



MINISTRY OF EDUCATION AND SPORTS

UGANDA NURSES & MIDWIVES EXAMINATIONS BOARD

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To all Principals of
Nursing and Midwifery Training Institutions.



TAKING PHOTOS OF NEWLY ADMITTED STUDENTS FOR UPLOAD ON UNMEB ONLINE STUDENT REGISTRATION SYSTEM (OSRS) DURING NSIN REGISTRATION

Uganda Nurses and Midwives Examinations Board (UNMEB) enrolls students twice a year on the Online Student Registration System (OSRS). The data is uploaded by the training Institutions during the application for Nursing Student Identification Numbers (NSIN). UNMEB entrusted Training Institutions to take photos of newly admitted students and upload them on UNMEB OSRS, together with other information.

However, over the past three years, UNMEB has observed increasing costs culminating from re-print of candidates Academic Certificates due to the poor quality of passport photos submitted by Training Institutions. Due to the need to maintain quality of academic documents, the exercise of photo capturing shall be **TAKEN OVER BY UNMEB** starting with the **January, 2025 NSIN applications** and hereby guides on procedure as follows:-

- i. UNMEB shall identify Service Providers to undertake the photo capturing exercise before NSIN application;
- ii. UNMEB shall conduct training of all Service Providers and thereafter allocate them a specified number of Training Institutions for photo capturing;
- iii. UNMEB shall provide all Service Providers with an introductory letter for proper identification;
- iv. The Principal shall coordinate the exercise and provide a convenient place within the school where the exercise shall be conducted;

- v. The Service Provider shall take all photos during a single visit, edit them accordingly and rename them according to the student's name and program;
- vi. The Principal shall confirm that the photos are named correctly;
- vii. The school shall retain an electronic copy of the edited and re-named photos for uploading on UNMEB OSRS;
- viii. The fee per student's photo shall remain Uganda shillings five thousand only (Ugx. 5000/-);
- ix. The Principals shall collect the passport photo capturing fees and pass it on to the photographer according to the number of students' photos taken;
- x. The photographer shall submit an electronic copy of the edited, renamed and resized photos to UNMEB before NSIN registration.

All Training Institutions should comply with this change so that the candidates' academic documents are of high quality and competitive with the rest of the world. Please note that the information (Name, Photo and Date of Birth) captured and submitted to UNMEB during NSIN application shall not be amended and it will appear on the candidate's Academic documents. Much attention should be given to its correctness and completeness.



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EXECUTIVE SECRETARY,
UGANDA NURSES AND MIDWIVES EXAMINATIONS BOARD

cc. Commissioner HET / AG. Director HTVET