



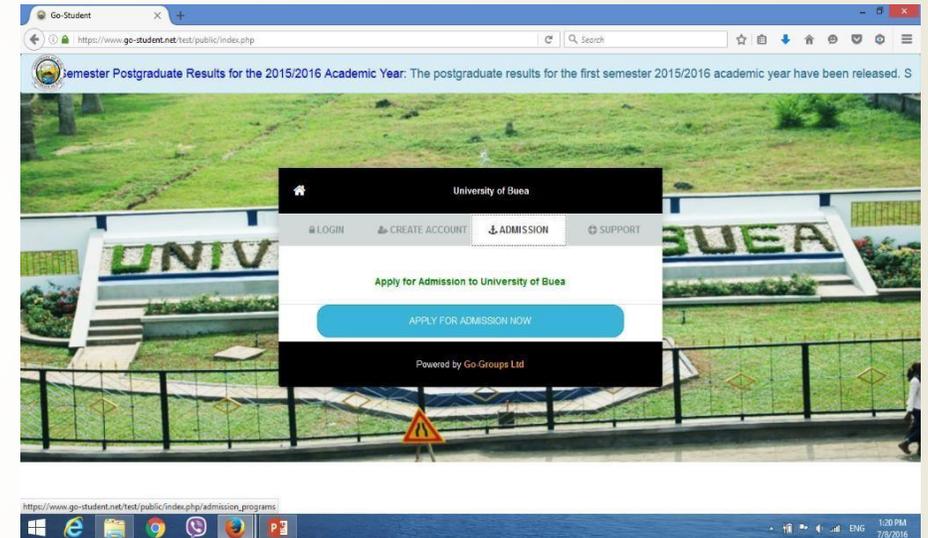
How To Apply For Postgraduate Admission Handbook

Postgraduate Application Steps

- ▶ Create an account (sign in if you already own an account for that academic year).
- ▶ Get the online admission form.
- ▶ Enter personal information.
- ▶ Provide other information.
- ▶ Select Proposed Postgraduate Programme.
- ▶ Enter Qualifications.
- ▶ Provide Experience Relevant to Your Proposed Programme.
- ▶ Provide References.
- ▶ Enter Academic Interests.
- ▶ English Language Proficiency.
- ▶ Submit Form (Can be updated).
- ▶ Download Form

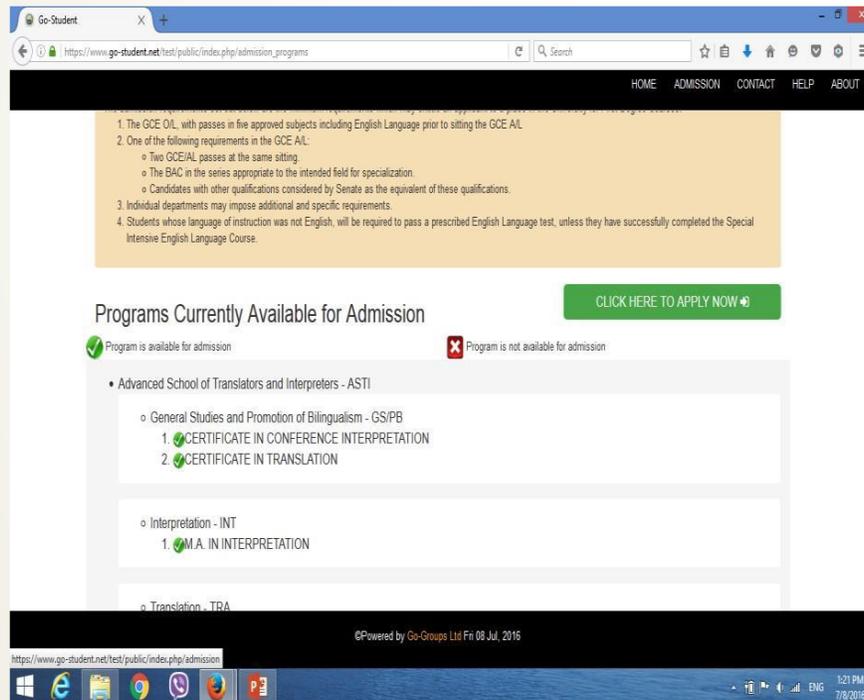
Create an Account (sign in if you already own an account for that academic year)

- After choosing the admission tab from your institution's Go-Student landing page.
- Click "Apply for Admission now" button.



