BOTSWANA UNIVERSITY OF AGRICULTURE AND NATURAL RESOURCES (BUAN)

ONLINE APPLICATION GUIDE

Before starting the application process please download, read and understand the steps provided below which will assist you in completing your application fully. The final step of the application is the SUBMIT APPLICATION step and your application will only be complete if you have clicked the SUBMIT APPLICATION button and see a pop u message saying "YOUR APPLICATION HAS BEEN RECEIVED FOR FURTHER PROCESSING"

The Online application system enables prospective students to APPLY for BUAN programmes through the internet. It is important for all applicants to carefully read all entry requirements to ensure they qualify for their programme of interest. The entry requirements can be found on the advert on our Facebook page and on our Website under the Admissions tab. Applicants should have an active email address because all communication/feedback shall be sent through email.

Applicants are required to have the following documents **scanned and saved separately** in JPEG or PDF format:

  i.   Certified copy of Omang for Botswana citizens or Passport for international applicants
  ii.   Certified copy of Statement of Results and Certificate (if available), accompanied (if not in English) by a certified English translation version
  iii. Certified copies of additional official documents e.g. Diploma/Degree certificate, transcript, professional registration certificates, certifying letters from Examining bodies, proof of change of name where applicable
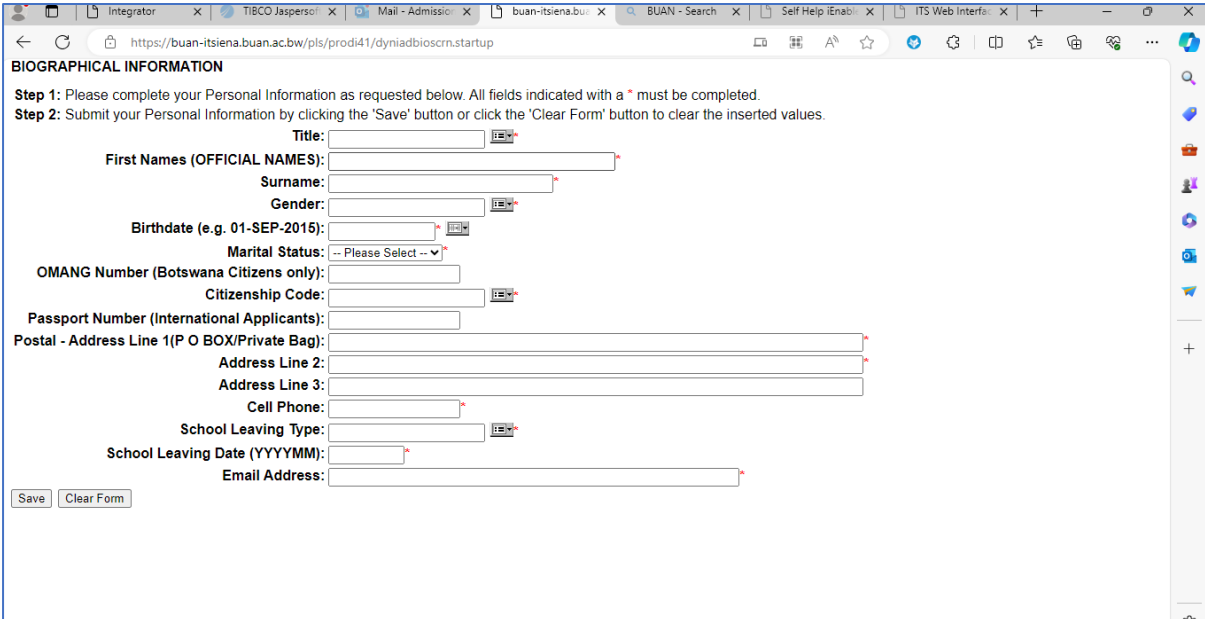 iv.   Social welfare letter for applicants that fall within the special dispensation category.

NB: The application process consists of two compulsory steps, **Biographical Information** and **Academic Application.** It is crucial that applicants follow the steps on every page as shown below in order to complete their application.

STEP 1: Go to the BUAN website www.buan.ac.bw, click on APPLY NOW then click the graduate picture icon 🎓 under **PROSPECTIVE STUDENTS** section to start the application process. The application **BIOGRAPHYCAL INFORMATION** page wil open as displayed below.

This above step applies only to applicants who have never attended BUAN before, former BUAN students who enrolled from 2003 to date should use their student numbers to log into the iEnabler under 'Registered Users' option and submit their applications. Those who have lost their login details or never had them should contact the Admissions Office for assistance with accessing the student portal.

Graduate applicants should contact the Graduates Office through the contacts provided on the advert before starting their applcation process to get the necessary guidance.

NB: All fields indicated with a * are compulsory and must be completed. Click on the small drop-down button to the right of each field where applicable to select the relevant option. Passport number is required if you are an international applicant. Please see below on how to fill in the address as there are multiple address lines. After filling all your personal information, you must click the save button.

**STEP 2:** After saving your biographical information, the system will allocate you a reference/student number and prompt you to create a 5-digit login pin. The pin **cannot** start and end with a zero "0", nor can it have two similar numbers next to each other, i.e "11" or "66".

You now have an account on the BUAN student portal which you will use to apply and ultimately register to be a student if your application is successful.
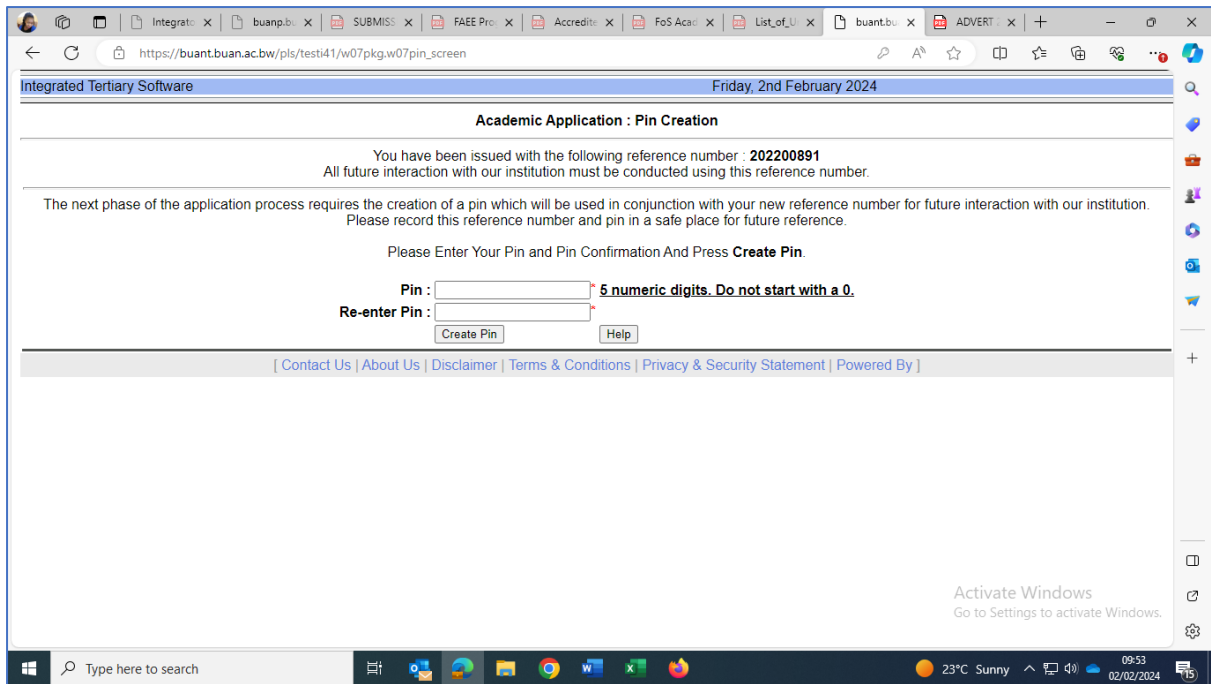
NOTE: *If you log out of the system before you submit your application, you can log back by going to* [ONLINE SERVICES](#) *or* [APPLY NOW](#) *options on the BUAN website and enter your reference\student number and login pin under* ***Registered Users, Student*** *option to continue with your application. Please do not attempt to create another account, if you struggle to recover your login details do communicate with our office and you shall be assisted to easily recover your account information*.

