



**School of Public Service - University of Juba**  
**Admission Application Form**  
**Master's Degree in Public Policy with Concentration in Leadership & Management**  
**Academic Year 2024-2025**

The School of Public Service is pleased that you are interested in joining us. Attached is our Master's Degree application for Academic Year 2024/2025. **Applications with all supporting documents must be submitted by 4:00 PM on ~~Thursday, July 18, 2024~~ Friday, August 9 (deadline extended)** to the Office of the Registrar at the Graduate College of the University of Juba.

This document is divided into four parts:

- Application Fee
- Application Instructions
- Tuition and Payment Options
- Application Form

**APPLICATION FEE**

- Make a non-refundable payment to:
  - Account Name: Graduate College
  - Account Number: 76661
  - Bank: Ivory Bank
  - Amount: **20,000 SSP**
- Be sure to get a payment receipt

**APPLICATION INSTRUCTIONS**

- Carefully fill-in all the required information. Applications that are incomplete, illegible, or have errors may be rejected.
- Attach the required documents (see checklist in the above box). Please attach the documents to the upper left corner of the application.
- We recommend you make a copy of your application, documents, and payment receipt for your records.
- Return a copy of your completed application (with required documents) to the **Office of the Registrar at the Graduate College of the University of Juba.**
- The Admissions Committee will review all applications and may invite finalists to an interview.
- The Admissions Committee may also ask finalists to take math and English tests.
- After the interview period, the Admission Committee will reconvene to make final admissions decisions.
- You will be notified of our decision and "next steps" by mid-August.
- Classes will begin in late August.
- If you are admitted you may be asked to present original degrees and transcripts for verifications. Until these are verified, you will not be fully registered.

**DOCUMENT CHECKLIST**

*Be sure to attach copies of these to your application*

- A copy of your Bachelor's degree from an institution accredited by a recognized accreditation agency
- A copy of your undergraduate transcripts (a certified copy is required unless you graduated from the University of Juba)
- Two passport sized photograph with your name on the back. The photos should be stapled to the upper right-hand side of the first page of the application form.
- A copy of your CV (please keep to 3 pages or less)
- Payment receipt

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**TUITION AND PAYMENT OPTIONS**

The tuition for the 2-Year Master’s in Public Policy program is \$2,000 United States Dollars.

**Payment Options:** Students may (1) pay \$500 in advance per semester, or (2) pay \$1,000 per year. No matter which option you chose, if you *have not paid for the full semester by the deadline, you will not be permitted to attend classes and sit for exams.*

**Year 1:**

		2024-2025
<b>Option 1</b>	Pay for entire year two weeks prior to the start of semester 1	1,000 USD
<b>Option 2</b>	1 <sup>st</sup> payment: Pay 50% two weeks prior to the start of semester 1	500 USD
	2 <sup>nd</sup> payment: Pay remaining 50% two weeks prior to the start of semester 2	500 USD

*\* Students are also required to pay a yearly registration fee of (5,000 South Sudanese Pounds only) and examination fee (5,000 SSP) respectively.*

**Year 2:**

		2024-2025
<b>Option 1</b>	Pay for entire year two weeks prior to the start of semester 1	1,000 USD
<b>Option 2</b>	1 <sup>st</sup> payment: Pay 50% two weeks prior to the start of semester 1	500 USD
	2 <sup>nd</sup> payment: Pay the remaining 50% two weeks prior to the start of semester 2	500 USD

*\* Students are also required to pay a yearly registration fee of (5,000 South Sudanese Pounds only) and examination fee (5,000 SSP) respectively.*

**Payment Process:** If you are admitted, you will receive more detailed payment instructions. Please note that students will be required to make exact payments directly to a Bank account. University staff are not permitted to accept any payments.

Staple two passport sized photos here. Be sure to put your name on the back of the photo.

**SECTION A: PERSONAL INFORMATION**

**1. Names** (please use capitalized/block letters)

Surname: \_\_\_\_\_

Given Names: \_\_\_\_\_

**2. Date of Birth:** \_\_\_\_\_  
Day            Month            Year

**3. Gender:**  Male             Female

**4. Nationality:** \_\_\_\_\_

**5. County Where You Were Born:** \_\_\_\_\_

**6. State Where You Were Born:** \_\_\_\_\_

**7. Marital Status:**  Married     Not Married (never married, widowed, divorced)

**8. E-mail Address:** \_\_\_\_\_  
(note: all applicants are required to have an active and working email address)

**9. Telephone Number:** \_\_\_\_\_

**10. WhatsApp Number** (if you have one): \_\_\_\_\_

**11. Are you Currently Employed?**  Yes     No

**If yes:**  Government     Non-Profit / NGO / Civil Society Org.     Int'l Organization (e.g. UN)     Private Sector

**Employer's Name:** \_\_\_\_\_

**Employer's Address:** \_\_\_\_\_

\_\_\_\_\_

**12. When you graduate, where do you want to work?**

Government     Non-Profit / NGO / Civil Society Org.     Int'l Organization (e.g. UN)     Private Sector

