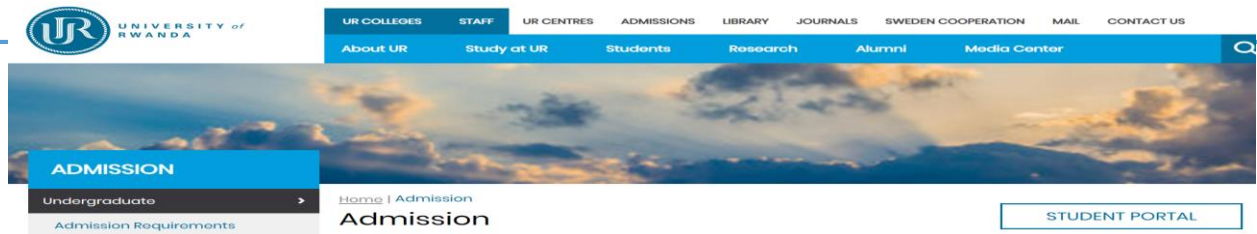## A. Instructions

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 *starts from 13th March and ends on 09th April 2023*.

B. Online Application Guide

STEP 1: ACCESSING THE STUDENT SYSTEM

Click here on *ADMISSIONS*

Click on student portal

STEP 2: COMPLETION OF PERSONAL INFORMATION FORM

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: MISS

Surname (e.g. GASANA): SATURDAY *

Other Names (Ange Marie / Bosco): TESTING *

Date of Birth (DD-MON-YYYY) e.g. 20-MAR-1997: 01-JAN-2000 *

Gender: ○ Male ● Female

Marital Status: Single *

Disability:

E-Mail address: saturday@gmail.com *

Mobile Phone Number: 0899233290 *

Nationality: RWANDA *

Country of Residence: RWANDA *

Father names: WEEK *

Mother names: END *

Guardian/ Next of kin: NA *

Next of Kin Phone Number:

Previous Education: SECONDARY SCHOOL STU

Qualification Obtained: A Level Cerificate of Educ(A

Year of Completion (YYYYMM) eg : 201611,201301: 202211 *

S.6 Index Num...   ...063(Required for Undergraduate applicants only): 212345MCB132022

National ID Number: 11555655566000

...t Number (For Foreign students):

...4285 Kigali-Rwanda as default): PO BOX 4285 *

Cell (Akagari): KANSEREGE

Sector (Umurenge): GIKONDO_

District (Akarere): KICUKIRO

Click on Save button to submit your information

Save   Clear Form

STEP 3: **CREATION OF A PIN**

Write your reference number and create the pin

Integrated Tertiary Software

Academic Application : Pin Creation

You have been issued with the following reference number : 223000033
All future interaction with our institution must be conducted using this reference

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

| Contact Us | About Us | Disclaimer | Terms & Conditions | Privacy & Security Statement |

STEP 4: ACCEPT RULES AND REGULATIONS

View Application Rules and Accept them

STEP 5: SUBMIT APPLICATION

University of Rwanda

STEP 6: ACCEPT APPLICATION

Congratulations! Your application has been successfully submitted.
To apply for the next choices, you repeat Steps 5– 7. Maximum choices are 3