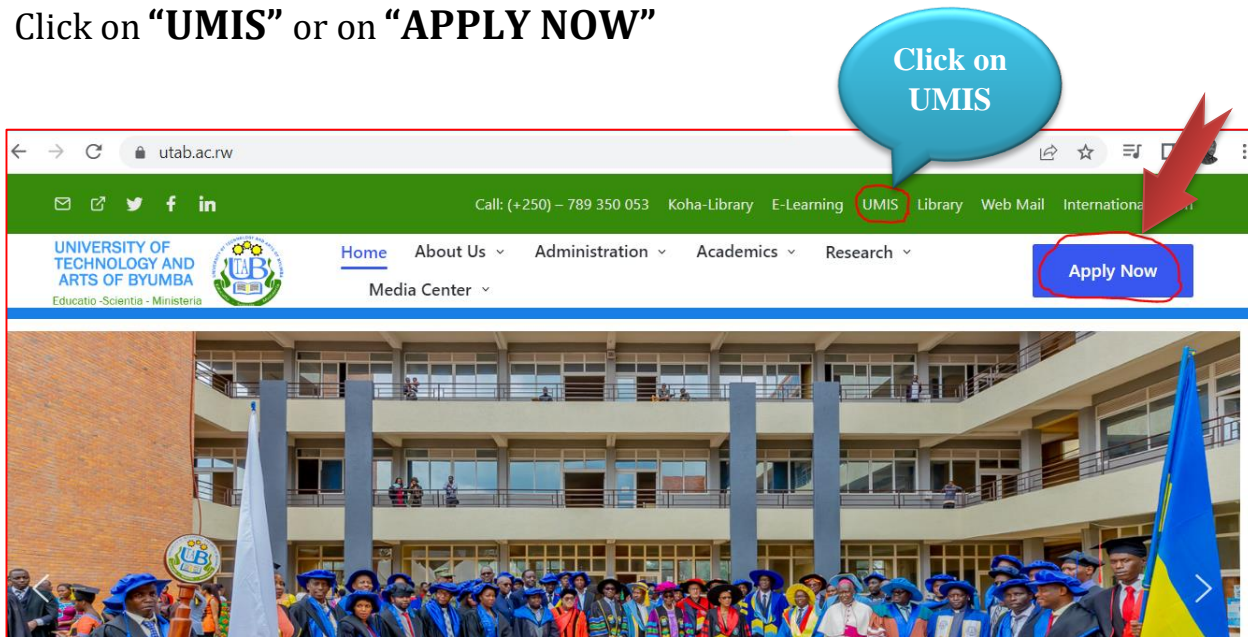


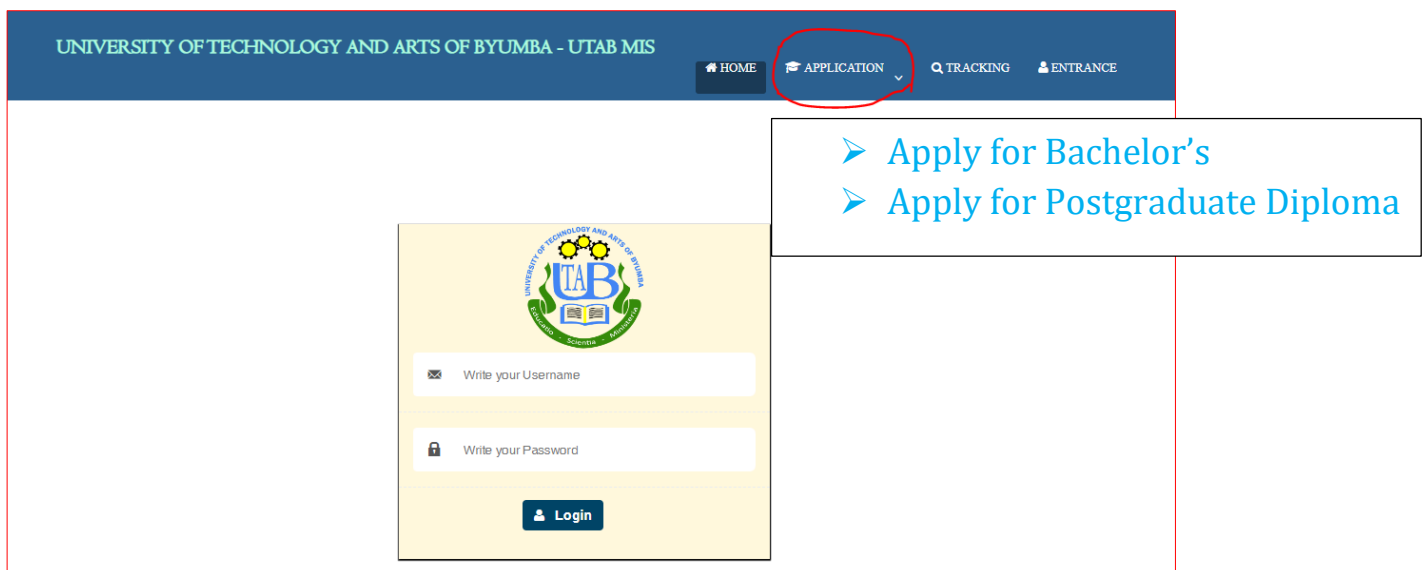
GUIDELINES OF ONLINE APPLICATION, REGISTRATION AND PAYMENT

I. APPLICATION

1. Go to UTAB website www.utab.ac.rw
2. Click on **“UMIS”** or on **“APPLY NOW”**



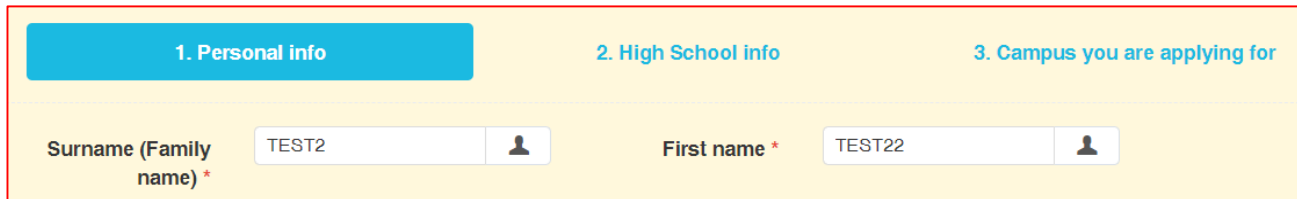
3. Click on **“APPLICATION”**



GUIDELINES OF ONLINE APPLICATION, REGISTRATION AND PAYMENT

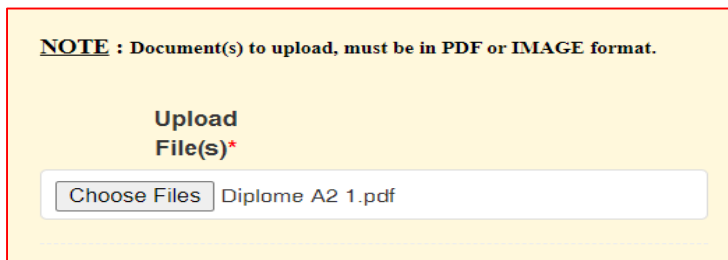
4. Complete all information on application form.

Notice: **All names** should be filled in **CAPITAL LETTERS**.



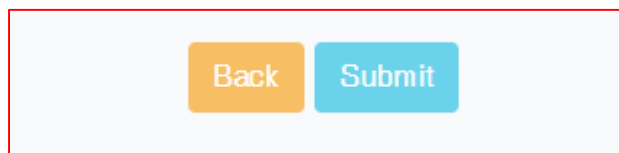
The screenshot shows a form with three tabs: "1. Personal info" (selected), "2. High School info", and "3. Campus you are applying for". Under the "1. Personal info" tab, there are two input fields. The first is labeled "Surname (Family name) *" and contains the text "TEST2". The second is labeled "First name *" and also contains "TEST2". Each input field has a small person icon to its right.

5. Upload your required documents



The screenshot shows a section titled "Upload File(s)*". Above the upload area, there is a note: "NOTE : Document(s) to upload, must be in PDF or IMAGE format." Below the note, there is a "Choose Files" button and a text box containing the filename "Diplome A2 1.pdf".

6. To submit your application at UTAB, click on “**Submit**” and then you get an **SMS** notification of a **Tracking number** on your telephone.



The screenshot shows two buttons: a yellow "Back" button and a blue "Submit" button.

