ISLAMIC UNIVERSITY IN UGANDA
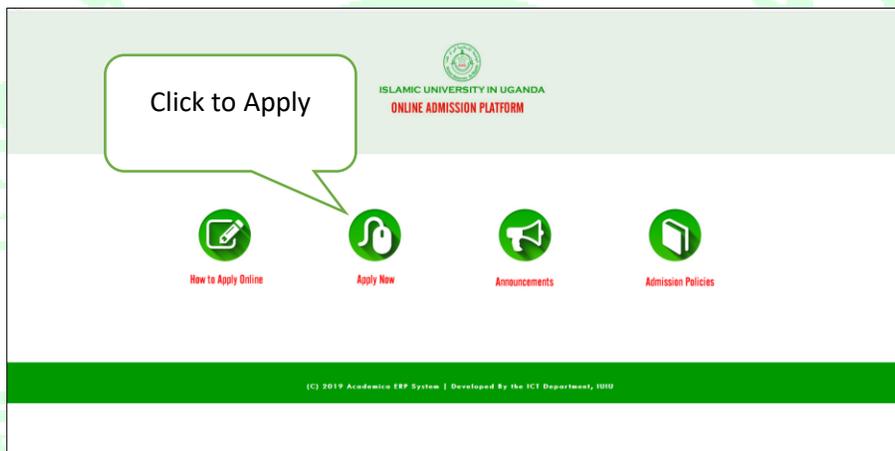
ONLINE ADMISSION PORTAL USER GUIDE
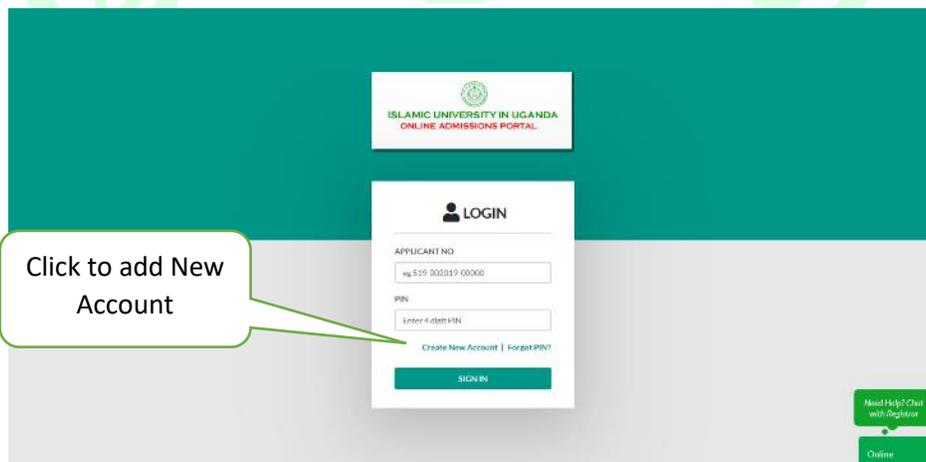
1 **GETTING STARTED: HOW TO APPLY AND PAY DIGITALLY**
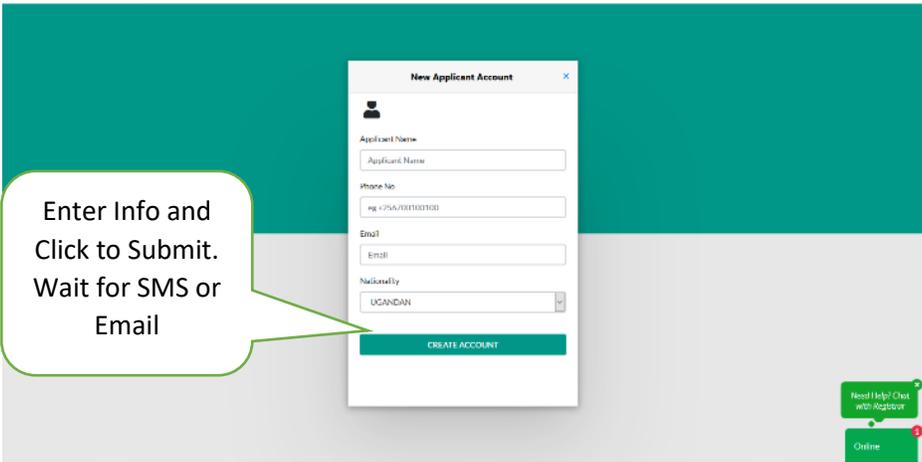
1. **Access the Portal (https://www.iuiu.ac.ug/admissions) and Select APPLY NOW.**
   Ensure to read the policies and the guides

2. **Create New Account**
   The applicant account allows you to submit multiple forms using the same account if necessary

Enter Info and Click to Submit. Wait for SMS or Email

3. Check for an auto generated ADMISSION No and PIN to Login. These are sent to your Email. The Admission No is in the format 5YY-00YYYY-XXXXX and the PIN is a 4 digit Code
4. Login to view your dashboard and submit your admission form

