



THE UNIVERSITY OF PAPUA NEW GUINEA

2025 NON-SCHOOL LEAVERS APPLICATION NOTICE

The University of Papua New Guinea, (UPNG) wishes to inform prospective applicants that the UPNG **Online Application Portal** for receiving applications for **Undergraduate** programs to be offered by the University for academic year **2025 is now OPEN. It will close on the 30th of September 2024.**

Applications for **Post Graduate** programs for academic year 2025 are also open during the same period. Prospective applicants can consult the **respective Schools** (Program owners) to seek further information on how they can lodge their applications.

1. THE UNIVERSITY WILL CONSIDER APPLICATIONS FROM THE FOLLOWING CATEGORIES OF CANDIDATES:-

General Criteria for Non-School Leavers

- a) Candidates who have completed diploma or degree programs from recognized institutions within the country or overseas;
- b) Candidates who have met the National Matriculation Requirements from recognized National and Secondary High Schools or that equivalent level prior to 2024;
- c) Professional candidates applying for specific programs that are on offer under professional study programs and related to their current job experience;
- d) Candidates who have attained a diploma from a recognised college or university under an affiliated program with UPNG;
- e) International and South Pacific Islands candidates may apply using the Applicant Portal. Admission to UPNG will depend on the fixed quota that is reserved for such category; and,
- f) Candidates who have withdrawn or were excluded from studies for academic and disciplinary reasons and are **eligible to RE-ENROL** in Semester 1/2025 (or) Semester2/2025. The respective School will make the decision on when a re-enrolling applicant can return Semester-1 or Semester-2.
- g) Candidates who have withdrawn from studies are **eligible to RE-ENROL** in Semester 1 or Semester2 of 2025.
- h) Candidates who were excluded from studies for academic and or disciplinary reasons and have served their exclusion period by up to this year and are **eligible to RE-ENROL** in Semester 1 or Semester 2 of 2025.

General Criteria for School Leavers

- a) Papua New Guinea citizens who are completing Year 12 in overseas countries such as Australia, New Zealand and the Pacific countries are encouraged to apply. If you need more clarifications on your eligibility, please seek assistance from the Selection Unit of the Department of Higher Education, Research, Science, and Technology (DHERST);
- b) Students who are currently undertaking Grade 12 studies at National and Secondary High Schools in PNG should apply through the DHERST Online application (NOAS).

Limitation of Admission

Because of limited places and resources, the University can only admit a limited number of new students into various programs of study. As a result, competition is very high and priority is given to those students who have higher GPAs. Those students who are seeking admission must fully satisfy the programs selection criteria requirements of the University.

2. APPLICANTS ARE HEREBY REQUESTED TO TAKE NOTE OF THE FOLLOWING INSTRUCTIONS

- a) All applicants for **Undergraduate** programs are required to pay a non-refundable application fee of **K 20.00** online from the **UPNG Application Portal** using **BSP Pay**
- b) All applicants for Postgraduate Diploma and Honors are required to pay a non-refundable application fee of K 20.00 into UPNG General Account No: 1000583572 BSP, (WAIGANI). Make sure to indicate your name and correct date of deposit on the deposit slip when paying. Keep the receipt with you for verification purposes.
- c) All applicants for Masters and PhD (**except the School of Business & Public Policy**) are required to pay a non-refundable application fee of K 50.00 into UPNG General Account No: 1000583572 BSP, (WAIGANI). Make sure to indicate your name and correct date of deposit on the deposit slip when paying. Keep the receipt with you for verification purposes.
- d) Post graduate Applicants to the School of Business and Public Policy (SBPP) programs must refer to SBPP Post Graduate advertisement on UPNG website www.upng.ac.pg for the application processing fee and eligibility criteria. Call Lisa on 3267 299 for more information.
- e) Before choosing your preferred program, please go to our UPNG website www.upng.ac.pg and navigate through our admission and eligibility requirements to all our programs using the links provided. This will inform you of your eligibility for a particular program.
- f) **Online Application Steps**
 - 1) You will need to fill a **sign-up form** online to create your login account for the UPNG Applicant Portal. Click on **"REGISTER"** button on the Applicant Portal homepage to sign-up for a login account. You are not allowed to use Login Accounts created in the previous years (**2024 or prior**). Sign-up for a fresh login account using your **working personal email address** to apply for 2025. Please visit the Admissions section on UPNG website to download the **User Manual** for applicants. User Manual can also be downloaded by clicking the **Guidelines** link on the **TOP RIGHT CORNER** of the **Sign-up** page. Link to access the sign-up page is also available in the Admissions section of the website. UPNG Applicant Portal: <https://uis.upng.ac.pg/applicant-portal>.
 - 2) After submitting the sign-up form, you will receive an email with your login credentials and link to the UPNG Applicant Portal. Automated emails may sometimes land in your SPAM or JUNK folders. Please check those folders as well in your email.
 - 3) Follow the guidelines provided in the user manual to fill your application online. Please remember that you can apply for **ONE** program **ONLY**. Once you choose a program of your choice, the rest of the sections of the online applications will be visible to you to complete.
 - 4) Make sure you complete all important information on the application and upload the scanned copies of relevant documents required to support your application. You will be able to submit the online application only after uploading the required supporting documents. Hence, make sure you have all the scanned copies before you start to apply.
 - 5) Review all the sections of the application carefully.
 - 6) Pay the appropriate Application Fee (K 20.00) online using BSP Pay and Submit your application. No other modes of payment will be entertained. Applications that are completely submitted along with **ONLINE PAYMENT** are **ONLY** considered for selection.
- g) If you have any queries regarding your application or online submission, you can write to the following email addresses. Write to the appropriate email address based on the school that you are applying to.
 - School of Business & Public Policy Application: mn_sbpp@upng.ac.pg
 - School of Humanities & Social Sciences: mb_shss@upng.ac.pg
 - School of Natural & Physical Sciences: gv_snps@upng.ac.pg
 - School of Medicine & Health Sciences: rk_smhs@upng.ac.pg
 - School of Law: mt_sol@upng.ac.pg

- h) Successful candidates will be notified through email and by post by Mid-December 2024, together with the successful School Leavers of 2024.
- i) If your name is not on the Final List, it means that your application for admission in 2025 has been unsuccessful.
- j) All information regarding 2025 Fees, Registration and Orientation will be included in the acceptance letter.
- k) Manual applications for Undergraduate Programs without any record of online submission **WILL NOT** be considered.

Authorized by:
The Acting Registrar
Mr Roboam KAKAP

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