

## UR ONLINE APPLICATIONS GUIDELINES 2025

### A. INSTRUCTIONS

1. Student must have completed A-Level (Senior six)
2. Go to UR website [www.ur.ac.rw](http://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 ***Bachelor of Medicine & Bachelor of Surgery, Doctor of Dental Surgery and Bachelor of Physical Education and Sports*** will be open from ***17<sup>th</sup> to 30<sup>th</sup> March 2025***.

## UR ONLINE APPLICATIONS GUIDELINES 2025

Visit the University of Rwanda Website [www.ur.ac.rw](http://www.ur.ac.rw) and click on **APPLICATION PORTAL**



### DISCOVER



ACADEMIC PROGRAMS



APPLICATION PORTAL



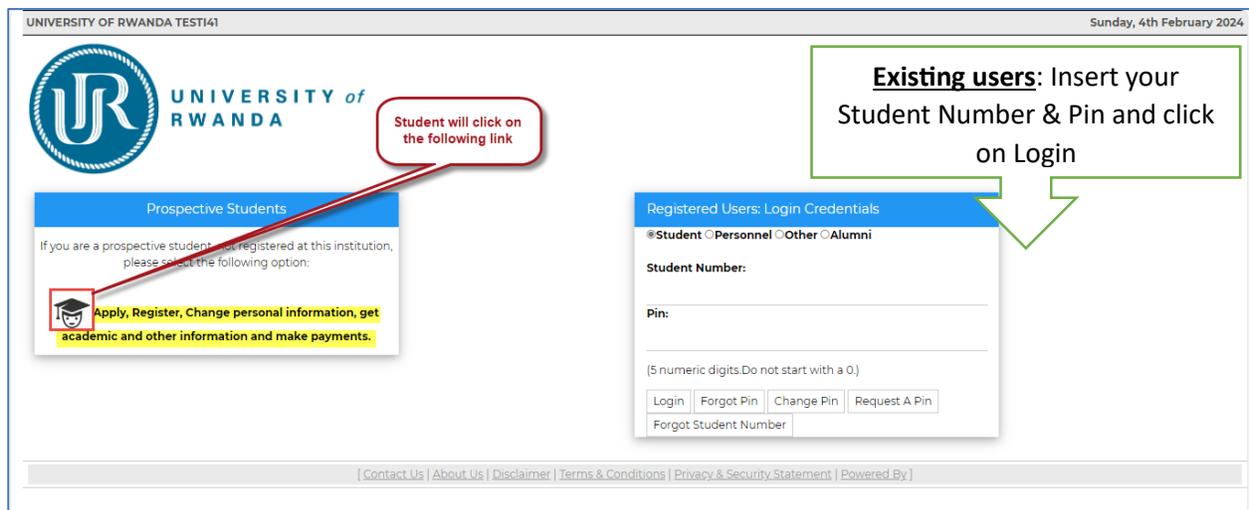
RESEARCH PUBLICATION



CAMPUSES

### Capturing student information Online

The New student will click on the prospective students link as indicated here below to proceed for getting a Reference Number, while existing student with Reference Number login :



UNIVERSITY OF RWANDA TEST141 Sunday, 4th February 2024

**Prospective Students**

If you are a prospective student not registered at this institution, please select the following option:

 [Apply, Register, Change personal information, get academic and other information and make payments.](#)

**Registered Users: Login Credentials**

Student  Personnel  Other  Alumni

**Student Number:**

**Pin:**

(5 numeric digits Do not start with a 0)

[Login](#) [Forgot Pin](#) [Change Pin](#) [Request A Pin](#)

[Forgot Student Number](#)

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## UR ONLINE APPLICATIONS GUIDELINES 2025

**New users:** It will display the following biographic 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

### BIOGRAPHICAL INFORMATION

**Note:**

- **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.

