

User Manual for Prospective Applicants to Apply Online using UPNG's Applicant Portal

This manual is intended to guide prospective Non-School Leaver & Re-Enrolling Applicants to apply online using the UPNG's Applicant Portal. The application process starts with the applicant creating a **login account** in the applicant portal. For eligibility criteria to different programs, refer to

<https://upng.ac.pg/index.php/admissions/undergraduate-admissions/undergraduate-admission-requirements>

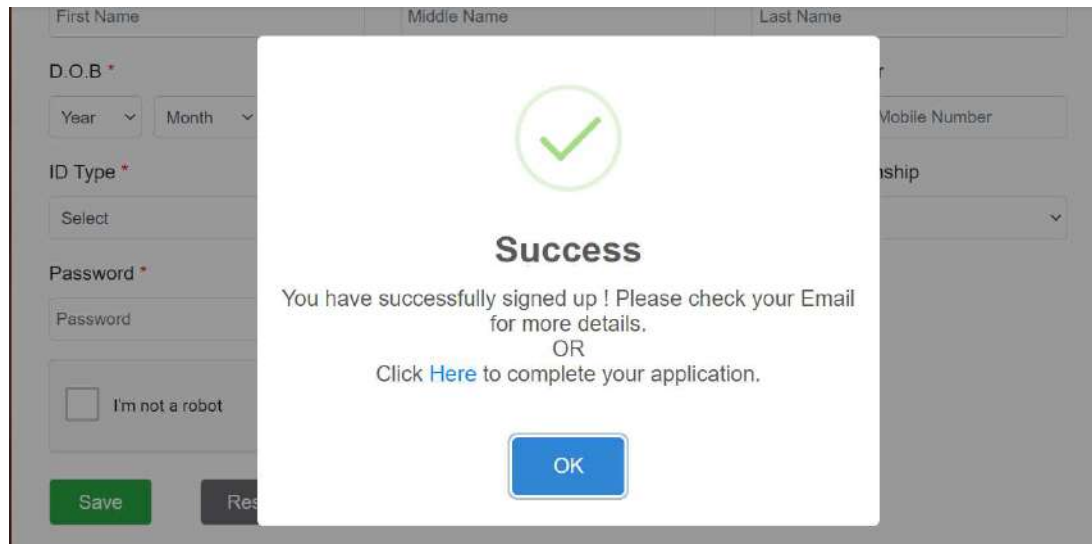
Sign Up

Visit the link, <https://uis.upng.ac.pg/applicant-portal/> to access the **Applicant Portal** and create a login account by clicking the **REGISTER** button. This is to enable you to apply online on the Applicant Portal.

Applicant – Sign Up

When you click on **Register** button as shown in the above screenshot, you will be redirected to the **Sign-Up** page as shown below to register and create your login account. Please provide your working **personal Email address** to sign-up for the Applicant portal. **Re-Enrolling students** applying to return to studies must also use their **personal email address** to sign up.

You should see the following screen once the sign-up form is submitted successfully.

A screenshot of a web form with fields for First Name, Middle Name, Last Name, D.O.B. (Year and Month), ID Type, Password, and a checkbox for 'I'm not a robot'. A white modal box is centered over the form, displaying a green checkmark icon, the word 'Success', and the text: 'You have successfully signed up ! Please check your Email for more details. OR Click [Here](#) to complete your application.' An 'OK' button is at the bottom of the modal.

After you submit the above sign-up form, you will receive an automated email with your **login credentials** and the link to the UPNG Applicant Portal. You will also receive this **User Manual** as an attachment to the email.

If you don't see the email in the Inbox, please check the **SPAM/Junk** folder as well. Even if you do not receive the email, you can still access the Applicant Portal by clicking this link [UPNG Applicant Portal](#)