Create an Account (sign in if you already own an account for that academic year)

After clicking on “Click Here To Apply” button



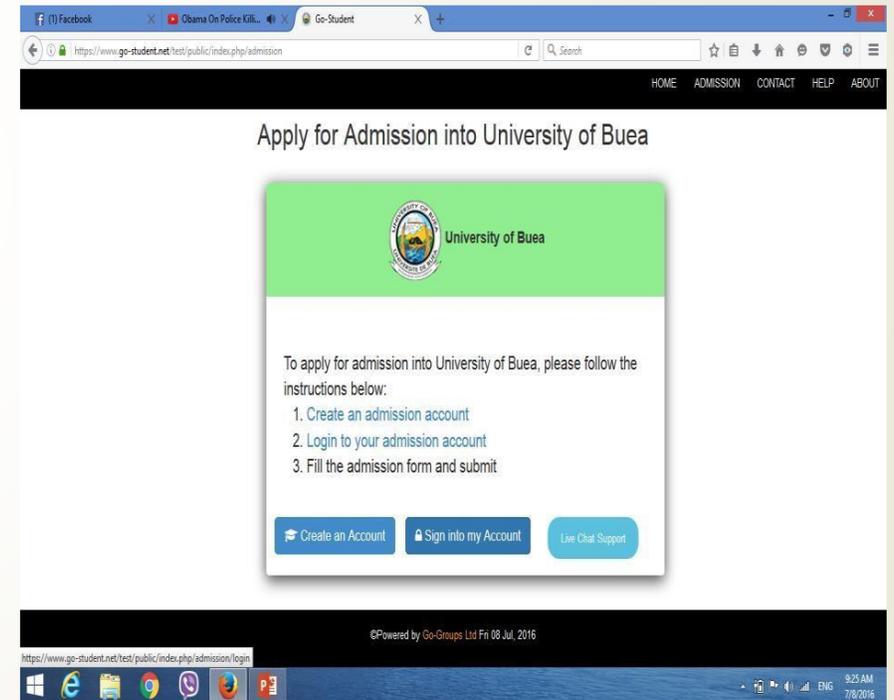
The screenshot shows the Go-Student website's admission page. At the top, there is a navigation bar with links for HOME, ADMISSION, CONTACT, HELP, and ABOUT. Below the navigation bar, there is a list of admission requirements:

1. The GCE O/L with passes in five approved subjects including English Language prior to sitting the GCE A/L.
2. One of the following requirements in the GCE A/L:
 - o Two GCEAL passes at the same sitting.
 - o The BAC in the series appropriate to the intended field for specialization.
 - o Candidates with other qualifications considered by Senate as the equivalent of these qualifications.
3. Individual departments may impose additional and specific requirements.
4. Students whose language of instruction was not English, will be required to pass a prescribed English Language test, unless they have successfully completed the Special Intensive English Language Course.

Below the requirements, there is a section titled "Programs Currently Available for Admission" with a green button labeled "CLICK HERE TO APPLY NOW". Under this section, there are two columns: "Program is available for admission" (marked with a green checkmark) and "Program is not available for admission" (marked with a red X). The available programs listed are:

- Advanced School of Translators and Interpreters - ASTI
 - o General Studies and Promotion of Bilingualism - GS/PB
 - 1. CERTIFICATE IN CONFERENCE INTERPRETATION
 - 2. CERTIFICATE IN TRANSLATION
 - o Interpretation - INT
 - 1. M.A. IN INTERPRETATION
 - o Translation - TRA

The footer of the page includes the text "©Powered by Go-Groups Ltd Fri 08 Jul, 2016" and the URL "https://www.go-student.net/test/public/index.php/admission".



The screenshot shows the Go-Student website's "Apply for Admission into University of Buea" page. At the top, there is a navigation bar with links for HOME, ADMISSION, CONTACT, HELP, and ABOUT. Below the navigation bar, there is a green header with the University of Buea logo and name. The main content area contains the following text:

To apply for admission into University of Buea, please follow the instructions below:

1. Create an admission account
2. Login to your admission account
3. Fill the admission form and submit

Below the instructions, there are three buttons: "Create an Account", "Sign into my Account", and "Live Chat Support". The footer of the page includes the text "©Powered by Go-Groups Ltd Fri 08 Jul, 2016" and the URL "https://www.go-student.net/test/public/index.php/admission/login".

Create an Account (sign in if you already own an account for that academic year)

