



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.*

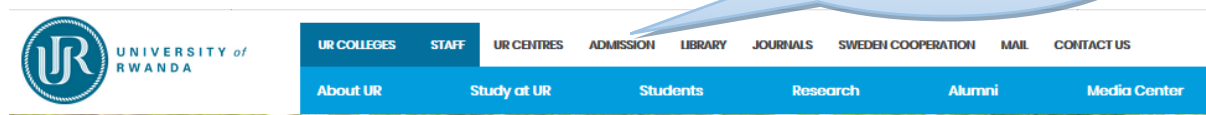
After generating a reference number, pay a non-refundable fee of 5,000 Rwf (for Rwandan and EAC citizens) and 6,000 Rwf for international applicants, to UR Bank account number 00094-0637830-21 Bank of Kigali

6. Payment can either be done through the Bank or through MTN Mobile Money.
7. 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.*
8. After payment of the applications fees, continue the application process after 10 minutes
9. Login through **Registered Users** on the Right side of the **Student Portal** Page by inserting your **student number** or **reference number** and PIN
10. The application starts from **Tuesday 9th June and ends on Friday 31st July 2020.**

B. Online Application Guide


STEP 1: ACCESSING THE STUDENT SYSTEM

Click here to
access student

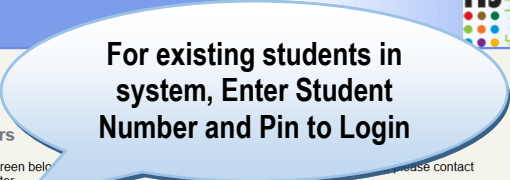





STEP 2: COMPLETION OF PERSONAL INFORMATION FORM



For prospective students, Click on New Application



For existing students in system, Enter Student Number and Pin to Login



Complete your personal information

Prospective Students

If you are a prospective student, please select one of the following options.

[Interested In Study](#)

View a list of study areas

[New Application](#)

Apply, Register, Change personal information, get academic and other information and make payments.

Registered Users

Please use the login screen below to login. If you are a new user, please contact your system administrator.

Student
 Personnel
 Other
 Alumni

Student Number:

Pin:

This connection is not secure. Logins entered here could be compromised. Learn More

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- **STEP 1:** Please complete your Personal Information as requested below
- Use the calendar button provided to select a date in the appropriate format
- All fields indicated with * must be completed
- **STEP 2:** Submit your Personal Information by clicking the 'Save' button or click the 'Clear Form' button to clear the inserted values.

Surname (e.g. GASANA): *

Other Names (Ange Marie / Bosco): *

Date of Birth (DD-MON-YYYY) e.g. 20-MAR-1997: *

Gender: Male Female

Marital Status: *

Mother names: *

Father names: *

Guardian names: *

Nationality: *

Country of Residence: *

National ID: *

Passport Number (For Foreign students):

S.6 Index Number eg. 0991048BCG963 No spaces and no special characters: *

Previous Education: *

Qualification Obtained: *

Year of Completion (YYYYMM) eg : 201611,201301: *

Physical Disability:

Postal Address:

Cell (Akagari):


Sector (Umurenge): *

District (Akarere): *

E Mail: *

Contact Phone Number: *

Next of Kin Phone Number:



Click on Save button to submit your information



STEP 3: CREATION OF A PIN

Create your pin

Write your student number

Academic Application : Pin Creation

You have been issued with the following reference number : 220000002
All future interaction with our institution must be conducted using this reference number.

The next pin creation process requires the creation of a pin which will be used in conjunction with your new reference number for future interaction with our institution. Please record this reference number and pin in a safe place for future reference.

Please Enter Your Pin and Pin Confirmation And Press Create Pin.

Pin : 5 numeric digits. Do not start with a 0.

Re-enter Pin :

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NATIONAL UNIVERSITY OF RWANDA - TEST103

ITS /Enabler

Welcome SUNDAY HELLO to the ITS /Enabler system for Students.

Navigate through the menu pane on the left and click the required option in order to proceed.

The following table provides a brief description of the main processes available to you. Click on the link you require in the left hand menu panel to view the available sub-processes or process steps within each of the displayed processes.

Application	The entire Academic Application process is covered here. You will be able apply for qualifications and have the subjects to be <i>automatically</i> generated for you.
Registration	This process allows you to register for your qualification and subjects and to print a proof of registration.
Student Administration Module	This process allows you to view and/or update certain information.
Student Enquiry	This process allows you to view student related information.
MyGate Online Payment	E-payments: Read Here
Medical Web	

STEP 4: ACCEPT RULES AND REGULATIONS

View Application Rules and Accept them

APPLICATION RULES AND REGULATIONS

Please read carefully and accept the following application. The rules below were extracted from General Academic Regulations.