Enter Admission No and PIN to login

Click To Create or View Forms
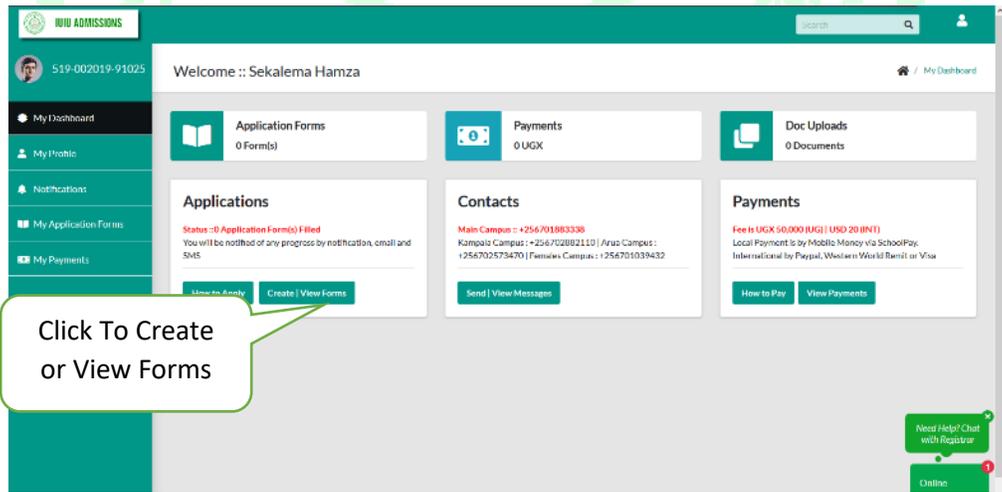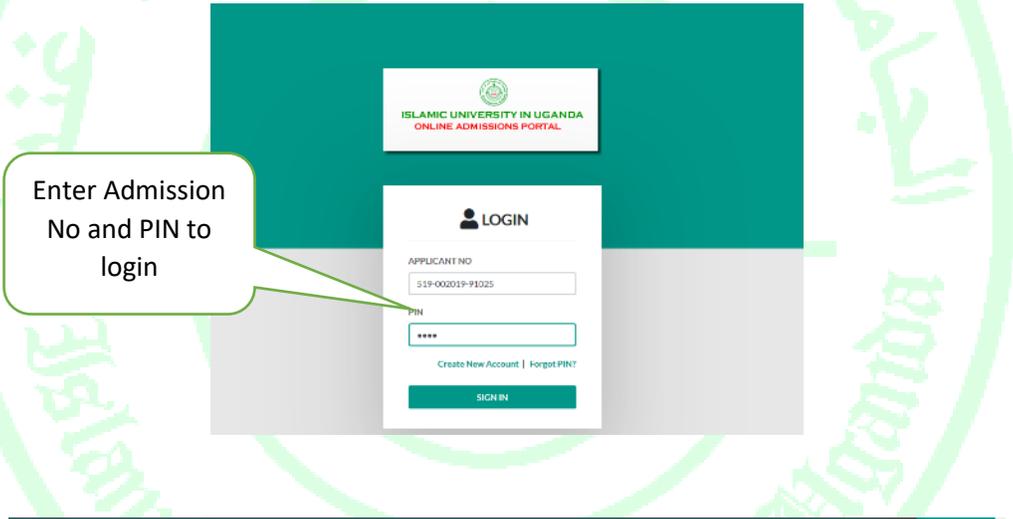
5. Click "Create | View Forms" to start your application process

Click to add New Form

List of Forms
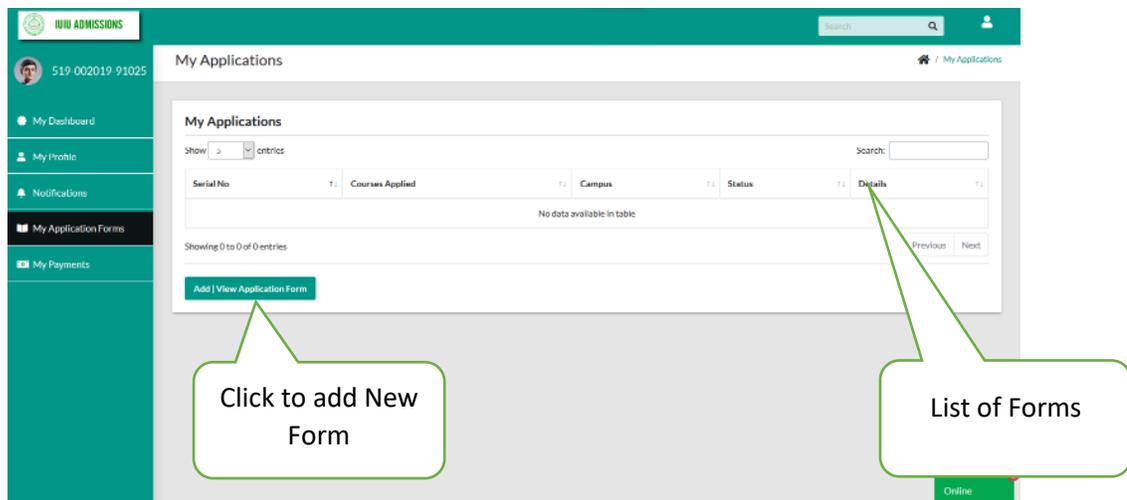
6. Click "Add | View Application Form" to Create a new form or edit an existing one. Only one form is permitted at a single time. However, in case of a rejected application a new form can be added.