Create an Account

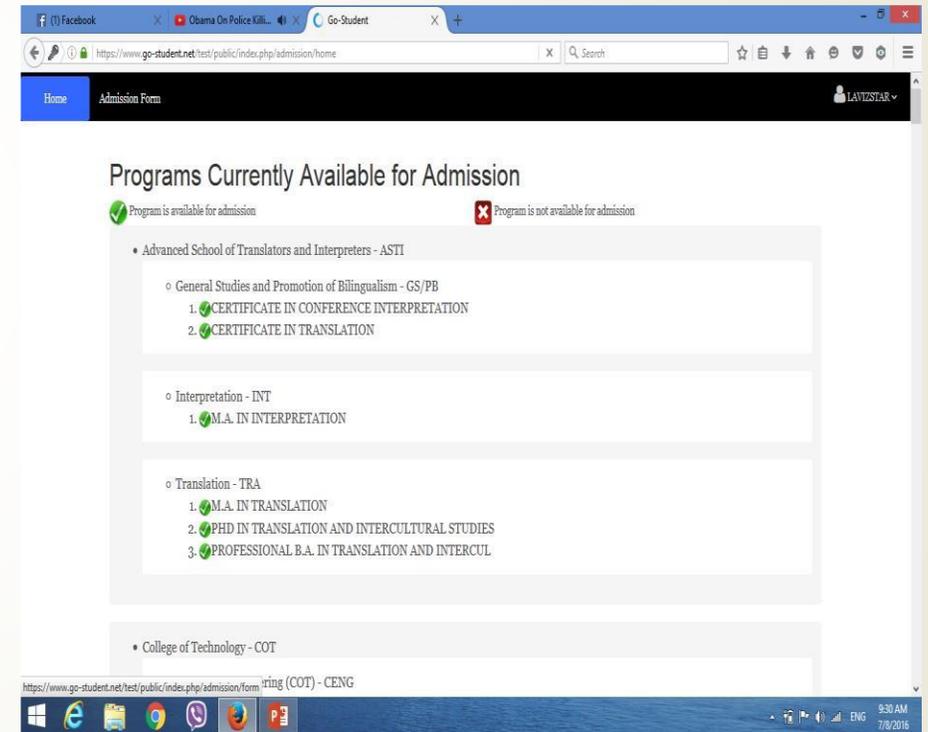
The screenshot shows a web browser window with the URL <https://www.go-student.net/test/public/index.php/admission/signup>. The page title is "Apply for Admission into University of Buea". The main heading is "Sign up for admission into UB". The form includes the following fields: "Name" (Your Name), "E-mail" (Your E-mail address), "Password", "Confirm Password" (Confirm Password), and "Please Type Code" (Type Code Here). There are two buttons at the bottom: "I already have an account" and "Create Account". The footer contains the text "©Powered by Go-Groups Ltd Fri 08 Jul, 2016".

Sign into my Account

The screenshot shows a web browser window with the URL <https://www.go-student.net/test/public/index.php/admission/login>. The page title is "Apply for Admission into University of Buea". The main heading is "Login to your admission account". The form includes the following fields: "E-mail" (Your E-mail address) and "Password" (Password). There are two buttons: "I don't have an account" and "Login". A link "I have forgotten my password" is located below the "Login" button. The footer contains the text "©Powered by Go-Groups Ltd Fri 08 Jul, 2016".

Get Online Admission Form

- ➔ Choose the admission tab, found on the left side of the tabs bar.



The screenshot shows a web browser window with the URL <https://www.go-student.net/est/public/index.php/admission/home>. The page has a navigation bar with "Home" and "Admission Form" tabs. The main content area is titled "Programs Currently Available for Admission" and lists several programs with their status:

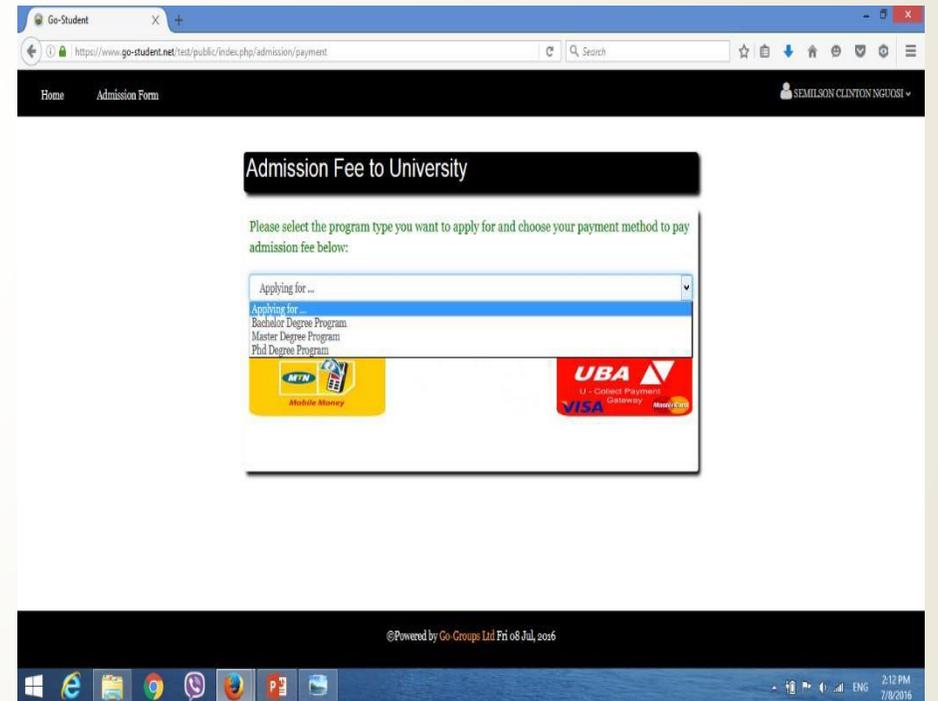
- Program is available for admission (green checkmark icon)
- Program is not available for admission (red X icon)
- Advanced School of Translators and Interpreters - ASTI
 - General Studies and Promotion of Bilingualism - GS/PB
 - 1. CERTIFICATE IN CONFERENCE INTERPRETATION
 - 2. CERTIFICATE IN TRANSLATION
 - Interpretation - INT
 - 1. M.A. IN INTERPRETATION
 - Translation - TRA
 - 1. M.A. IN TRANSLATION
 - 2. PHD IN TRANSLATION AND INTERCULTURAL STUDIES
 - 3. PROFESSIONAL B.A. IN TRANSLATION AND INTERCUL
- College of Technology - COT
 - ring (COT) - CENG