Title: MISTER  \*  
 Surname (e.g. GASANA): TEST\_2025\_1  \*  
 Other Names (ANGE MARIE / BOSCO): TESTING\_2025\_1  \*  
 Initial: T  \*  
 Date of Birth (DD-MON-YYYY) e.g. 20-MAR-1997: 12-MAR-2005  \*  
 Gender: Male  \*  
 Marital Status: Single  \*  
 Disability: NOT APPLICABLE  \*  
 Mobile Phone Number: 0711223344  \*  
 E-Mail address: testin@gmail.com  \*  
 Country or Citizenship: RWANDA  \*  
 Father names: TEST1  \*  
 Mother names: TEST2  \*  
 Guardian/ Next of kin: TESTTEST  \*  
 Next of Kin Phone Number: 0711736531  \*  
 Previous School of Education:  \*  
 Certificate Obtained: 01  \*  
 School Year of Completion (YYYYMM) eg : 201611 or 201301: 202411  \*  
 Previous Activity: SECONDARY SCHOOL STL  \*  
 S.6 Index Number eg. 0991048BCG963(Required for Undergraduate applicants only): 09BVP020223  \*  
 National ID Number (16 Characters): 12345678800023  \*  
 Passport Number (For Foreign students): 09BVP020223  \*  
 Postal Address (Please use PO BOX 4285 Kigali-Rwanda as default): PO BOX  \*  
 Cell (Akagari): GIKONDO  \*  
 Sector (Umurenge): GIKONDO  \*  
 District (Akarere): KICUKIRO  \*

Once saved it will display the following page:

### 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

## UR ONLINE APPLICATIONS GUIDELINES 2025

**PIN CREATION (5 Digits)**

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Integrated Tertiary Software Sunday, 28th January 2024

**Academic Application : Pin Creation**

You have been issued with the following reference number : **224000001**  
All future interaction with our institution must be conducted using this reference number.

The next phase of the application 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 : .....

Create Pin

Help

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UNIVERSITY OF RWANDA
Friday, 14th March 2025

**Student Web**

- ✓ Application
- ✓ Registration
- ✓ Student Administration
- ✓ Student Enquiry

Logout



TEST\_3\_25, TESTING\_3\_25

Student Nbr	225000002
Gender	Male
Birthdate	12-Mar-2025
National ID	1234567880003222
Marital Status	Single
Home Lang	ENGLISH
Citizenship	RWANDA

