

# How To Apply For A University Advertised House

Prepared by Arthur Moses Opio  
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## Introduction

Over the years, housing adverts have been published on the staff mailing lists to enable eligible staff apply for available houses.

Housing adverts application has now been taken digital and the process can be done online through the Electronic Human Resource Management System(eHRMS) system.

This guide shows a staff member how to apply.

### Step 1:

Log into the staff portal <https://ehrms.mak.ac.ug>

The screenshot displays the Makerere University e-HRMS interface. On the left is the login section, and on the right is a housing advert display.

**Login Section:**

- Logo: Makerere University
- Text: **Login** 🍷
- Welcome message: Welcome to Makerere University e-HRMS
- Form fields:
  - Email \*: Enter your email
  - Password \*: Enter your password
- Text: *Log in using your Makerere email address & password*
- Links: ☐ Remember me, [Forgot Password?](#)
- Button: Login

**Housing Advert Section:**

- Section: Ad Display (with house icon)
- Section: Housing Advert (with house icon)
- Text: University Housing
- Advert Details:
  - HOUSING ADVERT
  - MAK/DVCFA/753/25
  - Closing Date: Dec 08, 2025 (12 days remaining)
  - 75 house(s) available
- Button: Login to Apply for Available Houses



Login 🍷

Welcome to Makerere University e-HRMS

Email \*

arthur.opio@mak.ac.ug



Password \*

.....

☐ Remember me

[Forgot Password?](#)

## Step 2:

**Go to the left Menu: Click On Housing Adverts Available:**

**Your Menu**

- My Job Applications
- My File
- Promotion Adverts
- ID Requirements
- My Tasks
- My Real-Time Attendance
- Attendance History
- Monthly Attendance Report
- Housing Adverts Available**
- Confirmation
- Appraisal
- Track Request Progress
- Contract
- Staff Resignation
- Retirement
- Delegate Rights
- Generate Fingerprint Code

**Supervisor:** [Redacted]

**Retirement Date:** [Redacted] remaining

**Annual Leave Balance:** 0 Days

**Housing Status:** Not a Resident  
You are not currently allocated a housing unit.

**Terms of Employment:** [Redacted] (P...)

**EXPIRES:** [Redacted] remaining

**Housing Adverts Available!**  
1 active housing advert(s) are currently open for applications.  
**HOUSING ADVERT MAK/DVCFA/753/25** - Closing Date: Dec 08, 2025 (10 days remaining) - 79 house(s) available

[→ Browse Available Houses](#)

*This is what you see once you log in. There is a n option on the left menu showing: "Housing Adverts Available". You can tell your status, see deadline for advert & browse available houses.*

[View](#) [View](#) [View](#) [View](#)

You will:

- know your housing status (Resident or Non Resident)
- See deadline for application
- Browse available houses

### Step 3: Browse Available Houses

Dashboard / Housing / Available Houses

**Available Houses For Application**  
Browse and apply for available university housing units

**Showing only houses matching your salary scale: PU6.2** [My Applications](#)

**Active Housing Adverts**  
**HOUSING ADVERT MAK/DVCFA/753/25**  
Closing Date: Dec 08, 2025 (10 days remaining) **79 house(s) available**

**Search**  
Search by name, code, or property... [Search](#)

13 house(s) available

**C3** **Available**  
MAIN CAMPUS: WEST ROAD FLATS  
Code: UNIT20250676  
2 Bedroom(s) N/A Bathroom(s)  
Flat Apartment N/A m²  
Amenities: Electricity Water  
[View Details](#)

**B7** **Available**  
MAIN CAMPUS: WEST ROAD FLATS  
Code: UNIT20250672  
2 Bedroom(s) N/A Bathroom(s)  
Flat Apartment N/A m²  
Amenities: Electricity Water  
[View Details](#)

**A1** **Available**  
MAIN CAMPUS: SEMAKIRO FLATS  
Code: UNIT20250444  
2 Bedroom(s) N/A Bathroom(s)  
Flat N/A m²  
Amenities: Electricity Water  
[View Details](#)

Once you click browse you will see:

- A note saying: “Showing only houses matching your salary scale: e.g PU6.2. If your salary scale is different: ***“We only show houses that belong to your salary categories.”***”
- The housing advert MAK/DVCFA/753/25 with number of houses. In this case they are 79.
- You can then search by name, code or property.

