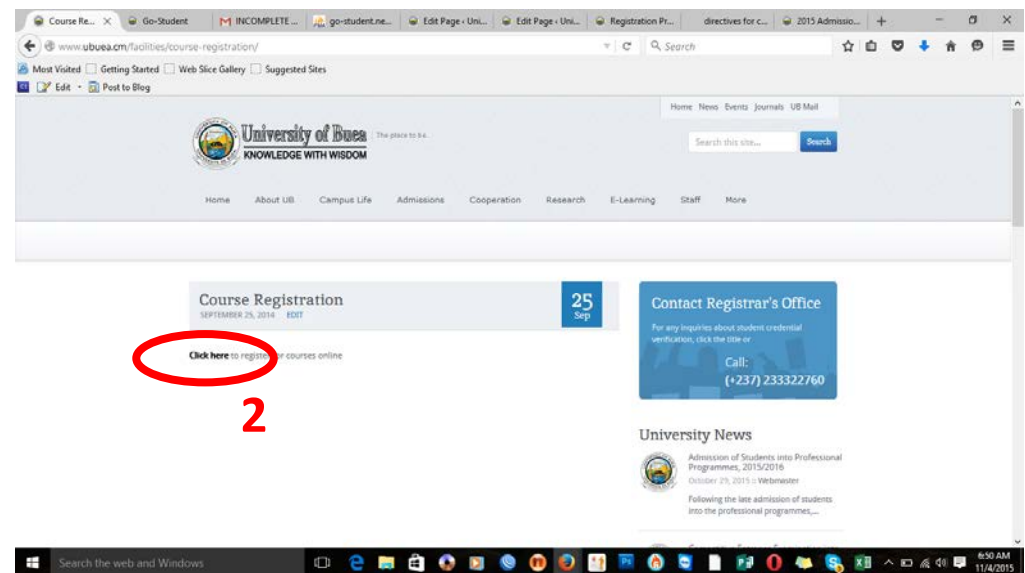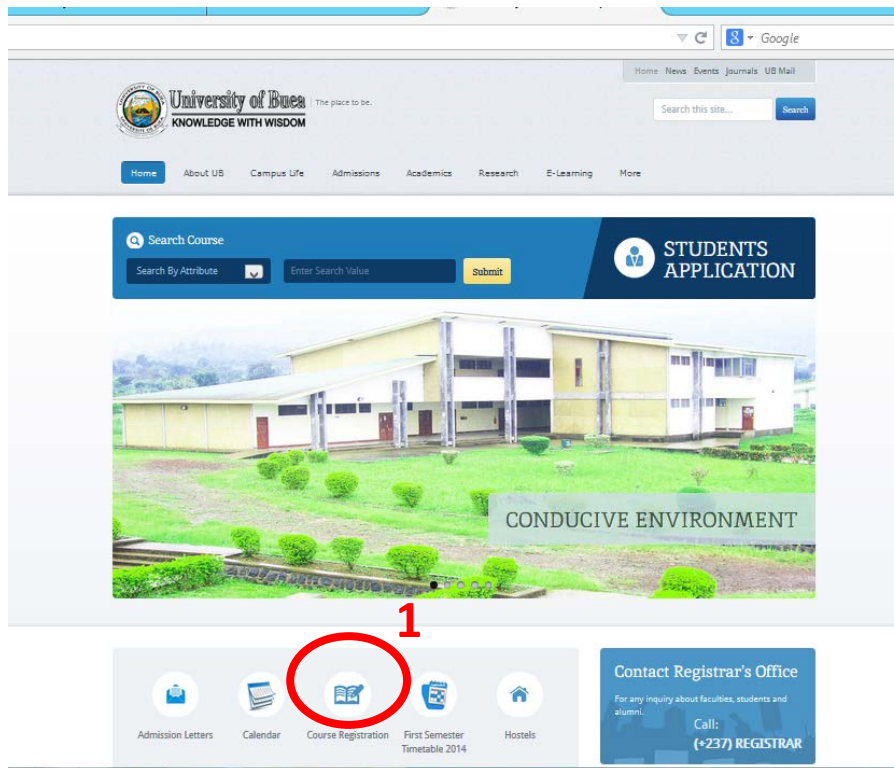Welcome to the University of Buea, The Place to Be! Before you move into the next phase of your admission, make sure that you have your matriculation number(obtained from the University website).