Get Online Admission Form

Platform Charge Payment



UB Admission Fee Payment



Enter Personal information

- Once all payments are completed, you are provided with the form.
- Under the Personal information tab, Enter the required information.
- Remember to read the warning concerning fields with ******.
- Save the information and continue to the next part of the form.

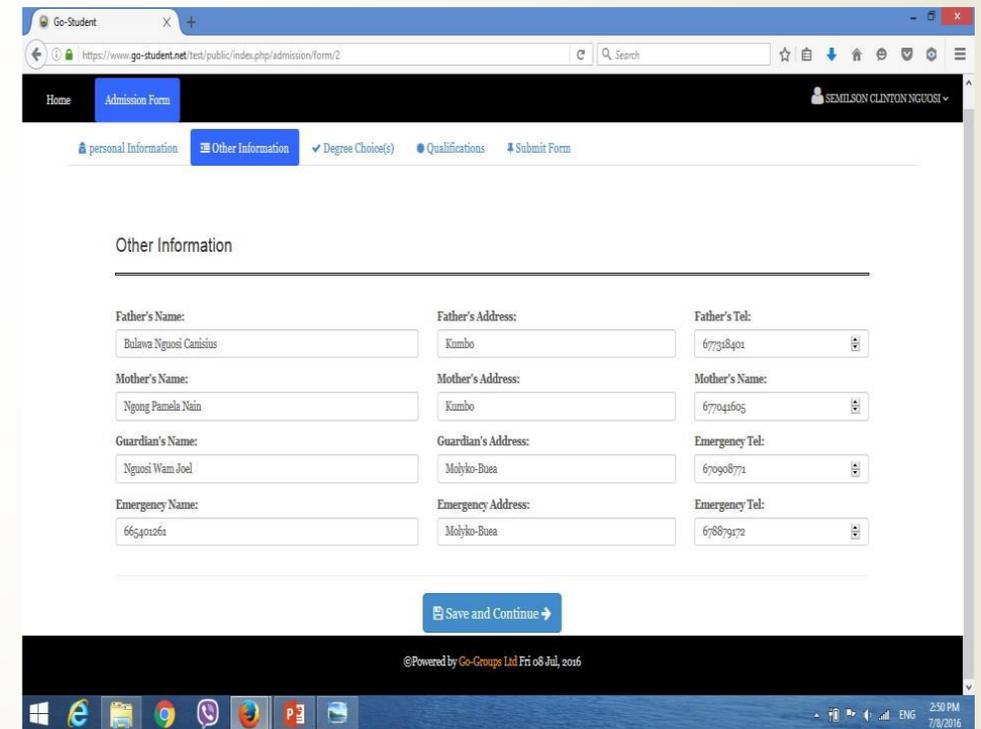
The screenshot shows a web browser window with the URL `go-student.net/ub/public/index.php/admission/form`. The page has a navigation bar with 'Home' and 'Admission Form' tabs. A yellow warning box at the top states: 'Please make sure the information below is correct. Note that information provided for fields with ** can not be changed after submission'. The main section is titled 'Personal Information' and contains the following fields:

- Name (as on birth certificate) ****: Input field containing 'TEST USER I'.
- Choose your Gender: ***: Radio buttons for 'Male', 'Female', and 'Others'.
- Date of Birth: ****: Input field containing '30/11/-0001'.
- Place of Birth: ***: Input field containing 'Place of birth'.
- National ID or Passport Number: ****: Input field containing 'Identification Number'.
- E-mail: ***: Input field containing 'eddytnk@gmail.com'.
- Permanent Address: ***: Input field containing 'Permanent Address'.
- Applicant's Tel: ***: Input field containing '+237' and '67777777'.
- Nationality: ***: Dropdown menu with 'Select Your Country'.
- Marital Status: ***: Dropdown menu with 'Single'.
- Special Needs: ***: Dropdown menu with 'None'.

