



# FINANCIAL PROCEDURES

This here outlines mainly bank details that prospects/students need to use in paying their fees.

## 1. Existing Student

- 1.1. University students may pay fees at any branch of **First National Bank** of Botswana to University of Botswana bank account number 62130787601. After paying your fees, you may proceed through the Student Debtors Finance office 144(student center) for un-blocking, (leaving a copy of the deposit slip) then proceed to your Faculty for academic registration.

*For international payments, students may pay into our Standard Chartered Bank Account details of which are as follows:*

**Account Name:** University of Botswana  
**Account Number:** 0100110109600  
**Branch code:** 662167  
**Swift code:** SCHBBWGX

*Copies of proof of payment, (with full student names and student number noted on them) should immediately be send by fax to: +267 3959 390 or e-mailed to [Studentpayments@mopipi.ub.bw](mailto:Studentpayments@mopipi.ub.bw)*

- 1.2. Students who are in receipt of sponsorship letters must deliver copies of the same and get financial clearance from Student Debtors office at **Block 139, Room 144 (Student Centre)** or follow the guidelines provided during registration before proceeding to their respective Faculties to complete registration.

## 2. Prospective Students

- 2.1. Candidates or prospective students who wish to apply for admission may pay application fees at the following banks:

**First National Bank** of Botswana to University of Botswana bank account number 62130787601, **Corporate Branch**

**Barclays Bank** of Botswana to University of Botswana bank account number 3761645

**Standard Chartered Bank** of Botswana to University of Botswana bank account number 0100110109604

For payment of Application Fee from outside Botswana, please deposit the fee into the following Standard Chartered Bank Account:

**Account name:** University of Botswana  
**Account number:** 0100110109604  
**Branch code:** 662167  
**Swift Code:** SCHBBWGX

- 2.2 A copy of the deposit slip (with your name & ID written on) should be attached to Application Forms when these are submitted or sent to **Postgraduate Admissions Office** of the University of Botswana, School of Graduate Studies. Applicants who pay fees in this manner need not queue at University Cashier's Office for payment before submitting application forms. This method of payment also avoids acquisition of post office Postal Orders for onward transmission to the University as a form of payment.

- 3 International students residing in Botswana should bring with them copies of employment contract and residence/work permit for their parent(s). For self-employed, bring tax certificate, company certificate and residence/work permit. Such students should also present passports for appropriate identification by country of origin.