

Online Application Manual

Accessing the Online Application Form

- ✓ Open your internet browser e.g. (Mozilla Firefox or Google Chrome) and type in the address bar the url <http://emis.ubteb.go.ug:8080/admissions> and press the enter key on the keyboard



Address bar

- ✓ The UBTEB **online application form** will open, depending on your internet speed, wait until the form Opens as displayed below

A screenshot of the UBTEB EIMS online application form registration page. At the top, there is a dark blue header with the UBTEB logo and the text "UBTEB EIMS". Below the header, a message reads: "Welcome to UBTEB online application for registration for examinations page. Please make sure you have all the necessary information for all the mandatory fields indicated by * below before you begin to apply. ALL FIELDS MUST BE FILLED IN BLOCK / CAPITAL LETTERS". The main content is a form titled "Bio Data" with two columns of fields. The left column contains: Surname, Other Names, Phone number, Home Address (Village, Subcounty, Constituency), and Date of Birth (format: yyyy-mm-dd). The right column contains: Photo (with a "Choose File" button and "No file chosen" text), Gender (dropdown menu), Country (dropdown menu showing "Uganda"), Home District (dropdown menu), and Next of Kin Name. There is also a "Next of Kin Email" field at the bottom right. A blue arrow points from the text above to the top of the form area.

- ✓ Fill in all the details required (**fields Marked with * are Mandatory**)

Candidate Biodata Information

Bio Data	
* Surname <input type="text"/>	Photo <input type="button" value="Choose File"/> No file chosen
* Other Names <input type="text"/>	* Gender <input type="text" value="...Select..."/>
Phone number <input type="text"/>	* Country <input type="text" value="Uganda"/>
* Home Address (Village, Subcounty, Constituency) <input type="text"/>	* Home District <input type="text" value="...Select..."/>
* Date of Birth (format: yyyy-mm-dd) <input type="text"/> <input type="button" value="📅"/>	Next of Kin Name <input type="text"/>
<input type="checkbox"/> Is Disabled? Reason for Disability <input type="text"/>	Next of Kin Email <input type="text"/>
	Next of Kin Phone <input type="text"/>
	* Birth Certificate <input type="button" value="Choose File"/> No file chosen

Date, Month & Year provided here should match with ***Date Month & Year*** on the **Birth Certificate** and **National Identity Card**

Program Information

Program Information

* Exam center

* Sponsorship

* Program

Name of sponsor

* Year of Entry

* Intake

This is the year you are registering for UBTEB exams for the first time

Select the intake, UBTEB runs two intakes, March & August

Select the program
Note: **wrong selection of a program admits the candidate to a wrong program**

Select your Centre Number and Name of training institution

(The one allocated by UBTEB)

Note: **Wrong selection of Center No will admit candidates in the wrong institution**

Relevant Qualification

Relevant Qualification

Index Number	Previous school
<input type="text"/>	<input type="text"/>
PLE	UCE
File	File
<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Choose File"/> No file chosen
Disinctions	Disinctions
<input type="text"/>	<input type="text"/>
Credits	Credits
<input type="text"/>	<input type="text"/>
Pass	Pass
<input type="text"/>	<input type="text"/>
Fail	Fail
<input type="text"/>	<input type="text"/>

- ✓ Provide information about your qualification in Summary form for example ***How many distinctions did u get at O-level, how many credits did you get at PLE?***
- ✓ Provide information about the Diplomas and Certificates that you have attained, in summary form: Your CGPA, or AVG Grade score & Awarding institution

Disclaimer

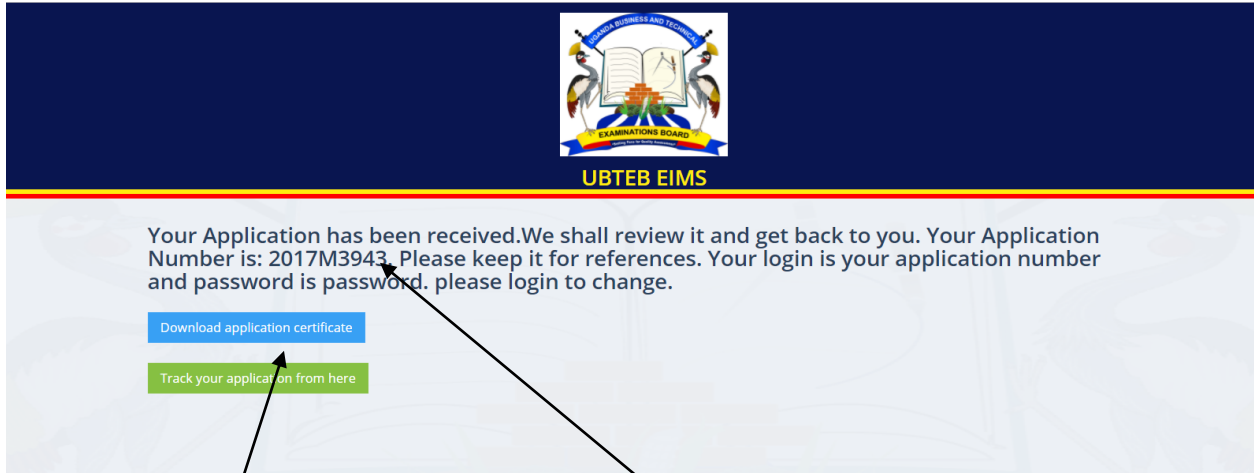
I agree that the information provided is correct to the best of my knowledge

EXAMINATIONS BOARD

- ✓ Select: to agree that the information you have provided is correct and represent you and your qualifications and **Click to Apply**

Upon successful submission of the form, the system will allocate you an application number: This can be used to track your application,

You can also print an application Certificate that has your details and the program you have applied for



Click to print your application number

Application Number