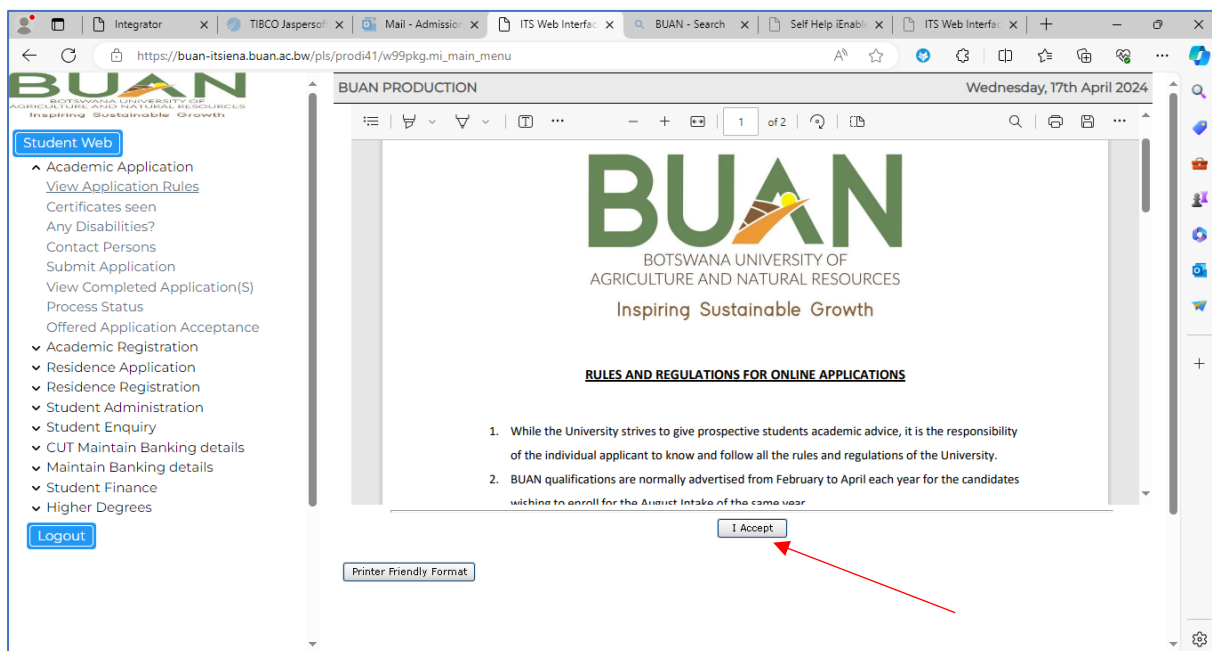Login here using reference/student number and your pin
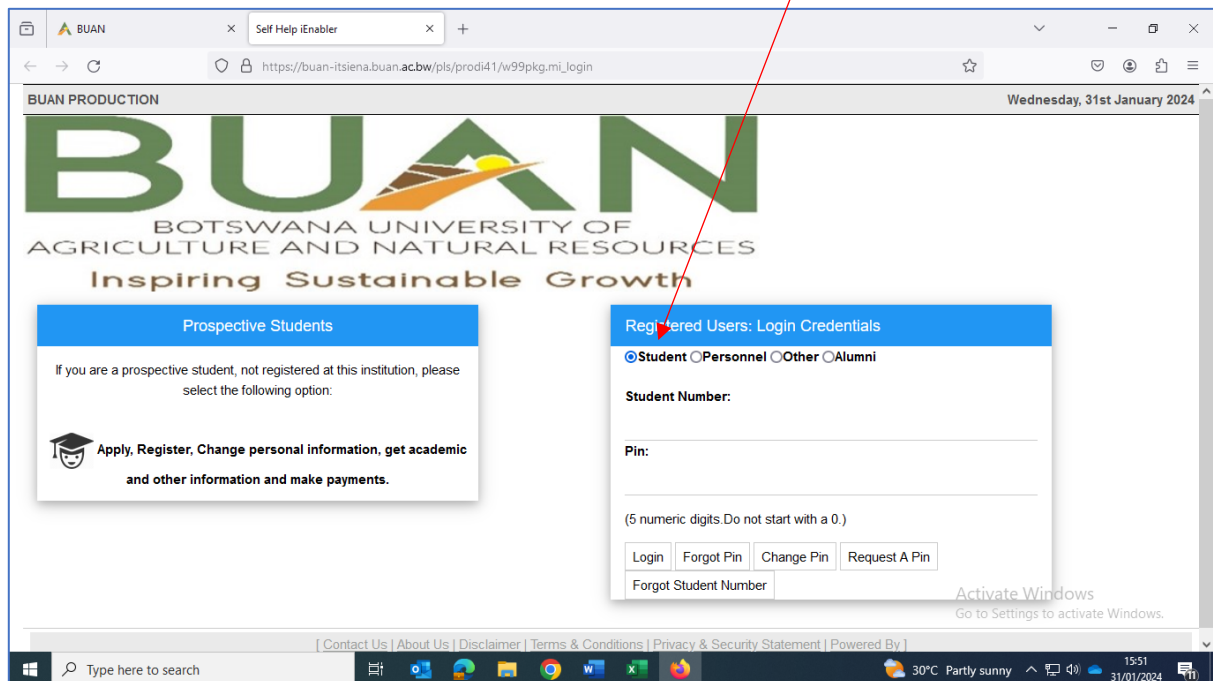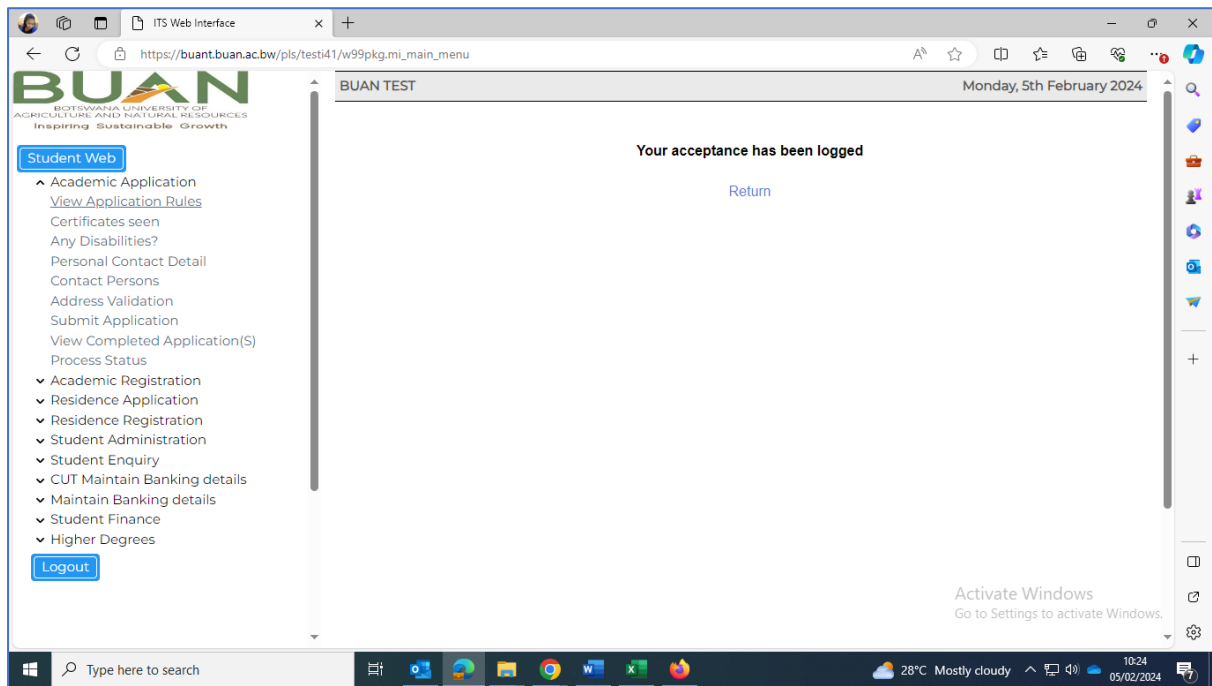
STEP 3: Click on Academic Application.

