



LIRA UNIVERSITY

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OFFICE OF THE ACADEMIC REGISTRAR

15th August, 2025.

**Dear Students and Staff,
Lira University.**

NOTICE OF REGISTRATION FOR SEMESTER ONE – 2025/2026 ACADEMIC YEAR

This is to inform you to take note of the following key dates and information;

1. Normal Registration for Semester One, for both Continuing and New Students starts on **Monday 18th August, 2025** and ends **on Friday 5th September, 2025**.
2. New students shall present themselves for Medical Examination in the University Teaching Hospital before proceeding to register.
3. New students shall report to the office of the Academic Registrar in the Public Health Block to take their photographs to be uploaded on their portals in AIMS.
4. All Continuing and New students who will fail to register by the deadline, on **Friday 5th September, 2025** shall pay a **Late Registration Surcharge of 50,000 Ugx**.
5. Later Registration Surcharge shall be paid by ALL students who will fail to register according to the policy governing Semester registration, irrespective of whether the student is under Government sponsorship, some form of Scholarship or Private sponsorship.
6. Students who pay fees early but fail to register themselves on AIMS shall also pay late registration surcharge.
7. Online Registration of Freshers shall be handled Centrally by the Office of the Academic Registrar while Continuing students will register online by themselves after payment of the required fees.

8. Any student who wishes to secure a Dead Semester/Year must first register for the Semester before submitting application for the same through the Head of Department and the Faculty Dean.
9. Any student who wishes to change the Programme of study must first register for the Programme he/ she was admitted to, then apply for change of Programme through the students' portal and pay the required 25,000 Ugx fee.
10. Payment for change of Programme fees will not guarantee automatic change of Programme.
11. Fresh Undergraduate and Postgraduate students will present three files at every stage of registration and submit one copy to the Faculty, one copy to the Dean of Students and one copy to the Office of the Academic Registrar.
12. Students must pay the 20,000 Ugx subscription to National Council for Higher Education (NCHE) account and include the receipt of payment in the files. No student will be registered without providing this evidence.
13. Students should abide by the guidelines for registration as stipulated in the Joining Instructions for Students.

Yours in service,



Geoffrey Angela

ACADEMIC REGISTRAR

Copy: The Vice Chancellor.
The Deputy Vice Chancellor.
The University Secretary.
The Ag. University Librarian.
The Dean of Students.
The University Bursar.
The Director -DQA
The Director – DGTR
All Faculty Deans.
File.