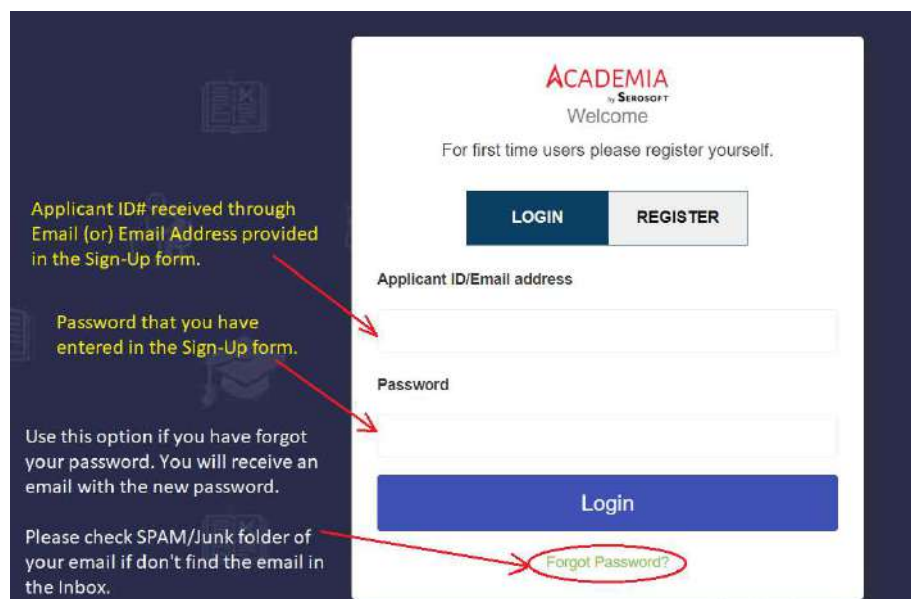
Refer to [Table-1](#) at the end of this document for list of Programs open for Non-School Leaver (New Applicants).

Login in to Applicant Portal

Login with your login credentials received on the email. If you do not receive the email, your login credentials would be as below:

Your **Username** will be your [Email Address](#) that you have provided in the **Sign-Up form**.

Your **Password** will be same as the one that you have entered in the [Password](#) column of the **Sign-Up form**.

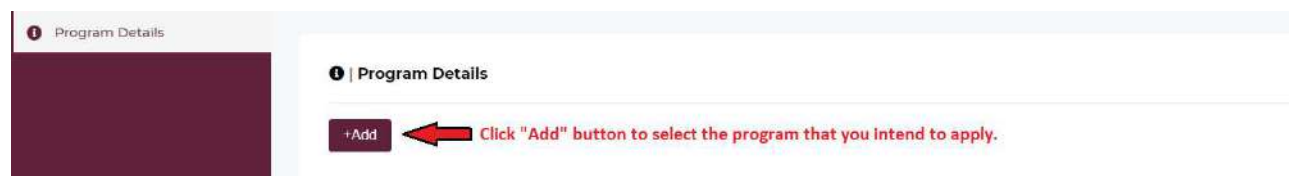
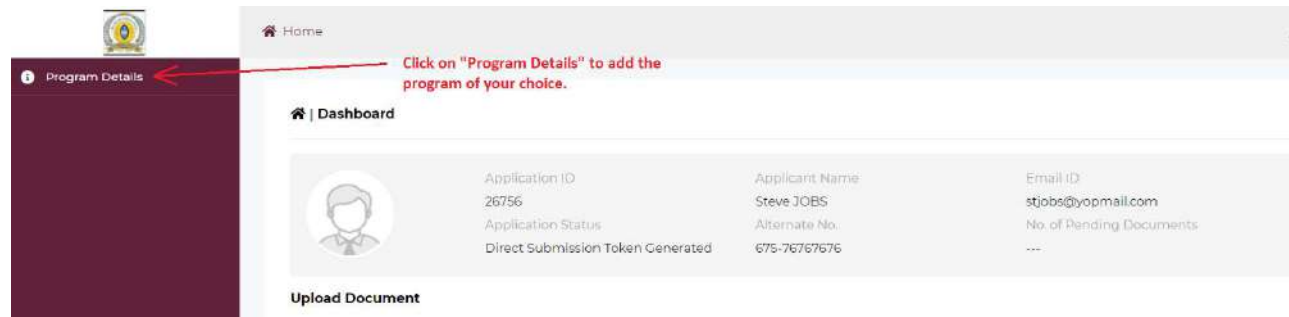
A screenshot of the 'ACADEMIA by SERODSOFT' login page. The page has a dark blue header with the logo and a 'Welcome' message. Below the header, there are 'LOGIN' and 'REGISTER' buttons. The main form area has fields for 'Applicant ID/Email address' and 'Password', followed by a blue 'Login' button. A 'Forgot Password?' link is at the bottom right of the form. On the left side, there are three yellow text annotations with red arrows pointing to the form: 'Applicant ID# received through Email (or) Email Address provided in the Sign-Up form.' points to the ID field; 'Password that you have entered in the Sign-Up form.' points to the password field; and 'Use this option if you have forgot your password. You will receive an email with the new password.' points to the 'Forgot Password?' link. A fourth annotation, 'Please check SPAM/Junk folder of your email if don't find the email in the Inbox.', points to the 'Forgot Password?' link.