Click here
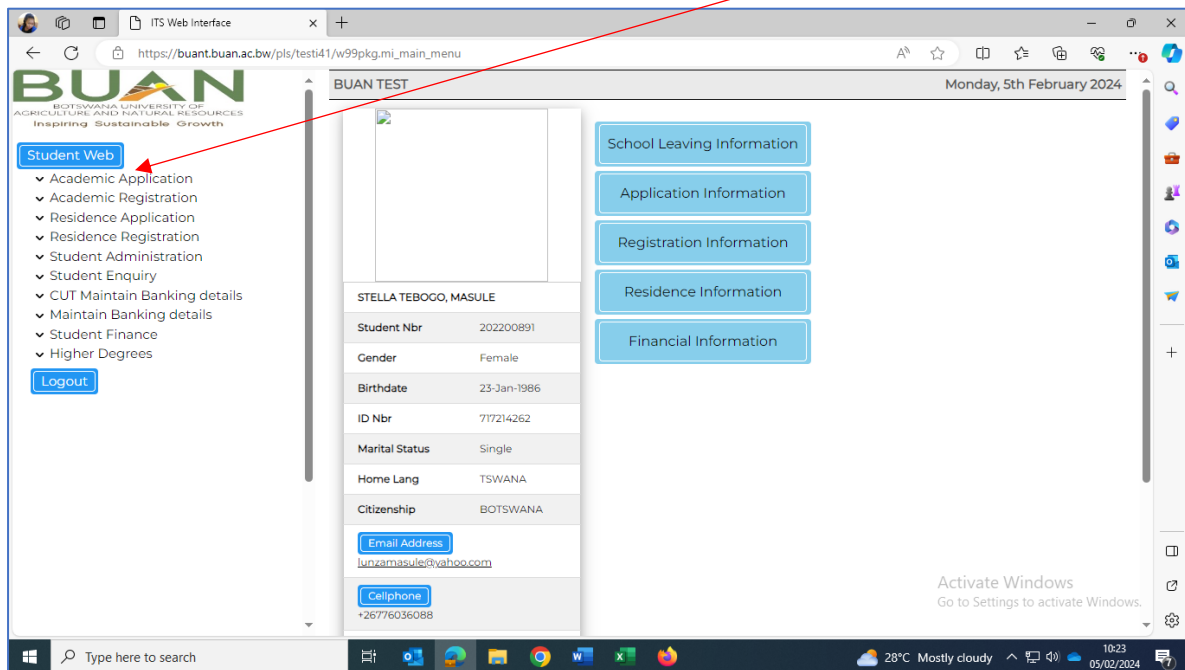
**STEP 4:** Click on View Application Rules which you have to accept.

NB: You won't be able continue with and complete your application if you do not accept the application rules. Once you have accepted the application rules the following message should pop up on the screen.

