



## APPLICATION & REGISTRATION PROCEDURES for February 2024 Intake - RODRIGUES

**Closing date to apply online: 15 November 2023**

**PLEASE READ THIS DOCUMENT CAREFULLY BEFORE STARTING THE PROCEDURES**

**Step 1:** Go to [www.open.ac.mu](http://www.open.ac.mu) > click on “Enrol Now” > click on “**Procedure for Rodrigues Applicants**”  
Fill in the online form at <https://oumauritius.com/application>  
Verify the accuracy of all information and click on ‘Submit’.

After submitting your application online, you will receive an acknowledgment email containing your **Application Code (RDAP NO.)**. Please keep this code handy as you will need it for further admission processes.

**Step 2: Payment of application fee of Rs 1,000 (non- refundable)**

*[To be effected within ONE week after you submit your online application]*

You will obtain the **links** for specific **payment vouchers** after submitting 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. **Payment options are as follows:**

- **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 user limit per day*)
- **Option 4:** my.t billpay (*guidelines annexed*).

For all transactions, applicants should ensure that their application (RDAP) code and full name appear as a reference for identification purposes. After payment of the application fee (**within ONE week after submission of online application**), the Cash Deposit voucher, Bank Transfer Voucher, or any other proof of payment should be emailed immediately to [feesfinance@open.ac.mu](mailto:feesfinance@open.ac.mu) and [applicationdoc@open.ac.mu](mailto:applicationdoc@open.ac.mu) to complete your application process. In the mail, please mention your name, phone number, programme(s) applied for, and your RDAP code.

### Step 3: Submission of documents

After the submission of your online application form and payment of the application fee, please email the \*certified copies of all the documents required and the soft copy of the proof of payment of application fee to the Open University of Mauritius, on the email address [applicationdoc@open.ac.mu](mailto:applicationdoc@open.ac.mu) by 22 November 2023,. Kindly note that the hard copies of the certified relevant documents together with the proof of payment should also be sent to the attention of the Admission Office, Open University of Mauritius, REDUIT by 28 November 2023 at latest.

\*Relevant documents certified by the Rodrigues Education Commission is acceptable by the Open University of Mauritius.

**Non-submission of the requested documents by the due date will automatically lead to the rejection of your application.**

#### Documents required

##### **Original:**

- Application Form (duly filled and signed)
- FTES Form (duly filled in and signed – applicable for those applying for **Undergraduate** programmes only).

##### **Originals and copies:**

- Academic Certificates
- Birth Certificate
- Marriage Certificate (if applicable)
- National ID Card
- Proof of address

##### **Also required:**

- Proof of application fee paid
- Two recent passport size photos (*Name, RDAP number and programme name to be written on the verso of the photos*)

**IMPORTANT: the Cash Deposit voucher, Bank Transfer Voucher or any other proof of payment should be emailed to: [feesfinance@open.ac.mu](mailto:feesfinance@open.ac.mu) and [applicationdoc@open.ac.mu](mailto:applicationdoc@open.ac.mu).**

### STEP 4 - 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. Follow the link that shall be provided to register.

Applicants may effect payment of registration fees by one of the four 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 user limit per day*)
- **Option 4:** my.t billpay (guidelines annexed).

**For all transactions, applicants should ensure that their RDAP Number and full name appear as reference for identification purposes.**

**IMPORTANT:** Applicants are requested to submit the proof of payment and the modules registration form to the Admission Office or send a scanned copy or a properly photographed copy on [applicationdoc@open.ac.mu](mailto:applicationdoc@open.ac.mu) **by 10 January 2024** at latest.

**Non-submission of payment evidence by this date will mean that applicant is not interested.**

The proof of payments should also be copied to **Finance Division by email** at [feesfinance@open.ac.mu](mailto:feesfinance@open.ac.mu). During all financial transactions, applicants should ensure that their RDAP number and full name appear as a reference for identification purposes. In all emails, please mention your name, the programme you have applied for, your application code, and your mobile number.

**Note**

- OU cash counters in Réduit are not open for the collection of application/registration fees. Please follow the payment procedures mentioned in this document
- Updates will be posted on website at [www.open.ac.mu](http://www.open.ac.mu)
- General queries: [university@open.ac.mu](mailto:university@open.ac.mu)
- Admission and eligibility queries: [admission1@open.ac.mu](mailto:admission1@open.ac.mu) or 403 8222

# ANNEX



## Pay your fees easily with my.t money Superapp

On my.t money Superapp:

- Click on **Bill** then **Direct Payment**
- Select **Choose Service** and scroll down to **Open University of Mauritius**
- Fill in all the required fields (Amount, Student Name, NIC Number, Fees) and click on **Pay Bill**

When selecting Fees : - **APP** for application

- **REG** for registration
- **RE-REG** for re-registration
- **EXP** for exemption
- **RES** for resit and
- **OTH** for others.

- Validate your payment with your my.t money PIN Code and it's done.  
You will receive an SMS + an in-app notification to confirm the transaction.  
You can also check the payment in **My Transactions**.

Note that your daily payment limit is Rs 50,000.