There is a placeholder image for a profile picture with the text: 'Picture must be less than 500KB and of type *.jpg|.png in a white or red background'. Below the form is an 'Upload Picture' button. At the bottom, there is a 'Scan Copy of Birth Certificate *' section with an 'Upload' button and a link: 'Clear scan copy. Preferably *.pdf'. The footer of the page reads: '©Powered by Go-Groups Ltd Tue 23 Aug, 2016'.

Provide Other Information

- Provide more information about yourself by filling the part of the form titled **Other Information**.
- Click “Save and continue” button to move to the next part of the form.



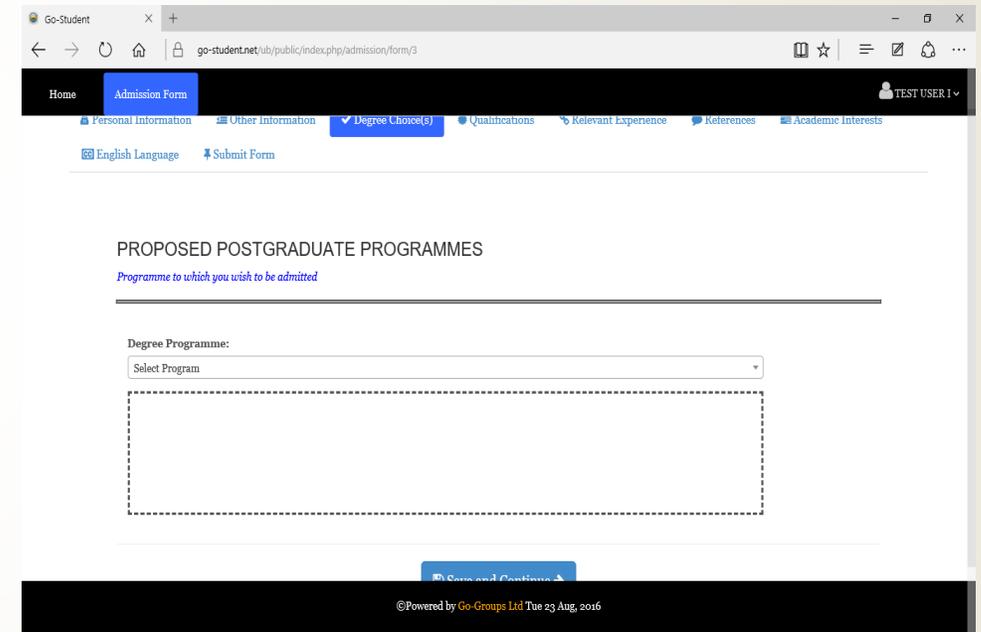
The screenshot shows a web browser window displaying the 'Go-Student' admission form. The browser address bar shows the URL: <https://www.go-student.net/test/public/index.php/admission/form/2>. The page title is 'Go-Student' and the user is logged in as 'SEMILSON CLINTON NGUOSI'. The navigation menu includes 'Home', 'Admission Form', 'personal Information', 'Other Information', 'Degree Choice(s)', 'Qualifications', and 'Submit Form'. The 'Other Information' section is active and contains the following fields:

Other Information		
Father's Name: <input type="text" value="Bulewa Nguosi Canisius"/>	Father's Address: <input type="text" value="Kumbo"/>	Father's Tel: <input type="text" value="677318401"/>
Mother's Name: <input type="text" value="Ngong Pamela Nain"/>	Mother's Address: <input type="text" value="Kumbo"/>	Mother's Name: <input type="text" value="677041605"/>
Guardian's Name: <input type="text" value="Nguosi Wam Joel"/>	Guardian's Address: <input type="text" value="Molyko-Busa"/>	Emergency Tel: <input type="text" value="670908771"/>
Emergency Name: <input type="text" value="66540264"/>	Emergency Address: <input type="text" value="Molyko-Busa"/>	Emergency Tel: <input type="text" value="678879172"/>

At the bottom of the form, there is a blue button labeled 'Save and Continue' with a right-pointing arrow. The footer of the page reads '©Powered by Go-Groups Ltd Fri 08 Jul, 2016'. The Windows taskbar at the bottom shows the time as 2:50 PM on 7/8/2016.

Select a Proposed Postgraduate Programme

- Select your proposed postgraduate programme from those provided by the Institution.
- Click “Save and continue” button to move to the next part of the form.