You can use the [Forgot Password](#) option provided on the above login screen if you forget your password anytime. An email with new password will be sent to the email address provided by you in the Sign Up form.

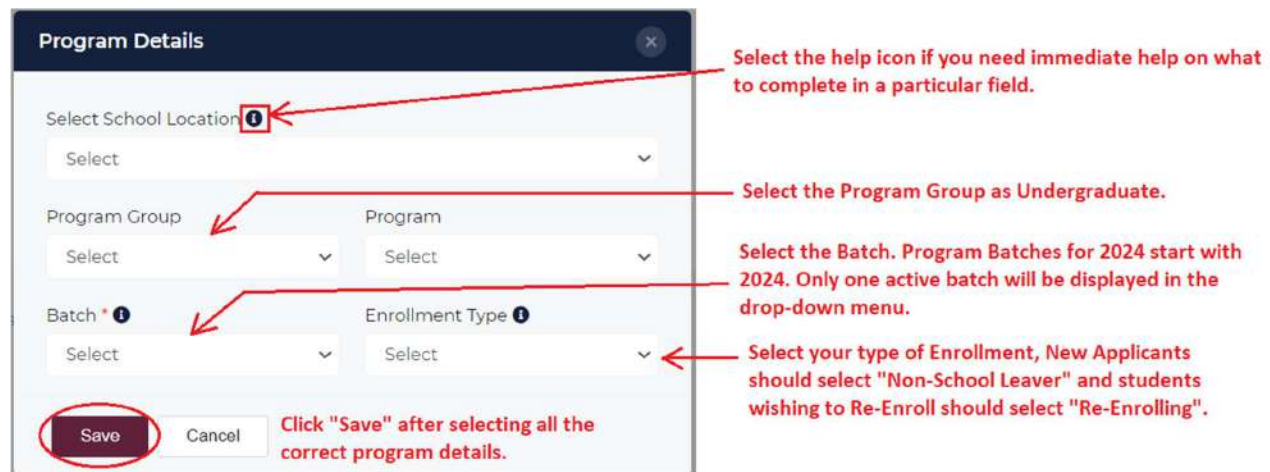
The Applicant Portal has seven sections to complete (For New Applicants) before the online application can be submitted.

1. Program Selection

The first step in your application starts with the selection of the Program for which you wish to apply. You can only select one program. Please choose a program for which you have the best chance of selection. Follow the instructions provided in the screenshots below to choose a program:



Click the **+Add** button on the **Program Details** section to see a dialog box as shown below, to select the program.



If you wish to apply for another program, Click the **+Add** button again on the **Program Details** tab to choose the second program of your choice. New Applicants can apply for a maximum of two programs. **Re-Enrolling students must apply to their existing program of study in which they have enrolled and did not complete.** Once you save the program details, other sections of the application will get opened.



2. Personal Details

All details such as First Name, Last Name, etc. that you have already provided in the Sign Up form will automatically appear in Personal Details. Complete the rest of the details and click the **Save** button at the bottom of the section. Please read the Instructions/Guidelines that are provided under each section of the application. All fields marked with **red *** are compulsory to be completed.

