



## How to fill in the Application Form for 2024

### **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 University 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: If you are from East New Britain, put ENBP.

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

Name the place that you are currently living or residing in. For example: You may be from East New Britain Province however you live in Mt. Hagen, therefore you will indicate Mt Hagen.

#### **Nearest Airport:**

The name of the airport/airstrip where you will travel to and from during the course of your study. Selected students under the Non School Leavers category will be responsible for their own travel to the university.

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

Applicants are asked to carefully decide on what program you want to take paying careful attention to the program entry requirements of your choice.

If you are applying for more than one program, you will need to complete a separate NSL application form and pay separate the application fee. If you are interested to take up the Bachelor of Medicine, Bachelor of Surgery (MBBS) program, there is a separate form that you must complete with due dates and relevant fees mentioned.

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

#### **Academic Documents**

All applicants must submit all required academic documents during the time of application. Students upgrading/matriculating must provide their final transcripts before the closing date otherwise your application will not be processed.

#### **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, PO Box 483  
**MADANG**, Madang Province.*