



## 2023 Information to New Intakes and Continuing Students

### REGISTRATION

Registration starts on Monday 6th February 2023 at the Student Mess Hall. Registration for all students will be on Monday 6th of February 2023 to the 9th of February 2022. Official Registration will end on Friday 10<sup>th</sup> of February. Registration is an integral part of students' enrolment.

As per registration policy, please note that failure to register during official registration week may affect a student's eligibility to be enrolled at DWU OLSH Kabaleo. A fee of K30.00 per is charged for late registration. Students are advised to contact the Assistant Registrar's Office by email should they have a genuine reason for registering late. There will be no registration of students after the 17th of February 2023.

For new students, the mandatory requirements that must be completed and presented during registration are:

- 1) Your acceptance letter
- 2) Original Deposit slip from bank
- 3) DWU Medical Form, duly complete and signed
- 4) Student Information Form
- 5) Student Parental Approval form to visit/stay with relatives
- 6) Original Grade 10 and 12 certificate (copies will not be accepted)
- 7) Completed Sports Waiver Form
- 8) Signed DWU OLSH Kabaleo 2021 Student Behaviour Contract Form.
- 9) Signed Copy of DWU Condition for Enrollment Form

### FEES

To pay the correct amount of required fees, you must refer to the 2023 Fee Schedule and identify your program and the required On-Registration fee that needs to be paid before registering. The balance of the total fee must be paid before the 31st of May.

### NO GUARANTEE LETTERS FROM SPONSORS WILL BE ACCEPTED DURING REGISTRATION.

Below are the bank details to use to deposit your fees.

<b>Bank Name:</b>	<b>Bank of South Pacific</b>
<b>Account Name:</b>	<b>Kabaleo Teachers College</b>
<b>Account Number:</b>	<b>1000689208</b>
<b>Bank Branch:</b>	<b>Kokopo Branch</b>

For convenience, ensure that you quote the following information on your deposit slip as it is essential to identify your payment correctly. E.g. Full Name, Program and Year of Study.

Students are reminded to keep their original copy of their paid deposit slip safe. The full contents of this information will be provided in each of your letters posted to your nominated postal and email address. If you have not received your letters by the 23rd January 2023 please contact Ms. Miriam Sange by emailing [msange@dwu.ac.pg](mailto:msange@dwu.ac.pg)

We look forward to seeing you in our DWU Rabaul Campus Community. Enjoy the rest of your holidays.



Prof/Dr. Francis Hombhanje, MBBS, MSc, MD  
**Vice President**



**FOR:** Campus Administrator, Mr. Melchior Bokalen

*Divine Word University- Rabaul Campus*