



WILLIAM V. S. TUBMAN UNIVERSITY

Graduate School Application Brochure

A complete applicant guide to account creation, application fee payment, required documents, programme selection, submission, and admissions review.

Apply Online: graduate.tubmanu.edu.lr

School of Graduate Studies, Research, Innovation and Discovery
Tubman Town, Harper City, Maryland County, Liberia
Application Fee: US\$40.00 | Bank: Ecobank | Account Number: 6100530802

Prepared for prospective graduate applicants



Welcome to the Graduate Application Process

Use this brochure as your step-by-step guide before starting the online application.

The School of Graduate Studies, Research, Innovation and Discovery welcomes applicants who are ready for advanced study, professional growth, research, and service. The application process is completed through the Graduate Application Portal and includes account creation, payment confirmation, application form completion, document upload, and final submission.

Applicant Portal

New applicants: create an account after paying the application fee and uploading payment proof.

Returning applicants: log in to continue the form, upload documents, and track status.

Application Fee

Amount: US\$40.00

Bank: Ecobank

Account Number: 6100530802

Upload a clear image or PDF of the bank receipt. Finance must confirm the receipt before the application account is activated.

Who Should Use Each Registration Option

Option	Use this if...	What you upload
New applicant paying application fee	You are beginning a new Graduate School application.	Ecobank receipt for the US\$40.00 Graduate Application Fee.
Old applicant with admission letter	You were previously issued a Graduate School admission letter and need account access.	Your previous Graduate School admission letter and reference information if available.

Application Steps

1	Review requirements	Read programme information, prepare records, and confirm the correct application category.
2	Pay the application fee	New applicants pay US\$40.00 to Ecobank Account Number 6100530802.
3	Create your account	Enter your legal name, phone number, date of birth, nationality, email, password, and upload proof.
4	Wait for confirmation	Finance confirms payment proof for new applicants. Admissions confirms prior admission proof for old applicants.
5	Complete Application Form A	Fill in profile, address, academic history, programme, funding, emergency contact, references, and declaration.
6	Upload documents	Upload all required supporting documents before final submission.
7	Submit and track status	Submit the final application and return to the portal for review updates and decisions.



Required Documents

Upload clear, readable files in the portal. Accepted file types include PDF, DOC, DOCX, JPG, JPEG, and PNG. Typical maximum upload size is 5 MB per file.

Document	Purpose
WASSCE/WAEC	Copy of WASSCE or WAEC certificate/result document.
Bachelor Degree	Copy of bachelor degree certificate or equivalent qualification.
Bachelor Degree Transcript	Bachelor degree transcript from the previous university or college.
Official Transcript	Official transcript from the previous university or college.
Curriculum Vitae	Current curriculum vitae or resume.
Statement of Purpose	Statement explaining academic goals and reason for applying.
Recommendation Letter	Academic or professional recommendation letter.
Passport Photo	Recent passport-size photograph.

Application Form A Sections

The online application form collects the information needed for admissions review.

- **Applicant profile:** name, email, phone, date of birth, age, sex, and civil status.
- **Address and citizenship:** permanent address, county, country, place of birth, citizenship, nationality, and occupation.
- **Academic history:** high school, previous university, degree earned, graduation year, and employment status.
- **Graduate programme and GPA:** programme choice, degree level, academic year, start semester, and GPA.
- **Financial support and statement:** funding source and statement of purpose.
- **Emergency contact and accessibility:** emergency contact details and optional accommodation information.
- **Academic references:** three references are requested; references 1 and 2 are required.
- **Declaration:** certification that the application information is complete and accurate.

Before submitting: review names, phone number, email address, programme selection, date of birth, and uploaded documents carefully. Incorrect contact details can delay confirmation, review, or admission communication.



Graduate Programmes

Active programmes available in the Graduate School Online Portal.

Programme	Degree Level	Academic Unit	Duration
MEd Educational Leadership	Master Degree	College of Education	2 Years
PGD Education	Postgraduate Diploma	College of Education	1 Year
MSc Construction Management	Master Degree	College of Engineering and Technology	2 Years
PGD Public Health	Postgraduate Diploma	College of Health Sciences	1 Year
MBA Management	Master Degree	Graduate School of Business	2 Years
PGD Business Administration	Postgraduate Diploma	Graduate School of Business	1 Year

Programme availability, intake periods, and requirements may be updated by the Graduate School. Applicants should confirm current programme details in the online portal before final submission.



After You Submit

What applicants should expect after completing the application.

Review workflow

- Admissions reviews submitted applications and uploaded documents.
- Applicants may receive notices to correct or replace documents.
- Programme and admissions teams review academic readiness.
- Final decisions are communicated through the portal and applicant email.

Applicant responsibilities

- Check your email and portal regularly.
- Keep your phone number and email accurate.
- Respond quickly to correction requests.
- Keep original documents available for verification.

Applicant Checklist

☐	I selected the correct applicant category.
☐	I paid the US\$40.00 application fee, if applying as a new applicant.
☐	I uploaded a clear proof of payment or prior admission letter.
☐	My phone number contains one number only and uses digits only.
☐	My email address is active and correctly spelled.
☐	I completed every required section of Application Form A.
☐	I uploaded all required documents.
☐	I reviewed my programme, GPA, references, and declaration before submission.

Contact and Access

Applicant portal	https://graduate.tubmanu.edu.lr/new/index
Create account	https://graduate.tubmanu.edu.lr/new/register
Email	graduateadmission@tubmanu.edu.lr
Location	William V. S. Tubman University, Tubman Town, Harper City, Maryland County, Liberia