On the houses available, you’ll see:

- e.g Main Campus: West Road Flats
- Code: UNIT20230676
- 2 Bedroom(s)
- Flat Apartment
- Amenities: Electricity, Water

## Step 4: Search


Search

UNIT20250676

Search by code

1 house(s) available

Available



C3

MAIN CAMPUS: WEST ROAD FLATS

Code: UNIT20250676

2 Bedroom(s) N/A Bathroom(s)

Flat Apartment N/A m<sup>2</sup>

Amenities: Electricity Water

View Details

Click to "View Details"


## Step 5: View Details

HOUSING ADVERT FOR VACANT UNITS AVAILABLE

Closing Date: Dec 08, 2025 10 days remaining

**Application Instructions:** You are strongly advised to view the house physically before applying to ensure that you are fully aware of its condition and suitability. For any clarifications or to schedule a viewing, please contact Mr. Phillip Mbwire, the Ag. Housing Overseer, on Tel: +256 783 323 559 and on Email: mbwirep@gmail.com. The deadline for submitting applications is December 8, 2025.

Once you click view details: You are able to see [REDACTED] Download Advert, Apply for the house.



**House Information**

Unit Name:	C3	Bedrooms:	2
Unit Code:	UNIT20250676	Bathrooms:	N/A
Property:	MAIN CAMPUS: WEST ROAD FLATS	Living Rooms:	N/A
House Type:	Flat Apartment	Kitchens:	N/A
Salary Scale:	PU6 PU7	Total Rooms:	2
Status:	Available	Area:	N/A m <sup>2</sup>

**Amenities & Features**

Electricity Water

**Apply For This House**

Ready to apply? Click the button below to start your application.

Apply Now

You can only submit one application per advert.

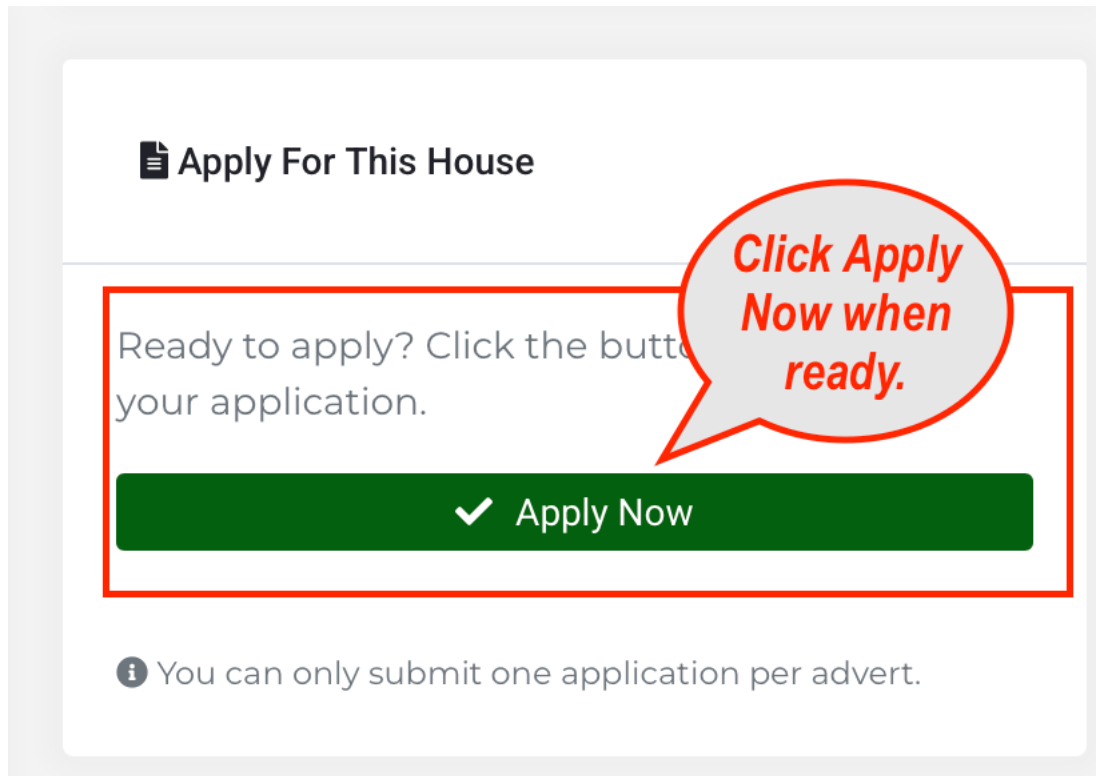
**Quick Info**

Available: Yes

Property: MAIN CAMPUS: WEST ROAD FLATS

Unit Code: UNIT20250676

## Step 6: Apply For House



### Things to note:

- We only show houses that belong to your salary categories
- Ensure you have an application letter that is signed by your Head of Department(HOD)
- You can apply for an alternative house in case your first choice isn't available.