School Leaving Information

Application Information

Registration Information

Residence Information

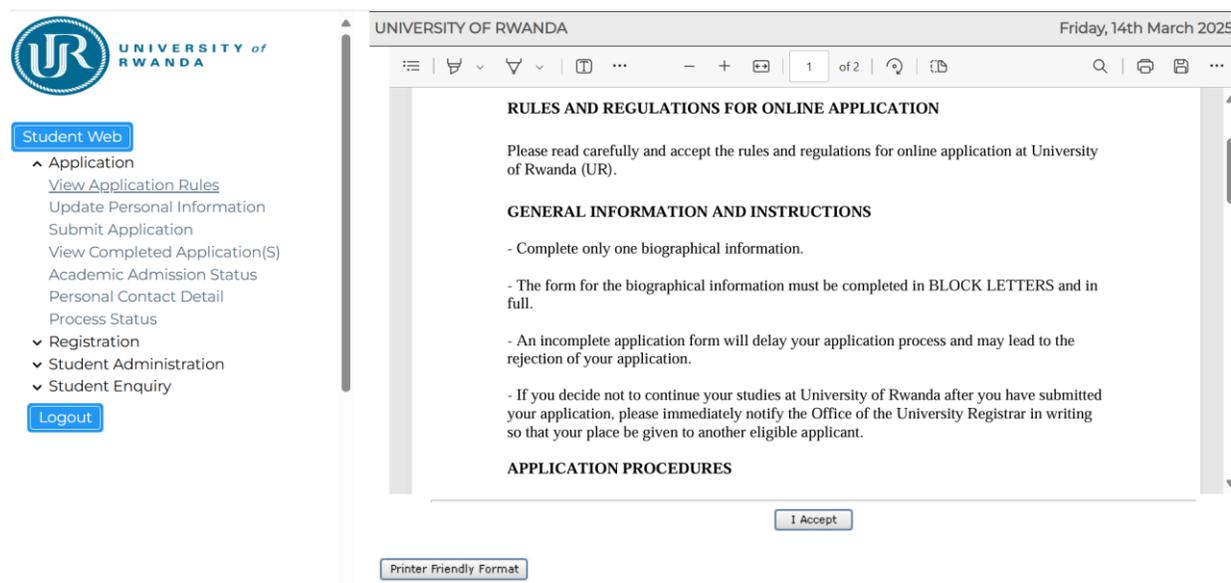
Financial Information

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

## UR ONLINE APPLICATIONS GUIDELINES 2025

### VIEW APPLICATION RULES

Click on the “I Accept” button.



The screenshot shows a web browser window displaying the University of Rwanda's online application rules. The browser's address bar shows "UNIVERSITY OF RWANDA" and the date "Friday, 14th March 2025". The page content includes a navigation menu on the left with options like "Application", "Registration", and "Student Administration". The main content area is titled "RULES AND REGULATIONS FOR ONLINE APPLICATION" and contains the following text:

**RULES AND REGULATIONS FOR ONLINE APPLICATION**

Please read carefully and accept the rules and regulations for online application at University of Rwanda (UR).

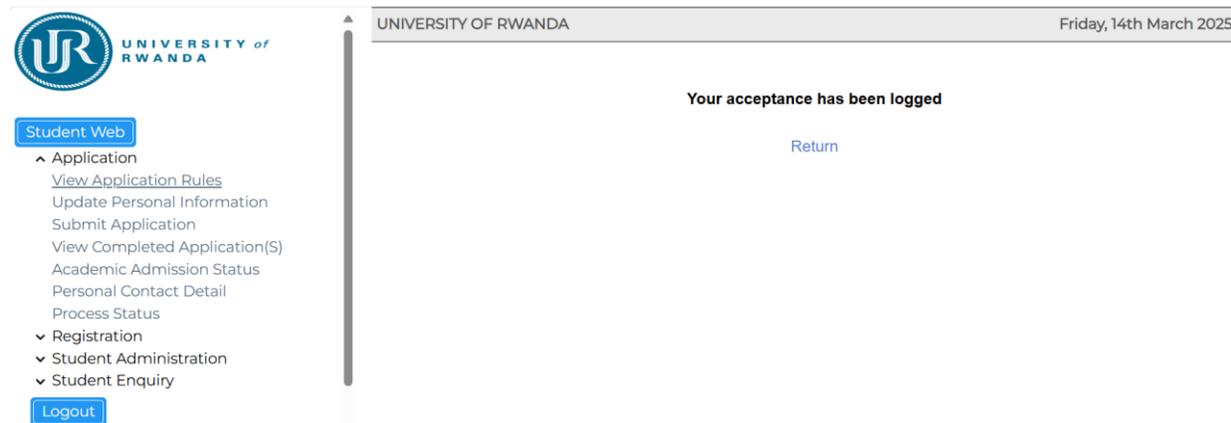
**GENERAL INFORMATION AND INSTRUCTIONS**

- Complete only one biographical information.
- The form for the biographical information must be completed in BLOCK LETTERS and in full.
- An incomplete application form will delay your application process and may lead to the rejection of your application.
- If you decide not to continue your studies at University of Rwanda after you have submitted your application, please immediately notify the Office of the University Registrar in writing so that your place be given to another eligible applicant.

**APPLICATION PROCEDURES**

At the bottom of the page, there is a button labeled "I Accept" and a "Printer Friendly Format" link.

Once the student accepted the rules it will be logged



The screenshot shows the confirmation page after a student has accepted the application rules. The browser window displays "UNIVERSITY OF RWANDA" and "Friday, 14th March 2025". The main content area features the message "Your acceptance has been logged" and a blue "Return" link. The left navigation menu is identical to the previous screenshot.

