



MUNI UNIVERSITY

Office of the Academic Registrar

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Email: ar@muni.ac.ug; Web: www.muni.ac.ug

Our Ref: MU/CR/300/311/11

Thursday July 21, 2016

Your Ref:

All Admitted students

[Government & Private]

Muni University

Dear esteemed students,

INSTRUCTIONS FOR PICKING OF PROVISIONAL ADMISSION LETTERS [GOVERNMENT AND PRIVATE SPONSORSHIP SCHEME], 2016/2017 AY.

On behalf of Management, I take this opportunity to congratulate you upon your admission to Muni University.

The Office of the Academic Registrar hereby informs all admitted students under Government and Private Sponsorship Schemes for the 2016/2017 Academic Year that Provisional Admission letters are ready for picking.

Successful candidates can pick their Admission Letters from the Office of the Academic Registrar, Muni University main campus, in Arua District; during normal working hours **[Monday – Friday; 8:00am - 5:00pm]**. Copies of Admission Lists can be viewed at all University Notice boards, Kampala Liaison Office and/or downloaded from the University Website at www.muni.ac.ug.

You are requested to carry along your **'A' Level** or **Diploma Identity Card**. It **MUST** be emphasized that Admission Letters shall only be issued to persons [admitted students] who present authentic Identity cards.

Note:

- (1) Any student who fails to pick his/her Admission Letter within the acceptable time frame [i.e. by **Monday 15th August 2016**] shall forfeit [lose] his/her place in the University.
- (2) Admission of students under the District Quota is **NOT READY**, and shall be communicated at an appropriate time.
- (3) Any Government sponsored student who wishes to turn down the offer of admission, should officially write to the Office of the Academic Registrar before **15th August 2016**.
- (4) All ITM, SMP, SMB & NSM private students are **ENCOURAGED** to apply for the Student Loan Scheme [under the Higher Education Students' Financing Board-HESFB]. Deadline for submission of completed forms has been extended to **FRIDAY 5th AUGUST 2016** [For undergraduate Bachelors degree programmes]. Seek for inquiries and help on the same from the Office of the Academic Registrar.
- (5) All admitted students should read carefully the admission letters and endeavour to adhere to the reporting and registration timelines.

For further details, please contact The Office of the Academic Registrar on the following numbers: (+256)772-347-958, (+256)772353680 and (+256)773217339.

Tumwebaze Nicholas

AG. ACADEMIC REGISTRAR

CC: Vice Chancellor

Deputy Vice Chancellor [AA]

Ag. Dean, Faculty of Technoscience

University Secretary

Dean of Students

Ag. Heads of Department [Academic]