



DIVINE WORD UNIVERSITY NON SCHOOL LEAVER APPLICATION FORM FOR 2026 STUDIES

A non-refundable fee of K100.00 Administration
Fee must accompany this application.

Port Moresby Campus – Bachelor of Business Studies (Accountancy & Management)

Before submitting your physical application to the Divine Word University (DWU), please make sure:

- that you met the program entry requirements of the program you are applying for
- that you fill out all required sections in this application form
- that you have paid all required fees as part of the application process.

The final selections for Non-School Leaver applicants will be carried out via the National Online Selection System (NOSS), therefore you will be required to apply to your choice of program through the NOAS. The NOAS is administered by the Department of Higher Education, Research, Science and Technology (DHERST).

Below, you will find the data sheet. The information provided in this data sheet will be used by DHERST to create your login credentials on the online system. You will receive an invitation through your nominated personal email as indicated on your data sheet to apply directly through the NOAS. **It is a requirement that the applicant must have completed their formal Grade 12.** For any student who has undergone studies through FODE or Matriculation Centers, must contact the respective centers to ensure their results have been uploaded to NOAS. Applicants must contact the Support Office of NOAS at DHERST to address any issues pertaining to your data and results

Applicants will only be able to see programs for which the applicant meets the program entry requirement that they are eligible to apply for on NOAS. Spaces for each program are limited. To increase your chance of securing a space in the DWU program for which you apply, **ensure that you make it your first choice when completing your online registration.**

PART 1. APPLICANT'S DATA SHEET

Field	Details
Full Name	
Current accessible mobile number	
Nominated Email Address	
Current Residential Address	
Last GR12 Exam Location (Province)	
Date of last GR 12 Exam	
Secondary School Last Attended	
Gr SLF Number	
FODE Certificate Number	
Name of Study Center	
Date of Birth	
Gender	
Home Province	
Religion	

PART 2. APPLICANT'S ACADEMIC INFORMATION

Which academic qualifications do you have to support your application? Enter your Grade 12 results in the space near the subjects taken. Indicate n/a for subjects not taken.

	Year	Institution	Results			
Grade 10			English	Maths	Science	Social Science
Grade 12			L&L	Maths A	Maths B	Biology
			Chemistry	Physics	Geography	Economics
			History	Business Studies	Computer	Others

Post Grade 10 / Tertiary study

Course studied	Institution	Academic Qualifications	Year

Please attach the following documents:

- Copy of results of Grade 12 or of Matriculation studies - must be certified as a true copy of the original. Any documentation not properly certified will result in your application being deemed invalid and not be assessed / processed.
- Transcripts of any further study. For those matriculating/upgrading results
"TRANSCRIPTS MUST BE ATTACHED TO YOUR APPLICATION AT THE TIME OF SUBMISSION".
- References or letters as required by individual departments (see Guide for Non-School Leavers).

N.B. Original certificates must be sighted at registration if selected.

PART 3. APPLICANT'S WORK EXPERIENCE:

Employment record: List most recent position first

Date	Employer	Address	Position / Responsibilities

This section to be completed by COMMUNITY OR RELIGIOUS LEADER:

Comments on applicant's involvement in local church activities, witness to faith, and suitability for tertiary study at DWU:

Full Name: _____ Position: _____ Signature: _____ Date: _____

FEE

Who is paying your fee? Tick the appropriate box.

☐ Self ☐ Sponsor – Name your sponsor _____

Applicant's Signature: _____ Date: _____

***Refer to the current 2025 DWU Fee Schedule via the DWU website for fee information and to prepare accordingly.
Fees are subject to change and may increase in 2026.***

Applications must be returned by **31 July, 2025 by Post and if email in by 11:59 pm (GMT+10)** and must be accompanied with an Administration and Exam Fee of K100.00 The application form will not be processed if these payment is not made in full.

This fee is to be paid into the following bank account:

Bank Name: Bank of South Pacific
Account Name: DWU-CBTC
Account No.: 1001129000
Branch: Madang
BSB No.: 088-960

Ensure that you quote the following information on your deposit slip as it is essential to identify payment correctly.
i.e. your full name, program you are applying for. The receipt should be attached to this Application Form.

Applications to be submitted by:

Post: **Divine Word University – Port Moresby Campus, PO Box 582, Konedobu, National Capital District**

Email: pomcampus@dwu.ac.pg