## UR ONLINE APPLICATIONS GUIDELINES 2025

### 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.



UNIVERSITY OF RWANDA Friday, 14th March 2025

Process Trail: [Qualification](#)

**Choice of Programme or Qualification**

Student Number: 225000002  
Name: MR TEST\_3\_25 TESTING\_3\_25

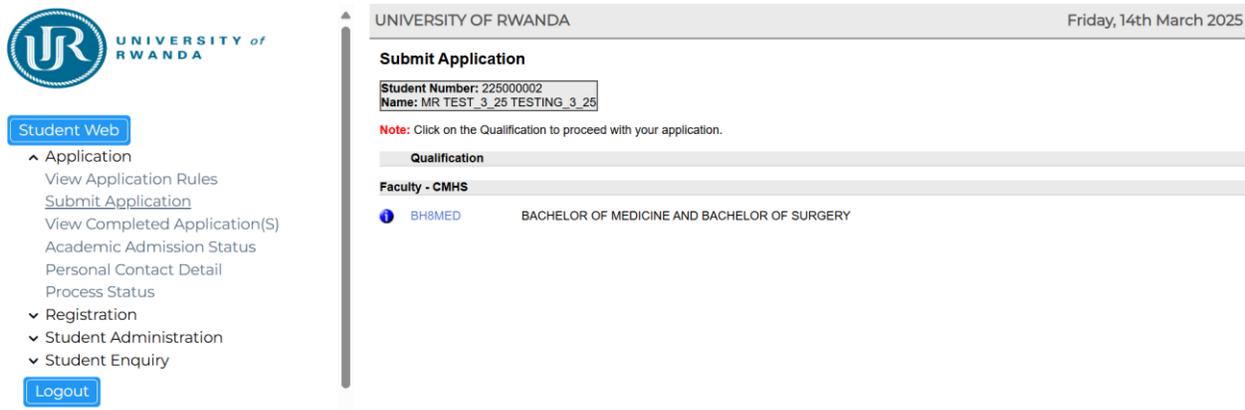
**Note:** Select your intended year of study from the "Academic Year" list provided. Enter a word or phrase pertaining to your intended field of study. This function will perform a search for an exact match of the text entered. All fields indicated with a \* must be completed.

Academic Year: 2025 ▾

Find A Programme or Qualification Containing:

Restrict the Search to :

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



UNIVERSITY OF RWANDA Friday, 14th March 2025

**Submit Application**

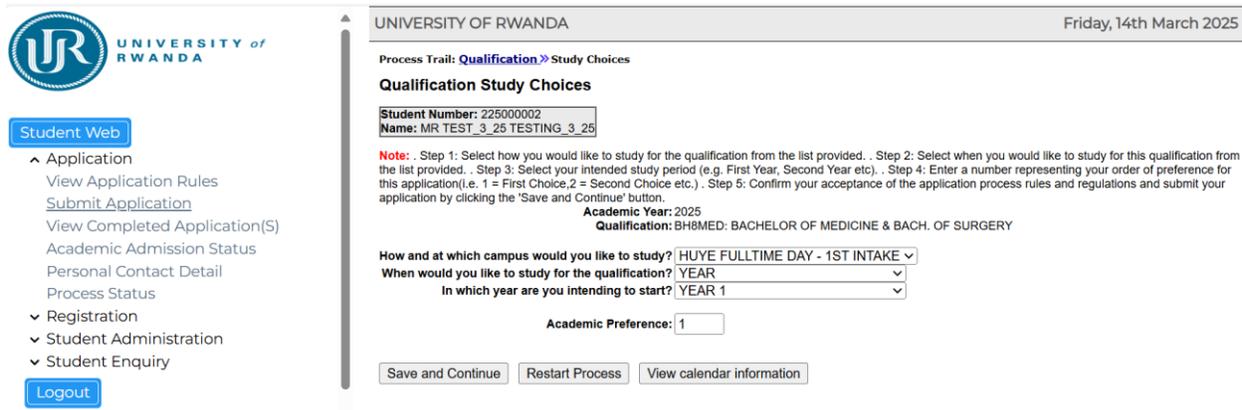
Student Number: 225000002  
Name: MR TEST\_3\_25 TESTING\_3\_25