Your application is well Sent !!! Your tracking number is :

1 [REDACTED] 8

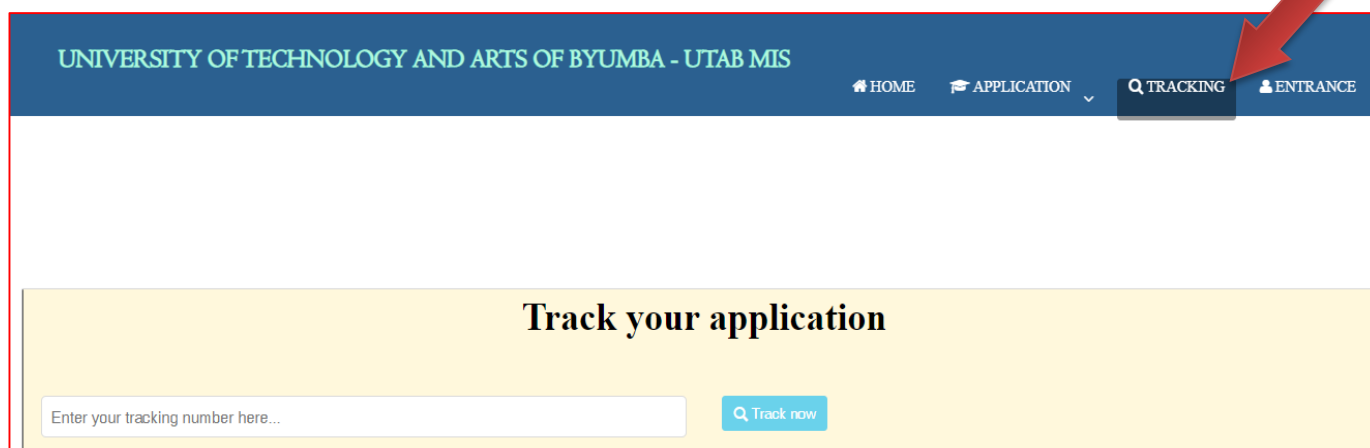
Click to track your application

Notice: Keep well your “**Tracking number**” automatically generated by the system because it will be used in checking the status of your application and in payment of registration fee after being admitted.

GUIDELINES OF ONLINE APPLICATION, REGISTRATION AND PAYMENT

II. TO CHECK APPLICATION STATUS

1. Go to UTAB website www.utab.ac.rw
2. Click on “**UMIS**”
3. Click on “**TRACKING**” >> Enter the Track number >> Click on “**Track now**”



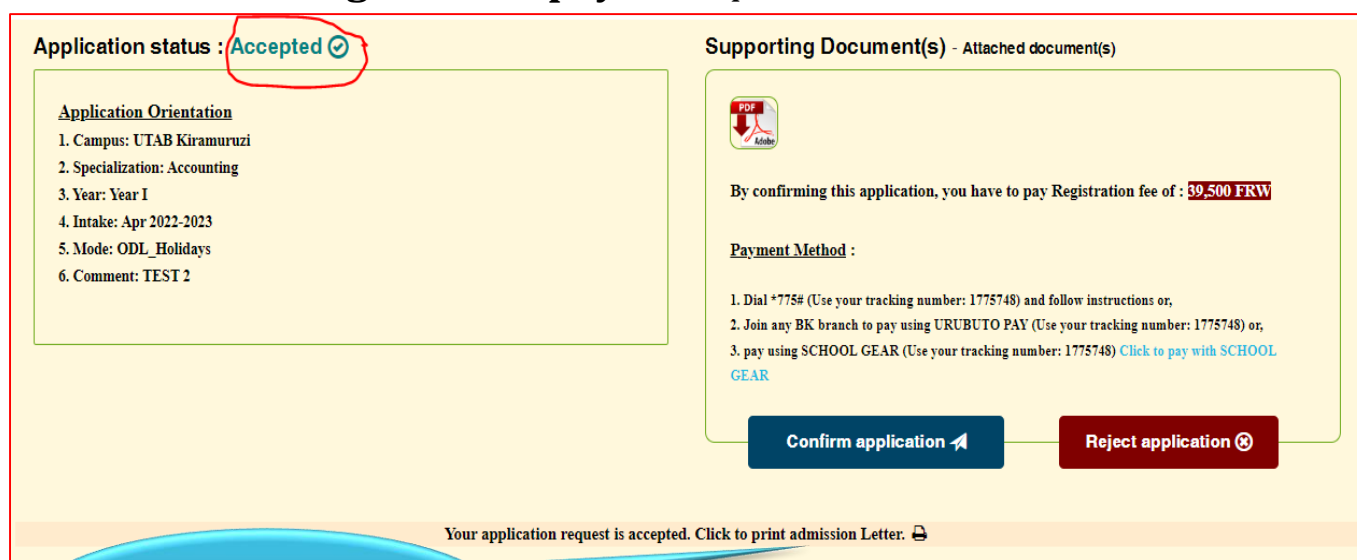
UNIVERSITY OF TECHNOLOGY AND ARTS OF BYUMBA - UTAB MIS

HOME APPLICATION TRACKING ENTRANCE

Track your application

Enter your tracking number here...

