



OLSH Kabaleo Primary Teachers' Education
Faculty of Education

St. Mary's School of Nursing
Faculty of Medicine & Health Sciences

2025 Information to New Intakes, Continuing Students and Readmission

Congratulations to all new Intake and to all continuing students who have successfully completed studies in 2024 and will continue with their studies in 2025. The Continuing Students List, readmission and New Intake list for the 2025 academic year can be viewed or downloaded made available through this posting from the Divine Word University (DWU) official website.

The electronic copies of student progression letters, transcripts and offer letters for new intake have been sent to individual email accounts. Students are asked to read thoroughly the contents of your letter and to take heed of the information, fees and the expected dates to register.

If you are yet to receive this email, you can email your request to the Assistant Registrar Ms. Miriam Sange on msange@dwu.ac.pg .

Registration

Official registration will begin **on Monday the 3rd of February 2025 and end on Thursday the 6th** of February 2025 at the OLSH Kabaleo student Mass Hall. Students are expected to register during the official week of registration as this is an integral part of your enrolment.

As per registration policy, failure to register during official registration week may affect your eligibility to be enrolled at the University. A fee of K30.00 is charged for late registration. You are advised to contact the Assistant to the Registrar's Office – Ms. Miriam Sange by email msange@dwu.ac.pg should you have a genuine reason beyond your control for registering late. **There will be no registration of students after the 14th of February 2025.** We ask that you seriously take heed of this advice.

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, 12 certificate and Upgrade Transcripts with Certificates (copies will not be accepted)
- 7) Completed Sports Waiver Form

Repeating Units

To continuing and readmitting students. If you have failed unit(s) from previous semesters, you will need to repeat these unit(s) to guarantee your eligibility to graduate. You must complete and pay for the repeat unit before you can be enrolled in the unit. Enrolment into the unit must be paid for within the first three weeks of the semester that unit is offered. The Repeat Unit Application Form can be collected from the Assistant to the Registrar's Office. Enrolling into the unit without completing these requirements with the Assistant to the registrar's Office after the third week of the semester the unit is been offered will result in your final marks for the unit(s) disregarded and cancelled. Please discuss with the Assistant Registrar on the requirements to repeat a failed unit and the cost involved.

FEES


To pay the correct amount of required fees, you must refer to the 2025 Fee Schedule in your letters, identify your categories 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.

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 are provided in each of your letters posted to your nominated email address. If you have not received your letters by the 24th January 2025 please contact Ms. Miriam Sange by emailing 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 – DWU –Rabaul Campus