STEP 5: Click on Certificates Seen then click on Load/view documents to upload the relevant required documents (results, identification documents etc).
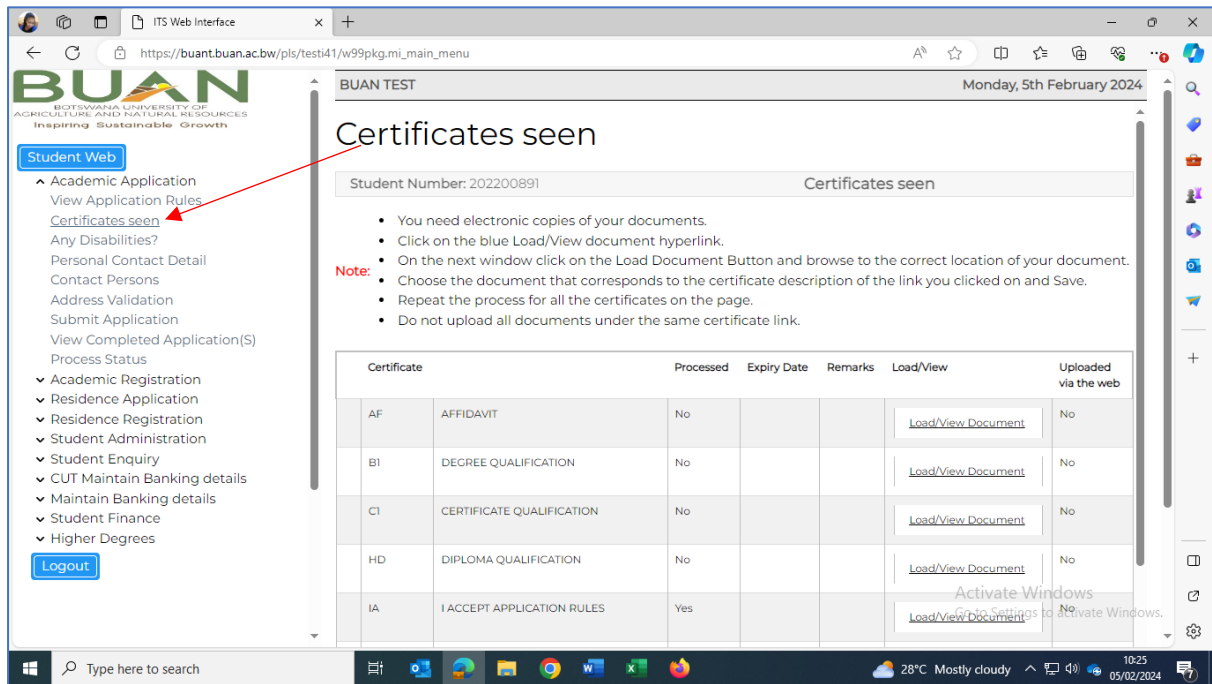
Click on 'Upload document'
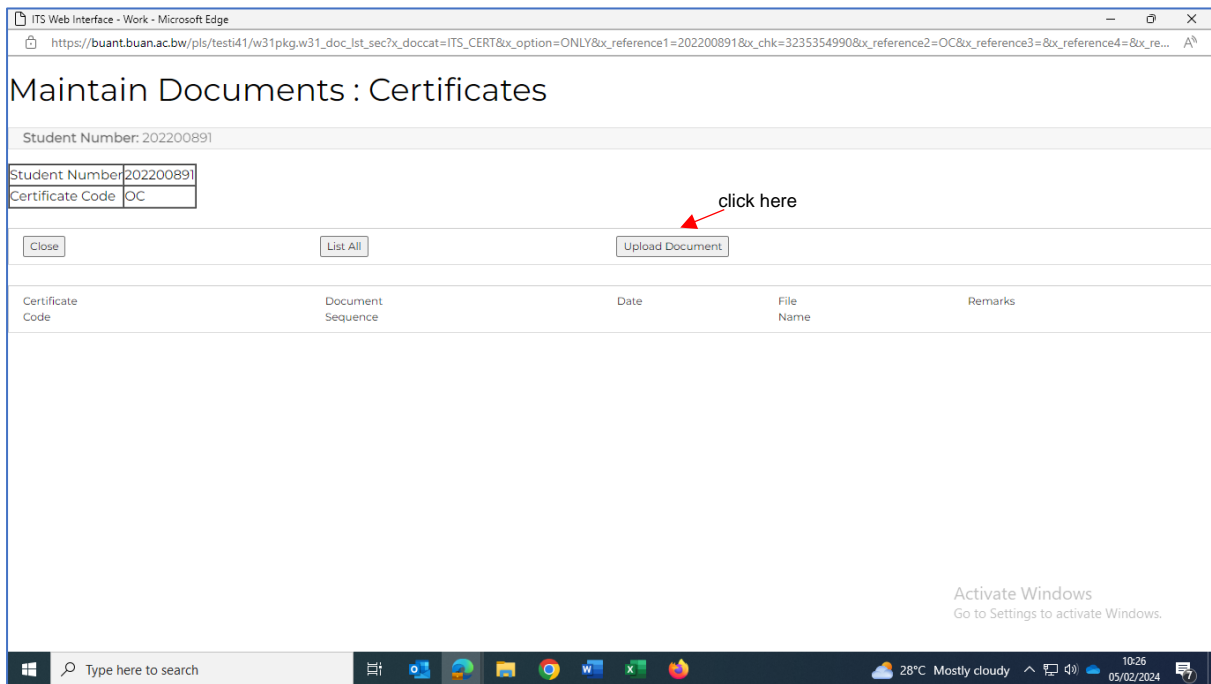
After clicking on 'upload document' the page will switch to the one below, click on 'choose file' to find your document where it has been stored and upload it. Once you have uploaded click the 'save' button.
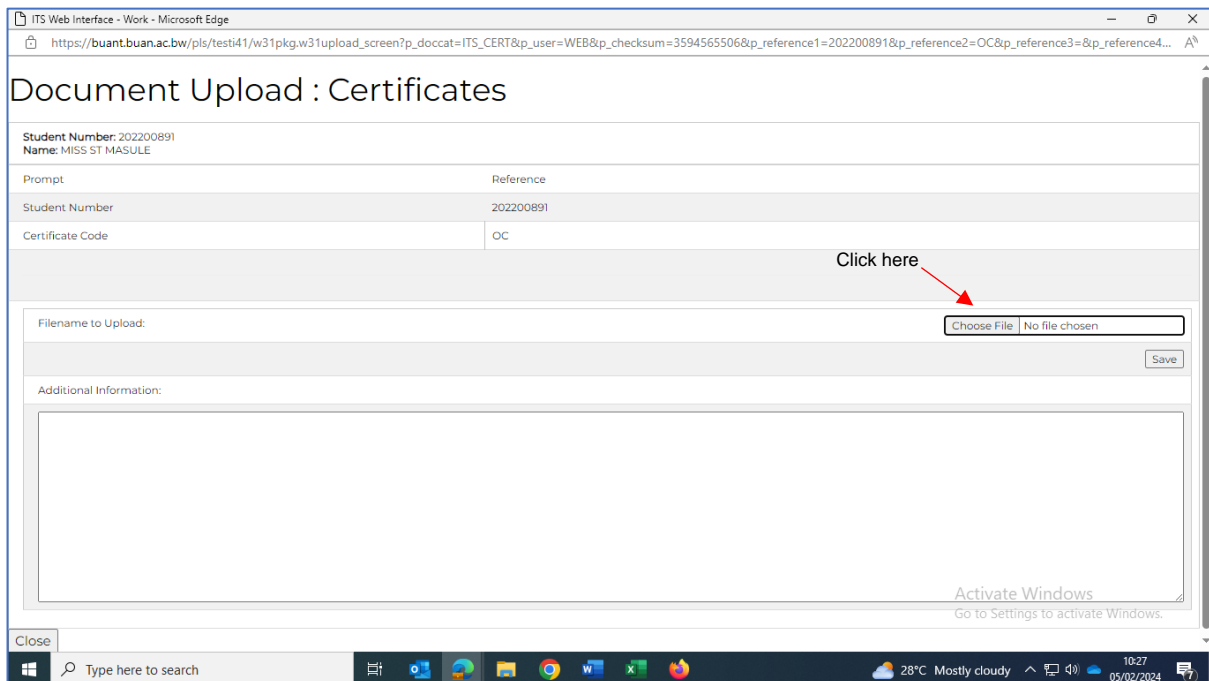
After saving the document the page will switch to the one below which shall indicate 'document/image upload successful', you can click the 'close' button then follow the same process to upload the next document.
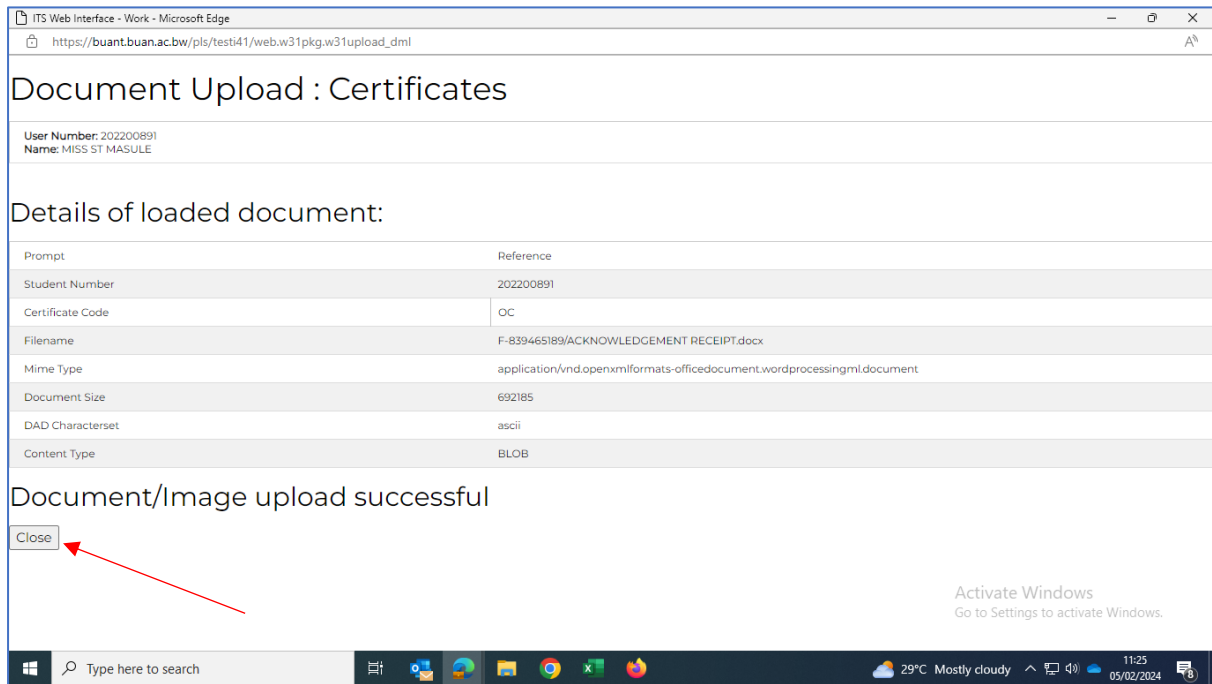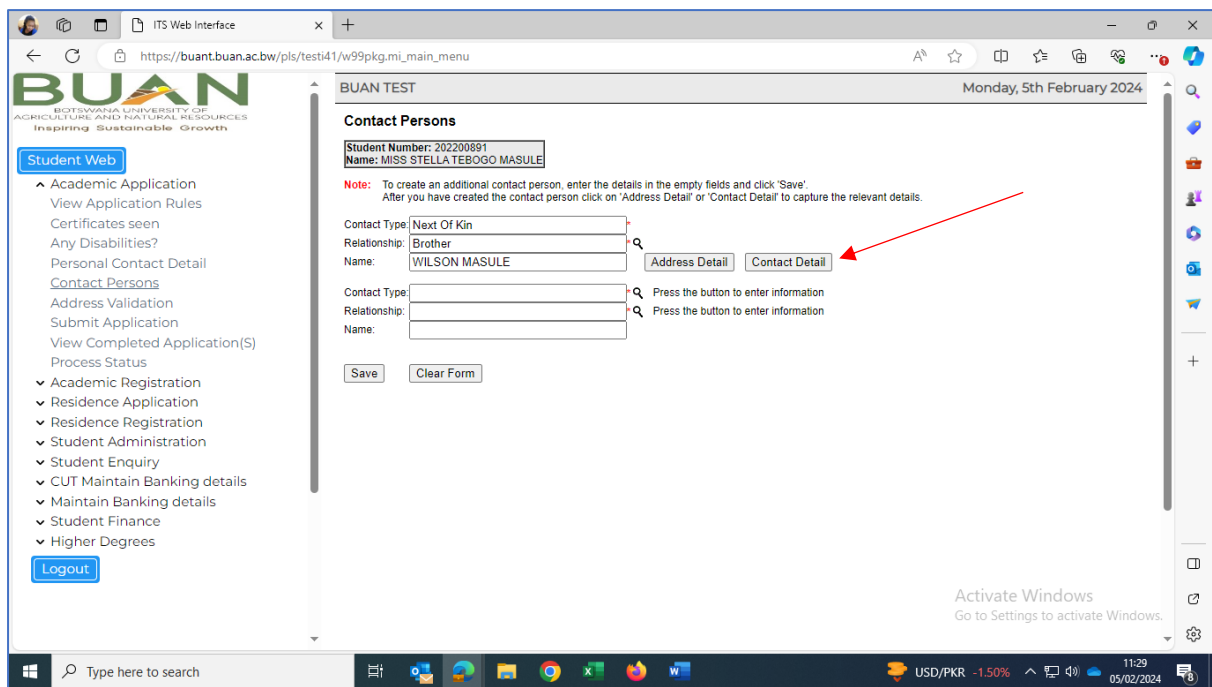

