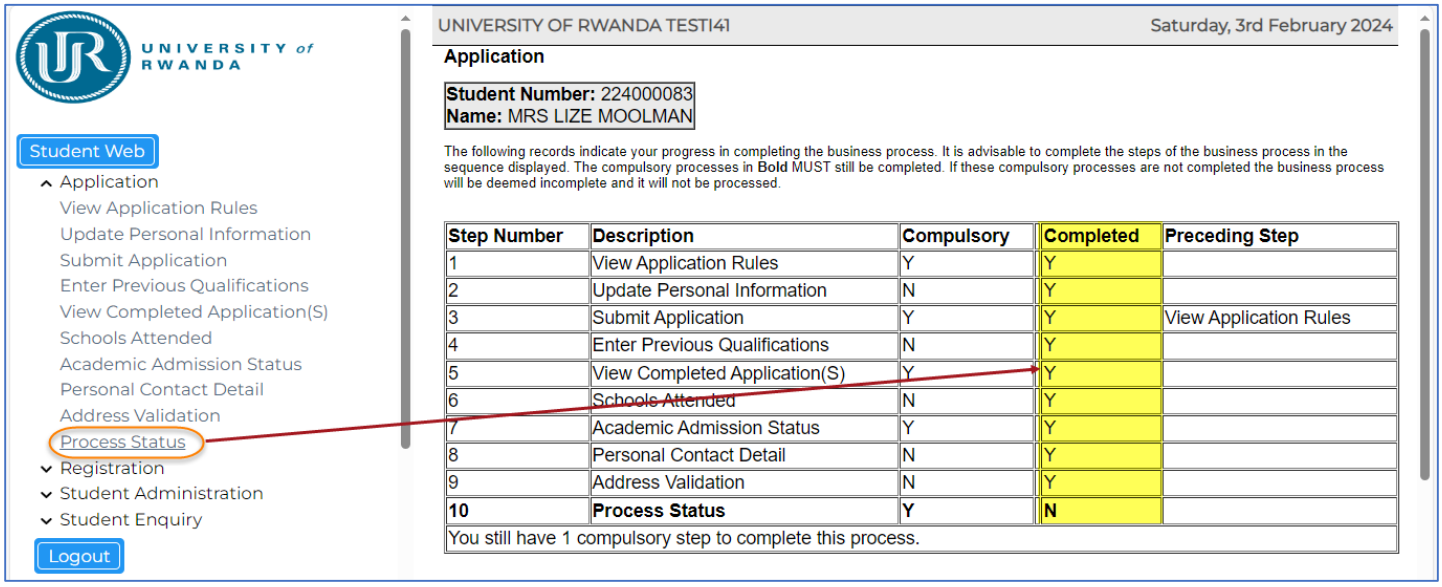


12. Process Status

This process allows the student to view which process was not completed it there was a power interruption. Not completed processes will display as "N".



13. Other views on the entry screen

The student can also use the following views to view his/her information. Take note that the School leaving, Residence Information, Registration Information and more Financial details will only display if data exists.