GENERAL INFORMATION AND INSTRUCTIONS

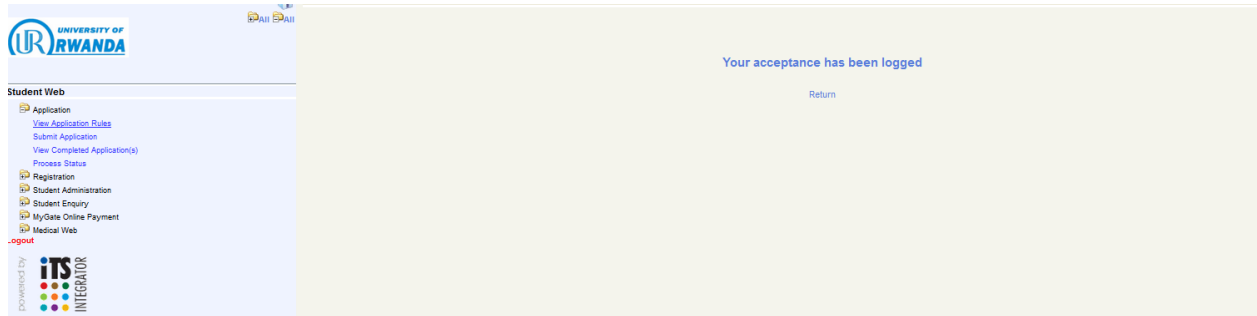
- Complete only one biographic information per person and indicate the choice of study.
- This form must be completed in BLOCK LETTERS and in full.
- An incomplete application form will delay your application process.
- If you decide not to continue your studies after you have submitted your application, or if you would like to change your course, immediately notify office of Registration in writing.
- UR reserves the right to refuse an application without providing reasons, but a student has the right to appeal against an unsuccessful application.

Application procedures

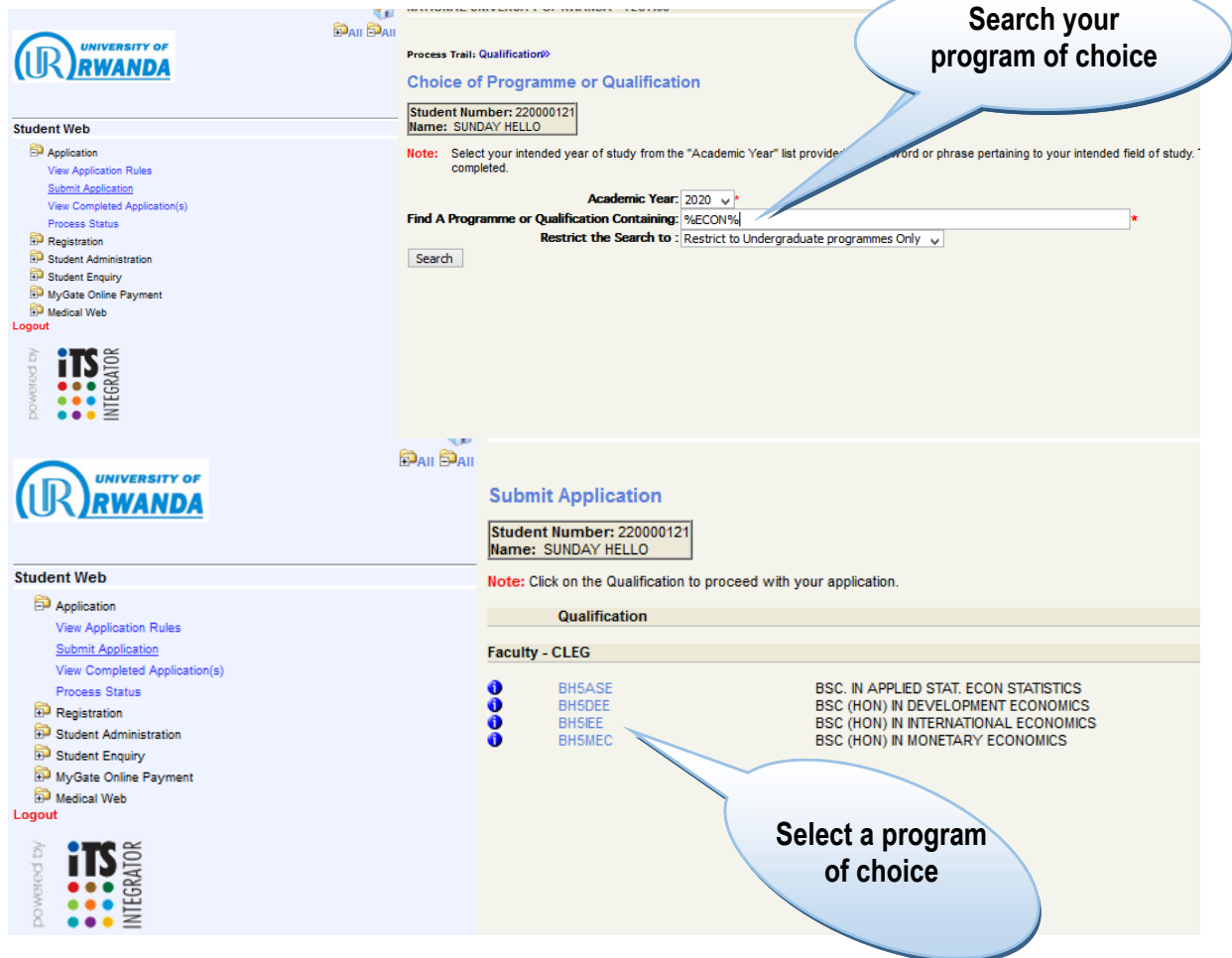
- Prospective students wishing to secure admission to University of Rwanda on a Full-time or part-time basis must apply online at the UR website. Applications shall only be processed after the University has released the application forms and released certified copies of certificates accompanied by proof of payment of prescribed application fee. The University may specify additional requirements, where necessary.
- Applicants who have completed their secondary, undergraduate or postgraduate education outside Rwanda and who wish to join UR at the relevant level must first have obtained qualification equivalence from the relevant body to ensure that standards are consistent with the UR admission requirements. The qualification equivalence documents shall be submitted to the University for application.
- The application period shall be two months from the date the call for applications is announced. No application shall be permitted after the prescribed period.
- The closing date for all applications shall be in April of the same year for which admission is being sought. All applications are subject to a selection process.
- Applicants will be notified within six weeks after the deadline whether or not they have been successful.