For Fresh Persons only

1. Go to www.ubuea.cm and click on "**Course Registration"**

2. Follow the instructions to create a new password for your profile

3. Click to create an account

4. Fill the form as indicated. For your institutional email takes the form **name1.name2@ubuea.cm** where **name1** and **name2** are the first and second names respectively which make up your name as displayed on the admission list on the university website(www.ubuea.cm)
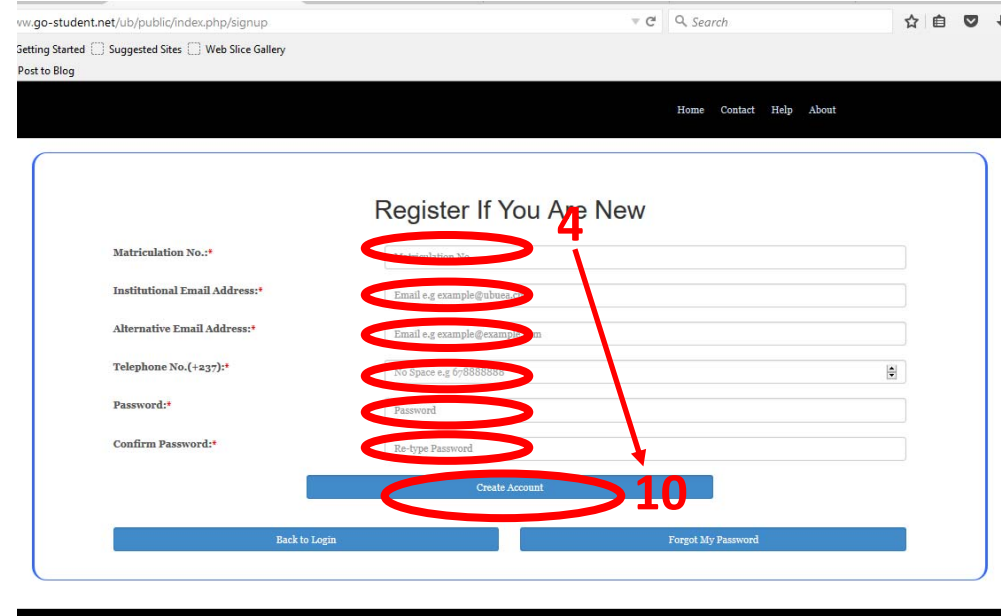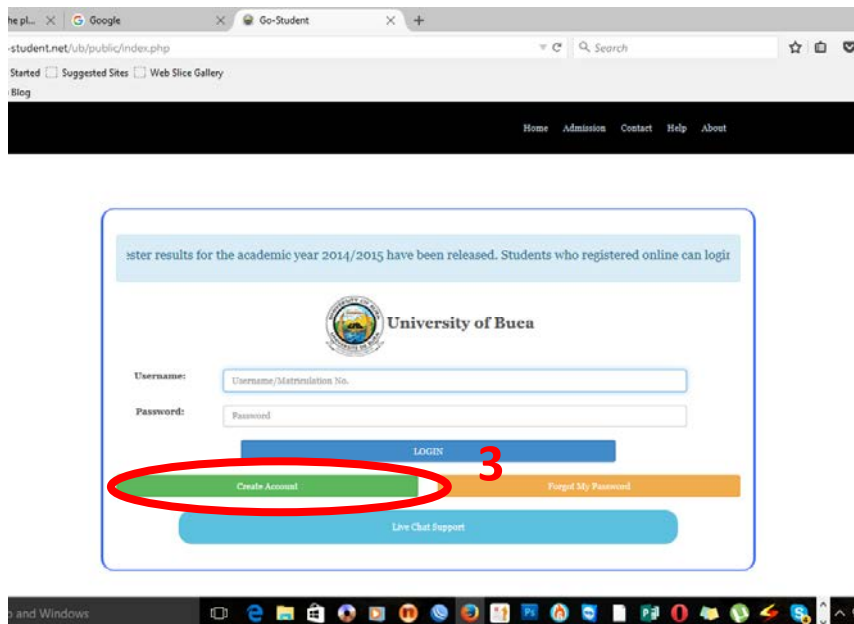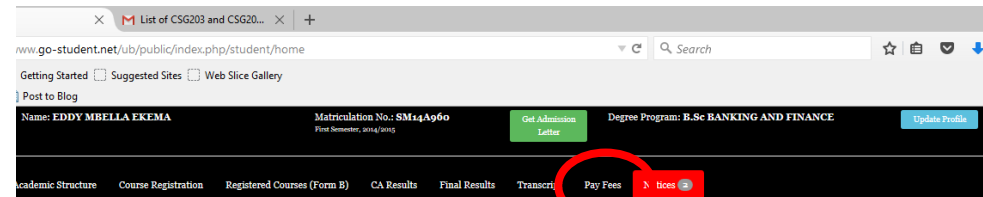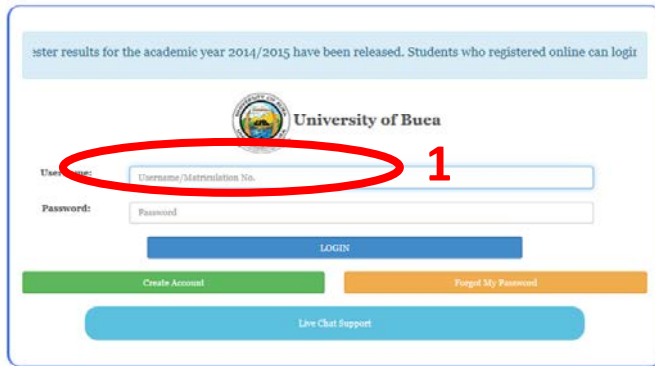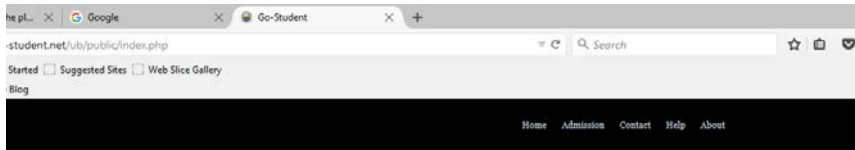
11. After creating the account, sign in and download your admission letter.
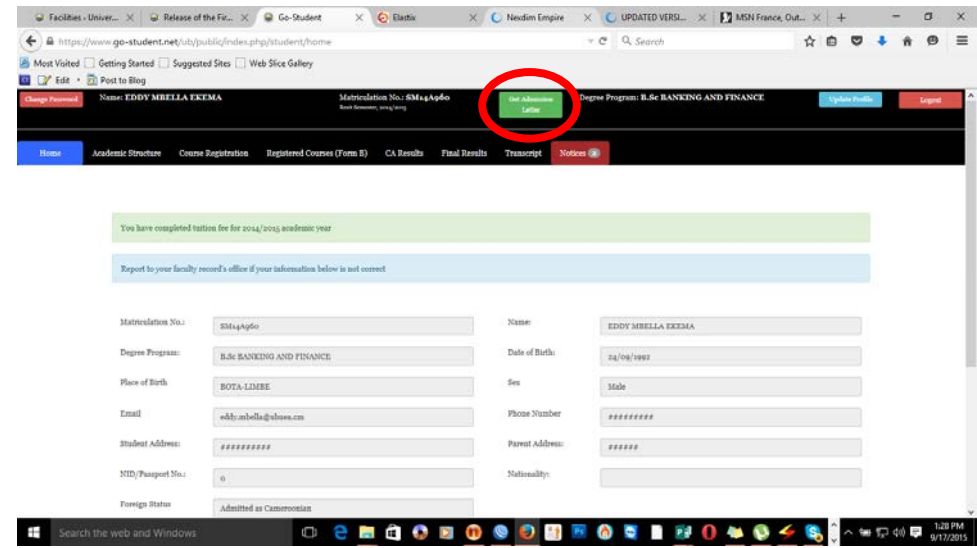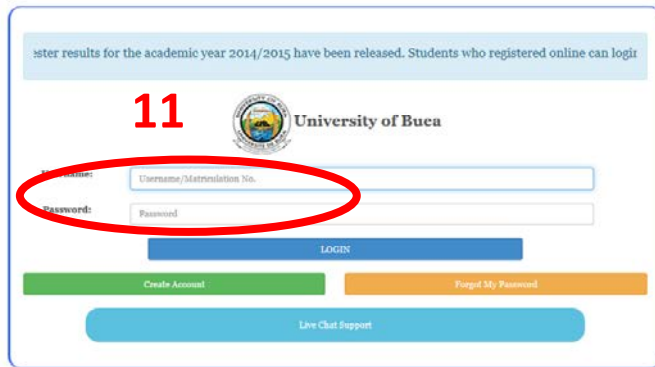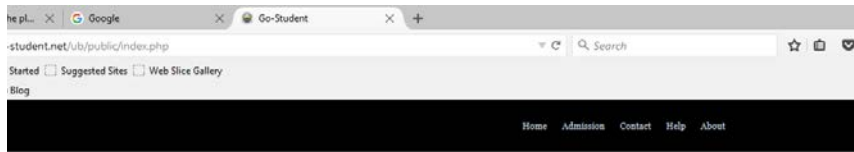
PAYMENTS

