

REPUBLIQUE DU CAMROUN  
Paix-Travail-Patrie

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MINISTERE DE L'ENSEIGNEMENT SUPERIEUR

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UNIVERSITE DE YAOUNDE II

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DIRECTION DES AFFAIRES ACADEMIQUES ET  
DE LA COOPERATION



REPUBLIC OF CAMEROON  
Peace-Work-Fatherland

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MINISTRY OF HIGHER EDUCATION

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THE UNIVERSITY OF YAOUNDE II

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DIRECTORATE OF ACADEMICS AND  
COOPERATION

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Circular Letter N° 2023 <sup>00005551</sup> /UYII/VREPDTIC/VRRCREM/SG/DAAC/DEPE/SP of <sup>30 AOUT 2023</sup>  
Laying Down the Modalities for Preregistration, Registration, and Reregistration into the Two  
Faculties of The University of Yaoundé II for the 2023-2024 Academic Year.

### THE RECTOR OF THE UNIVERSITY OF YAOUNDE II,

To :

- The Vice Rectors ;
- The Secretary General ;
- The Directors of the Central Administration ;
- The Deans of Faculties ;
- The Director of the Socio- Medical Centre.

This Circular Letter lays down the major orientations, modalities and procedure for pre-registration, registration and re registration in the two Faculties of the University of Yaoundé II for the 2023-2024 Academic Year.

As such, it sets out the general principles, conditions, procedure and practical modalities for admission.

#### I- GENERAL PRINCIPLES

Admission into the two Faculties of The University of Yaoundé II is free, subject to the requirements laid down by laws and regulations and, in particular, those relating to the required certificates.

Registration of new and old students in the Faculty of Laws and Political Science or the Faculty of Economics and Management of The University of Yaoundé II shall be completed only if carried out in accordance with the applicable law and the provisions of this Circular Letter. The Deans of Faculties shall carry out the registration procedure under the direction and monitoring of the Rector.

The following conditions must be fulfilled in order to become a student of The University of Yaoundé II: (a) payment of University fees (at least the first instalment) and (b) enrolment into the requested Faculty in accordance with the procedure.

Each registered student is entitled to a unique Matriculation number upon first registration and to a Student's Card free of charge.



The status of student, on the one hand, entitles to all benefits thereto attached and, on the other hand, gives rise to corresponding duties and obligations including the obligation to undergo systematic medical checkups.

Annual medical visits are compulsory for all students who shall bear the cost as harmonized in all State universities. Medical fees are 5 000 CFA Francs upon first registration and 3 000 CFA Francs for any subsequent years irrespective of the level for which the students are seeking registration.

Medical Certificates shall be issued upon completion of medical visits to enable students to participate in University activities.

Registration shall be carried out in the Faculty where the student intends to study as per the modalities laid down in this Circular Letter.

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

### A- ADMISSION OF NEW STUDENTS IN THE FACULTY OF LAWS AND POLITICAL SCIENCE

#### 1. Admission for studies into classic Programmes

##### 1.1. Admission to Level One

Conditions for admission into the first year of the Bachelor's degree at the Faculty of Laws and Political Science depends on whether the candidate is from the French-language subsystem or the English-language subsystem or whether he holds the equivalent certificate of "Capacité en Droit et Economie".

#### a)- Candidates from the Francophone subsystem must file:

- A certified copy of the birth certificate;
- A certified copy of the required degree (BAC A, ACA, ACC, C, CG, D, E, F, FIGE, SES, or TI ;
- A certified copy of Probatoire
- Four passport size colour photographs.

#### b)- Candidates from the Anglophone subsystem must file:

- A certified copy of the birth certificate;
- A certified copy of the GCE A Level obtained with at least two subjects validated at the same session (except religion);
- A certified copy of the GCE O Level obtained in at least 4 subjects except religion, among which English or French;
- Four passport size colour photographs.

#### c)- Candidates with "Capacité en Droit et Economie" must file:



- a certified copy of the said diploma provided that it was obtained with a cumulative average of the two years of training of at least 13/20;
- Four passport size colour photographs;
- A certified copy of "Probatoire" or a certificate of attendance of "Premiere" in High School with an average of 10/20 or more.
- Holders of the GCE O' Level must have obtained it with at least three (03) papers except religion.

