



Notice to new intakes attending Divine Word University in 2025 (Madang Campus – Full time programs)

Congratulations to all accepted new intakes who will begin their studies at Divine Word University (DWU) in 2025. The **New Intake Acceptance List for the 2025 academic year** can be viewed or downloaded from DWU official website (www.dwu.ac.pg). This acceptance list contains both school leavers and non-school leavers.

Electronic copies of letters and information on registration, including mandatory registration forms, have been sent to new intakes respective nominated email addresses. The original hard copies of these were posted to respective nominated postal addresses.

New intakes are advised to access your nominated email address and postal address for this information to adhere to the requirements for registration. If you have not received your letter correspondence, you can contact officers via the email mcregistration@dwu.ac.pg.

New accepted intakes who are given conditional offers are also included on the list and must respond to as instructed in your letter as certain conditions provided in this notice may not be applicable to you.

Applicants who do not find your name on the new intake acceptance list are deemed unsuccessful.

In terms of preparing for fees for enrolment, the student finance team have sent school fee proforma invoices to all accepted new intakes via their nominated email addresses. New intakes undertaking clinical programs, i.e. Bachelor of Medicine, Bachelor of Surgery, Bachelor of Health Sciences (Rural Health) and Bachelor of Physiotherapy will pay a ONE-TIME compulsory student medical equipment fee. This fee is indicated on the school fee invoice and must be paid at the time of registration. This medical equipment will be used for the duration of your studies. This fee is separate from the tuition and boarding and lodgment fee. Those who have not received their student invoice can request so via the email address tuitionfees@dwu.ac.pg

Registration

Official registration will begin on **Monday the 3rd of February 2025**, and end on **Friday the 7th of February 2025** at the **St. John Paul II Multipurpose Hall**.

There will be two lines for Registration. One for continuing students and the other for new intakes, including readmitting students. Students are advised to look out for on-campus signage for instructions.

As per registration policy, failure to register during official registration week may affect your eligibility to be enrolled at the University. **A fee of K20.00 per day is charged for late registration.** You are advised to contact the Registrar's Office by emailing mcregistration@dwu.ac.pg should you have reasons 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.**

Fees for 2025

Students must identify your program and pay the required tuition fee and, if you choose to be a residential student, boarding and lodgment fees. The on-registration fee must be paid to register. Please refer to the **2025 Fee Schedule** to pay fees accordingly. The details of your fees are provided in your offer letters.

STUDENTS ARE REQUIRED TO TAKE NOTE OF THE FOLLOWING IRRESPECTIVE OF YOUR TYPE OF SPONSORSHIP:

- Students are required to pay their **“On-Registration Fee”** to register.
- Students must pay an additional fee for boarding and lodging fee. This fee is separate from the tuition fee to be given accommodation on campus.

- Students who want to declare/ have intentions to apply for the Higher Education Loan Program (HELP) administered by the Department of Higher Education, Research, Science and Technology (DHERST) are required to pay their “On-Registration Fee”.
- Students must pay the balance of the total tuition fee before the start of semester two to avoid de-registration in the first week of semester two in 2025.
- Do not travel to Divine Word University without paying your required On-Registration fee.
- **NO GUARANTEE LETTERS FROM SPONSORS WILL BE ACCEPTED DURING REGISTRATION**
- Students seeking sponsorship from potential sponsors will need to facilitate this arrangement yourself
- Do not deposit any additional amount or any other money (allowances money, personal money etc.) into the University Bank Account. Any reimbursement of additional funds will be made available ONLY after completing your studies at DWU.

Method of Payment of Fees

Students must identify your program and the required On-Registration fee that needs to be paid before registering. Please ensure payment is made directly to the DWU Bank Account, ideally by the 31st January 2025 or before the commencement of registration.

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

Bank Name: Bank of South Pacific
Account Name: Divine Word University School Fee Account
Account Number: 1000433806
Bank Branch: Madang Branch

Ensure that you quote the following information on your deposit slip, as it is essential to identify payment correctly: i.e. your Student ID Number, Full Name, the name of your Program and Year of Study. New intakes will identify their student ID stated in your offer letter.

New Intakes can send copies of their deposit slip to the Student Finance Officers via the email tuitionfees@dwu.ac.pg. **The original payment slip/deposit payment slip must be presented during registration.**

Student Accommodation

New intakes must visit the Student Services Team once they arrive on campus. To live on campus, a student must pay the required Boarding and Lodging Fee. For clinical programs, the Boarding and Lodgement fee is **K9,240.00** and non-clinical programs **K8,190.00**. This is a separate fee from your required fee to register. **Refer to the 2025 Fee Schedule to pay the relevant fees** to live on campus. You will need to present your original deposit payments to be given accommodation. Those who have not paid for their boarding and lodging will not be given a room key and must seek accommodation elsewhere until the fee is paid. You should keep your original fee deposit receipts safe and make copies of all deposits made.

Students on TESAS (Travel)

Students must check the DHERST website to know if they are awarded TESAS whether AES or HECAS. Students who are under TESAS are advised to contact the Scholarships Division to confirm travel arrangements.

Self-sponsored students are responsible for their travel cost arrangements.

The University bus will pick you up from the airport when you arrive in Madang. Please confirm your date and time of arrival with the Student Services Division through their telephone no. 424 1825, 422 2937, and speak with Ms. Helen Kuran, who can also be emailed at hkuran@dwu.ac.pg.

We once again congratulate all new intakes and warmly welcome you to our DWU community so that you can begin your academic journey.

Ms Maria Court, Registrar

Released on Wednesday 15th of January 2025