STEP 6: Applicants are required to complete the 'Any Disabilities' section; if you choose 'YES' please specify the disability under 'Remarks'.
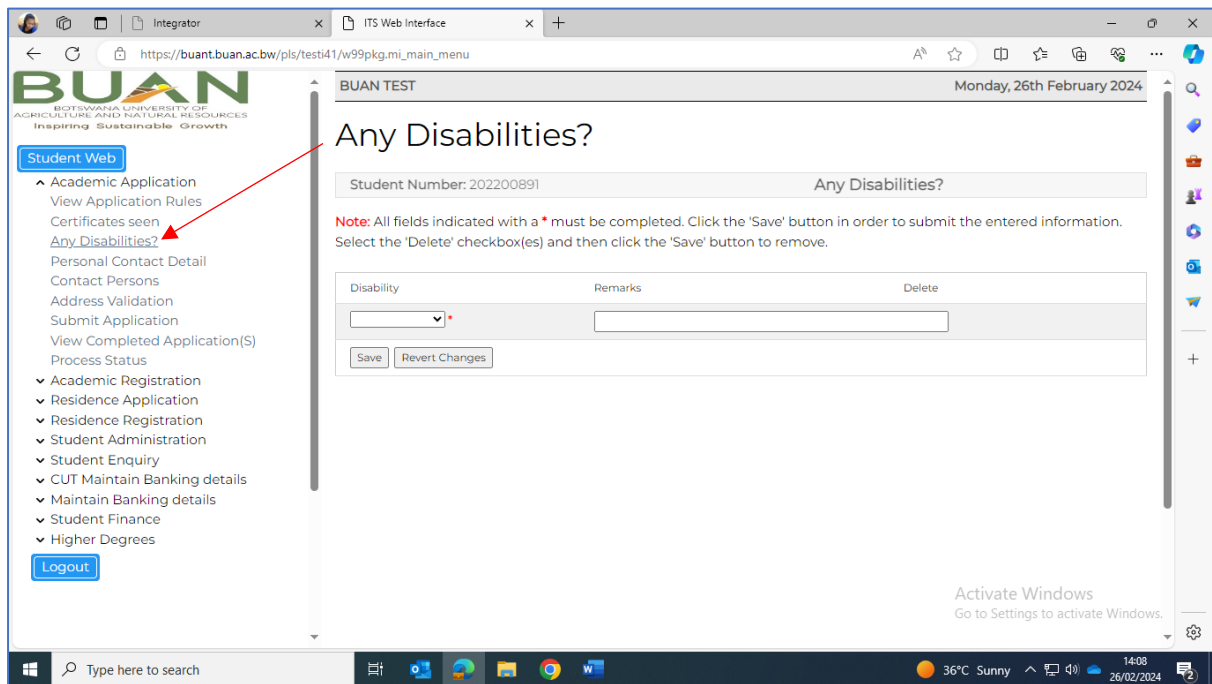
STEP 7: Click on contact persons and fill in details of your next of kin and save.
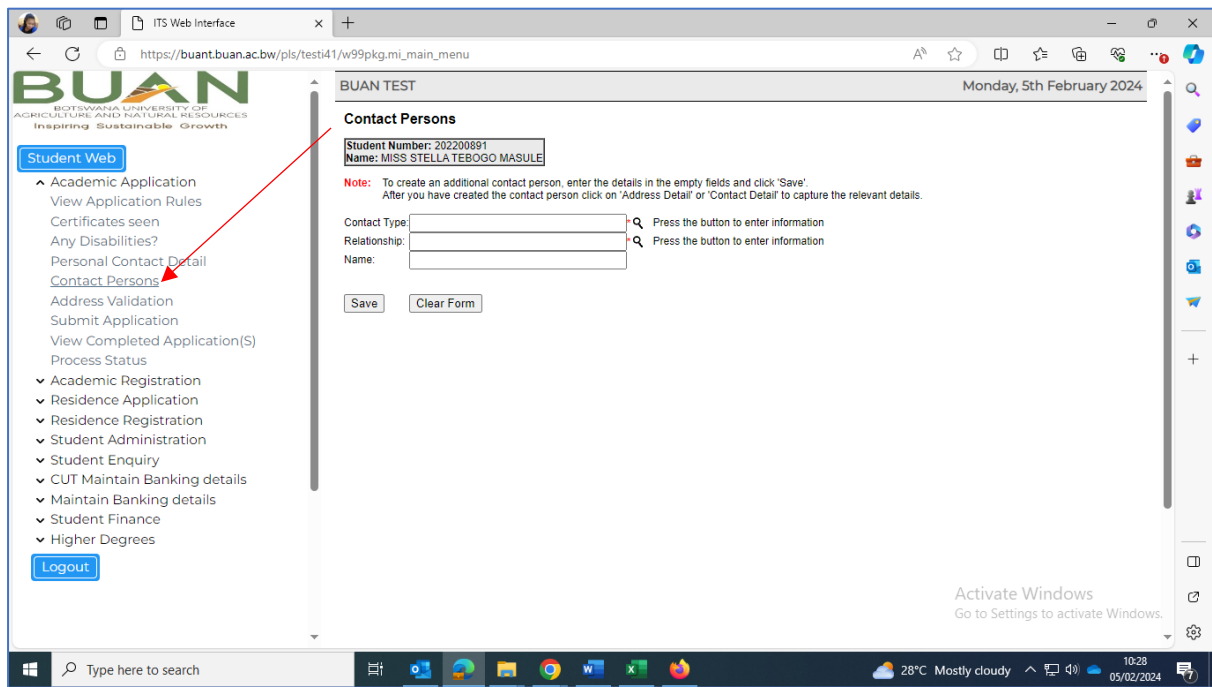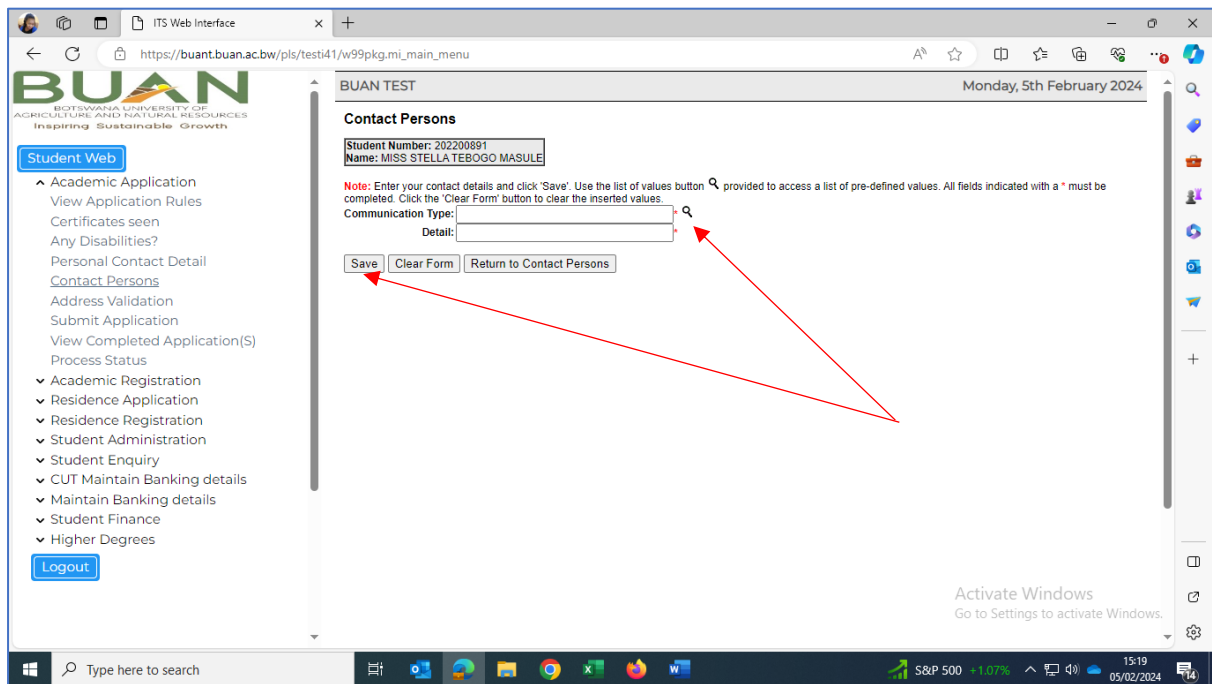

