



## **How to fill in the Application Form**

### **Part 1: Personal Information**

#### **Postal Address:**

This is the address where you will receive your mail. When using another person's address you must write C/- that person's name. If you are changing your address after submitting your application form to Divine Word University (DWU), you must inform DWU your new address in writing. Phone call instruction will not be accepted.

#### **School:**

If you are currently studying with one of the uni centres, fill in the name of the centre that you are studying at. If you are a Grade 12 of the previous years, write down the name of the school you last attended and the year.

#### **Village:**

The name of the village where you came from.

#### **District:**

The name of the district or the Local Level Government (LLG) that your village is within.

#### **Home Province:**

Your Province of origin where you come from. For example you are from East New Britain so put ENBP.

#### **Now living in:**

Name the place that you are currently living. For example you may be from East New Britain Province however you living in Mt. Hagen.

#### **Nearest Airport:**

The name of the airport/airstrip where you will travel to and from during the course of your study. If you are living in the these Provinces - WHP, Simbu, EHP, Morobe and Madang, you

are not entitled to air travel if you are sponsored by Office of Higher Education (OHE) under TESAS - AES/ HECAS. You are expected to travel by road or sea to Madang.

## **Part 2: Preference/Choice**

You must think very carefully before you decide on what program you want to do. This is something where you will enjoy in life when you complete the program successfully.

If you are applying for more than one program then you must indicate clearly your first (1<sup>st</sup>) second (2<sup>nd</sup>) and third (3<sup>rd</sup>) preferences in the boxes beside the programs. Tick the box beside the program if you are applying for one program.

**TAKE NOTE: ONCE SELECTED FOR A PROGRAM, YOU CANNOT CHANGE.**

### **Certification of Documents:**

The copies of all the documents – transcript of results, certificates and any other relevant educational qualifications **must be certified** as a true copy of the original. You may use one of the following to certify copies of your documents: Commissioner of Oath, a Practicing Lawyer, a Justice of Peace or a Magistrate from the Court House. Your application form will not be considered if you fail to certify your documents.

Note that incomplete application form will not be processed for consideration by Departments.

Return your completed application form to:

The Registrar,  
Divine Word University  
P O Box 483  
MADANG  
Madang Province.

**THE CLOSING DATE FOR ALL APPLICATION FORM IS 31<sup>st</sup> AUGUST 2011.**