**Note:** Click on the Qualification to proceed with your application.

Qualification	
Faculty - CMHS	
 BH8MED	BACHELOR OF MEDICINE AND BACHELOR OF SURGERY

## UR ONLINE APPLICATIONS GUIDELINES 2025

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.



UNIVERSITY OF RWANDA Friday, 14th March 2025

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

### Qualification Study Choices

**Student Number:** 225000002  
**Name:** MR TEST\_3\_25 TESTING\_3\_25

**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 study for this qualification from the list provided. . Step 3: Select your intended study period (e.g. First Year, Second Year etc) . Step 4: Enter a number representing your order of preference for this application(i.e. 1 = First Choice,2 = Second Choice etc.) . Step 5: Confirm your acceptance of the application process rules and regulations and submit your application by clicking the 'Save and Continue' button.

**Academic Year:** 2025  
**Qualification:** BH8MED: BACHELOR OF MEDICINE & BACH. OF SURGERY

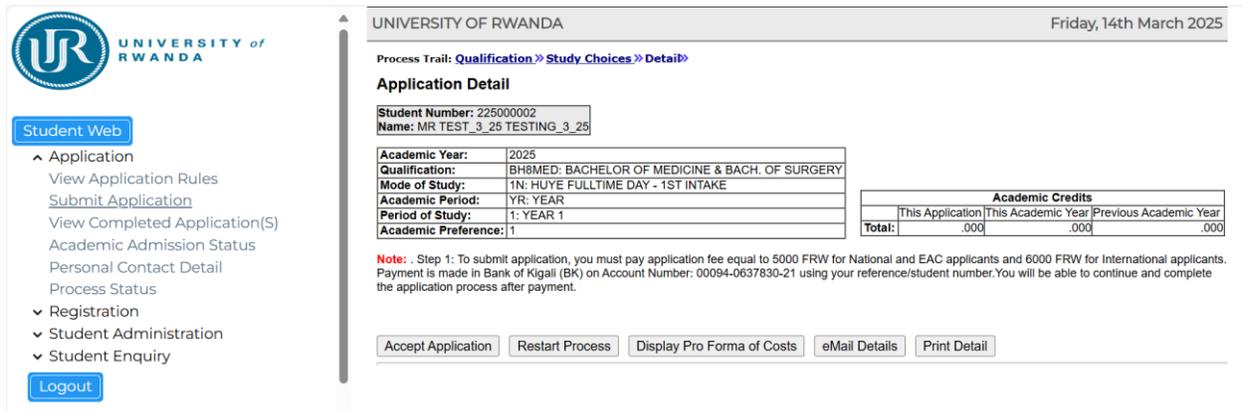
**How and at which campus would you like to study?**

**When would you like to study for the qualification?**

**In which year are you intending to start?**

**Academic Preference:**

Complete the application detail by accepting the application.