The screenshot shows the 'Personal Details' section of the Academia ERP system. The left sidebar contains a menu with 'Program Details', 'Personal Details', 'Contact Details', 'Educational Background', 'Work Experience', 'Upload Documents', and 'Declarations & Payment'. The 'Personal Details' section is active. The main content area displays a form with the following fields:

- Salutation: Mr. (dropdown)
- First Name *: Steve
- Middle Name: Middle Name (text input)
- Last Name: JOBS
- Print Name *: Steve JOBS
- Applicant ID *: 26756
- Date of Birth *: 01/01/2001 (calendar icon)
- Place of Birth: Place of Birth (text input)
- Country *: Select (dropdown)
- Home Province: Select (dropdown)
- Email ID: stjobs@yopmail.com
- Upload Support Document: Upload Support Document (text input) and Upload (button)
- Upload Image: Upload Image (text input) and Upload (button, circled in red)
- Gender *: Select (dropdown)
- NID: National Id (dropdown)
- Marital Status: Select (dropdown)
- Mobile No.: Papua New Guinea (dropdown) and 76767676
- National Id: 9099

Instructions/Guidelines: You can save the details and again update at later stage.

Please upload your Passport size photo using the "Upload" button here.

3. Contact Details

After you complete the personal details, click on the Contact Details section and you will see the **+Add Address** button as shown in the screenshot below. Click the button and complete the address details. If your contact address and permanent address are the same, click the **Permanent Address** check box under the "Copy this Address to" field.

The screenshot shows the 'Contact Details' section of the Academia ERP system. The left sidebar contains a menu with 'Program Details', 'Personal Details', 'Contact Details', 'Educational Background', 'Work Experience', 'Upload Documents', and 'Declarations & Payment'. The 'Contact Details' section is active. The main content area displays a form with the following fields:

- Select Address: Own Address (dropdown)
- Current Address: +Add Address (button, circled in red)
- Permanent Address: +Add Address (button)

Instructions/Guidelines: You can save the details and again update at later stage.

Click on "Contact Details" to add your Address for communication & Permanent Address.

Click here to add the address

Add Address

Address * Country **Provide your Address for Communication.**

Country Region / Province City *

PO Box Number Post Office Name

Copy this Address to

☐ Permanent Address

Add Address **Cancel**

If your Communication Address and Permanent Address are the same, click the circled check box and click "Add Address" button.

If they are different, you can add your Permanent address separately.

4. Educational Background

After you complete your address, click on the **Educational Background** section which is an important section that will decide your selection in the program chosen. The Educational Background section is compulsory for new applicants. **It is not required for Re-Enrolling students who are applying to return to their studies in an existing program of study.**

Click the **+Add** button, as shown in the following screenshot, to complete your previous educational qualifications.

Educational Background

Instructions/Guidelines

- You can save the details and again update at later stage.
- If you have selected Grade12, then please enter Certificate No# and Grades obtained in Individual Subjects that you taken in Grade 12. Without these details, your application may not be considered.
- You can add other qualifications if you have any one at a time from this Education Background tab.
- Please provide all possible details about your qualifications.

+Add Click here to add your Qualification details that are a pre-requisite to be selected to the program of your choice.

If you are a new applicant who is applying to **Foundation (Business / Science)** or **Bachelor Degree** programs in School of **Humanities** or **Law**, it is compulsory to provide the details of your subjects in **Grade12** and the grades obtained you in those subjects.

Educational Background Enter your qualifications in this section, required for selection into the program chosen.

Previous Qualification * Certificate No. Grade/Marks

GPA/Percentage Institution/College Name * Place

Result Status * Mode of Study

Subject/Courses Equivalent Grade/Marks

Year Completed

Save **Cancel** Click "Save" button to save your qualification details.

COMPLETE THE PREVIOUS QUALIFICATION DETAILS THAT ARE REQUIRED FOR SELECTION TO THE PROGRAM WHICH YOU HAVE CHOSEN.

For Grade 12, you can add the grades obtained by you for individual subjects. It is mandatory for you to enter these details for entry into some of the first year degree programs as a NEW APPLICANT.

After you save your educational qualifications, you will see the details that you have saved as shown in the screenshot below. You can add multiple educational qualifications which you possess by clicking the **+Add** button

again. You can also edit or delete the qualifications that you have added, if you have made a mistake in completing the details.

