



**ANNOUNCEMENT FOR REGISTRATION FOR ACADEMIC YEAR 2020/2021**  
**(FIRST YEAR STUDENTS)**

The Management of the University of Rwanda (UR) invites **first year** Undergraduate students to register for the academic year **2020/2021**. Registration is done online after paying the required fees. The online registration system will remain open until **31<sup>st</sup> March 2021** and all students are expected to have registered by that date.

**NB:**

- Registration for *continuing students* will be announced in the soonest future following official closing of the current academic year.
- The dates of start of learning and teaching activities for all students and induction for new students will also be announced later.

**1. What you need to do before starting online registration?**

1. Check the UR fees structure on the UR website to know the fees you need to pay before registration.
2. Pay the required fees to the respective College account.
3. Indicate your system generated student reference number on the payment slip.

**NB:** Before you start registering online, make sure that you have good internet connectivity.

**2. Guidelines for Payment**

**a) Payment through Bank of Kigali (BK)**

Go to the nearest Branch of Bank of Kigali (BK) with your reference number and pay via **Urubuto** University interface. ***Please do not pay through BK Agents and Electronic payment as these are incompatible with Urubuto system.*** UR-College Bank Accounts are listed below:

<b>Account names</b>	<b>Bank of Kigali (BK)</b>
UR – College of Arts and Social Sciences (CASS)	00094 – 00651928 - 43
UR – College of Agricultural, Animal Sciences and Veterinary Medicine (CAVM)	00094 – 00651931 – 40
UR – College of Economics and Business (CBE)	00094 – 00651932 – 39
UR – College of Education (CE)	00094 – 00651933 – 38
UR – College of Medicine and Health Sciences (CMHS)	00094 – 00651934 – 37
UR – College of Science and Technology (CST)	00094– 00651935 – 36



**b) Payment using MTN Mobile Money**

1. Dial \*775#
2. Select “Language”
3. Select “University” in the menu
4. Select “University of Rwanda”
5. Select “Pay”
6. Select “Have registration number”. Registration number is your reference number
7. Enter your registration number/reference number
8. Select payment purpose and then undergraduate
9. Then follow other instructions

**3. Document to be submitted by new students**

After completing online registration, new students are required to use the link <https://srms.ur.ac.rw/registration> available on UR website and upload the following documents, not later than **31<sup>st</sup> March 2021**:

- a. A certified copy of an Advanced Level Certificate of Secondary Education or equivalence for students whose certificates were obtained from outside Rwanda.
- b. A copy of the acceptance letter.
- c. A copy of a National Identity Card or Passport.
- d. A copy of your valid Study VISA for foreign students
- e. One recently taken passport size colour photograph (40mm\*40mm), format jpg.

The sooner you register and upload the above documents, the sooner your student ID Card will be prepared.

**NB:** Please keep securely the proof of payment of required fees; indeed, it may be requested anytime for verification purposes.

**4. Online registration guidelines**

Guidelines for online registration will be published in a separate announcement on UR website.

**5. What should you do if you encounter a technical problem?**

Any technical problem should immediately be reported to the Registry Staff; the contact details of the concerned staff will also be published on UR website together with the online registration guidelines.

Done at Kigali, on 8<sup>th</sup> March 2021

**Dr. Emile BIENVENU**

**Ag. Deputy Vice Chancellor for Academic Affairs and Research  
University of Rwanda**