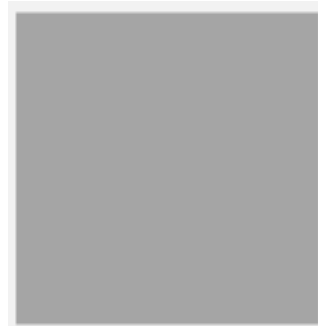




THE UNIVERSITY OF PAPUA NEW GUINEA

UPNG EXTERNAL APPLICATION FORM FOR 2026



INSTRUCTIONS TO CANDIDATES

This form is to be completed by candidates who wish to apply to any of the School's Open College programs. The following programs are on offer in the external mode and include, **Science Foundation Year (SFY), Business Management Foundation Year, (BMFY), Bachelor of Arts - (Professional Studies in Education), Bachelor of Arts Year 1, Bachelor of Accounting, Diploma in Accounting, Bachelor in Business Management, and Diploma in Business Management.**

Pay an application processing fee of K20 into UPNG General Account No: 1000583572 BSP, (WAIGANI) and attach the original receipt to the form before submitting. Send the completed application form by post to: The Senior Assistant Registrar, University of PNG Open College, PO Box 341, UNIVERSITY PO, National Capital District.

Hand Deliver to UPNG Open College headquarters or any University Learning Centres in the Provinces and Districts in the following locations:

Southern Region: NCD (Waigani Campus), Milne Bay (Alotau), Daru and Kiunga

New Guinea Islands Region: Buka, Kokopo, Pomio, West New Britain (Kimbe)

Highlands Region: Mt. Hagen, Enga (Wabag), Simbu (Kundiawa) and Southern Highlands (Mendi)

Momase Region: Madang, Morobe (Lae), East Sepik (Wewak), Yangoru-Saussia, Brugam (Maprik)

UPNG does not have University Learning Centres in the following Provinces: Manus, New Ireland (Kavieng), Gulf (Kerema), Central, West Sepik (Vanimo), and Oro (Popondetta).

Province/District applying from:

The University Learning Centre you would like to study through:

.....

SECTION 1: SUMMARY OF CHOICES

This application is for (Tick a Box):

☐ New Enrolment for External Program to:

- ☐ School of Business and Public Policy Management
- ☐ School of Humanities & Social Sciences
- ☐ School of Natural & Physical Sciences

SECTION 2: PERSONAL DETAILS*Surname**First Name**Middle Name (if any)**Date of Birth**Place of Birth**Marital Status (S/M)**Gender (M/F)**District**Province**Nationality**Mailing Address**Telephone/Cell-phone No**Email Address**Facsimile**Permanent Address***SECTION 3: EDUCATIONAL HISTORY****(a) Provincial High School : (Grade 10 or Equivalent)**❖ *Name of School or Institution:**Country*❖ *Years Attended: From**to*❖ *Year 10 Grades attained*

Subject	Grade
Mathematics	
English	
Science	
Social Science	

❖ *Grade 10 Certificate No.*

(b) Secondary /National High School: (Grade 12 or Equivalent)❖ *Name of School:* ❖ *Year Attended:* *Country* ❖ *Year 12 Grades obtained (Marks will be checked against MSU records)*

Subject	Grades	Subject	Grade	Subject	Grade
Advance Mathematics		Biology		Legal Studies	
General Mathematics		Economics		Accounting & Business Studies	
Language & Literature (English)		History		Creative Arts/Music	
Chemistry		Geography		Applied English	
Physics		Personal Development		Computer Studies	

❖ *Grade 12 Certificate No.*

(c) Grade 12 Upgrade (CTCS (UPNG), DODL (PNGUOT), and FODE)Institution Year to

Marks obtained

Subject	Grade	Subject	Grade

SECTION 4: NEW ENROLMENT PROGRAMME PREFERENCES

In which program do you want to be enrolled in? Indicate your order of preferences by numbering (1, 2 & 3)

❖ **SCHOOL OF BUSINESS AND PUBLIC POLICY**☐ *Business and Management Foundation Year (BMFY)*☐ *Bachelor of Accounting*☐ *Diploma in Accounting*☐ *Bachelor in Business Management*☐ *Diploma in Business Management*

❖ SCHOOL OF HUMANITIES AND SOCIAL SCIENCES

Degree Programs

☐ *Bachelor of Arts – Year 1*

- ☐ *Anthropology & Sociology*
- ☐ *Creative Arts [Art & Design () Music () Theatre Arts ()]*
- ☐ *English Communication*
- ☐ *Gender Studies*
- ☐ *History*
- ☐ *Information & Communication Science*
- ☐ *Journalism & Public Relations*
- ☐ *Literature*
- ☐ *Linguistics & Modern Language*
- ☐ *Philosophy*
- ☐ *Political Science*
- ☐ *Psychology*
- ☐ *Population Studies and Geography*
- ☐ *Social Work*

☐ **Bachelor of Arts (Professional Studies in Education –Primary Teachers with 5 years teaching experience)**

❖ SCHOOL OF NATURAL & PHYSICAL SCIENCES

☐ *Science Foundation Year (SFY)*

SECTION 7: DECLARATION

I certify that I have read and understood all sections on this form. The information I have given are true and complete in every detail. I am also aware that my enrolment in the programme may be revoked in the event that any information furnished by me in this application is found to be false or fail to settle the required fees as entrenched in the fees Statute.

