



Divine Word University

The Office of the Registrar

P.O. Box 483, Madang, Madang Province, Papua New Guinea

Tel: (675) 422 2937 Fax: (675) 422 2812

NOTICE TO ALL 2019 DWU STUDENT

This notice serves to inform all 2019 New Intakes (School Leavers & Non School Leavers) and Progressing (Continuing and Readmission) students. Please take note of the following to ensure your registration for this academic year is without problem;

1. On –Registration Fee

As a condition for registration, the On – Registration Fee MUST be paid in full including any other outstanding to allowed student to register and attend lectures. No part payment and guarantee letters will be accepted.

2. Fees

Must be paid by the 31st of January 2019. Please ensure payment is made direct to the DWU Bank Account; **DWU, Account Number 1000 433806, Bank of South Pacific, Madang Branch** for you to attend Registration Week. Bring a copy of the Bank Deposit Slip with you to the Registration.

3. Placement Acceptance Form

All new intakes must confirm respective placement by 31st January 2019. Email your placement acceptance to DWU Registrar on this email address; registrar@dwu.ac.pg or call DWU on 422 2937 and ask to speak to the Student Administration Office to confirm your placement.

4. Medical Examination

Year 1 and Year 3 student are strictly advised to do medical checkup before registration. If medical check is not done by a medical officer, you will not be allowed to register and attend lectures.

5. Travel

New and Continuing Students under the DHERST Sponsorship through TESAS must contact Global Travel Centre (GTC) for travel arrangements on the following phone number; 424 1859, 4241749, 4241745 and 4241748. Kindly advise Global Travel Centre the quickest and safest way of receiving your ticket. Contact Student Services on 4241825, 4241839, 4241853 or 4221856 on your arrival date and time to arrange transport pickup at the Airport or Wharf.

6. Registration and Orientation

Student Registration and Orientation Week commences on Monday 4th February 2019. The first and second year students will commence their Registration process on Monday 4th of February 2019. The third and fourth year students will commence Registration on Tuesday 5th of February 2019. Registration will be at St. John Paul II Hall. Thus, all student must be on campus by February 3rd, 2019.

Thank you

DWU Registrar

Mrs Cecilia N'Drower