

OFFICE OF THE PRINCIPAL

**Call for A2 in-service teachers recommended by REB to apply for admission into
Undergraduate programmes, Academic Year 2026-2027**

The University of Rwanda- College of Education (UR-CE) invites the A2 in-service teachers recommended by REB to upgrade their qualifications **to submit their applications not later than 21st October 2026**.

Guidelines for Applications

Applications are submitted online by duly undertaking the following steps:

Step 1: Generating the UR Applicant's reference number

To generate the UR Applicant's reference number, please access the UR online application portal through the following link: <https://applications.ur.ac.rw>

Step 2: Payment of Application Fee

A non-refundable application fee of 5,000 Frw shall be paid through Urubuto System using the UR applicant's reference number as the Payer Code. The payment is done through one of the following channels: Bank of Kigali (BK) counter, MTN Mobile Payment using *775*5# and follow instructions, or using BK App on internet Banking, or online payment **through the link <https://urubutopay.rw/pay-now?origin=internal>**; and merchant Code: "TH77306981" which is UR code, whereas Payer Code is the UR Applicant's reference number. **Do not pay through BK agents.**

Step 3: Submission of application

- a) Complete the application form given by UR-CE Registry office (Rukara Campus)
- b) Submit to UR-CE registry office the following documents: application form together with certified academic documents (A level Certificate and results slip/transcripts with grades and aggregate), copy of ID, and proof of payment of an application fee of 5000 Frw.



Note:

- Applicants who previously made their applications but did not register shall pay application fees using their UR applicant's reference number that was previously generated from UR online application portal and then proceed with application process.
- Applicants are advised to ensure that the UR applicant's reference number is correctly entered when making the payment to facilitate proper identification and processing of the application up to submission.



Digitally
signed by UR-
CE(Principal)

Prof. Florien NSANGANWIMANA
Principal