### 1.2. Admission into intermediate levels (L2, L3, M1)

Admission of new students into intermediate levels (L2, L3, M1) shall occur exclusively through transfer. Therefore, the applicant shall, in addition to the diplomas required for admission of students in the first year of the Bachelor's degree according to the subsystem, also file:

- Certified copies of transcripts and/or certificates duly signed by the competent authorities of the Faculty of origin ;
- A certificate of non-exclusion and a transfer letter issued by the competent authority of the Faculty of origin;
- Four passport size colour photographs.

### 1.3. Admission to Master II Research

Admission to the Master II Research Programme is through selection after a call for applications issued by the Rector. The call for applications mentions the number of students to be recruited considering available resources, infrastructure, supervision staff, training requirements as well as the general teaching and research policy set out by the competent authorities of The University of Yaoundé II.

The call also mentions the deadline for filing applications, the amount of processing fees and the overall training timetable.

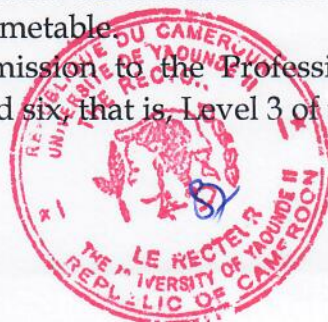
## 2. Admission to Professional Programmes

### Admission to Professional Bachelor's Programme and Professional Master Programme

Admission to a Professional Bachelor's Programme open at the Faculty of Laws and Political Science is through selection after a call for applications launched by the Rector. The call for applications mentions the number of students to be recruited considering available resources, infrastructure, supervision staff, training requirements as well as the general teaching and research policy set out by the competent authorities of The University of Yaoundé II.

The call also mentions the deadline for filing applications, the processing fees and the overall training timetable.

In any case, admission to the Professional Bachelor's Program is open only for semesters five and six, that is, Level 3 of undergraduate studies.



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

### 3. Admission to the "Capacite en Droit et Economie" Program

Admission to the "Capacite en Droit et Economie" Program is through a competitive entrance exam. A press release shall set out the terms and conditions for this exam that shall be held on Saturday, October 23, 2023.

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

### 1- Admission for studies into classic Programmes

#### 1.1. Admission to Level One

Conditions for admission into the first year of the Bachelor's degree at the Faculty of Laws and Political Science depends on whether the candidate is from the French-language subsystem or the English-language subsystem or whether he holds the equivalent certificate of "Capacité en Droit et Economie".

#### a)- Candidates from the Francophone subsystem must file:

- A certified copy of the birth certificate;
- A certified copy of the required degree (BAC A, ACA, ACC, C, CG, D, E, F, FIGE, SES, or TI);
- A certified copy of Probatoire
- Four passport size colour photographs.

#### b)- Candidates from the Anglophone subsystem must file:

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

#### c)- Candidates with "Capacité en Droit et Economie" must file:

- a certified copy 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 passport size colour photographs;
- A certified copy of "Probatoire" or a certificate of attendance of "Premiere" in High School with an average of 10/20 or more.
- Holders of the GCE O' Level must have obtained it with at least three (03) papers except religion.

#### 1.2. Admission into intermediate levels (L2, L3, M1)

Admission of new students into intermediate levels (L2, L3, M1) shall occur exclusively through transfer. Therefore, the applicant shall, in addition to the diplomas



required for admission of students in the first year of the Bachelor's degree according to the subsystem, also file:

- Certified copies of transcripts and/or certificates duly signed by the competent authorities of the Faculty of origin ;
- A certificate of non-exclusion and a transfer letter issued by the competent authority of the Faculty of origin;
- Four passport size colour photographs.

### 1.3. Admission to Master II Research

Admission to the Master II Research Programme is through selection after a call for applications issued by the Rector. The call for applications mentions the number of students to be recruited considering available resources, infrastructure, supervision staff, training requirements as well as the general teaching and research policy set out by the competent authorities of The University of Yaoundé II.

