



Circular N°2020 579 /UYII/VREPDTIC/SG/DAAC/DEPE/SP of 24 SEP 2020
bearing on the modalities of pre registration, registration, and reregistration into
the two Faculties of The University of Yaounde II for the 2020-2021 Academic
Year.

THE RECTOR OF THE UNIVERSITY OF YAOUNDE II;

To :

- The Vice Rector ;
- The Secretary General ;
- The Directors of the Central Services ;
- The Heads of Faculties ;
- The Director of the Socio- Medical Centre.

The object of the present Circular is to lay down the major orientations, the modalities, the procedure for pre registration, registration and re registration in the two Faculties of The University of Yaounde II for the 2019-2020 Academic Year .

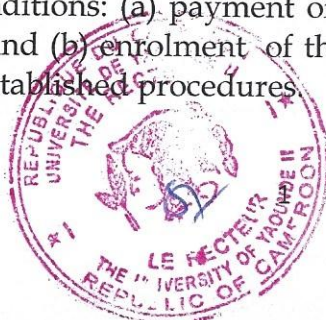
As such , it comprises the general principles for Admissions, the conditions for, the procedure for Admission and practical dispositions.

I- GENERAL PRINCIPLES

Admission into the two Faculties of The University of Yaounde II is free, subject to the conditions of certificates and other requirements laid down by the rules and regulations in force.

For any admission to be regular and perfect, the registration of the candidates in the Faculty of Law and Political Science or the Faculty of Economics and Management of The University of Yaounde II, must be carried out according to the rules and regulations in force in force and the practical formalities and indications contained in the present Circular with respect to new and old students. The Heads of Faculties must carry out the registration formalities under the direction and control of the Rector.

Is considered a student of The University of Yaounde II, any candidate who fulfils the following two conditions: (a) payment of the required University dues (at least the first instalment) and (b) enrolment of the candidate into the desired Faculty in conformity with the established procedures



The acquisition of the status of student gives right to the attribution of a Matriculation number for any new student and the issuing of a Student's Card free of charge.

The status of student gives right to all the advantages thereto attached, on the other hand however it gives rise to correspondinuties and obligations. On other hand however it gives rise to certain obligations including the obligation to undergo systematic medical check ups.

The Medical consultations are peremptory every year for each and every student. It is carried out at the expense of the student in conformity with the harmonised rate fixed by the competent authorities and common to all State Universities. The Medical fees are 5000FCFA for new students and 3000FCFA for all old students irrespective of the level for which the students are seeking registration.

The Medical consultations are peremptory is evidenced by the issuing of a Medical Certificate which enables the student to participate in University activities.

The registration must be done in the Faculty for which the student desires to study and in conformity with the modalities herein prescribed.

II- THE CONDITIONS OF ADMISSION INTO THE TWO FACULTIES OF THE UNIVERSITY OF YAOUNDE II

A- ADMISSION OF NEWS STUDENTS TO THE FACULTY OF LAWS AND POLITICAL SCIENCE

1. Admission for studies into classic subjects

1.1. Admission to first year Bachelor's degree

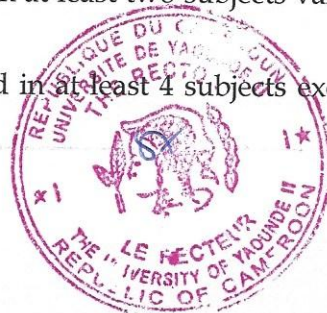
Admission to the first year of the Bachelor's degree at the Faculty of Laws and Political Sciences varies depending on whether the candidate comes from the French-language subsystem, the English-language subsystem or holds a legal and economic capacity.

a)- Candidates in the Francophone subsystem must present:

- A certified photocopy of the birth certificate;
- A certified photocopy of the required degree (BAC A, ACA, ACC, C, CG, D, E, F, FIGE, SES, ou TI ;
- A certified photocopy of Probatoire
- Four 4 x 4 colour photos.