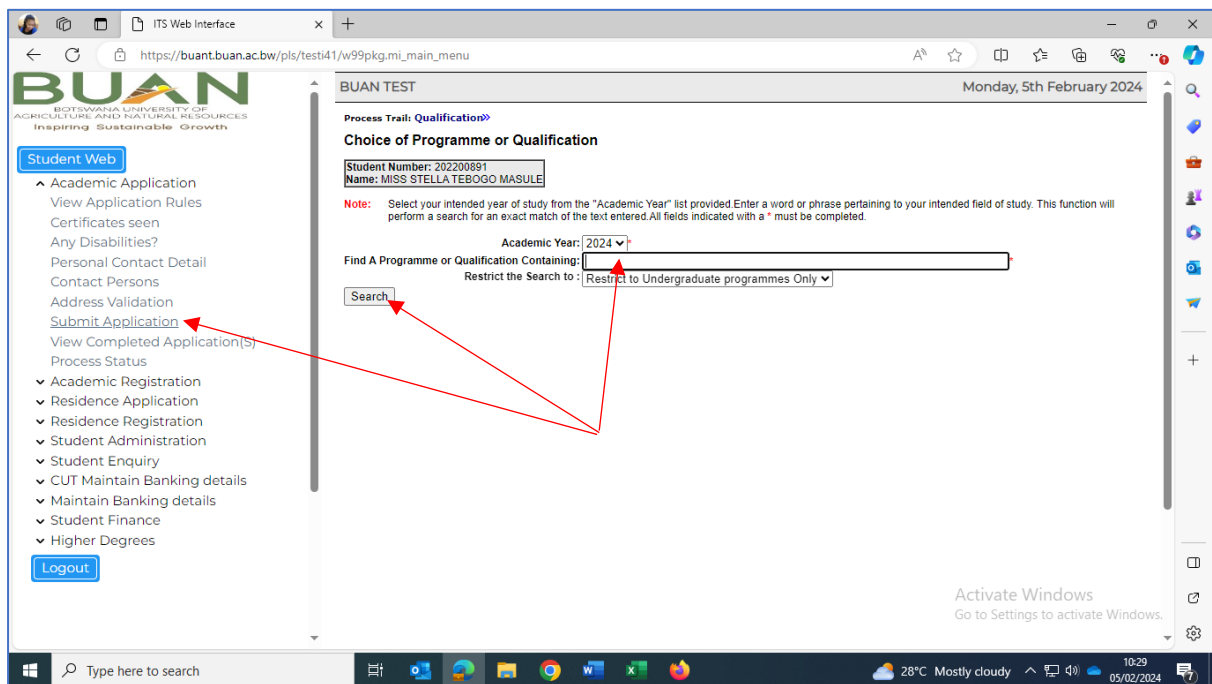Click on 'contact details' to capture the contact number for your next of kin.

Now add your contact persons contact cellphone number with country code then save.