4. If your application has been **Accepted**, click on **Confirm application** and continue with the **Registration payment** process.




Application status : **Accepted** ✓

Application Orientation

1. Campus: UTAB Kiramuruzi
2. Specialization: Accounting
3. Year: Year I
4. Intake: Apr 2022-2023
5. Mode: ODL_Holidays
6. Comment: TEST 2


Supporting Document(s) - Attached document(s)



By confirming this application, you have to pay Registration fee of : **39.500 FRW**

Payment Method :

1. Dial *775# (Use your tracking number: 1775748) and follow instructions or,
2. Join any BK branch to pay using URUBUTO PAY (Use your tracking number: 1775748) or,
3. pay using SCHOOL GEAR (Use your tracking number: 1775748) [Click to pay with SCHOOL GEAR](#)

Your application request is accepted. Click to print admission Letter. 

Click here to download Admission letter

GUIDELINES OF ONLINE APPLICATION, REGISTRATION AND PAYMENT

III. PAYMENT METHODS

Only the **Digital payment** will be considered for paying application fees, registration fees, tuition fees and other fees.

The following are the guidelines:

1. COGEBANQUE

1.1. MoMo Code(*700*1#)

- ✓ Dial *700*1#
- ✓ Enter your code(reg number or tracking number)
- ✓ Enter UTAB code[**UTAB**]
- ✓ Check student information on top and choose payment type
- ✓ Enter amount
- ✓ Check student information on top and choose Pay with MTN Mobile Money
- ✓ Confirm the payment request sent to your mobile.

But if it does not popup directly, **Dial *182*7*1#** to confirm the payment.

1.2. Any Cogebanque branch(bank teller) or any Cogebanque agent

Tell any bank teller or agent your student code and payment type.

1.3. SchoolGEAR

- ✓ Go to <https://pay.schoolgear.rw>
- ✓ Enter your code(reg number or tracking number)
- ✓ Choose UTAB-University of Technology and Arts of Byumba
- ✓ Click on search
- ✓ Choose payment type(You can choose one or more) by filling the amount
- ✓ Generate billing MoMo number
- ✓ Click on ISHURA /PAY
- ✓ Confirm the payment request sent to your mobile.

But if it does not popup directly, **Dial *182*7*1#** to confirm the payment.

GUIDELINES OF ONLINE APPLICATION, REGISTRATION AND PAYMENT

2. BANK OF KIGALI (BK)

2.1. MoMo Code(*775*2#)

- ✓ Dial *700*2#
 - ✓ Choose a language
 - ✓ Enter UTAB code [TH89526388]
 - ✓ Enter your code(reg number or tracing number)
 - ✓ Check student information on top and confirm
 - ✓ Choose payment type
 - ✓ Enter amount
 - ✓ Confirm if you accept the information on the top
 - ✓ Confirm the payment request sent to your mobile.
- But if it does not popup directly, Dial *182*7*1# for MTN or *182*5*8#/ *500*5*8# for Aitel to confirm the payment.

2.2. Any Bank of Kigali(BK) branch(bank teller) or any BK agent

Tell any bank teller that you want to pay using UrubutoPay and give him/her your student code and payment type.

2.3. UrubutoPay interface

- ✓ <https://urubutopay.rw/pay-now>
 - ✓ Enter UTAB code [TH89526388]- Merchant Code
 - ✓ Enter your code(reg number or tracing number)- Payer Code
 - ✓ Click on continue
 - ✓ Review the detail information
 - ✓ Choose payment type
 - ✓ Enter amount
 - ✓ Choose a payment mode
 - ✓ Enter your mobile number
 - ✓ Accept term and condition
 - ✓ Click on Pay Now
 - ✓ Confirm the payment request sent to your mobile.
- But if it does not popup directly, Dial *182*7*1# for MTN or *182*5*8#/ *500*5*8# for Aitel to confirm the payment.



GUIDELINES OF ONLINE APPLICATION, REGISTRATION AND PAYMENT

IV. REGISTRATION

After the payment is done, the Registry staff will approve your registration and you receive an **SMS** notification on your telephone giving you the “**Registration number**”.

NOTICE

**AFTER THE REGISTRATION,
EVERYONE IS REQUIRED TO COME TO
STUDY WITH HARDCOPY DOCUMENTS
AND WILL BE SUBMITTED TO THE
OFFICE OF THE REGISTRY AND
ACADEMIC AFFAIRS.**

“Thank you for choosing UTAB”