



**MAKERERE UNIVERSITY
FACULTY OF COMPUTING & INFORMATION
TECHNOLOGY**

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**Attach
current
Passport
photograph**

SHORT COURSES APPLICATION FORM

Please tick the appropriate box for the short course program you are applying for:

- | | |
|---|--|
| <input type="checkbox"/> Certificate in Computer Applications (CCA) | <input type="checkbox"/> International Computer Driving License (ICDL) |
| <input type="checkbox"/> Certified Cisco Networking Associate (CCNA) | <input type="checkbox"/> Computer Systems Engineering |
| <input type="checkbox"/> Certified Cisco Networking Professional (CCNP) | <input type="checkbox"/> Introduction to Multimedia applications |
| <input type="checkbox"/> Information Technology Essentials (IT Essentials) | <input type="checkbox"/> Certificate in Video Editing & Animation |
| <input type="checkbox"/> Introduction to Geographical Information Systems | <input type="checkbox"/> Certificate in Dynamic Website Development |
| <input type="checkbox"/> Applications in Geographical Information Systems | <input type="checkbox"/> Certificate in Digital Audio using Logic Pro |
| <input type="checkbox"/> Microsoft Certified Systems Engineer (MCSE) | <input type="checkbox"/> Certificate in Graphics & Image Editing |
| <input type="checkbox"/> Microsoft Certified Solutions Developer (MCSD) | <input type="checkbox"/> Oracle (Databases) |
| <input type="checkbox"/> Microsoft Certified Systems Administrator (MCSA) | |
| <input type="checkbox"/> Microsoft Certified Database Administrator (MCDBA) | |

Indicate preferred commencement date & time of study: *(For further details inquire at the Front Desk)*

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Student details: *(Names used should be similar to those on academic certificates)*

Surname:.....Other names:.....

Date of Birth (DD/MM/YY).....Sex: Male Female Age:.....

Occupation:.....Nationality:.....

Postal/Residential address:.....

Telephone number:.....Email address:.....

Guardians details: *(Required)*

Surname:.....Other names:.....

Relationship to applicant (father, aunt etc):.....Occupation:.....

Postal/Residential address.....

Academic background: *(e.g. 'O', 'A' Level etc)*

1. Name (Institution):.....

Award/Certificate:.....Date:.....

2. Name (Institution):.....

Award/Certificate:.....Date:.....

3. Name (Institution):.....

Award/Certificate.....Date:.....

Admission requirements : An 'O' level certificate is the minimum requirement for any of the courses.

Registration Procedure:

Obtain bank deposit slips for fees payments from **DFCU Makerere University** branch. **Account name:** Faculty of Computing and Information Technology **Account number:** 01L2550588800. Present the deposit slip to the Front Office of the Faculty of Computing & IT(Block A) for registration after paying.

Date (DD/MM/YY):.....Applicants signature.....

Official Use:
Received/Checked by:..... Intake Date.....



SHORT COURSES POLICIES

TUITION/FEES

- Tuition fees for applicants with forged academic documents shall not be refunded.
- All payments **MUST** be completed in one or two installments. The first installment **MUST BE AT LEAST (50%)** of the tuition fees.
- Students shall pick a **CLEARANCE FORM** from Accounts office **AFTER** fees completion and present an **IDENTITY CARD**.
- A student should complete all fees by the 6th week of the course before sitting the **END OF SEMESTER 1 FINAL INTERNAL EXAM** and should possess a clearance form from Accounts office.

IDENTITY CARDS

- Every student shall possess an identity card with which to access the Faculty labs.
- A student shall pay five thousand shillings to get an identity card, within the first 2 weeks of the courses commencement.

WITHDRAWAL FROM THE COURSE

- A Student who can not continue with his/her studies due to financial/social hardships shall request for withdrawal from the course in writing and address the letter to the course coordinator.
- A student who withdraws from the course without notifying the course coordinator in writing shall pay a fine of 25% of the tuition fees before they are re-enrolled.
- A student shall not withdraw from the course for more than four months, otherwise he/she shall retake the whole course.

INTERNAL EXAMS

- Students shall sit a **WRITTEN END OF SEMESTER FINAL EXAM** in addition to the online exams before they are graduated to the next semester.

NOTE

- **Students MUST attach photocopies of their genuine certificates (e.g. 'O' level)**
- **Applicants with forged documents shall be penalized appropriately.**
- **International students MUST attach O' Level results equated from UNEB.**
- **Applications for the change of intake are acceptable within the first week of the intake.**