7. Enter BIO data in correct format and click "Save Bio Data"

Click save Bio Data

Click to add Photo
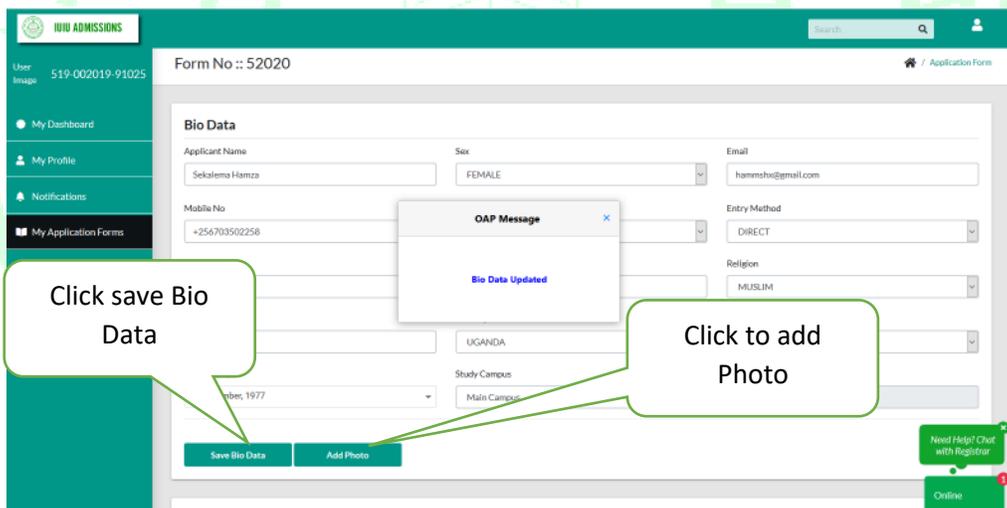
8. Enter and Save Index Numbers and years of sitting for O and A Level. Ugandan Applicants can automatically upload data by clicking Add Results Auto. In case of any problem simply click "Add Results Manually" to get a form to enter papers and scores one by one.

Save Index Numbers and Click Auto or Manual to Add Results

9. Add Any other qualifications eg Certificates, Diploma etc

Click to add New Qualification

Enter data and click to Save

10. Upload Documents. All Must be in **PDF** Format

Click to add New Document

Browse for PDF document and Attach

11. Select Programmes | Courses of choice, indicating the Choice option from First to Third

Click to add New Choice

Click to add New Account

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12. **Process Payments before Submission**

Only paid forms will be accessible to Admin Users for processing. There are a number of payment options depending on country as follows:

UGANDANS OR RESIDENTS OF UGANDA

All Ugandan Applicants shall be required to pay their Application Fees Via Mobile Money Using SchoolPay. SchoolPay is available on both Airtel Money and MTN Mobile Money as follows:

Option1: Airtel Money:

Simply DIAL ***185*6*2*1** Then Enter your Applicant No eg 519-002019-00001 and follow the prompts. The Amount MUST be 50,000. Otherwise, your form shall not be processed.

Option 2: MTN Mobile Money:

Simply DIAL ***165*4*3*2*1**, Then Enter your Applicant No eg 519-002019-00001 and follow the prompts. The Amount MUST be 50,000. Otherwise, your form shall not be processed.

OUTSIDE UGANDA

Option 1: Paypal

The Site allows for Paypal Processing. Simply Go to the Payments Link and Click the Paypal Icon as indicated. The amount is automatically indicated. Simply Approve and proceed.

Option 2 Bank Deposit

Deposit the Amount of USD 20 on the following bank Account:

Attach Bankslip in the Document attachment area and. Please be advised that only confirmed payments will be credited to your online payments platform before you will be permitted to submit your form.

Ensure that your payment is reflected by clicking "My Payments" to view the recognized Payments.

13. **Submit Form**

    Submission is subject to the following conditions:
    (a) Fully filled application form including attachments
    (b) Agreeing with the terms and conditions
    (c) Full payment of the application fees

NB:

After submission. Processing takes maximum 3 working days. An electronic Admission Letter shall be sent to your email and uploaded to your online account.