

MAKERERE

P. O. Box 7062
Kampala Uganda
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UNIVERSITY

Tel: (gen) +256 - 414 - 530872
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OFFICE OF THE UNIVERSITY BURSAR

Our Ref: MAK/UB/249/2024.

5th August 2025

The Students Community
Makerere University.

Dear Students,

SUBJECT: IMPORTANT INFORMATION ON UNIVERSITY FEES PAYMENT

I cordially welcome you all to the University Academic Year 2024/25 and in a special way the first-year students who are joining us to further develop their careers.

I wish to advise all students especially first years, to deposit all your fees as received from your parents to any bank of your choice at the University. We have five banks at campus name: Stanbic, UBA, DFCU, Centenary, and Post bank. Kindly do not to delegate anyone to pay for you.

Please take note of the following:

1. All Government sponsored students must enroll immediately on ACIMS system and submit their personal bank accounts to their Hall Wardens to enable processing of food and living out allowances. Only enrolled students will be paid. You are therefore advised to enroll as soon as possible.
2. For smooth running of the University, the fees policy requires that a continuing student pays atleast **UGX.200,000** and this is expected to be paid by 30th August 2024, beyond which, a surcharge of **UGX.20,000** shall be levied.
3. **18th October 2024** (end of 10th week) is the deadline for free registration. Beyond which, UGX.50,000 will be levied.
4. **1st November 2024** (end of 12th week) is the deadline for fees payment beyond. which a surcharge of 5% on the outstanding balance will be levied.
5. Payment methods:
 - All cash must be banked after generating a PRN on your students' portal or with help of the College Bursars office. Attached is a list of College Bursars and their contacts for assistance on financial issues.
 - Cheques/Drafts should be addressed to Uganda Revenue Authority and presented to the drawing bank with a PRN generated from your student portal. Please contact the University Revenue Unit, Frank Kalimuzo Teaching Facility, Level 4 in case of any assistance.
 - EFTS - All students intending to use this method should contact the University Revenue Unit for payment details.

I wish you all the best as you pursue your career.

Yours Sincerely,

Evarist Bainomugisha
University Bursar.

In future correspondence please quote the reference number above

CONTACTS FOR THE COLLEGE BURSARS

COLLEGE	OFFICER'S NAME	CONTACT
CAES	KYAMULABI SUSAN	0776936702
COCIS	ANGIDA FRANCESCA	0702716395
COVAB	WALTER ODOCH	0776930130
COBAMS	MUBIRU PETER	0772409076
CONAS	CLARE BIRUNGI	0772456125
CEDAT	RONALD SSAMBWA	0702443646
SCHOOL OF LAW	SSERUNJOGI MAJIDU	0702443646
CEES	KAYIMA STEPHEN	0776801700
CHUSS	MBAINA MICHAEL	0787095147
CHS	TOM VOK ELWANA	0780394122
JINJA	ALEXIS TUGUME	0782322111