Steps for Registration of accepted applicants for the undergraduate Continuing (extension) programs in Addis Ababa University

Please complete your registration process as per the steps indicated below:

Step 1. Check your admission status by visiting the site **portal.aau.edu.et**, then navigate to Freshman → My Section, enter your UGA # on the 2025/26 Academic Year. Then you will get your ID number and the college to which you have been assigned.

Step 2. Obtain your password from the College Registrar to proceed your course registration. Then sign into the portal **https://portal.aau.edu.et** with your ID No. as ***Username*** and the OTP as a ***password.*** (You will be requested to change your password once logged in)

Step 3. Click on Fee -> Payment, Settle your Tuition fees, and registration fee (**300 Birr + tuition fee**) using Tele birr link.

Step 4. Update your profile (your birth date, email address, Phone No., etc) and upload your 3X4 Photograph on the designated space. Once completed, click **Save**.

Step 5. Go to Semester **Registration** - **Select Courses** - then click on the checkbox for the displayed courses and finally click on **Submit**. You will receive **a confirmation notice** immediately.

Step 6. Click on **Logout** to close the application. Once you have completed your registration, you should contact your college registrar's office for submission of the hard copies of your documents.

Campus Locations for Registration in the continuing (extension) programs

- **College of Technology and Built Environment- 5-Kilo Campus:**
    - Bachelor of Science in Software Engineering and Computing Technology.
- **College of Business and Economics- CoBE (FBE) Campus:**
    - Bachelor of Arts in Management.
- **College of Business and Economics- School of Commerce:**
    - Bachelor of Arts in Business Administration and Information Systems,
    - Bachelor of Arts in Logistics and Supply Chain Management,
    - Bachelor of Arts in Marketing Management.
- **School of Law – Main Campus:**
    - Bachelor of Laws (LL.B.).
- **College of Social Sciences, Arts and Humanities- Main Campus:**

- Bachelor of Arts in Political Science and International Relations.

AAU Registrar