STEP 8: Click on '**Submit Application**'. Choose your preferred programme/qualification by typing one of the following; Diploma, BSC, MSC, PHD the click on the 'search' button

A list of all offered programmes/qualifications related to your search option will display, then click on the hyperlink (**blue text**) of your preferred programme.
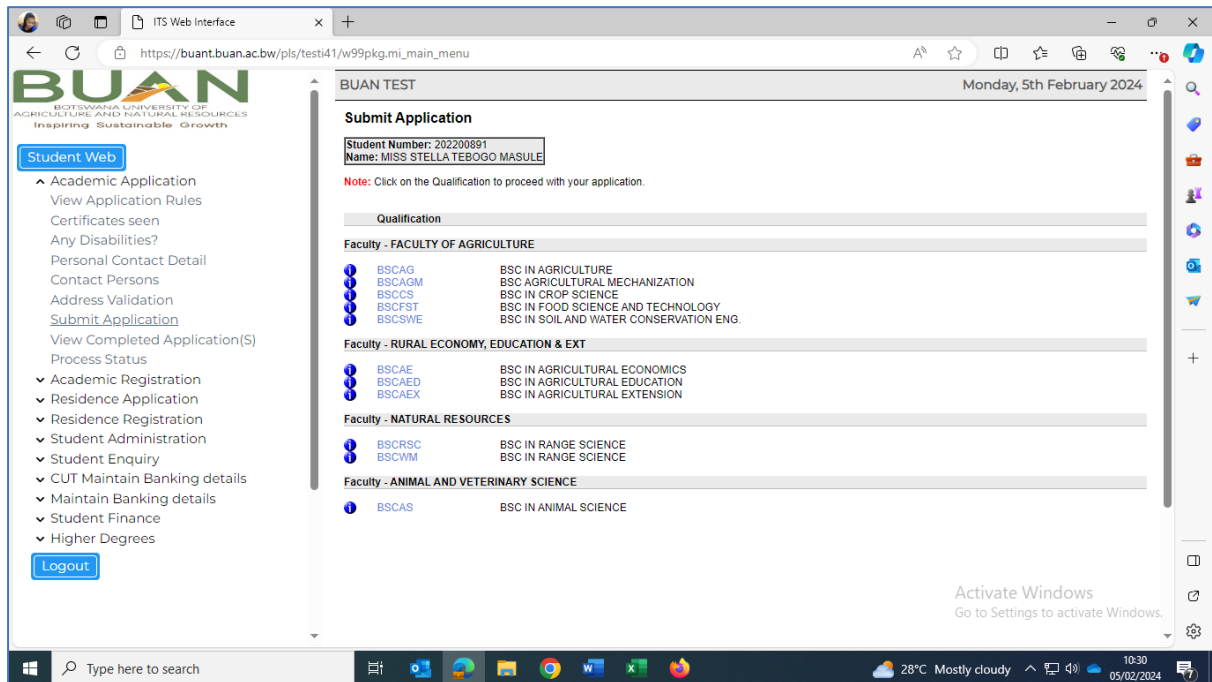
**Complete qualification study choices;**

ROW 1: Select whether Full Time OR Part Time
ROW 2: Select semester
ROW 3: Select level of study (Level 100=Year 1, Level 200=Year 2, etc. New applicants from senior/high school select Level 100, Progression applicants must enquire about their entry level, MSc applicants select Level 500, PhD applicants select level 700.
ROW 4: 'Academic Preference'= 1
CLICK ON THE 'SAVE AND CONTINUE' BUTTON'
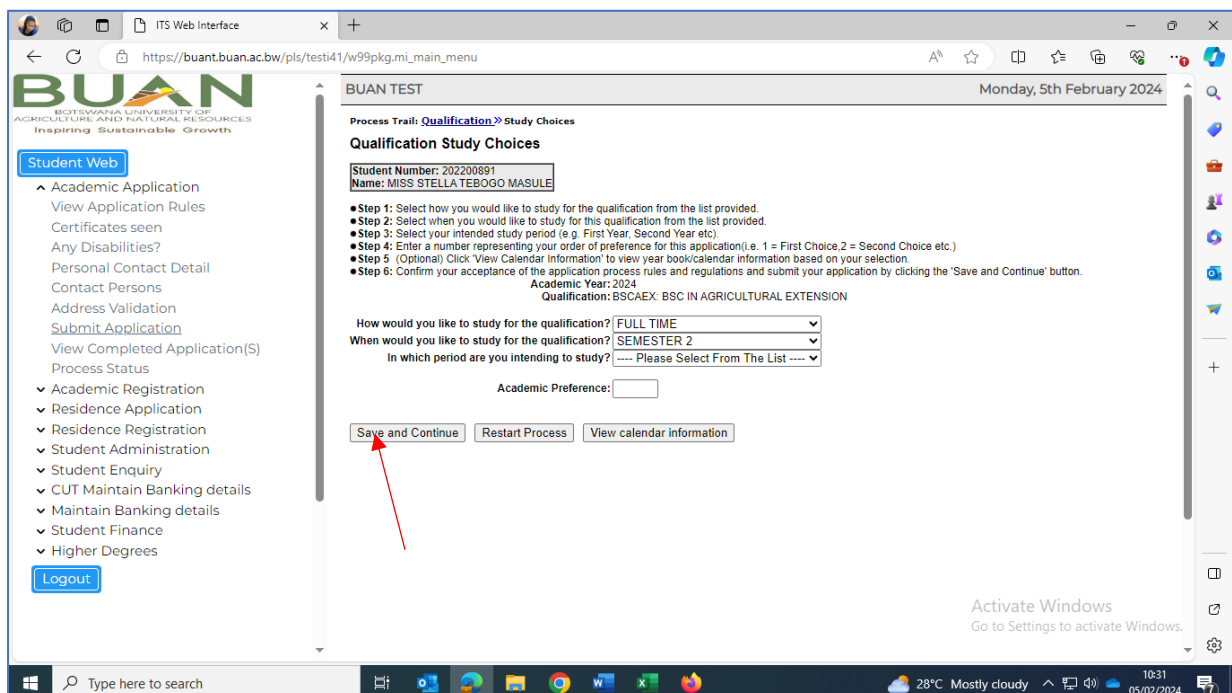
The page below will display where you can see your application details. Verify if all the information you have entered is correct then click on '**ACCEPT APPLICATION**' to submit your application.

The below acknowledgement message should pop up. You are now done with the application process.