UNIVERSITY OF RWANDA Friday, 14th March 2025

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

### Application Detail

**Student Number:** 225000002  
**Name:** MR TEST\_3\_25 TESTING\_3\_25

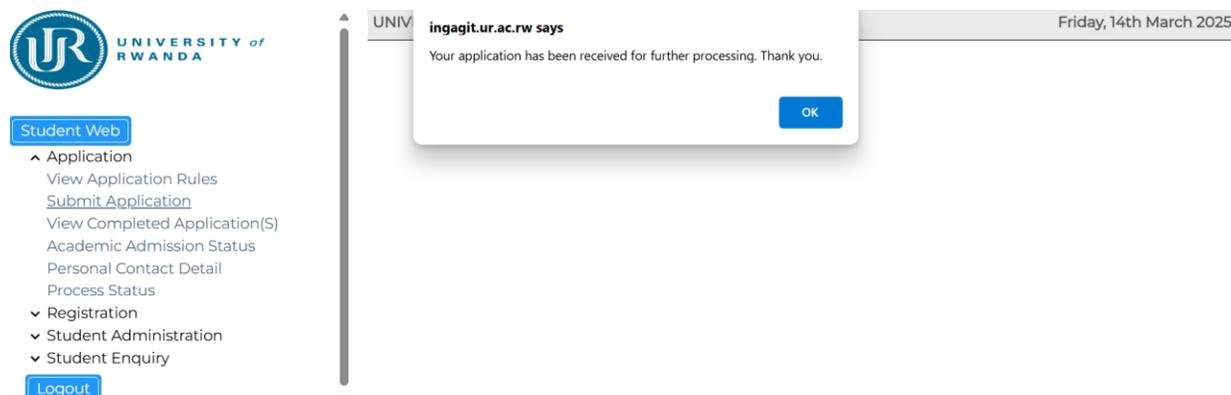
<b>Academic Year:</b>	2025
<b>Qualification:</b>	BH8MED: BACHELOR OF MEDICINE & BACH. OF SURGERY
<b>Mode of Study:</b>	1N: HUYE FULLTIME DAY - 1ST INTAKE
<b>Academic Period:</b>	YR: YEAR
<b>Period of Study:</b>	1: YEAR 1
<b>Academic Preference:</b>	1

Academic Credits			
	This Application	This Academic Year	Previous Academic Year
<b>Total:</b>	.000	.000	.000

**Note:** . Step 1: To submit application, you must pay application fee equal to 5000 FRW for National and EAC applicants and 6000 FRW for International applicants. Payment is made in Bank of Kigali (BK) on Account Number: 00094-0637830-21 using your reference/student number.You will be able to continue and complete the application process after payment.

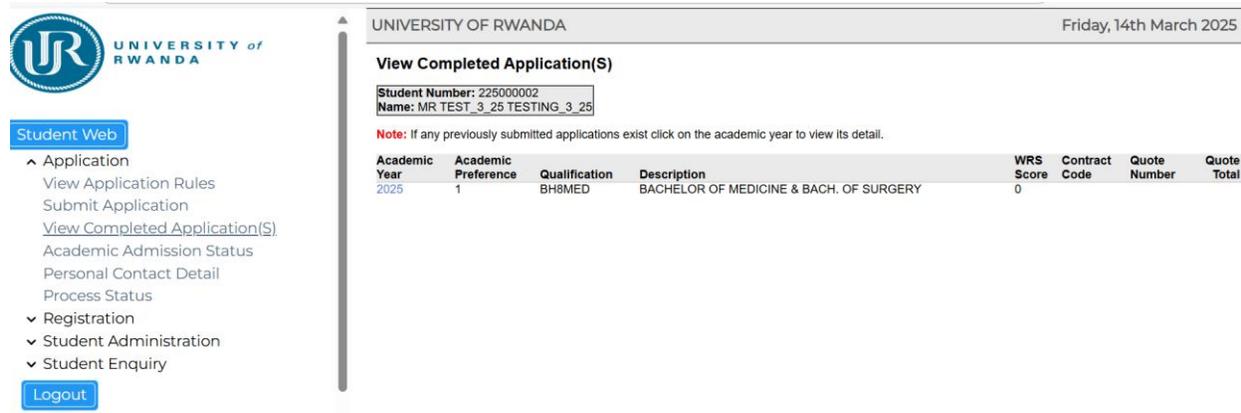
## UR ONLINE APPLICATIONS GUIDELINES 2025

Once the student accept his/her application the following message will appear.



The screenshot shows a confirmation message box from 'ingagit.ur.ac.rw' stating: 'Your application has been received for further processing. Thank you.' with an 'OK' button. The background shows the 'Student Web' navigation menu with options like 'Application', 'Registration', and 'Student Administration'.