b)- Candidates in the Anglophone subsystem must present:

- A certified photocopy of the birth certificate;
- A certified photocopy of GCE AL obtained with at least two subjects validated at the same session (except religion);
- A certified photocopy of the GCE OL obtained in at least 4 subjects except religion,



among which English or French;

- Four 4 x 4 colour photos.

c)- Candidates with legal and economic skills must present:

- a certified photocopy of the said diploma provided that it has obtained a cumulative average of the two years of general education of 13/20 or more;
- Four 4 x 4 colour photos;
- a certified photocopy of the probationary diploma or a certificate of the First class with an average of 10/20 or more.
- Candidates with an ECM O' Level must have obtained it with at least three (03) subjects with the exception of religion.

1.2. Admission to intermediate levels (L2, L3, M1)

The admission of new students to intermediate levels (L2, L3, M1) is done exclusively through transfer. In this case, the candidate must present in addition to the diplomas required for the admission of students in the first year of the Bachelor's degree according to the subsystem:

- certified photocopies of transcripts and/or certificates of success duly signed by the competent authorities of the establishment of origin ;
- a certificate of non-exclusion and a transfer letter issued by the competent authority of the establishment of origin;
- Four 4 x 4 colour photos

1.3. Admission to Master II Research

Admission to Master II Research course is subject to selection following a response to a call for applications made by the Rector. This call for applications sets the number of places according to the capacity of reception, the capacity of supervision, the needs of the training, the general teaching and research policy defined by the competent authorities of The University of Yaounde II.

The call also sets the filing dates for applications, the amount of the fees for studying applications and the overall training schedule.

2. Admission to professional training

Admission to professional Bachelor's degree and professional Master training

Admission to a professional Bachelor's degree training open at the Faculty of Laws and Political Sciences is made on selection following a call for applications launched by the Rector. This call for applications sets the number of places according to the capacity of reception, the capacity of coaching, the needs of the training, the general teaching and research policy defined by the competent authorities of The University of Yaounde II

The call also sets the filing dates for applications, the amount of the fees for studying applications and the overall training schedule.

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In all cases, admission to the professional Bachelor's degree training is open only for semesters five and six of the Bachelor's degree program.

Admission to the professional Master's degree may be made either for the first semester of the Master or directly for the third semester depending on the quality of the application file.

3. Admission to the Law and Economics Capacity Cycle

Admission to the Legal and Economic Capacity cycle is subject to competition. A press release sets out all the terms and conditions for this contest to be held on Saturday, November 02, 2019.

B- ADMISSION OF NEW STUDENTS TO THE FACULTY OF ECONOMICS AND MANAGEMENT

1- Admission for studies into classic subjects

1.1. Admission to first year Bachelor's degree

Admission to the first year of the Bachelor's degree at the Faculty of Economics and Management varies depending on whether the candidate comes from the French-language subsystem, the English-language subsystem or holds a legal and economic capacity.

a)- Candidates in the Francophone subsystem must present:

- A certified photocopy of the birth certificate;
- A certified photocopy of the required degree (BAC A, ACA, ACC, C, CG, D, E, F, FIGE, SES, ou TI ;
- A certified photocopy of Probatoire
- Four 4 x 4 colour photos.

b)- Candidates in the Anglophone subsystem must present:

- A certified photocopy of the birth certificate;
- A certified photocopy of GCE AL obtained with at least two subjects validated at the same session (except religion);
- A certified photocopy of the GCE OL obtained in at least 4 subjects except religion, among which English or French;
- Four 4 x 4 colour photos.

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- a certified photocopy of the said diploma provided that it has obtained a cumulative average of the two years of general education of 13/20 or more;
- Four 4 x 4 colour photos;
- a certified photocopy of the probationary diploma or a certificate of the First class with an average of 10/20 or more.
- Candidates with an ECM O' Level must have obtained it with at least three (03) subjects with the exception of religion.



