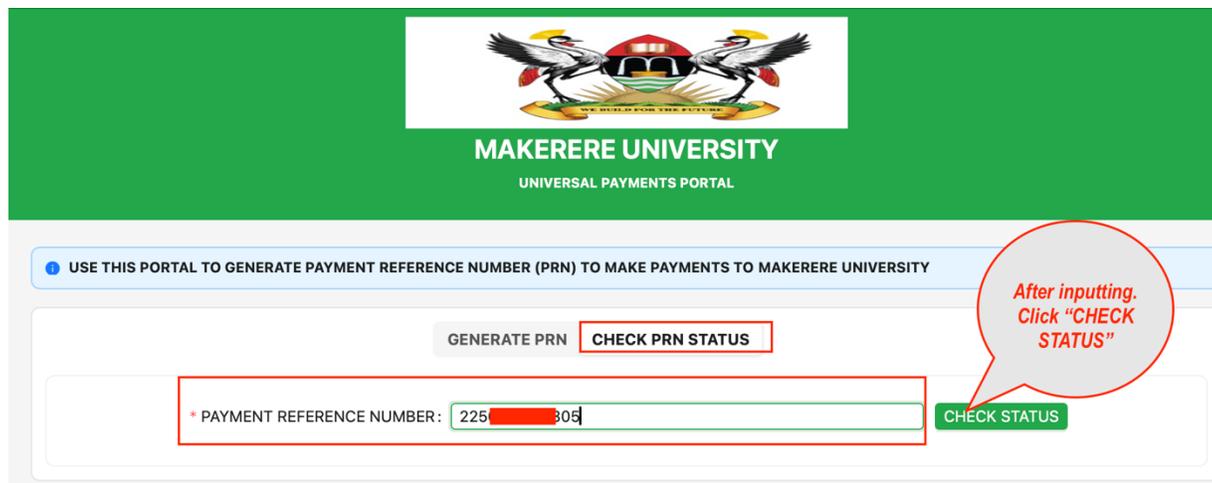


## GUIDE TO REFLECT TUITION (MONEY PAID TO THE UNIVERSITY) USING PRN (PAYMENT REFERENCE NUMBER)

By Arthur Moses Opio and Given Ratib

**Step 1.** Click or type <https://pay.mak.ac.ug/> on your web browser(Google, Firefox, Edge, Safari, etc.)



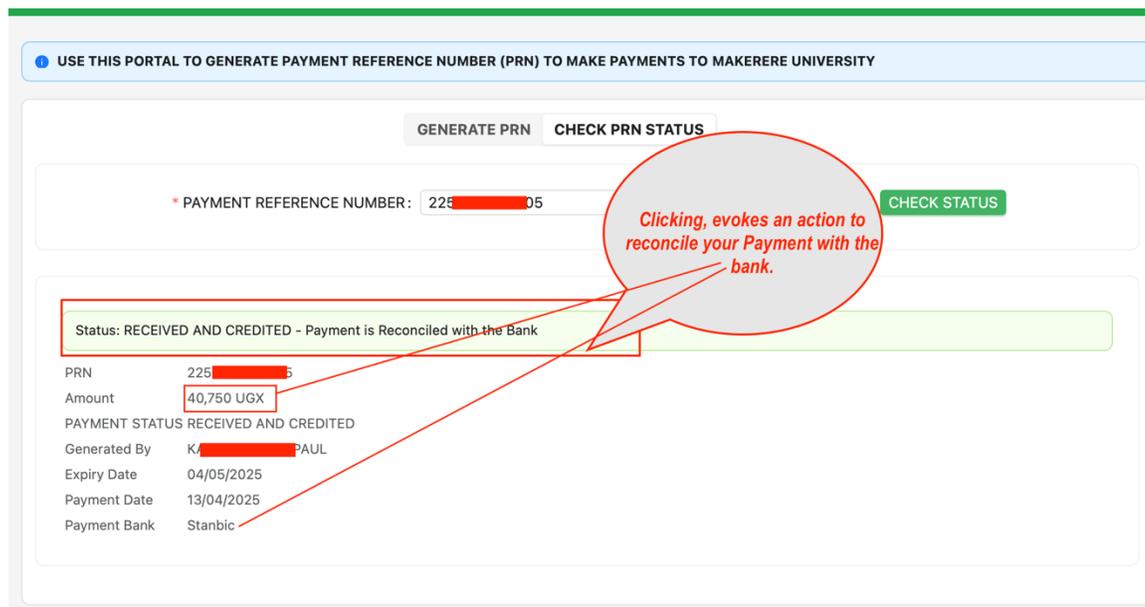
The screenshot shows the Makerere University Universal Payments Portal. At the top, there is a green header with the university's logo and the text "MAKERERE UNIVERSITY UNIVERSAL PAYMENTS PORTAL". Below the header, a blue banner contains the instruction: "USE THIS PORTAL TO GENERATE PAYMENT REFERENCE NUMBER (PRN) TO MAKE PAYMENTS TO MAKERERE UNIVERSITY". The main content area has two tabs: "GENERATE PRN" and "CHECK PRN STATUS". The "CHECK PRN STATUS" tab is active. Below the tabs, there is a form with a label "\* PAYMENT REFERENCE NUMBER:" followed by a text input field containing "225 [redacted] 305". To the right of the input field is a green button labeled "CHECK STATUS". A red speech bubble points to the "CHECK STATUS" button with the text: "After inputting. Click 'CHECK STATUS'".

**Step 2:** Type your Payment Reference Number(PRN) as seen in the picture above.

e.g **2250013006780** The PRN has 13 digits. Ensure it is the right one before clicking “**CHECK STATUS**”

**Step 3:** Click the green button “**CHECK STATUS**”

**Step 4.** A pop-up window showing: Status: “**RECEIVED AND CREDITED**” will appear saying, “**Payment is reconciled with the Bank.**”



The screenshot shows the Makerere University Universal Payments Portal after clicking the "CHECK STATUS" button. The "CHECK PRN STATUS" tab is active. Below the tabs, there is a form with a label "\* PAYMENT REFERENCE NUMBER:" followed by a text input field containing "225 [redacted] 05". To the right of the input field is a green button labeled "CHECK STATUS". Below the input field, there is a green box containing the status message: "Status: RECEIVED AND CREDITED - Payment is Reconciled with the Bank". Below the status message, there is a table with the following information:

PRN	225 [redacted] 5
Amount	40,750 UGX
PAYMENT STATUS	RECEIVED AND CREDITED
Generated By	K. [redacted] PAUL
Expiry Date	04/05/2025
Payment Date	13/04/2025
Payment Bank	Stanbic

A red speech bubble points to the "CHECK STATUS" button with the text: "Clicking, evokes an action to reconcile your Payment with the bank." A red box highlights the status message and the table above.

**Step 5:** Login your **students portal/admission** portal to check out **your tuition or payment** status.