1. Sign in to pay your registration and medical fees. Students who obtained medical certificates out of the university must present them to the university medical officer for validation.

2. Click on "Pay Fees" to make a payment. Service charges will apply.

3. Choose a payment method (MTN Mobile Money).

4. Enter a Valid phone number with a mobile money account and click on "Make Payment". You must have the phone handy.

Wait for an SMS from MTN and follow the instructions on the SMS to complete your payment (See No. 5)

5.   Choose an item and pay for the item. Repeat steps 3 and 4 and pay for the next one. If you don't pay both you cannot register for courses.

Once you have completed your payments and done your medical exam, proceed to your Faculty to get the list of approved courses for your programme. Use the list to register for your courses online. Instructions to register online are available at the IT Centre. These instructions will also be given to the students at orientation. Students are advised to do their course registration by themselves. If they have any issues, they should complain to the Head of Department.
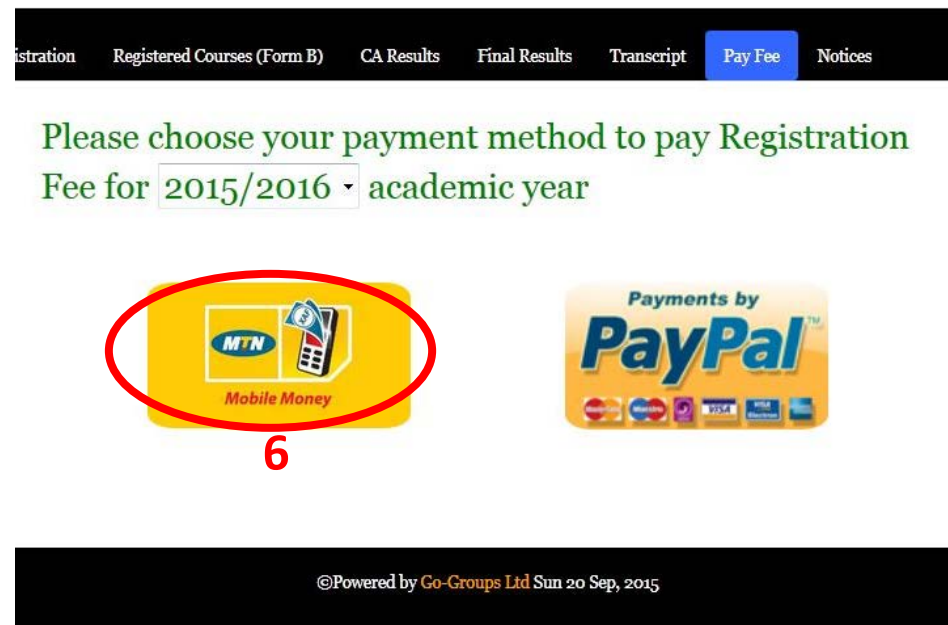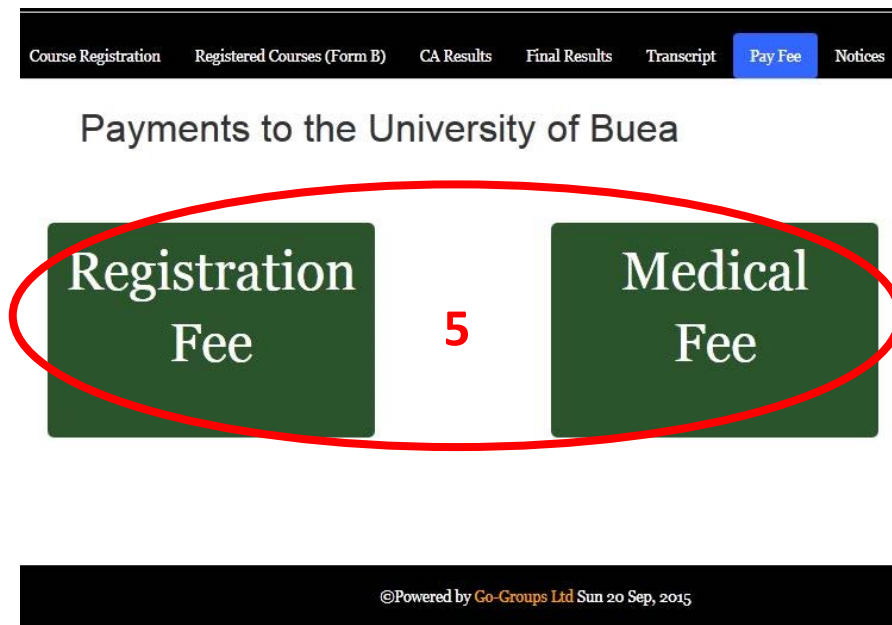
COURSE REGISTRATION
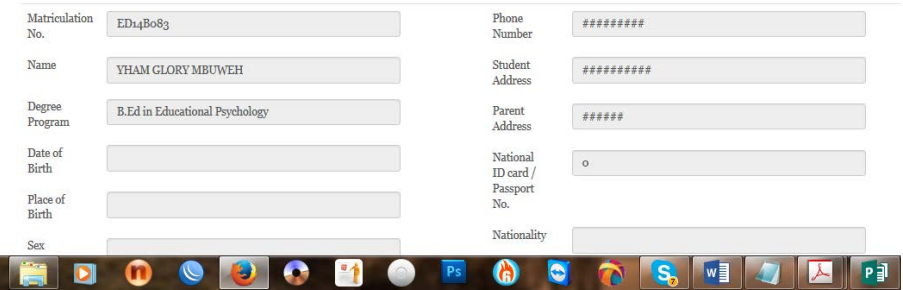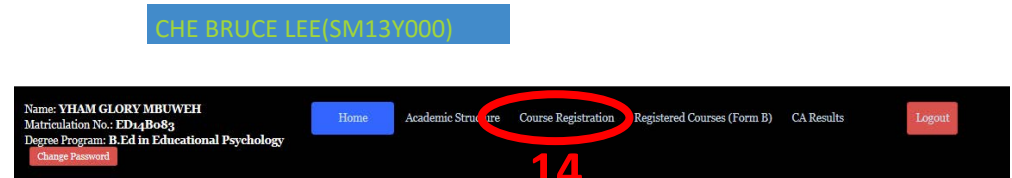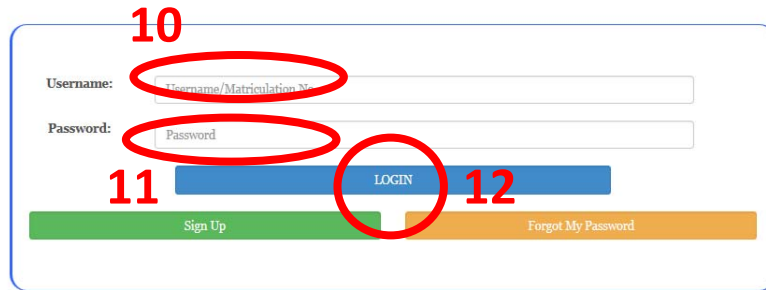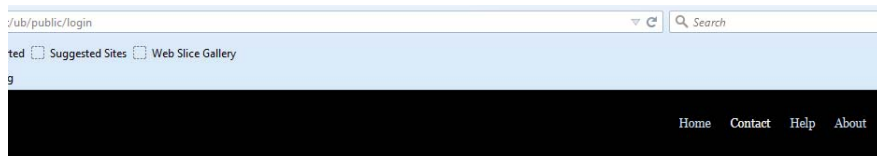
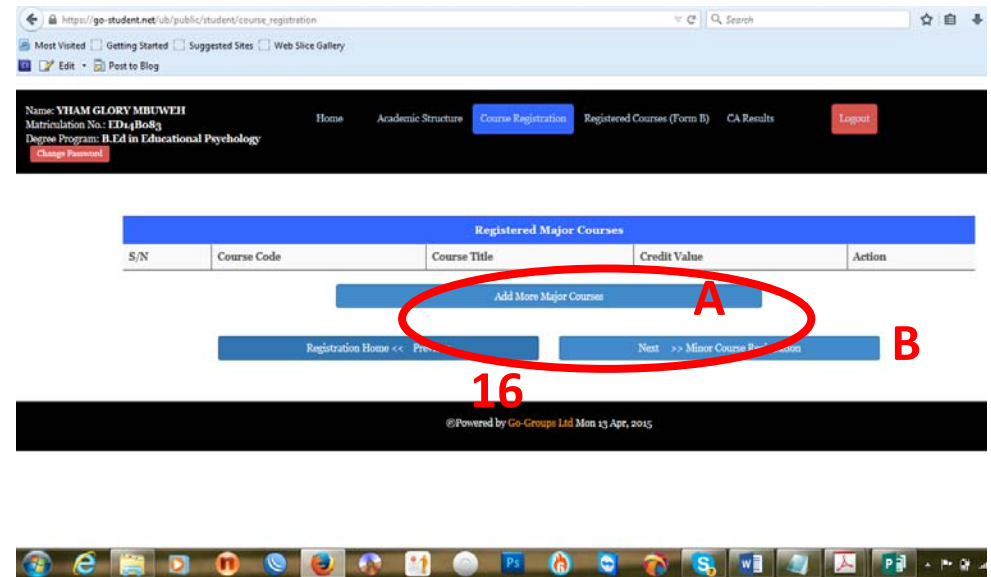10. Once your login is created, enter the credentials as indicated above(10—12) to begin registration process.
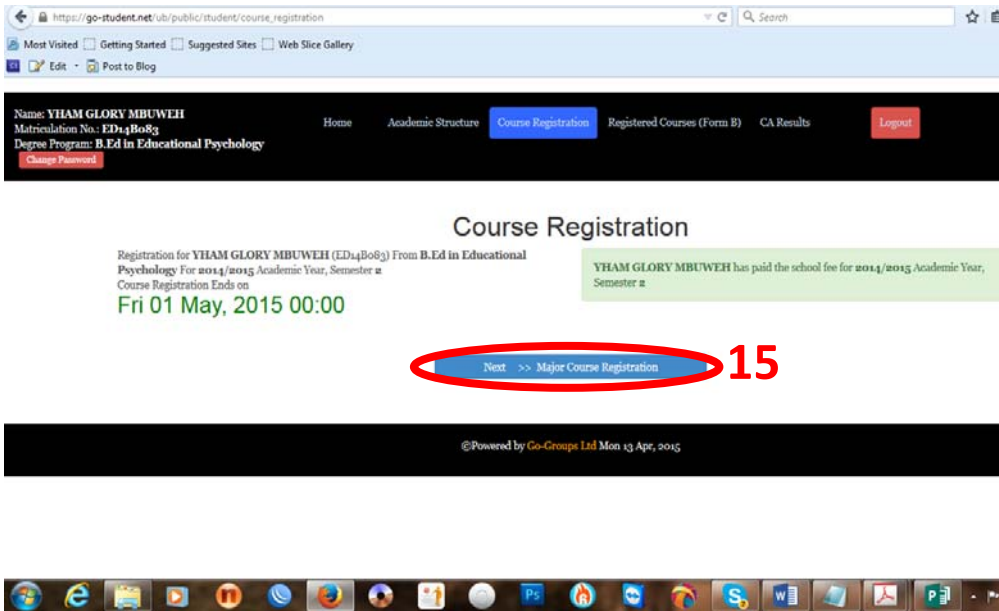
11.