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NAME OF APPLICANT: \_\_\_\_\_

**SECTION B: UNIVERSITY DEGREES**

University	From	To	Degree	CGPA	Scale
<i>Example: University of Juba</i>	<i>Sept 2013</i>	<i>May 2017</i>	<i>Bachelor of Science, Engineering</i>	3.00	4.00

**SECTION C: EMPLOYMENT HISTORY** (list your *most recent* jobs)

Employer	Title	From	To
<i>Ministry of Finance</i>	<i>Human Resources Manager</i>	<i>Sept 2012</i>	<i>May 2017</i>

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NAME OF APPLICANT: \_\_\_\_\_

**SECTION D: VOLUNTEER WORK / WORK IN COMMUNITY**

Organization	Title	From	To
<i>Parish Council, St George's Church</i>	<i>Treasurer</i>	<i>Sept 2020</i>	<i>May 2021</i>

**SECTION E:** Please indicate how you heard about the School of Public Service at the University of Juba:

- |  |  |
|--|--|
| <input type="checkbox"/> Family / Friend                               | <input type="checkbox"/> Newspaper                     |
| <input type="checkbox"/> Employer                                      | <input type="checkbox"/> Radio                         |
| <input type="checkbox"/> Social Media (e.g., WhatsApp Group, Facebook) | <input type="checkbox"/> TV                            |
| <input type="checkbox"/> SPS website                                   | <input type="checkbox"/> Other; please describe: _____ |
| <input type="checkbox"/> Public information board / Bulletin board     |  |

**SECTION F: PERSONAL DECLARATION**

I declare that the information provided in this application is accurate, and the attached documents are authentic. I understand that all documents submitted in support of this application become the property of the University of Juba and cannot be returned.

I also understand this program is intensive and requires a significant commitment. The School expects students to adhere to the requirements outlined in the Student Handbook, including attending classes on-time (classes start at 4:00 pm). If this interferes with my work hours, I understand that I must make arrangements with my employer to leave work early. In addition, I understand that the University requires students to attend 75% of classes to pass a course.

I further understand that all students are expected to adhere to the School’s core values presented below:

<p style="text-align: center;"><b>School of Public Service - Core Values</b></p> <ul style="list-style-type: none"><li>■ <b>Excellence.</b> We are committed to providing an excellent education to our students.</li><li>■ <b>Service.</b> We are committed to serving the people of South Sudan; their well-being is our top priority.</li><li>■ <b>Integrity.</b> We honor our country, communities, families, and selves by adhering to the highest standards of conduct. We endeavor to do what is right, even when no one is watching.</li><li>■ <b>Knowledge and Know-How.</b> We integrate theory and practice in all our programs, with a heavy emphasis on applied exercises.</li><li>■ <b>Teamwork.</b> We find strength in diversity, and unity in a shared commitment to build the nation; we do not let tribal, regional, or political differences become divisive. We also collaborate and help each other succeed.</li><li>■ <b>Hard Work.</b> We work hard every day striving to achieve our personal goals and the goals of the School.</li><li>■ <b>Respect.</b> We value staff and student contributions to our mission and treat each other with courtesy and respect.</li><li>■ <b>Accountability.</b> We take responsibility for our actions; learn from our mistakes; and celebrate our achievements.</li><li>■ <b>Problem-Solving.</b> We expect staff and students to take initiative and solve problems; and we empower them to do so.</li><li>■ <b>Courage.</b> We have the courage to live our values and to act in the face of adversity and resistance.</li></ul>
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*Note: Any applicant who knowingly provides false information or withholds relevant information will be denied admission. If an applicant is already admitted, he/she may be required to leave the School.*

\_\_\_\_\_  
Name of the Applicant

\_\_\_\_\_  
Signature of the Applicant

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Day      Month      Year

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**SECTION G: For Official Use Only**

<p>Application number _____</p> <p>Date of receipt _____</p> <p>Remarks (optional):</p>	<p><b>Decision:</b></p> <p><input type="checkbox"/> Admitted</p> <p><input type="checkbox"/> Not admitted</p> <p><b>If not admitted, summary of reasons:</b></p> <p>1.</p> <p>2.</p> <p>3.</p>
<p><b>Name of Official</b> _____</p>	<p><b>Signature</b> _____</p>