In view of the current COVID-19 pandemic, the Open University of Mauritius wishes to inform all its applicants for August 2020 intake and ongoing learners of the procedures to be followed for completing their application/registration and re-registration procedures.

The Open University of Mauritius has to take all the required precautionary measures to protect the health of all its learners as well as that of its staff. It is in that specific endeavour that all applicants and on-going learners are hereby informed that **OU cash counters will NOT BE OPEN for collection of application/registration/re-registration fees and applicants/learners should NOT CALL IN PERSON AT OU for submission of forms/documents, until further notice.**

Consequently, alternative procedures are being proposed to all applicants and learners for completing all necessary formalities as follows-

1. **PROCEDURE FOR APPLICATION AND REGISTRATION (For New Applicants ONLY)**

Applicants who have applied for a seat at OU are requested to complete their application procedures by effecting payment of their application fees and send the scanned or **properly** photographed copies of their certificates and other documents (including Birth certificate, NID, utility bill, marriage certificate (if applicable) as listed on OU’s online application platform. Originals of the above documents shall be requested at a later stage.

Applicant interested to apply for Module Exemption should visit our website for more details.

Applicants should mention the **programme they have applied for**, **their application code, their name,** and their mobile number as well, when sending the required documents by email on admission1@open.ac.mu at latest by **10 June 2020.**

**Payment of Application & Registration Fees**

Applicants will get the links for voucher after completing their online application. Applicants should click on ‘Cash Deposit Voucher’ or ‘Bank Transfer Voucher’ to access the appropriate voucher which should be printed and produced at any SBM counter.

Letters of offer of seat will thereafter be sent to successful applicants by email for completion of registration procedures. Applicants may effect payment of application fees and registration fees by

1. Internet banking - where the fees can be transferred to OU’s SBM Account 61025100002513
2. Calling at any SBM branch and effecting payment at the counter after presenting either the Cash Deposit Voucher or the Bank Transfer voucher
3. Juice Mobile application (for payment of application fees and admin fee, subject to limits)
All new learners should send a scanned copy or a properly photographed copy of the Voucher and Registration Form to the Admissions Office on admission1@open.ac.mu and copied to Finance Division on feesfinance@open.ac.mu by email. For all transactions, learners should kindly ensure that their full name appear as reference for identification purposes.

2. PROCEDURE FOR RE-REGISTRATION (For Current Learners Only)

On-going learners are required to re-register for the next semester by completing their online module registration forms and effecting payment of applicable fees. Re-registration shall open as from 1 July 2020.

Learners are hereby informed that instructions for online re-registration have been posted on the E-Learn Platform. Learners are requested to follow the instructions available on following link: http://oumauritius.com/reregistration.

Deadline for Re-registration, Payment and Penalty for late re-registration

The deadline for re-registration for the semester starting August 2020 is 3 August 2020.

Please note that learners who fail to re-register for the semester starting August 2020, will not be allowed to take part in the end of semester examinations. Moreover, all re-registration forms received after the deadline, that is 3 August 2020, will be accepted subject to a penalty fee of Rs 250 per module up to 17 August 2020.

Learners who fail to re-register for the semester starting August 2020 by 17 August 2020 WILL NOT be allowed to take part in the end of semester examinations.

Payment of Re-Registration Fees

Re-registration fees can be paid by

1. Internet banking - where the fees can be transferred to OU’s SBM Account 61025100002513
2. Calling at any SBM branch and effecting payment at the counter after presenting either the Cash Deposit Voucher or the Bank Transfer voucher
3. Juice Mobile application (for payment of application fees and admin fee, subject to limits)

For all transactions, learners should kindly ensure that their full name appear as reference for identification purposes. Once payment is effected, learners should submit a scanned copy or a properly photographed copy of their duly completed and signed form together with the proof of payment by emailing on: studentsupport@open.ac.mu and copied to: feesfinance@open.ac.mu.

27 April 2020

Open University of Mauritius