12.

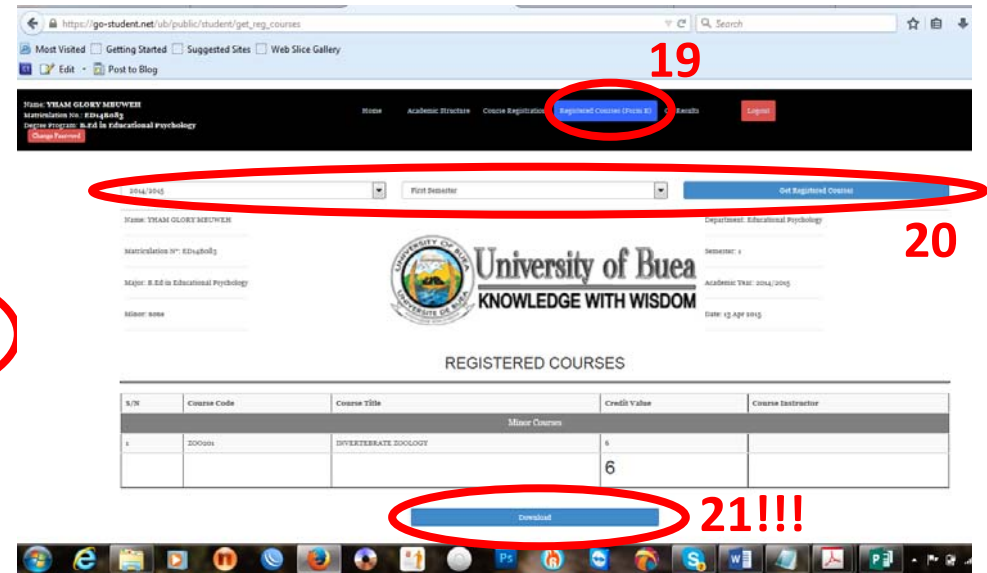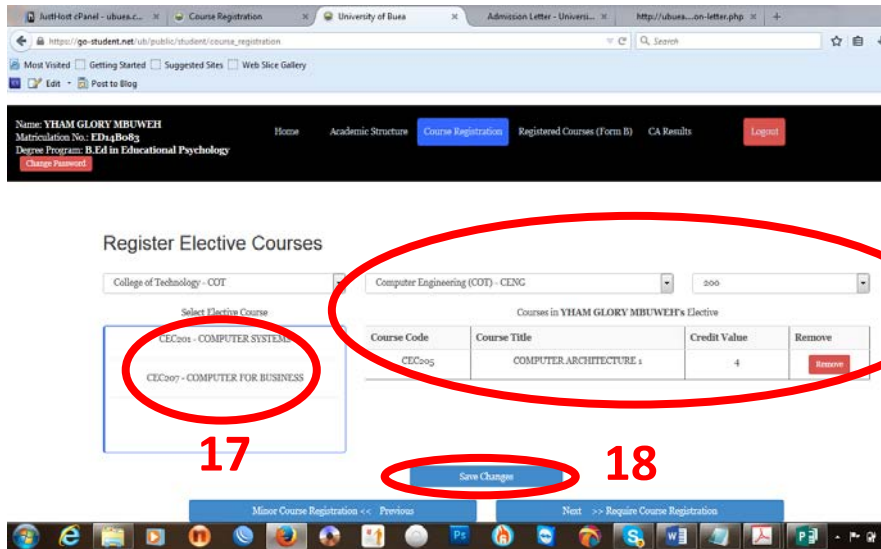13. Verify that your Information is correct

14. Click to register for courses.

15. Click on the button to add courses for the programme you are offering.

16. Continue with A and B to add Major, Minor, Elective and Required (University/Service) courses for your programme

17. Click on the courses in the left left box to add them on your form B(C) on the right

18. Click on the "Save " button to submit your courses.

19. Follow steps 19—21 to Download your Form B

If you have any difficulties, go to your Department for assistance.