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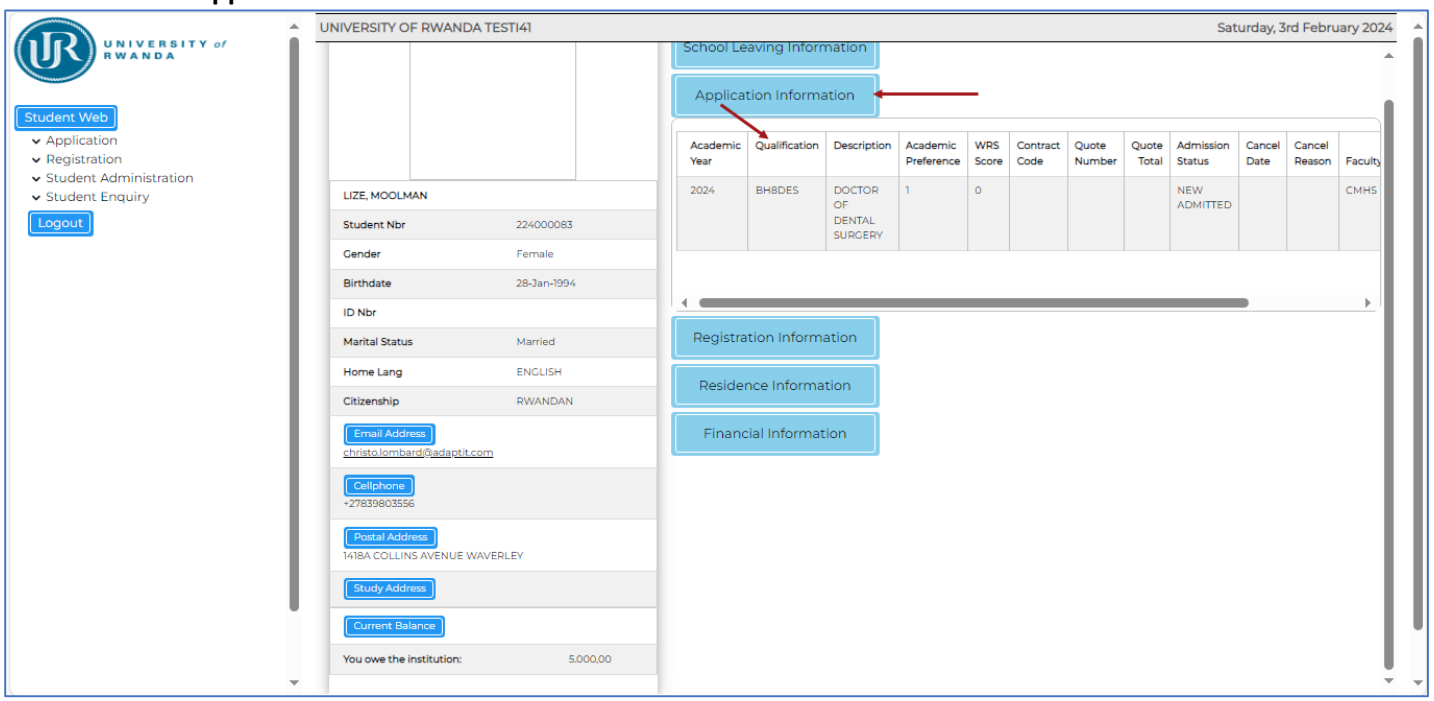
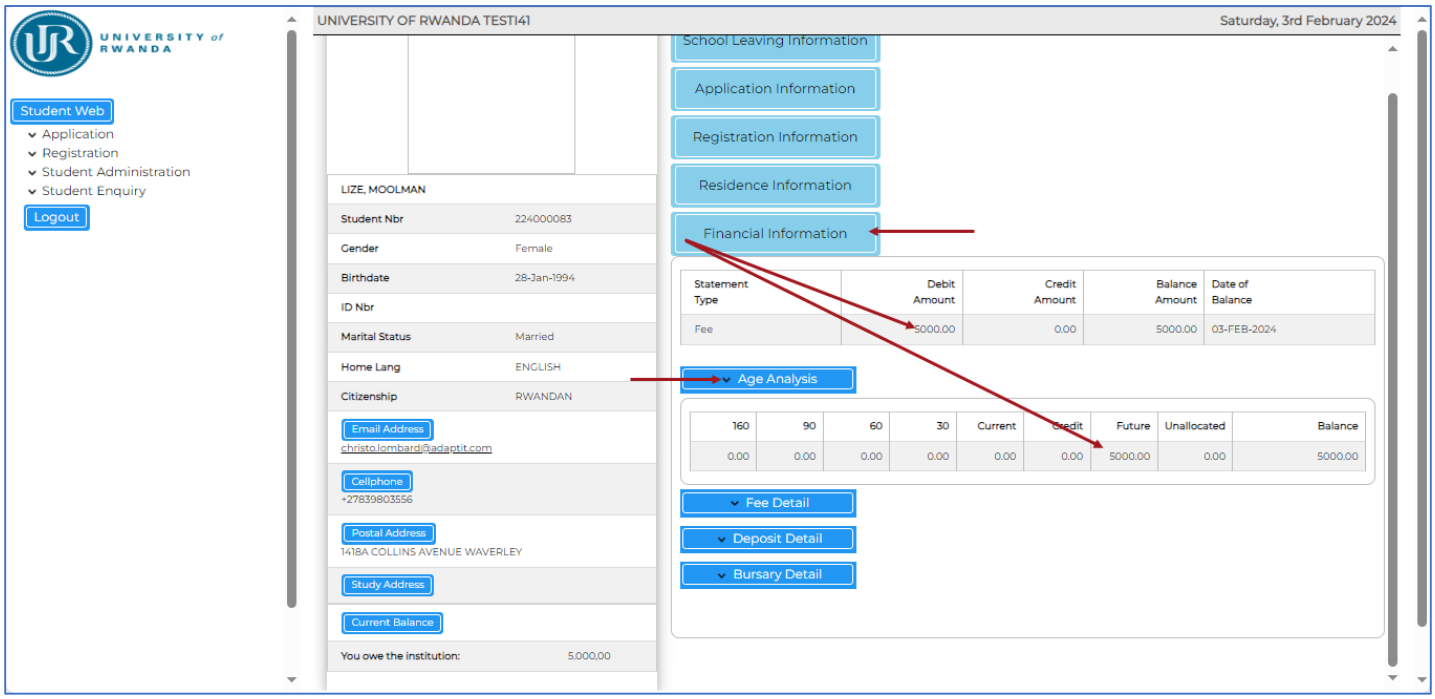
a. Application Information



