



REGISTRATION PROCESS FOR CONTINUING STUDENTS IN 2021

This is the new registration process only for continuing students in 2021. You must take time to understand and comply with instructions to successfully register yourself.

Dates for Registration:

Monday & Tuesday 8 & 9 February – 1st Year Students Registration Only

Wednesday to Friday 10 to 12 February – Continuing Students Registration (student can also register on Monday and Tuesday strictly using the Steps below)

Internet access will be available only between 9am and 12pm during the week of registration for you to complete registration. You should register within these times to avoid late registration fees and other penalties. **There will be no registration of students after the 19th of February 2021.**

Mandatory Documents for Registration.

For Finance team

1. Student Registration Form
2. Deposit copies (all fees paid by yourself, your parents and/or other sponsors). It is important to note that:
 - a. *Self-Sponsored students are required to pay the "On-Registration Fee" of their program to register. The total balance of fee must be paid before May 31st 2021. Refer to fee Schedule 2021*
 - b. *Students on TESAS (AES or HECAS) are required to pay the full "On-Registration Fee" which is the parental component to register. Refer to Fee Schedule 2021.*

For Registrars team

3. Conditions for Enrolment 2021
4. DWU Medical Form – Optional during registration. It is however mandatory to be completed before the end of April 2021 at the DWU Clinic
5. Circular on Zero Tolerance – Read before you complete and sign Declaration Form
6. Declaration Form

These forms are downloadable from the Intranet and will be available on the DWU Website. You should receive these registration forms and instruction sent to your student email before you leave for your break.

INSTRUCTIONS FOR REGISTRATION:

Students must first complete fees (See 2021 DWU Fee Structure) and any outstanding fees then follow the following steps in order to successfully register:

STEP 1 – FINANCE

1. Complete the following forms (available in fillable format)
 - **Student Finance Form**
2. Deposit copies (all fees paid by yourself, your parents and/or other sponsors). It is important to note that:
 - a. *Self-Sponsored students are required to pay their "On-Registration Fee" of their program to register. The total balance of fee must be paid before May 31st 2021. Refer to Fee Schedule 2021*
 - b. *Students on TESAS (AES or HECAS) are required to pay the full "On-Registration Fee" which is the parental component to register. Refer to Fee Schedule 2021.*

3. Once all Forms are completed and fees are paid, ensure that all documents are saved as PDF
4. These forms and deposit copies will need to be merged as one file. You can merge files on the following platforms:
 - Online via this link <https://combinepdf.com/>
 - Use PDF SAM (attached to email instructions for you to download) or
 - Scan files as one complete file.
5. Once merging/ or scanning of files are completed. Correctly name your file as your **ID Number_SURNAME** and send to the following email address tuitionfees@dwu.ac.pg with the email subject "2021 Finance Documents"
6. Once these documents are received, Finance will review them, and if you have not submitted the required documents or **paid the required On-Registration Fees** (and any outstanding balances, if any), this will mean you have not completed Step 1 correctly and will be advised to do so.
7. When your documents and fees are cleared, Finance will complete the finance check and inform the Registrar's team.

STEP 2 – DOCUMENTS & DATA

1. Complete and submit the following forms (available in fillable format)
 - **Conditions for Enrolment 2021**
 - **Declaration Form**
 - **DWU Medical Form (optional for registration)**

Continuing students are required to complete mandatory medical examination before the end of April 2021 at the DWU Clinic. You will be reminded to do your medicals as it is compulsory for registration however waived to allow for you to register. The Conditions of Enrolment Form 2021 and Declaration Form must be completed and submitted to be cleared in Step 2.

2. Once all Forms are completed, ensure that all files are saved as PDF
3. These forms will need to be merged as one file. You can merge files on the following platforms:
 - Online via this link <https://combinepdf.com/>
 - Use PDF SAM (attached to email instructions for you to download) or
 - Scan files as one complete file.
4. Once merging/ or scanning of files are completed, correctly name your file as your **IDNumber_SURNAME** and send to the following email address mcregistration@dwu.ac.pg with the email subject "2021 Registration Documents"

If you have not completed submitting these required forms, this will mean you have not completed Step 2 correctly and will be advised to do so.

STEP 3 – REGISTRATION

Once you have correctly followed and cleared STEPs 1 and 2, you will be registered.

You should receive an email confirming your successful registration and what to do next. Your ICT account should be enabled after successful registration. You will also be asked to see the Student Services Team to collect your diary and calendar and for room allocation if you registered as Residential.

IMPORTANT REMARKS

You can register earlier at home before the registration dates considering you have paid your On -Registration Fees as well as any other outstanding fees and completed each step correctly. You can use your personal email address but must have internet access to do so.

You should not see the registration team on the days of your registration unless you have an enquiry. An Enquiry Desk will be set up from Wednesday 10 February to Friday 12 February 2021 should you need assistance to register. You are asked to follow the above instructions to register.