Signature of Applicant:

Date:

/ / 2025

Witness Name

Title:

Signature:

Date:

/ / 2025

Telephone:

Postal Address:

(Information on the Witness must be provided in full. Failure to avail required information will invalidate your application.)

EXTERNAL PROGRAMS – PROGRAMS, CRITERIA AND ELIGIBILITY

The Open College is the Distance Learning arm of the University of Papua New Guinea. Its core function is to provide administrative support to the University's Schools in the offering of external Diploma and Degree Programs in Papua New Guinea. Specializing in learning delivery through distance education, the Open College, through the Academic Schools at the University of Papua New Guinea offers the following programs:

SCHOOL OF BUSINESS & PUBLIC POLICY MANAGEMENT

➤ **Business Management Foundation Year**

The program is a foundation program and is a prerequisite program to all our Diploma and Bachelor programs offered by the School. It is open to candidates who have completed grade 12 or the equivalent. It is also offered internally. Upon successful completion of the program students have the next option of enrolling in either **Diploma in Accounting (DIA)** or the **Diploma in Business Management (DBM)**, both of which are still offered externally.

➤ **Diploma in Accounting**

In order to be eligible for the program a candidate must have completed BMFY (external/internal mode) and or must have matriculated or have attained grade 12 certificate or the equivalent with 2 to 3 years accounting work experience.

➤ **Bachelor of Accounting**

In order to be eligible for the program a candidate must be a Diploma in Accounting graduate of UPNG (External or Internal) or from affiliate colleges. It is important to note that the UPNG accounting program is wholly externalised. Candidates can complete the program externally without ever registering internally.

➤ **Diploma in Business Management**

Candidates are admitted to this program after completing the BMFY through the external mode.

➤ **Bachelor in Business Management**

Candidates are admitted to this program after completing the Diploma in Business Management. Plans are in progress for this program to be fully externalized. The first cohort of students were admitted in the first semester of 2025.

SCHOOL OF HUMANITIES AND SOCIAL SCIENCES

➤ **Bachelor of Arts Year 1**

In order to be eligible for the program a candidate must satisfy the following requirements. The candidate must have matriculated and attained a grade 12 certificate or the equivalent with a minimum GPA of 2.0 calculated from 4 core assessable subjects. For example: L&L, Advance Maths, Economics and History or Geography. Science major students are also encouraged to apply.

Students are selected straight into the various Bachelor of Arts programs, as first year students enrolled in the programs based on GPA. The high demanding programs attract higher GPAs. Upon successful completion of the first-year courses, students are admitted into the internal mode to continue as second year students. However, the School reserves the right to transfer students internally based on GPA and space. It is a requirement that a student must secure a minimum GPA of 2.0 to be eligible for transfer into the internal mode of studies. A student who has completed all the required courses but does not meet the required GPA to be admitted internally may be advised to repeat one or two courses in order to raise the GPA to be considered for transfer.

➤ **Bachelor of Arts – Professional Studies in Education: BAPSE**

Intending applicants to do the undergraduate "Bachelor of Arts Programme (Professional Studies in Education)" of the School of Humanities & Social Sciences should meet the following conditions:

Eligibility Criteria

Minimum of five years of professional experience in teaching at Primary School level in PNG with;

- Diploma in Education (Primary/Secondary)
- Diploma in Teaching (Primary) or its equivalent

Those with relevant professional experience in human resource development and training are also eligible.

SCHOOL OF NATURAL & PHYSICAL SCIENCES

➤ **Science Foundation Year (SFY) – NCD Campus Only.**



Intending applicants to do the undergraduate Programmes of the School of Natural & Physical Sciences will have to complete SFY.

Eligibility Criteria

In order to be eligible for selections applicants must study ALL the following five subjects in Grade 12 to be considered for the UPNG Science Foundation Year:

- English (Language & Literature or Applied English,
- Advance Mathematics
- Biology
- Chemistry
- Physics

The Grade Point Average (GPA) is computed for all 5 courses.

1. The minimum required GPA for selection is 3.00
2. English and Advance Mathematics must be “B” minimum grade.
3. Students doing only two sciences subjects will not be considered.

NOTE: ***General Mathematics in Grade 12 is not considered for Science Foundation.***

Non-School Leavers

1. All Non School Leavers will have to meet all the above Selection Criteria and;
2. If upgrading Advance Mathematics, you must upgrade through FODE and you must score a minimum “B” grade.

NOTE: ***Upgrading Mathematics elsewhere will not be accepted or considered by the School.***