b. Financial Information



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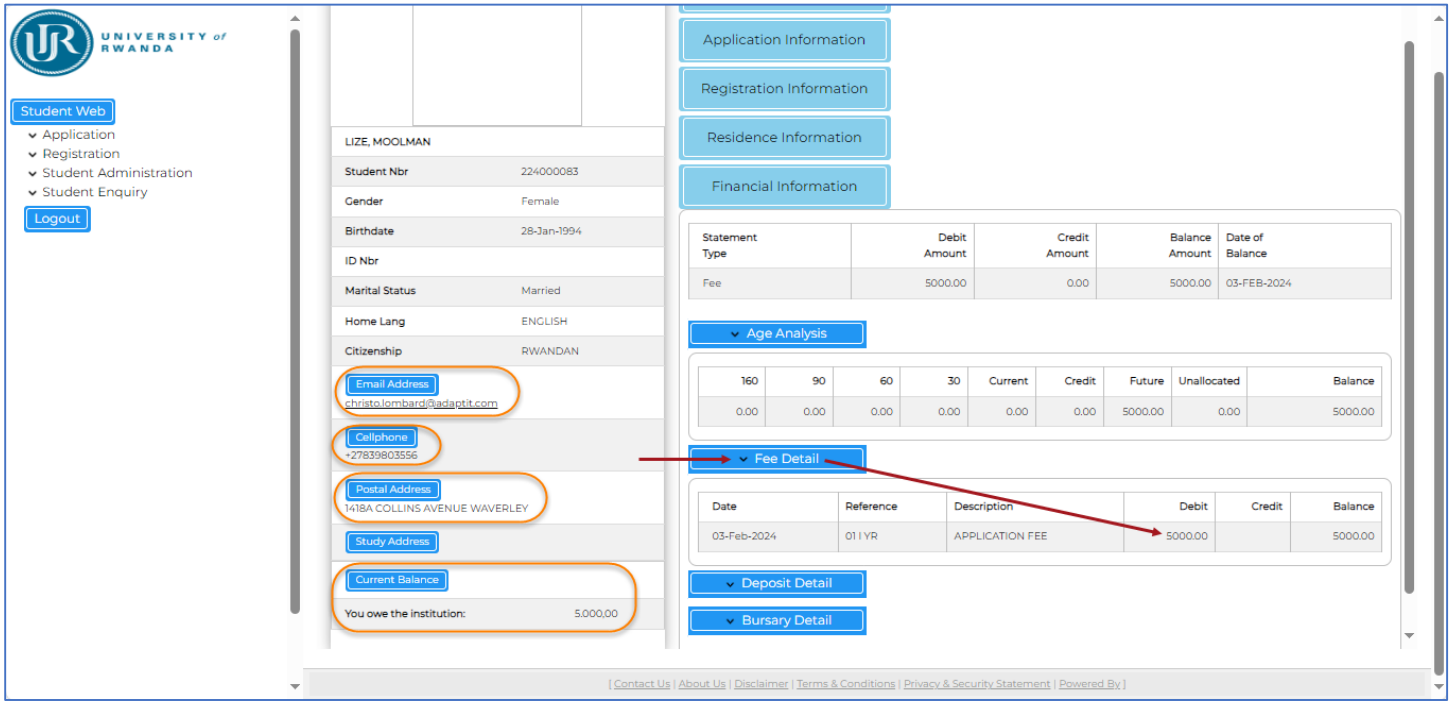

Thank You!