General admission criteria

- To be admitted to the first year of an undergraduate programme, it is necessary to have an Advanced Level Certificate of Secondary Education or Equivalent, with at least the two principal passes permitting entry to Higher Education. Applicants must also demonstrate sufficient competence in English to study at a Higher Education Level. Individual programmes may set requirements above the minimum level.
- Alternative entry requirements shall be allowed and determined by the Colleges depending on programme equivalent requirements.
- Applicants holding certificates from outside Rwanda, which have been approved by Rwandan relevant body, may be admitted to the University of Rwanda.



STEP 5: SUBMIT APPLICATION



STEP 6: SAVE YOUR PROGRAM OF CHOICE AND CONTINUE





Process Trail: [Qualification](#) > [Study Choices](#)

Qualification Study Choices

Student Number: 220000121
Name: SUNDAY HELLO

Note: . Step 1: Select how you would like to study for the qualification from the list provided. . Step 2: Select when you would like to start (etc). . Step 4: Enter a number representing your order of preference for this application (i.e. 1 = First Choice, 2 = Second Choice etc.) . : 'Save and Continue' button.

Academic Year: 2020
Qualification: BHSMEC: BSC (HON) IN MONETARY ECONOMICS

How and at which campus would you like to study? HUYE FULL TIME DAY
When would you like to study for the qualification? YEAR
In which year are you intending to start? YEAR 1

Academic Preference: 1

Save and Continue Restart Process View calendar information

STEP 7: ACCEPT APPLICATION

Process Trail: [Qualification](#) > [Study Choices](#) > [Detail](#)

Application Detail

Student Number: 220000121
Name: SUNDAY HELLO

Academic Year:	2020
Qualification:	BHSMEC: BSC (HON) IN MONETARY ECONOMICS
Mode of Study:	1A: HUYE FULL TIME DAY
Academic Period:	YR: YEAR
Period of Study:	1: YEAR 1
Academic Preference:	1

Note: . Step 1: To submit application, you must pay an application fee equal to 5000 FRW for National and EAC applicants and 6000 FRW for international applicants. You will be able to continue and complete the application process.

Accept Application Restart Process Display Pro Forma of Costs Print Detail

Your application has been accepted for further processing. Thank you.

OK

Congratulations! Your application has been successfully submitted. To apply for the next choices, you repeat Steps 5– 7. Maximum choices are 5