

How to apply online on PSU-MIS

a. Applying for Certificate of Practice (COP) or PSU Membership

1. Create your account by filling in the form on the first page of www.psucop.com
2. Enter your full name, **active email address** in the email address field, your active phone number, select your country, select member type as **“Already PSU Member”**, select your sex and then after click on Register button to submit the information you have entered in the form.
3. A username and password will be sent on your email address. Check your email address to get your username and password.
4. Login into the system through www.psucop.com by entering your username and password in the login section.

NB. If you forget your password click on the **“Forgot Account”. And follow the guidelines provided to recover your password. Do not create another account.**

After successfully logging in follow the steps below to apply,

5. First click on the moving Uganda flag on the left of the page to upload your Passport sized photo.
6. Second click on the **add bio data** link on left of the page and add all the required biodata records.
7. Third click on the **Add academic details** link on the left of the page and add all your academic details starting from O 'level, A 'level and Degree each at a time. All must be provided for your application to go through.
8. Fourth click on the **Upload Requirements** link on the left of the page to upload scans of your academic documents. You can upload only passlips or only certificates and transcripts for primary leaving exams, UCE, UACE and University degree. if you do not have university transcript you can upload your university letter of admission and letter of completion.
9. Fifth click on the **Manage Payments** link on the left of the page to submit your COP payments details and upload scan of the bank pay slip.
10. Finally click on **COP Applications** link on the left of the page to apply for the COP **OR** click on **Annual Membership** link on the left of the page to apply for the Annual membership
11. To view and edit your submitted information click on **Member Details** link on top links.

b. Applying for Pre-internship examinations.

1. Create your account by filling in the form on the first page of www.psucoop.com
2. Enter your full name, [active email address](#) in the email address field, your active phone number, select your country, select member type as **[“Applying for pre internship”](#)**, select your sex and then after click on Register button to submit the information you have entered in the form.
3. A username and password will be sent on your email address. Check your email address to get your username and password.
4. Login into the system through www.psucoop.com by entering your username and password in the login section.

NB. If you forget your password click on the [“Forgot Account”](#). And follow the guidelines provided to recover your password. Do not create another account.

After successfully logging in follow the steps below to apply,

5. First click on the moving Uganda flag on the left of the page to upload your Passport sized photo.
6. Second click on the [add bio data](#) link on left of the page and add all the required biodata records.
7. Third click on the [Add academic details](#) link on the left of the page and add all your academic details starting from O 'level, A 'level and Degree each at a time. All must be provided for your application to go through.
8. Fourth click on the [Upload Requirements](#) link on the left of the page to upload scans of your academic documents. You can upload only passlips or only certificates and transcripts for primary leaving exams, UCE, UACE and University degree. if you do not have university transcript you can upload your university letter of admission and letter of completion.
9. Fifth click on the [Manage Payments](#) link on the left of the page to submit your pre-internship payments details and upload scan of the bank pay slip.
10. Finally click on [apply for pre-internship exams](#) link on the left of the page to apply for the pre-internship exams.
11. To view and edit your submitted information click on [Member Details](#) link on top links.

c. Applying for Pre-registration examinations.

1. Create your account by filling in the form on the first page of www.psucoop.com
2. Enter your full name, **active email address** in the email address field, your active phone number, select your country, select member type as **“Applying for Pre-registration”**, select your sex and then after click on Register button to submit the information you have entered in the form.
3. A username and password will be sent on your email address. Check your email address to get your username and password.
4. Login into the system through www.psucoop.com by entering your username and password in the login section.

NB. If you forget your password click on the **“Forgot Account”. And follow the guidelines provided to recover your password. Do not create another account.**

After successfully logging in follow the steps below to apply,

5. First click on the moving Uganda flag on the left of the page to upload your Passport sized photo.
6. Second click on the **add bio data** link on left of the page and add all the required biodata records.
7. Third click on the **Add academic details** link on the left of the page and add all your academic details starting from O 'level, A 'level and Degree each at a time. All must be provided for your application to go through.
8. Fourth click on the **Upload Requirements** link on the left of the page to upload scans of your academic documents. You can upload only passlips or only certificates and transcripts for primary leaving exams, UCE, UACE and University degree. if you do not have university transcript you can upload your university letter of admission and letter of completion.
9. Fifth click on the **Manage Payments** link on the left of the page to submit your pre-registration examination payments details and upload scan of the bank pay slip.
10. Finally click on **apply for pre-registration exams** link on the left of the page to apply for the pre-registration exams.
11. To view and edit your submitted information click on **Member Details** link on top links.