The call also mentions the deadline for filing applications, the amount of processing fees and the overall training timetable.

## 2. Admission to Professional Programmes

### Admission to Professional Bachelor's Programme and Professional Master Programme

Admission to a Professional Bachelor's Programme open at the Faculty of Laws and Political Science is through selection after a call for applications launched by the Rector. The call for applications mentions the number of students to be recruited considering available resources, infrastructure, supervision staff, training requirements as well as the general teaching and research policy set out by the competent authorities of The University of Yaoundé II.

The call also mentions the deadline for filing applications, the processing fees and the overall training timetable.

In any case, admission to the Professional Bachelor's Program is open only for semesters five and six, that is, Level 3, of undergraduate studies.

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

## 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 Yaoundé II on the basis of equivalences shall be carried out by a Central Commission set up by the Rector. The rules relating to the procedure and functioning of this Commission shall be laid down in a specific instrument.

### III- 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 Yaoundé II (the candidate fills in the pre-registration form).

**Step 2.** Printing of the form and obtaining authorization for the payment of medical and pre-registration fees (5000 CFA Francs and 6000 CFA Francs respectively).

**Step 3.** Obtaining the matriculation number from the Students' Office of the Faculty.

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

**Step 5.** Submit the pre-registration file to the Students' Office of the Faculty for endorsement along with medical and pre-registration receipts.

**Step 6.** Endorsement of the pre-registration file by the Students' Office of the Faculty.

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

**Step 8.** Online registration on the platform and obtaining authorization to pay university fees.

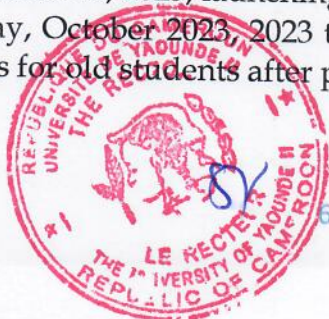
**Step 9.** Payment of university fees (at least the first instalment) and endorsement of registration.

**Step 10.** Issuance of the student card.

### IV- IMPORTANT DATES

The following dates must be respected in order to master the size of the student population and to better manage the academic calendar:

- Monday, September 11, 2023, official launch of the pre-registration process
- From Monday September 11, 2023 to Friday October 13, 2023, compulsory medical checkups for all new students following payment of the required fees of 6 000 CFA Francs
- Monday, October 16, 2023, end of preregistration and registration for new students. **No new student file may be processed unless and except at least the first instalment of university fees has been paid.**
- Monday, October 16, 2023, launching of reregistration for old students.
- From Monday, October 23, 2023 to Friday November 24, 2023, compulsory medical visits for old students after payment of medical visits fees of 3 000 CFA Frs.



- Monday, November 13, 2023, deadline for the payment of the first instalment of university fees for old students.
- Monday, December 18, 2023, deadline for the payment of the second instalment of university fees for new students.
- Friday, January 12, 2024, deadline for the payment of the second instalment of university fees for old students.

The calendar for the payment of university fees for Professional Programs and for the "Capacite en Droit et Economie" shall be laid down by a specific instrument.

#### V- PRACTICAL MODALITIES

Final student lists for both faculties shall be issued by **Friday, November 17, 2023**. The assignment of students in tutorial groups in the two faculties shall be published no later than **Friday November 24, 2023**. 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 Programs referred to in this Circular Letter shall be issued by the Rector no later than **Friday, September 08, 2023**.

A Central Commission for the supervision of pre-registration, registration and reregistration of students and a Central Commission for the processing of files for admission on equivalence, a Selection Commission for the Master II Research Program and an Admission Commission in professional programs shall be set up by the Rector.

Deans of Faculties shall set up operational commissions for pre-registration, registration and reregistration, reception and processing of applications for the Classic Programs as well as for Professional programs.

The Rector of The University of Yaoundé II insists on strict compliance with the guidelines set out in this Circular Letter.

THE RECTOR OF THE UNIVERSITY OF YAOUNDE II

Cc:

- VRs ;
- CAB/R ;
- SG ;
- DAAC (follow up);
- Deans of Faculties;
- Records



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*Dr. Adolphe Minkoa*