



School of Public Service - University of Juba
Admission Application Form
Academic Year 2026-2027

Master of Public Policy with a Concentration in Leadership and Management
Master of Public Policy with a Concentration in Environmental Policy
Master of Public Finance

The School of Public Service is pleased that you are interested in joining us. Attached is the application form for our three Master's programs for academic year **2026/2027**

Applications with all supporting documents may be submitted from May 8 to June 26, 2026 (no later than 5:00 PM) to the Office of the Registrar of the Graduate College, 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 application fee of **150,000 SSP** to the Graduate College, University of Juba
- 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.
- Submit a copy of your completed application (with required documents and payment receipt attached) 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" between mid-July and 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
- Payment receipt

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Application Form for
Academic Year 2026-2027

TUITION AND PAYMENT OPTIONS

Tuition: The tuition for our 2-Years Master’s Degrees 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 examinations.**

Year 1:

		2026-2027
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 other requirements as shall be communicated to you by the Registrar of the School after securing your admission into your program of choice.*

Year 2:

		2026-2027
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 other requirements as shall be communicated to you by the Registrar of the School after securing your admission into your program of choice.*

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 are not permitted to accept any payments.

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PROGRAM

Please tick your preferred program:

- Master of Public Policy (Leadership & Management)
 Master of Public Policy (Environmental Policy)
 Master of Public Finance

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>	<i>3.00</i>	<i>4.00</i>

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

Employer	Title	From	To
<i>Example: Ministry of Finance</i>	<i>Human Resources Manager</i>	<i>Sep 2019</i>	<i>May 2026</i>

SECTION D: VOLUNTEER WORK / WORK IN COMMUNITY

Organization	Title	From	To
<i>Example: Parish Council, St George's</i>	<i>Treasurer</i>	<i>Sept 2020</i>	<i>Present</i>

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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:

School of Public Service - Core Values

- **Excellence.** We are committed to providing and receiving an excellent education.
- **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.
- **Courage.** We have the courage to live our values and to act in the face of adversity and resistance.

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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NAME OF APPLICANT: _____

SECTION G: 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>	