1.2. Admission to intermediate levels (L2, L3, M1)

The admission of new students to intermediate levels (L2, L3, M1) is done exclusively through transfer. In this case, the candidate must present in addition to the diplomas required for the admission of students in the first year of the Bachelor's degree according to the subsystem:

- certified photocopies of transcripts and/or certificates of success duly signed by the competent authorities of the establishment of origin ;
- a certificate of non-exclusion and a transfer letter issued by the competent authority of the establishment of origin;
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In all cases, admission to the professional Bachelor's degree training is open only for semesters five and six of the Bachelor's degree program.

Admission to the professional Master's degree may be made either for the first semester of the Master or directly for the third semester depending on the quality of the application file.

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C- ADMISSION OF NEW STUDENTS TO THE FACULTY OF LAWS AND POLITICAL SCIENCE AND TO THE FACULTY OF ECONOMICS AND MANAGEMENT BY EQUIVALENCE

The admission of new students to the two faculties of The University of Yaounde II on the basis of equivalences is done within the framework of a central commission set up by the Rector. The procedures and operation of this commission shall be laid down in a particular text.

III- THE ENROLMENT PROCEDURE FOR NEW STUDENTS

The pre-registration process includes the following key steps:

Step 1. Online registration on the platform of The University of Yaounde II (the candidate fills in the pre-registration form).

Step 2. Printing of the form and obtaining the quitus payment of medical expenses (5000 frs CFA francs) and the quitus payment of pre-registration fees (6000 frs CFA francs).

Step 3. Obtaining the registration number from the school of the training institution.

Step 4. Payment of medical expenses and pre-registration fees and mandatory completion of medical visits.

Step 5. Submit the Training Institution's pre-registration file for validation with medical and pre-registration receipts.

Step 6. Validation of the pre-registration dossier by the education services of the training institution.

Step 7. Obtaining the login and password (to be kept carefully).

Step 8. Online registration on the platform and obtaining quitus payment of university fees.

Step 9. Payment of university fees (at least the first instalment) and validation of registration.

Step 10. Establishment of the student card.

IV- THE DATES OF THE DIFFERENT OPERATIONS

The following dates must be respected in order to achieve the mastery of the student's statistics, and better management of the academic calendar:

- Monday, September 09, 2019, official launch of pre-registration operations at the Soa Main Campus and the two Bertoua and Ebolowa Branch Campuses
- Thursday, October 31, 2019, Early Bird Registration and Enrolment for New Students.
- Wednesday, December 18, 2019, the deadline for payment of the second tranche of university fees.



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- Monday, October 07, 2019, start of re-enrollments for old students.
- Friday, November 08, 2019, the first instalment payment deadline for old students.
- From Monday 07 October 2019 to Friday 08 November 2019, mandatory completion of medical consultations by all old students after payment of medical expenses of 3000 frs CFA.

V- PRACTICAL MODALITIES

Final student lists for both faculties must be generated by **Friday, November 15, 2019**. The breakdown of students by group of tutorials in the two faculties must be communicated no later than **Monday, November 18, 2019**. A copy of each of these documents must be sent to the Vice-rector in charge of Teaching, Professionalization and ICT Development.

Call for applications for the various training offers covered under the conditions of admission to the two faculties will be signed by the Rector no later than **Thursday, September 12, 2019**.

A central commission for the supervision of pre-registration, enrolment and re-enrollment operations and a central commission for the examination of applications for admission on equivalence, a selection commission in Master II Research and an admission commission in professional program will be created by the Rector.

Each Head of Establishment will be responsible for setting up operational commissions for pre-registration, registration and re-enrollment, reception and processing of applications.

The Rector of The University of Yaounde II attaches great importance to compliance with the broad guidelines set out in this circular letter.

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THE RECTOR OF THE UNIVERSITY OF YAOUNDE II

Copies :

- VRs ;
- CAB/R ;
- SG ;
- DAAC ;
- Heads of Establishments;
- Chrono/ Archives