### VIEW COMPLETED APPLICATION



The screenshot displays the 'View Completed Application(S)' page. It shows the student's details: Student Number: 225000002, Name: MR TEST\_3\_25 TESTING\_3\_25. A note indicates that previously submitted applications can be viewed by clicking on the academic year. Below this is a table of application records.

Academic Year	Academic Preference	Qualification	Description	WRS Score	Contract Code	Quote Number	Quote Total
2025	1	BH8MED	BACHELOR OF MEDICINE & BACH. OF SURGERY	0			

It displays the application records.

# UR ONLINE APPLICATIONS GUIDELINES 2025



UNIVERSITY of  
RWANDA

UNIVERSITY OF RWANDA Friday, 14th March 2025

**Academic Admission Status**

**Student Number:** 225000002  
**Name:** MR TEST\_3\_25 TESTING\_3\_25

Year	Qualification	Faculty	Status	Academic Choice	Contract Code	Quote Number	Quote Total
2025	BH8MED BACHELOR OF MEDICINE & BACH. OF SURGERY	Cmts	Application Without Status	1			

[Printer Friendly Format](#)

**Student Web**

- ^ Application
  - View Application Rules
  - Submit Application
  - View Completed Application(S)
  - [Academic Admission Status](#)
  - Personal Contact Detail
  - Process Status
- ^ Registration
- ^ Student Administration
- ^ Student Enquiry

[Logout](#)



UNIVERSITY of  
RWANDA

UNIVERSITY OF RWANDA Friday, 14th March 2025

**Personal Contact Detail**

**Student Number:** 225000002  
**Name:** MR TEST\_3\_25 TESTING\_3\_25

Note: To Setup : Refer to (GOPS-21) - External Body = INE, External Code Type = 025 If not setup the default message is : Click on the 'Save' button to save contact information.[REV] Click on the 'New Record' button to add new contact information.

**Communication Type:** C

**Detail:**

**Internet Service Provider:**

[Save](#) [Clear Form](#) [New Record](#)

**Student Web**

- ^ Application
  - View Application Rules
  - Submit Application
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  - Academic Admission Status
  - [Personal Contact Detail](#)
  - Process Status
- ^ Registration
- ^ Student Administration
- ^ Student Enquiry

[Logout](#)

## UR ONLINE APPLICATIONS GUIDELINES 2025



Student Web

- ^ Application
  - View Application Rules
  - Submit Application
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  - Academic Admission Status
  - Personal Contact Detail
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- ✓ Registration
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Logout

UNIVERSITY OF RWANDA Friday, 14th March 2025

Application

**Student Number:** 225000002  
**Name:** MR TEST\_3\_25 TESTING\_3\_25

The following records indicate your progress in completing the business process. It is advisable to complete the steps of the business process in the sequence displayed. The compulsory processes in **Bold** MUST still be completed. If these compulsory processes are not completed the business process will be deemed incomplete and it will not be processed.

Step Number	Description	Compulsory	Completed	Preceding Step
1	View Application Rules	Y	Y	
2	Submit Application	Y	Y	View Application Rules
3	View Completed Application(S)	Y	Y	
4	Academic Admission Status	Y	Y	
5	Personal Contact Detail	N	Y	
6	<b>Process Status</b>	<b>Y</b>	<b>N</b>	

You still have 1 compulsory step to complete this process.



Student Web

- ✓ Application
- ✓ Registration
- ✓ Student Administration
- ✓ Student Enquiry

Logout

UNIVERSITY OF RWANDA Friday, 14th March 2025

School Leaving Information

Application Information

Academic Year	Qualification	Description	Academic Preference	WRS Score	Contract Code	Quote Number	Quote Tot
2025	BHBMED	BACHELOR OF MEDICINE & BACH. OF SURGERY	1	0			

Registration Information

# Thank You!