APPLICATION PROCEDURES

Step 1: Access the online application link at
https://oumauritius.com/application/login/index6545.php

Step 2: Fill in the online form. Verify the accuracy of all information and click on 'Submit'.

You will then receive an acknowledgement email containing your application code. Please keep this code handy as you will need it later.

Step 3: Payment of application fee of Rs 700 (non- refundable)

You will also receive the links for specific payment vouchers after completing your online application.

Please, click on 'Cash Deposit Voucher' or 'Bank Transfer Voucher' to access the appropriate voucher which should be printed and produced at any SBM counter, if you choose that option. More payment options are offered below.

➢ **Option 1**: Visit any SBM branch and effect the payment at the counter after presenting either the Cash Deposit Voucher or the Bank Transfer voucher;

➢ **Option 2**: Internet Banking - where the fees can be transferred to OU's SBM Account 61025100002513;

➢ **Option 3**: Juice Mobile application

For all transactions, learners should kindly ensure that their RDBL Number and full name appear as reference for identification purposes.

Step 4: After submitting your online application form and payment of the application fee, you need to email scanned or properly photographed copies of the documents below:

- National ID card

- Birth certificate

- A recent utility bill

- Academic certificates as per entry requirements of the chosen programme. Please note that where equivalence is required the onus is on the applicant to seek and submit same.

- Evidence of having paid the application fee

- Marriage certificate (if applicable)

All soft copies of documents mentioned above should be emailed to admission1@open.ac.mu by **30 September 2020 at latest**.

In the email, please mention **your name, the programme** you have applied for**, your application code** and **mobile number**.

The Cash Deposit voucher, Bank Transfer Voucher or any other proof of payment also be emailed to: feesfinance@open.ac.mu

Originals of the above documents may be requested at a later stage.

STEP 5 - REGISTRATION AND PAYMENT OF FIRST SEMESTER MODULES

Successful applicants shall then receive an offer of seat by email and shall be requested to complete registration procedures.

You may effect payment of registration fees by one of the three options:

> ➢ **Option 1**: Visit any SBM branch and effect the payment at the counter after presenting either the Cash Deposit Voucher or the Bank Transfer voucher;

> ➢ **Option 2**: Internet Banking - where the fees can be transferred to OU's SBM Account 61025100002513;

> ➢ **Option 3**: Juice Mobile application (subject to limits)

You 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. During all financial transactions, applicants should ensure that their full name appear as reference for identification purposes. In all emails, please mention your name, the programme you have applied for, your application code and mobile number.

OU cash counters will **NOT BE OPEN** for collection of application/registration fees.

Applicants/learners should NOT CALL IN PERSON AT OU for submission of forms/documents, until further notice.