



NON-SCHOOL LEAVERS APPLICATION FORM FOR ENROLMENT INTO DEGREE AND DIPLOMA COURSES FOR 2019

(This form is **NOT** to be used by school leavers or applicants for higher degree studies).

1	Print details clearly in block letters.
2	Correct and full addresses must be given
3	Your application MUST be supported by appropriate documentary evidence including: <ul style="list-style-type: none">✓ Transcript of academic record✓ Certificates✓ Copy of official examination results slips✓ References from employers, and✓ Confirmation of sponsorship, if available
4	Forged certificate or fake academic results is forbidden.
5	Photocopies of documents will be accepted only if a Minister of a Church, your former Secondary School Principal or some other person commissioned to conduct oaths, certified them correct copies. The University reserves the right to reject out dated certified copies.
6	Applications received without documentary evidence will not be considered. The University will not obtain academic records on behalf of applicants.
7	Completed application forms should be sent to reach the Senior Assistant Registrar (Academic & Student Administration) no later than 30th September, 2018 , for semester one 2019.
8	Applicants seeking exemptions and/or advance standing on the basis of equivalent subjects/courses already undertaken must provide certified academic record and course details from the institution/s in which they have previously studied.
9	A non-refundable application processing fee of K50.00 is to be deposited into <i>Account Number: 1000 688625, BSP Kokopo Branch</i> . The bank deposit receipt must be attached to the application form and sent to: Senior Assistant Registrar Academic & Student Administration PNG University of Natural Resources & Environment Private Mail Bag Service KOKOPO , 611 East New Britain Province Papua New Guinea
10	Any application forms received without the processing fee WILL NOT be considered.
11	A recent passport size photo MUST be attached to your application form.
12	Faxed copies of application forms WILL NOT be accepted.
13	Applications received after the closing date WILL NOT BE PROCESSED and the processing fee will be forfeited to the University.
14	Any queries regarding the above, please contact the Senior Assistant Registrar (Academic & Student Administration) on telephone(675) 9839249 / 9839144 or fax: 9839166



NON-SCHOOL LEAVERS APPLICATION FORM – 2019

Attach a recent photograph of yourself here.

Give complete details-any omission will invalidate this application.

1. PERSONAL DETAILS

Form with fields for Surname, First Name, Sex, Date of Birth, Country of citizenship, Home Province, Province of Birth, Contact address, Postal, Email, Phone, and Fax.

2. PROPOSED COURSES

Form with table for course choices and checkboxes for full-time/part-time study, re-entry, and academic discontinuation.

3. EDUCATION

Table with columns for Name of Secondary School Colleges, Date Entered, Date Left, and Award.

4. EXAMINATION FOR WHICH RESULTS ARE KNOWN

Secondary and Tertiary Level			
Level	Date	Subject	Result
1.			
2.			
3.			
4.			

5. EMPLOYMENT RECORD

List all jobs you have had since leaving school.		
Employer	Period Employed	Position Held
1.		
2.		
3.		

6. REFERENCES

Attach character references by two persons from any of the following: Principal/Headmaster, Justice of Peace, Priest/Pastor, Village Councillor, Senior Public Servant, Current or last employer.

7. DISCIPLINARY ACTION

i). Have you ever been disciplined in school, college or University	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If so, for what reason? And also provide current documented evidence of: (1) professional counselling and (2) rehabilitation.		
ii) Have you ever been convicted of a criminal offence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If so, what was the nature of the offence?		

8. OTHER APPLICATION

Have you applied for admission to any other educational institutions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If so, specify institutions and courses applied for.		

9. DECLARATION

Enrolment, if approved will be subject to the information on this form being correct. False information will lead to immediate cancellation of enrolment and may result in prosecution being carried out under Papua New Guinea laws.

I certify that I have read and understood all questions on this form. The answers given are true and complete in every particular. Furthermore, the services rendered by the University are privileges that I will uphold with care and responsibility.

If accepted, I undertake to abide by the University's Rules and Regulation in as far as they apply to studies.

Signature: Date:/...../.....