The screenshot shows the 'Educational Background' section of the application form. On the left is a sidebar with navigation links: Program Details, Personal Details, Contact Details, Educational Background (selected), Work Experience, Upload Documents, and Declarations & Payment. The main content area is titled 'Educational Background' and contains 'Instructions/Guidelines' and a table for adding qualifications. The table has columns for 'Exam Board', 'Previous Qualification', and 'Grade/Level'. An example row shows 'Grade12'. Below the table are 'Add', 'View', and 'Delete' buttons. Red annotations include: an arrow pointing to the '+Add' button with the text 'After adding one qualification, you can add further qualifications you have by clicking the "+Add" button again.'; and arrows pointing to the 'Edit' and 'Delete' buttons with the text 'If you wish to edit or delete the previously added qualifications, you can do so by clicking these buttons.'

5. Work Experience

After you complete your educational background section, click on the Work Experience section to complete your employment details. Work experience is compulsory for some of the programs such as Professional Studies, Nursing, etc. which offered by UPNG.

Click the **+Add** button as shown in the following screenshot, to complete your work experience details.

The screenshot shows the 'Work Experience' section of the application form. The sidebar is the same as in the previous screenshot. The main content area is titled 'Work Experience' and features a large red '+Add' button. A red annotation points to this button with the text: 'Click here to add your work experience details. This section is mandatory for some of the programs which are offered by UPNG. For example, Professional Studies, Nursing, etc.'

You will see the following dialog box after you click the **+Add** button.

The screenshot shows a 'Work Experience' dialog box with the following fields: Designation (text input), Duration of Employment (In Month) (text input with value 0), Employer * (text input), Date of Join (date picker), Exit Date (date picker), and Currently employed with this organization (radio buttons for Yes and No). At the bottom are 'Save' and 'Cancel' buttons. A red annotation points to the 'Save' button with the text: 'Click "Save" to save the work experience details.' Another red annotation on the right side of the dialog box says: 'Complete all the details of your Employment here.'

After you save your work experience details, you will see the details that have been added, as shown in the following screenshot. If you have worked with multiple employers, you can add those details by clicking the **+Add** button again. You can also edit or delete the employment details which you have added if you have made a mistake in completing the details.

The screenshot shows the 'Work Experience' section of the application portal. On the left is a sidebar with navigation options: Program Details, Personal Details, Contact Details, Educational Background, Work Experience (selected), Upload Documents, and Declarations & Payment. The main content area is titled 'Work Experience' and contains a table with columns for Industry, Employer, Designation, Date of Join, Duration of Employment (in Month), and Exit Date. A red circle highlights the '+Add' button at the top left of the table, with a red arrow pointing to it and a text box stating: 'You can add multiple work experiences you have using the "+Add" button.' Another red circle highlights the 'Edit', 'View', and 'Delete' buttons at the bottom of the table, with a red arrow pointing to them and a text box stating: 'You can edit or delete the previously added employment details using these buttons here.'

6. Upload Documents

This section allows you to upload scanned, supporting documents that are required to make a decision on your selection. The list of documents which are required will be shown based on the program for which you are applying. You have to upload all the documents that are marked as “**Compulsory**” to submit the application.

Click on the **Upload** button under each category of documents, to browse the scanned documents and upload, as shown in the following screenshot. If you have made a mistake by uploading a wrong document, you can click on **Upload** again and change the document which you have previously uploaded.

Please note that you have to scan the documents individually as required in this section. Please do not scan all the supporting documents into one PDF or Image file.

The screenshot shows the 'Upload Documents' section of the application portal. On the left is a sidebar with navigation options: Program Details, Personal Details, Contact Details, Educational Background, Work Experience, Upload Documents (selected), and Declarations & Payment. The main content area is titled 'Upload Documents' and contains a section for 'Instructions/Guidelines' with a red warning icon and text: 'You will have to upload all the mandatory/important documents that are required to be considered for your selection. You will not be able to submit the application without uploading the documents marked as "Compulsory".' Below this are three document categories: 'Academic Transcript', 'Grade 12 Certificate', and 'Grade 10 Certificate'. Each category has a 'Document Type' field with a red circle around 'Compulsory for All' and a red warning icon. The 'Academic Transcript' and 'Grade 12 Certificate' categories have a red arrow pointing to the 'Upload' button with a text box stating: 'Click "Upload" button to browse and upload the scanned document.' The 'Grade 10 Certificate' category has a red arrow pointing to the 'Upload' button with a text box stating: 'PLEASE SCAN AND UPLOAD DOCUMENTS SEPARATELY AS REQUIRED HERE.' and 'PLEASE DO NOT SCAN ALL DOCUMENTS INTO ONE PDF OR IMAGE FILE.'