**Housing Application Form**

**Staff Information**

Name

File Number

Email

Marital Status

**Application Letter \***

**⚠ Required:** Please upload an application letter signed by your Head of Department.

Application Letter (Signed by Head of Department) \* (PDF, JPG, PNG - Max 2MB)

Choose File no file selected

📌 The application letter must be signed by your Head of Department recommending you for housing allocation.

**Selected House**

<b>Unit Name:</b>	C3	<b>Bedrooms:</b>	2
<b>Unit Code:</b>	UNIT20250676	<b>Bathrooms:</b>	N/A
<b>Property:</b>	MAIN CAMPUS: WEST ROAD FLATS	<b>Area:</b>	N/A m <sup>2</sup>
<b>House Type:</b>	Flat Apartment		

**Amenities:**

Electricity
Water

**Second Choice House (Optional)** - Select an alternative house in case your first choice is not available

-- Select Second Choice (Optional) --

📌 If you don't select a second choice, only your first choice will be considered.

Ensure you upload a signed application letter by your HOD.

You can apply for an alternative house if your first choice isn't available.

## List of second choice houses:

**Second Choice House (Optional)** - Select an alternative house in case your first choice is not available

✓ -- Select Second Choice (Optional) --

- 1B2 (MAIN CAMPUS: WELCOME TRUST FLATS)
- 2B4 (MAIN CAMPUS: WELCOME TRUST FLATS)
- 4A (MAIN CAMPUS: MUGANZI AWONGERERWA)
- A1 (MAIN CAMPUS: SEMAKOKIRO FLATS)
- A2 (MAIN CAMPUS: EEC FLATS)
- B3 (MAIN CAMPUS: NEW AVENUE)
- B5 (MAIN CAMPUS: QUARRY FLATS)
- B7 (MAIN CAMPUS: WEST ROAD FLATS)
- D1 (MAIN CAMPUS: NEW AVENUE)
- Y1 (MAIN CAMPUS: LUTHULI FLATS)
- Y2 (MAIN CAMPUS: LUTHULI FLATS)
- Z1 (MAIN CAMPUS: LUTHULI FLATS)

**⚠ Required:** Birth certificates must be uploaded for all children (both existing and newly added).

The list of second choice houses is displayed as seen.

## Step 7: Submit Application

Before submitting, ensure:

1. Application letter signed by HOD.
2. If you have children, birth certificates are uploaded.
3. Marriage certificate if married.

The screenshot shows a web form with several sections. At the top, there is a text area labeled "Additional Notes or Reason for Application (Optional)" with a placeholder text "Please provide any additional information or reasons for your application...". A red box highlights this area, and a callout bubble says "This is optional but can still be of help if you have more information." Below this is a section titled "Children Information". A red box highlights a required note: "Required: Birth certificates must be uploaded for all children (both existing and newly added).". A yellow box to the right says "Take note of this request for birth certificates." Below this is a button "+ Add Child" and a message "No children registered in the system. You can add children below if you have any." The next section is "Important Notice" with a list of "Required Documents": Application letter signed by Head of Department, Birth certificates for all children (if applicable), and Marriage certificate (if married). A red box highlights this list, and a callout bubble says "Reminder to upload 'Required Documents.'" Below the list is a text prompt "Please ensure all required documents are uploaded before submitting your application." A red box highlights the bottom of the form, and a callout bubble says "Once done, Click 'Submit Application'". At the bottom, there are two buttons: "Submit Application" and "Cancel".

Additional Notes or Reason for Application (Optional)

Please provide any additional information or reasons for your application...

*This is optional but can still be of help if you have more information.*

Children Information

**Required:** Birth certificates must be uploaded for all children (both existing and newly added).

*Take note of this request for birth certificates.*

+ Add Child

No children registered in the system. You can add children below if you have any.

**Important Notice**

**Required Documents:**

- Application letter signed by Head of Department
- Birth certificates for all children (if applicable)
- Marriage certificate (if married)

*Reminder to upload "Required Documents."*

Please ensure all required documents are uploaded before submitting your application.

*Once done, Click "Submit Application"*

Submit Application Cancel

Once you meet all the required documents: Click “Submit Application”

**For any inquiries:**

Reach out to office of the Deputy Vice Chancellor Finance and Administration.