



FINANCIAL PROCEDURES

The information below highlights the University's banking details and the guidelines that both prospective and continuing students need to observe when applying and paying their fees.

1. Existing Students

- 1.1. University students may pay fees at any branch of **First National Bank** of Botswana to University of Botswana bank account number **62130787601**. After paying your fees, you may proceed through the Student Debtors Finance office at Block 139 office 144 for un-blocking, with a copy of the deposit slip referenced with your student identity number. You may now register online or seek guidance from your faculty if you have any queries.

For international payments, students may pay into our Standard Chartered Bank Account details of which are as follows:

Account Name: University of Botswana
Account Number: 0100110109600
Branch code: 662167
Swift code: SCHBBWGX

Copies of proof of payment, (with full student names and student number noted on them) should immediately be sent by fax to: +267 3951326 or +267 3959 390 or e-mailed to: studentpayments@ub.ac.bw. You can also call 355 4633/34/35 for assistance.

Students who are in receipt of sponsorship letters should email them to studentpayments@ub.ac.bw or deliver copies of the same and get financial clearance from Student Debtors office at **Block 139, Room 144** or follow the guidelines provided during **registration** before registering online. You may seek guidance from your respective Faculties to complete online registration.

2. Prospective Students

- 2.1. Candidates or prospective students who wish to apply for admission may pay application fees at the following banks:
First National Bank of Botswana to University of Botswana bank account number **62130787601**
ABSA Bank of Botswana to University of Botswana bank account number **3761645**
Standard Chartered Bank of Botswana to University of Botswana bank account number **0100110109604**

For payment of Application Fee from outside Botswana, please deposit the fee into the following Standard Chartered Bank

Account: **Account name:** University of Botswana
Account number: 0100110109604
Branch code: 662167
Swift Code: SCHBBWGX

- A copy of the deposit slip or prove of online payment (with your name & ID written on) should be attached to Application Forms when these are submitted or sent to **Undergraduate or Postgraduate Admissions Office** of the University of Botswana.
- International students residing in Botswana should bring with them copies of employment contract and residence/work permit for their parent(s). For self-employed, bring tax certificate, company certificate and residence/work permit. Such students should also present passports for appropriate identification by country of origin.

3. Payment Plan for self-sponsored students

Self-sponsored students are allowed to pay tuition fees in **four installments** as follows:

- 1st instalment of at least 25% of the tuition and related fees, paid before registration.
- 2nd instalment of at least 25% of the tuition fee, by the end of the first month following month of registration.
- 3rd instalment of at least 25% of the tuition fee, by the end of the second month following the month of registration.
- 4th instalment of at least 25% of the tuition fee, by the end of the third month following the month of registration.

Note: Online payments can be done through this link: <https://www.ub.bw/ubpayments>