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# THE UNIVERSITY OF BAMENDA

## ONLINE ADMISSION AND REGISTRATION PROCEDURE

### ADMISSION

- 1 Go to the [programs page](#) to browse the list of available programs in all the schools and faculties. Alternatively, you can go to the [official university website](#) (uniba.cm) and click on Available Programs on the Admissions tab.
- 2 Create your admissions account [here](#) and proceed to pay the platform charge and admission fee. Note: during the account creation make sure to choose between **General Admission** and **Entrance Exam** depending on your admission type.
- 3 Fill the application form and submit when you have provided all the information required. **Note: you cannot edit your application after submission so do well to verify your entries carefully before submitting**
- 4 Download your application form and the admission fee receipts (Click on your name>>Transaction Details) and keep safely.

Contact [admissions@uniba.cm](mailto:admissions@uniba.cm) if you have any admission related questions

## REGISTRATION

- 1 After the admission list is published, go to [the list](#) and check your name and registration number. You can also check your name [here](#)
- 2 Create your student account [here](#) using your registration number. An example of a registration number **UBa20N001**
- 3 Log into your student account
- 4 Click on the **pay fee** tab
- 5 Pay your platform service charge of XAF 1000 with MTN MoMo
- 6 Select to pay your Registration Fee and Medical fee
- 7 Select your fee Payment Channel
- 8 Make payment to the University's account (Registration and caution fees: XAF 60000 and Medical Insurance: XAF 8700)
- 9 Click on your profile (or icon) to go to drop-down menu
- 10 Click on the Transaction details link to view, download and print receipts.
- 11 Click on admission letter to download and print your admission letter.
- 12 Go to your department and present the originals of the documents listed on your admission letter.
- 13 Go to the health unit for your medicals and validation online.
- 14 Verify from your department the list of courses you are required to take and log into your account and register the courses.
- 15 Print your **Form B** (a form containing the courses you registered) and take it to your department for signatures.
- 16 **Verify the University Calendar of activities and do well to pay fees and register courses within the stipulated timeframes.**