7. Declaration & Submission

Review all of the completed details in the above sections before you click on Declaration & Payment section. Please see the screenshot attached below. Read and click “**I Accept**” under the declaration. **Pay and Submit** button will get activated after you accept the declaration.

Program Details

Personal Details

Contact Details

Educational Background

Work Experience

Upload Documents

Declarations & Payment

Instructions/Guidelines

- I hereby declare, that all of the information I have provided is complete and correct. I am aware that missing or incomplete information, whether deliberate or the result of negligence, may exclude me from the admissions procedure or – if it is not noticed until after I am accepted for the program – may lead to revocation of my admission.

Click "I Agree" check box and then **Pay and Submit** button will be active.

☒ I Agree

Application Fee - PGK 20.00

Payment Options

☒ Online Mode

You can use this button to Print/Save the summary of your submitted application in PDF form.

Print Profile

Pay and Submit

Click this button and you will be redirected to the **BSP Pay** online Payment page. This button will get disabled soon after your payment is successful and the application gets submitted.

If the system did not allow you to submit the application with an alert, there may be some mandatory columns which you may have not completed in any of the sections including document upload. Please verify thoroughly before clicking the **Pay and Submit** button.

Once you click on **Pay and Submit**, you will be redirected to the BSP Pay online payment page. Follow the instructions on the screenshots below to complete the online payment:

BSP Pay - Google Chrome

ipgw.bsppay.com.pg/bspcard?order_id=1642331941&merchant_key=0ef53dcdeb2504b9544d851618a904cfedb0dc3947bf98bb4bbf0...

BSP Pay

1 Enter your BSP ID# and the Name attached with your BSP Account.

BSP ID

Customer Name

2 Click "PAY" to receive OTP on your Mobile.

PAY

You will receive an OTP (Security Code) on the mobile number that is linked with your BSP Bank Account.

ipgw.bsppay.com.pg/bspcard?order_id=1642331941&merchant_key=0ef53dcdeb2504b9544d851618a904cfedb0dc3947bf98bb4bbf0...

BSP Pay

BSP ID

Customer Name

An SMS with your Security Code has been

CONTINUE

Click "CONTINUE" to receive OTP on your Mobile linked with BSP Account.

Security Code

If you have not received your Security Code
Please select cancel and retry the transaction

CANCEL **PAY**

Fee Payment is successful !!!.

Thank you for the payment. Your Transaction id is 1641260951.
Please close the window.

You will see a Success Message above if your transaction is Successful.

PLEASE DO NOT CLOSE THE BSP PAY ONLINE PAYMENT PAGE UNTIL YOU SEE THE SUCCESS PAGE AS SHOWN ABOVE

You will be redirected back to the UPNG Applicant Portal Screen after your online payment transaction. If the payment you made is not successful, you can retry again by clicking the **Pay and Submit** button again.

If your payment is successful, you can click on the **Print Profile** button to print (or) download your application summary in PDF form.

Note:

- 1) Do not try to delete or change the program that you have chosen after the application submission. Your application may not be considered if you do so.
- 2) Verify all details entered by you are correct in all the sections of the application before you submit.
- 3) Please remember your login credential to the UPNG Applicant Portal until the completion of the Admission process.

Table-1: List of UG Programs open for Non-School Leavers (New Applicants) on UPNG Applicant Portal

School	Program	Mode of Delivery
School of Business & Public Policy	Bachelor of Business & Management (PPM) Professional Studies	Internal (Full-Time)
	Bachelor of Business & Management (THM) Professional Studies	Internal (Full-Time)
	Bachelor of Business & Management (HRM) Professional Studies	Internal (Full-Time)
	Bachelor of Public Finance & Accountancy	Internal (Full-Time)
	Bachelor of Accounting	Internal (Full-Time)
School of Humanities & Social Sciences	Bachelor of Arts – Professional Studies 1) Information & Communication Sciences 2) Journalism & Public Relations 3) Social Work	Internal (Full-Time)
	Diploma in Language and Communication	Internal (Full-Time)
School of Law	Diploma in Law (Prosecution)	Internal (Full-Time)