STEP 11: You can now check your email to check your Application Notifications, you can use this as a reference for any enquiries you may have.
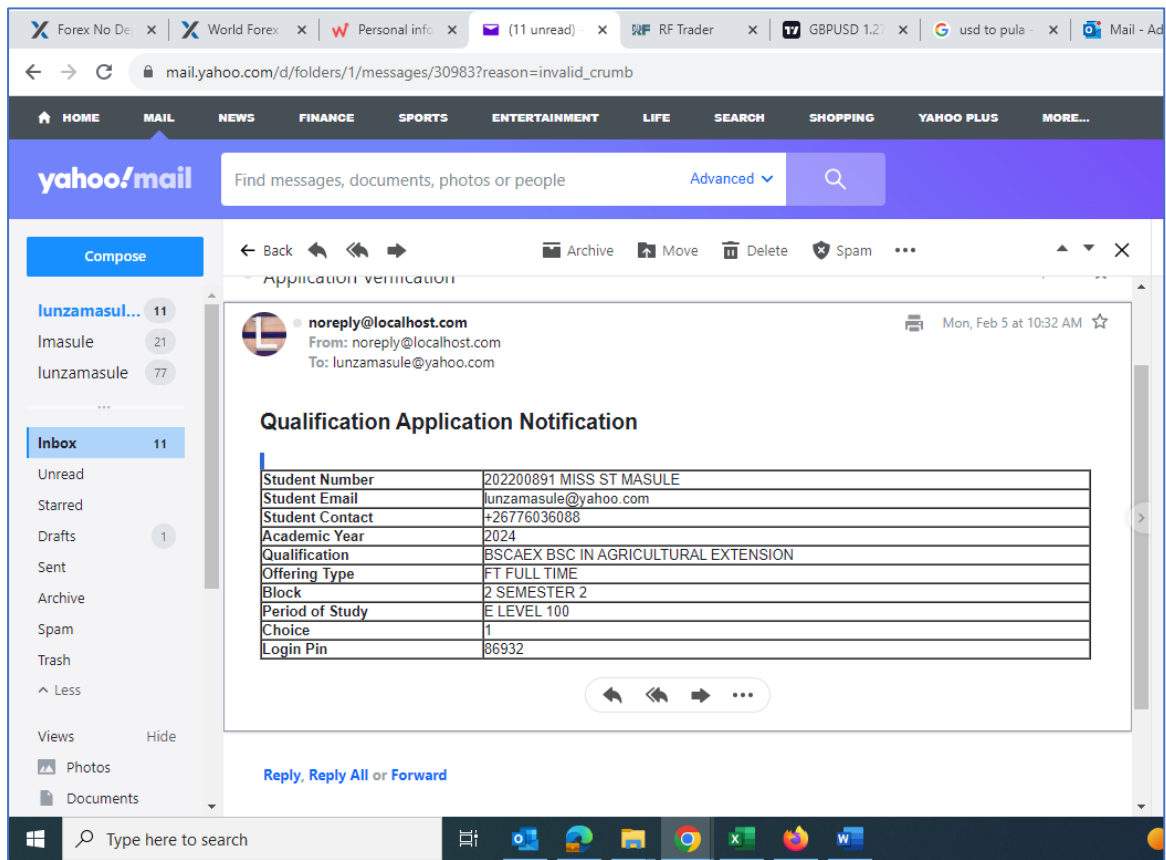
NB: If you forget your **LOGIN PIN**, you can always refer to this notification to retrieve it OR use the 'Forgot Pin' option under Registered User using your reference/student number, the system will send the LOGIN PIN to your email.

ADMISSION STATUS: Applicants shall be notified about their admission status within twenty-four hours through email. Upon receiving the admission notification, please login into the system and check the '**APPLICATION INFORMATION**' tab to view details of your application and admission status.
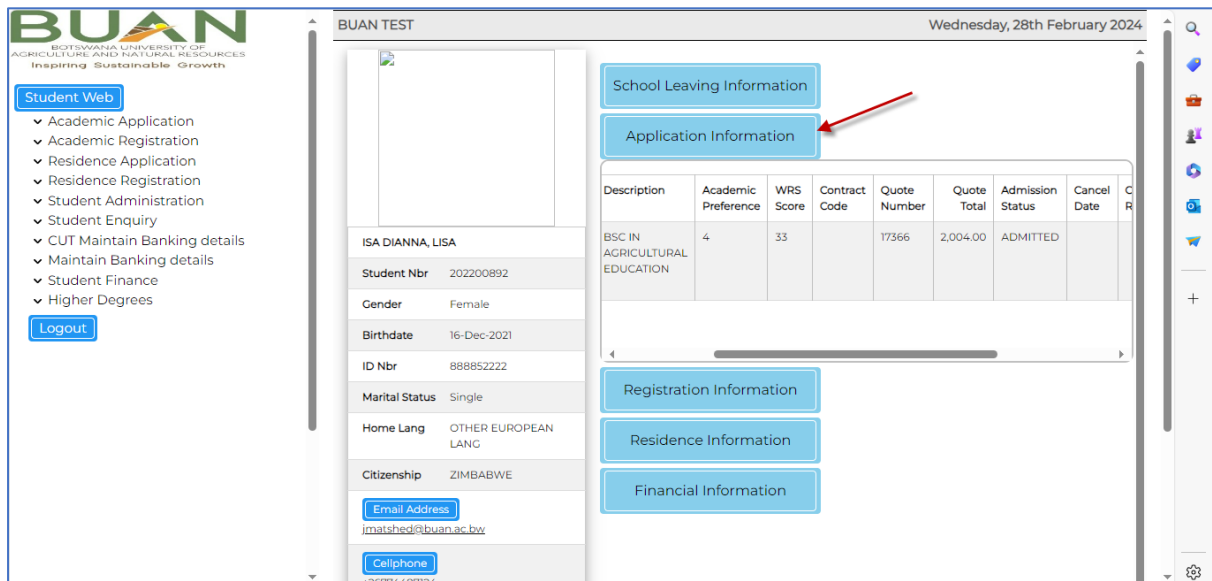
ACCEPTANCE OF OFFER: After receiving notification of your offer of admission, login into the system through Online Services on the website to accept the offer. Click on '**Academic Application'** and open the '**Offered Application Acceptance**' option and select the '**Accept**' option and save to accept the offer.
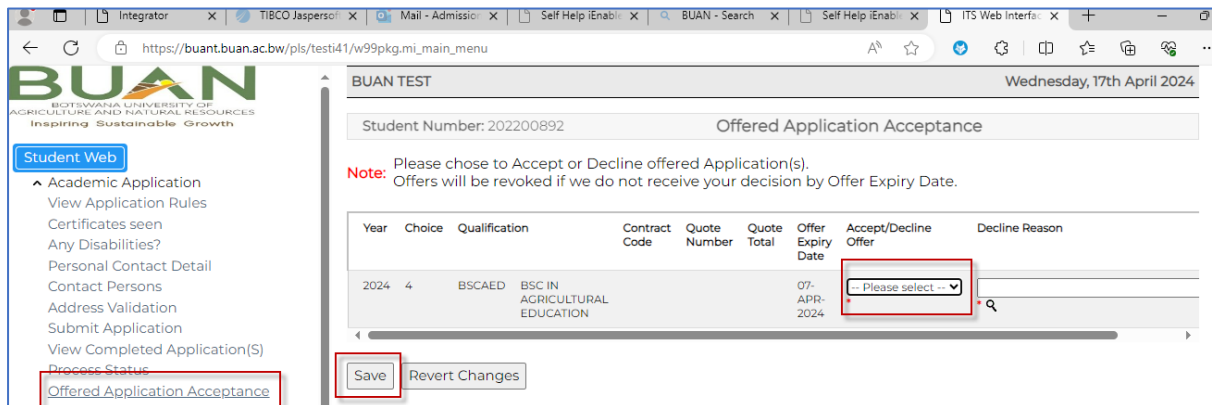
NB: YOU WILL RECEIVE AN ADMISSION LETTER THROUGH EMAIL WHICH SHOULD BE IN PDF FORM, SIGNED AND BEARING THE UNIVERSITY STAMP. THIS IS THE LETTER YOU WILL USE TO APPLY FOR SPONSORSHIP AND OTHER RELEVANT SERVICES. YOU MAY ALSO ACCESS/DOWNLOAD THE ADMISSION/OFFER LETTER UNDER 'CERTIFICATE SEEN' WHEN LOGGED INTO THE ONLINE SYSTEM.

IF YOU DO NOT RECEIVE THIS LETTER PLEASE CONTACT OUR OFFICE BY EMAIL, admissions@buan.ac.bw OR by calling +267 77330665 / +267 3650325 / +267 3650127 / +267 3650325 / +267 6350330.

REGULARLY CHECK YOUR EMAIL FOR ANY FEEDBACK ABOUT YOUR!!!