The screenshot shows a web browser window with the URL `go-student.net/ub/public/index.php/admission/form/3`. The page is titled "PROPOSED POSTGRADUATE PROGRAMMES" and includes a sub-section "Programme to which you wish to be admitted". A dropdown menu labeled "Degree Programme:" is set to "Select Program". Below the dropdown is a large dashed rectangular box for additional input. At the bottom of the form, there is a "Save and Continue" button. The footer of the page reads "©Powered by Go-Groups Ltd Tue 23 Aug, 2016".

Enter Qualifications

- Enter the required qualifications for your proposed degree programme.
- Click “Save and continue” button to move to the next part of the form.

The screenshot shows a web browser window with the URL `go-student.net/ub/public/index.php/admission/post/4`. The page title is "Go-Student" and the user is logged in as "TEST USER 1". The navigation menu includes "Home" and "Admission Form".

Upload Requirements:

- **None University of Buea Graduates:** Please upload all copies of qualifications or certificates that are relevant to this application. Foreign certificates (those obtained Outside Cameroon) will require an Equivalence clearance from the Cameroon Ministry of Higher Education.
- **University of Buea Graduates ONLY:** Uploading of certificates is **NOT** required for qualifications obtained from the University of Buea. Simply provide your Student Number.

Institution Attended	Date		Programme of Study	Qualification Earned	Remarks/Honors
	From	To			
<input checked="" type="radio"/> University of Buea <input type="radio"/> Others					
Student Number Institution's name	<input type="text"/>				

Date Obtained or Expected
Date:

Attachments (upload Equivalence if Foreign)
Foreign? Yes No
Original Copy:
Equivalence From Ministry:

Obtained Expected

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Provide Experience Relevant to Your Proposed Programme

The information should be relevant to your proposed degree

The screenshot shows the 'Relevant Experience' section of the Go-Student admission form. The browser address bar shows 'go-student.net/public/index.php/admission/form/9'. The navigation menu includes 'Home', 'Admission Form', 'Personal Information', 'Other Information', 'Degree Choice(s)', 'Qualifications', 'Relevant Experience', 'References', 'Academic Interests', 'English Language', and 'Submit Form'. The 'Relevant Experience' section is highlighted in blue. Below the navigation menu, there is a section titled 'Relevant Experience' with a sub-section 'Include Vocational work only if relevant to profession'. This section contains a table with five columns: 'From', 'To', 'Position', 'Name of Employer(s)', and 'Address of Employer(s)'. Each column has a text input field for data entry. Below the table, there is a text input field for 'Give details of Internships, conferences, etc, that you think are relevant to this application'. The footer of the page reads '© Powered by Go-Groups Ltd Tue 23 Aug 2016'.

From	To	Position	Name of Employer(s)	Address of Employer(s)
Date	Date	Enter Position	Enter Name of Employer(s)	Enter Address of Employer(s)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The information or experience is divided into various sections

The screenshot shows the 'Health' section of the Go-Student admission form. The browser address bar shows 'go-student.net/public/index.php/admission/form/9'. The navigation menu is the same as in the previous screenshot. The 'Health' section is highlighted in blue. Below the navigation menu, there is a text input field for 'Enter Give details of Internships, conferences, etc, that you think are relevant to this application'. Below this, there is a section titled 'Give details of any experience of training in advanced work including publications' with a text input field. Below that, there is a section titled 'Give title of any dissertation/thesis' with a text input field. Below that, there is a section titled 'Health' with a text input field for 'Enter brief details of your condition'. The footer of the page reads '© Powered by Go-Groups Ltd Tue 23 Aug 2016'.

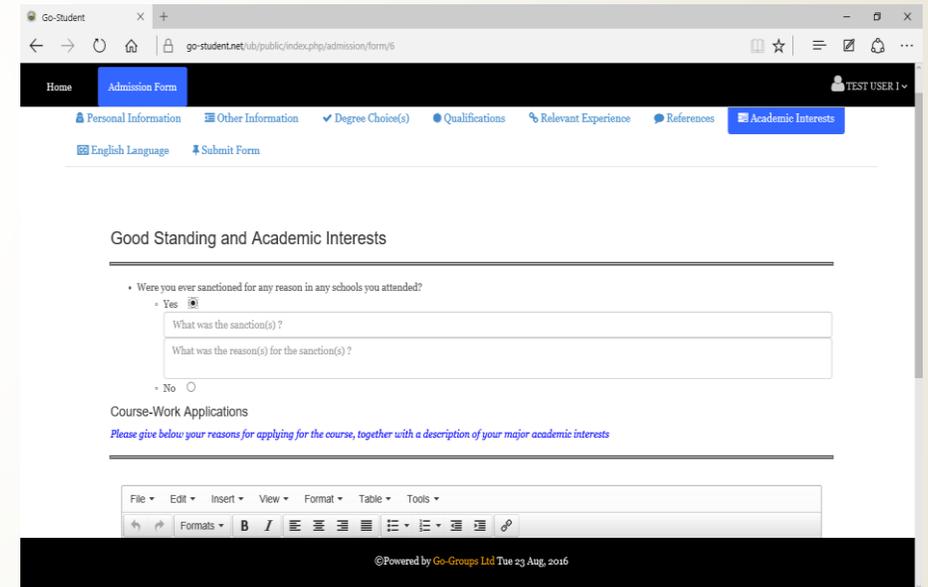
Provide References

- ▶ Enter the e-mail addresses of three referees and a recommendation letter will be sent to their e-mail boxes.
- ▶ It is advisable to ensure your referees knows of your intention to ask for their recommendation before entering their e-mail addresses.
- ▶ Click “Save and continue” button to move to the next part of the form.

