

**University of Botswana
Student Welfare Department**

Procedure for Application of Accommodation in the University Residences by Graduate New Students

1. Government Sponsored Students:

If you need accommodation in the University residences, you will collect accommodation application forms after receiving your sponsorship letter to study at UB.

We have arranged to have accommodation application forms at your sponsor's office. However, if your sponsor does not have the forms, you can collect them from the UB Gaborone Main Campus Student Welfare Office 139/128 – block 115, located in the New Student Centre, the Francistown UB Offices and UB Maun Campus. You can also get the forms on the internet from the student welfare website <http://www.ub.bw/info.cfm?pid=490>.

We will ensure that your accommodation application is assessed expeditiously and that you are informed by surface mail of our decision regarding your application in the shortest possible time. Information on results of accommodation assessments will be pasted on the internet at the above address.

2. Self Sponsored Students:

You can collect accommodation application forms from UB Gaborone Main Campus, Student Welfare Office 139/128 – block 115, located in the New Student Centre, the Francistown UB Offices and UB Maun Campus. You can also get the forms on the internet from the student welfare website <http://www.ub.bw/info.cfm?pid=490>.

However your application form will only be accepted by Student Welfare Office when you fulfill the following conditions:

- When you have a UB admission offer letter and
- When you have proof of full payment for your academic programme.

It is not necessary for you to wait for accommodation admission before paying for your academic programme, because accommodation is given to fully registered students of the University. In addition submission of an accommodation application form is not a guarantee that you will be admitted in to residence. However we will ensure that your accommodation application is assessed expeditiously and that you are informed of our decision in the shortest possible time. Kindly note that hostel fees are as follows:

- Graduate Hostel fee is P8,940per annum.
- Graduate Hostel fee including December holidays is P12,780 per annum.

3. Enquiries:

For enquiries regarding accommodation processes and procedure, you can contact the following:

- Mrs. Dimakatso Mabe 355 5155
- Mr Motsietsi Basima 355 5206
- General Office 3552897/2895/4612/4620/4610
- Email Address studentwelfare@mopipi.ub.bw.

Visit our website <http://www.ub.bw/info.cfm?pid=490> for more information on residence matters. Do not miss the Residence Life brochure.