



School of Public Service - University of Juba
Admission Application Form for
Master's Degree in Public Policy
Academic Year 2023-2024

The School of Public Service is pleased that you are interested in joining us. Attached is our Master's Degree application for Academic Year 2023/2024. **Applications with all supporting documents must be submitted by 4:00 PM beginning from Monday April 17th 2023 to Monday July 31st 2023.** This document is divided into four parts:

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

APPLICATION FEE

- Make a non-refundable payment of **5,000 SSP** to the Office of Registrar, Graduate College, University of Juba
 - Account Name: School of Public Service
 - Account Number: 987
 - Amount: **5,000 SSP**
- Be sure to get a payment receipt from the Office of Registrar, Graduate College

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 your completed application (with required documents and payment receipt attached) to **Graduate College, University of Juba (Administration Block, near Freedom Hall)**.
- Be sure to get a receipt from the school
- 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" in mid July.
- Classes will begin in late August.
- If you are admitted you will 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

Tuition – 2-Year Master’s in Public Policy: \$2,000 United States Dollars for the entire program

Payment Options: Students may (1) pay \$500 USD in advance per semester, or (2) pay \$1,000 USD 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:

		2023-2024
Option 1	Pay for entire year two weeks prior to the start of semester 1	1,000 USD
Option 2	1 st payment: Pay 50% two weeks prior to the start of semester 1	500 USD
	2 nd 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:

		2023-2024
Option 1	Pay for entire year two weeks prior to the start of semester 1	1,000 USD
Option 2	1 st payment: Pay 50% two weeks prior to the start of semester 1	500 USD
	2 nd 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 our Bank accounts. University staff is 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: _____ **3. Gender:** ☐ Male ☐ Female
Day Month Year

4. Your Nationality: _____

5. Your County: _____

6. Your State: _____

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. 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: _____

11. 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 (from your C.V., list your three 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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SECTION D: 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"/> SPS website | <input type="checkbox"/> TV |
| <input type="checkbox"/> Public information board / Bulletin board | <input type="checkbox"/> Other (please describe: _____) |

SECTION E: 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 MPP program is intensive and requires a significant commitment. The School expects students to attend classes on-time. For many students this means making arrangements with employers to leave work early. In addition, 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:

School of Public Service - Core Values

- **Excellence.** We are committed to providing an excellent education to our students.
- **Service.** We are committed to serving the people of South Sudan; their well-being is our top priority.
- **Integrity.** 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.
- **Knowledge and Know-How.** Our programs integrate theory and practice, with a heavy emphasis on applied exercises.
- **Teamwork.** 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.
- **Hard Work.** We work hard every day striving to achieve our personal goals and the goals of the School.
- **Respect.** We value staff and student contributions to our mission and treat each other with courtesy and respect.
- **Accountability.** We take responsibility for our actions; learn from our mistakes; and celebrate our achievements.
- **Problem-Solving.** We expect staff and students to take initiative and solve problems; and we empower them to do so.
- **Flexibility.** We offer courses in a variety of ways and locations to meet the needs of students and partners; we regularly seek ways to improve.

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

SECTION F: For Official Use Only

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