The screenshot shows a web browser window with the URL `go-student.net/ub/public/index.php/admission/form/5`. The page is titled "Request for Recommendation" and includes a navigation menu with options like "Personal Information", "Other Information", "Degree Choice(s)", "Qualifications", "Relevant Experience", "References", and "Academic Interests". The "References" section is active, showing three rows for "1st Recommendation", "2nd Recommendation", and "3rd Recommendation". Each row has three input fields: "Referee title e.g Mr.", "Referee Name", and "Referee E-mail". A "Send Request and Continue" button is located at the bottom of the form. The footer of the page reads "©Powered by Go-Groups Ltd Tue 23 Aug, 2016".

Enter Academic Interests

- ▶ Enter the required information. It will be related to your academic interest and your good standing.
- ▶ Click “Save and continue” button to move to the next part of the form.
- ▶ *** PhD applicants will have to enter their research statement at this level of the form



The screenshot displays a web browser window with the URL `go-student.net/ub/public/index.php/admission/form/6`. The page title is "Admission Form" and the user is logged in as "TEST USER 1". The navigation menu includes "Home", "Admission Form", "Personal Information", "Other Information", "Degree Choice(s)", "Qualifications", "Relevant Experience", "References", "Academic Interests", "English Language", and "Submit Form".

The main content area is titled "Good Standing and Academic Interests". It contains a question: "Were you ever sanctioned for any reason in any schools you attended?". The "Yes" radio button is selected. Below the question are two text input fields: "What was the sanction(s)?" and "What was the reason(s) for the sanction(s)?". The "No" radio button is unselected.

Below the question is a section titled "Course-Work Applications" with the instruction: "Please give below your reasons for applying for the course, together with a description of your major academic interests". A rich text editor is visible at the bottom of the page, showing a menu with "File", "Edit", "Insert", "View", "Format", "Table", and "Tools". The footer of the page reads: "©Powered by Go-Groups Ltd Tue 23 Aug, 2016".

English Language Proficiency

Graduate from the University of Buea.

Enter your matriculation number

The screenshot shows the 'English Language Proficiency' section of the admission form. The user is asked, 'Are you a graduate from University of Buea?'. The 'Yes' radio button is selected. Below this question is a text input field labeled 'Matriculation Number'. At the bottom of the form, there is a 'Save and Continue' button. The footer of the page reads '© Powered by Go-Groups Ltd Tue 23 Aug, 2016'.

Not a graduate from the University of Buea.

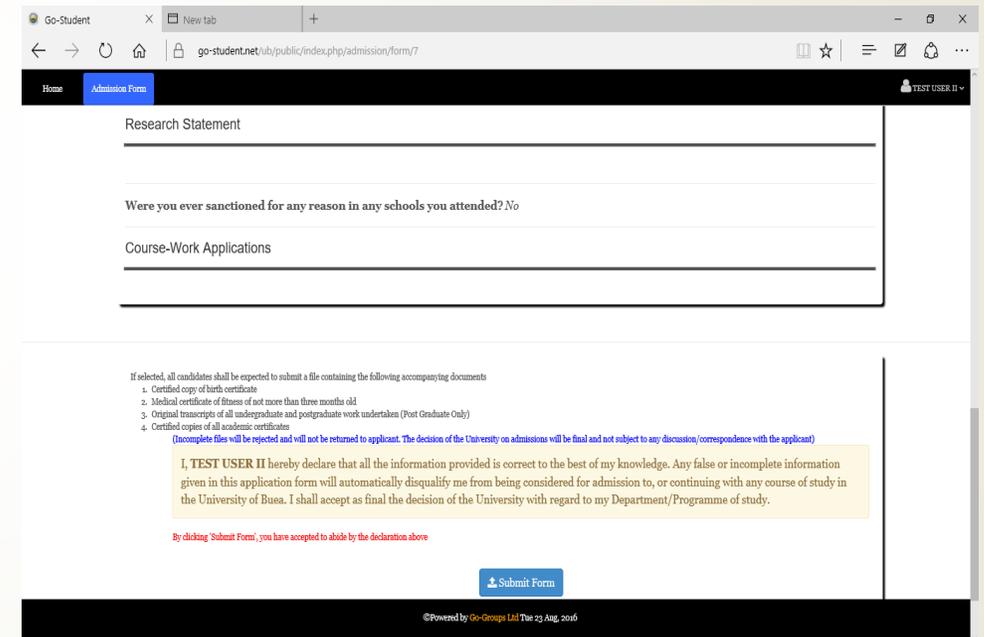
Upload scan copy of your English Proficiency document

The screenshot shows the 'English Language Proficiency' section of the admission form. The user is asked, 'Are you a graduate from University of Buea?'. The 'No' radio button is selected. Below this question is a text input field labeled 'Upload scan copy of English Proficiency *'. To the right of this field is an 'Upload' button. Below the input field, there is a link that says 'Clear scan copy. Preferably *.pdf'. At the bottom of the form, there is a 'Save and Continue' button. The footer of the page reads '© Powered by Go-Groups Ltd Tue 23 Aug, 2016'.

Submit Form (Can be updated)

- Once all necessary information has been saved, you can now submit your form to the University of Buea admission office by clicking the “**Submit Form**” button located at the bottom end of the window.
- You will be provided with a preview of the form to be submitted.

Note: Fields with ** can not be updated after form submission



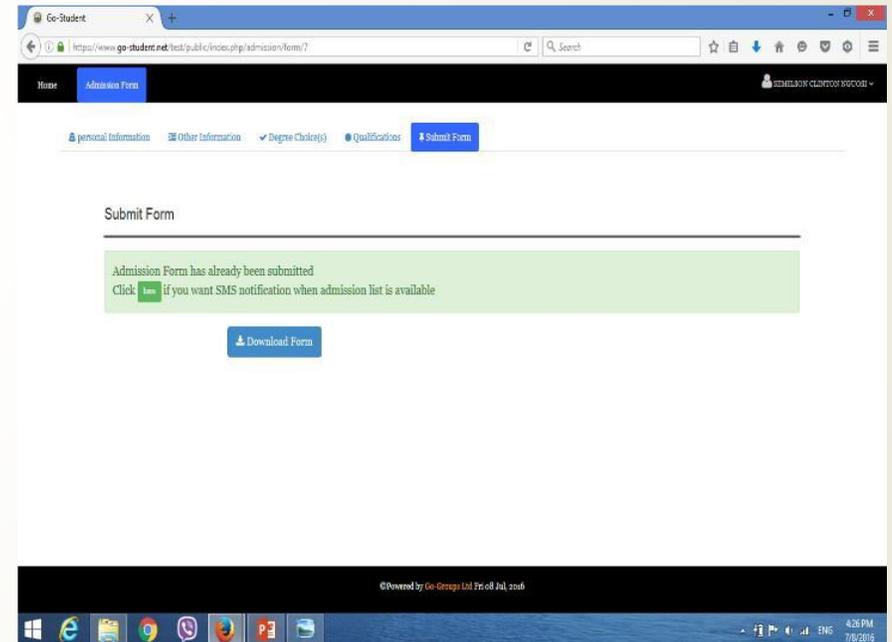
The screenshot shows a web browser window with the URL `go-student.net/ub/public/index.php/admission/form/7`. The page has a navigation bar with 'Home' and 'Admission Form' (highlighted in blue). The user is logged in as 'TEST USER II'. The form contains several sections:

- Research Statement**: A text input field.
- Were you ever sanctioned for any reason in any schools you attended?**: A dropdown menu with 'No' selected.
- Course-Work Applications**: A text input field.
- Accompanying Documents**: A list of requirements:
 1. Certified copy of birth certificate
 2. Medical certificate of fitness of not more than three months old
 3. Original transcripts of all undergraduate and postgraduate work undertaken (Post Graduate Only)
 4. Certified copies of all academic certificates
- Declaration**: A yellow box containing the text: "I, TEST USER II hereby declare that all the information provided is correct to the best of my knowledge. Any false or incomplete information given in this application form will automatically disqualify me from being considered for admission to, or continuing with any course of study in the University of Buea. I shall accept as final the decision of the University with regard to my Department/Programme of study."
- Acceptance**: A red line of text stating: "By clicking 'Submit Form', you have accepted to abide by the declaration above."
- Submit Form**: A blue button with a white arrow icon.

At the bottom of the page, there is a footer: "©Powered by Go-Groups Ltd The 23 Aug, 2016".

Download Form

- After the first submission of your application form, an sms is sent to your provided telephone number by the university of Buea to confirm that your application form has been received.
- You can also download the submitted application form by clicking “**Download form**” button.





BOOM!!!

You can now apply for postgraduate admission via the Go-Student application
in no time.
Quick and Easy. Right?
That's how we roll !!