



**THE UNIVERSITY OF PAPUA NEW GUINEA  
SCHOOL OF BUSINESS AND PUBLIC POLICY  
APPLICATION FORM FOR POSTGRADUATE STUDIES, 2023**



**School of Business and Public Policy**  
The University of Papua New Guinea  
P. O. Box 320, University. 134.  
NCD. Papua New Guinea

☎: 675 326 7299/7301  
✉: sbpp@upng.ac.pg  
✉: sbppenquiries@upng.ac.pg

☎: 675 326 7187  
🌐: www.upng.ac.pg

**Separate Application Forms should be used for each program.**

Application for (tick **ONE box only**):

- Executive Master of Business Administration (EMBA)
- MBA-Certified Practising Accountants of PNG (MBA-CPA)
- Master of Human Resources Management (MHRM)
- Graduate Diploma in Corporate Governance (GDCG)
- Graduate Diploma in Economic and Public Policy (GDEPP)  
(Leading to Master of Economic and Public Policy (MEPP))

Full-time  Part-Time

Affix  
Your very recent (less  
than three months)  
photo here

**1. Personal Details (Please enter all relevant details)**

Name (As it appears on all other official records)			Middle Name		
Surname		First Name			
Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Date of Birth	DD:	MM: YYYY:
Postal Address			Residential Address		
Email:		Mobile:		Tel:	
<b>A) Are you a PNG Citizen?</b>		Yes <input type="checkbox"/>	No <input type="checkbox"/>	If "Yes", Home Province	
If "No", go to section 'B'					
<b>B) Are you a Permanent Resident of PNG</b>		Yes <input type="checkbox"/>	No <input type="checkbox"/>	If "Yes" attach proof. If "No", go to section 'C' Non- Citizen	
<b>C) Non-Citizen</b>		Yes <input type="checkbox"/>	No <input type="checkbox"/>		
<b>In the case of items (B) and (C):</b>		Visa Number		Country Issued Passport	
Address in Home Country				Passport Number:	

**2. Previous History**

Provide the details of educational qualifications commencing with your Bachelor Degree

Name of University	Degree	Year Graduated
1		
2		
3		

**3. Previous Work Experiences**

List current and former job positions starting from supervisory/managerial level (most recent first)

Employment Period	Name of Employer	Position Held

*(Please attach photocopy of relevant experience proof/certificates. Use a separate sheet if space is not sufficient.)*

#### 4. Sponsorship / Scholarship

(a) Are you applying for scholarship/sponsorship to undertake this program YES  NO.

(b) If yes, name the scholarship/sponsorship and the funding agency

#### 5. Declaration and Signature Scholarship

The information provided in this form, and supporting document(s) is provided with the understanding that it will be used by The University of Papua New Guinea for purposes relating to my selection and enrolment into an EMBA/MBA-CPA/MHRM/GDCG/GDEPP program (please "circle" the appropriate program, which, hereafter, is the program referred to as "program applied").

I, ....., solemnly declare that all of the information submitted on this Application Form and in the attached documents is true and correct. I authorise the University to verify and confirm the facts and figures provided in the Application Form and also in the attached documents, with any educational institution(s), where I claimed to have studied, with any organisation where I claimed to have worked or am currently working, and / or with any relevant authority or organisation or individual. I agree that The University of Papua New Guinea has the right to cancel my application/ admission / enrolment into courses at any stage, if the information provided is found to be false.

Signature: .....

Date: .../...../.....

#### 6. Reference Letters

Please provide Three (3) references in a sealed envelope along with the completed Application Form. First referee should be from a past academic institution, where the candidate claimed to have studied; the second referee should be from the current employer, and the third referee should be from a reputed person, who can certify the conduct and character of the applicant.

**Guidelines for Writing a Reference:** The reference should include (1) Applicant's full name, current position, and organisation where the applicant is working; (2) Referee's contact details including telephone and email address; (3) Referee's comments with regard to (a) how long the referee has known the applicant and in what capacity; (b) strengths and weaknesses of the applicant; (c) Applicant's managerial experience, intellectual abilities, oral and written communication skills, work attitudes, character, etc.; (d) The relevance of "program applied" to the candidate's professional career; (e) Any other relevant comments; and (f) Specific recommendation with regard to the suitability of the applicant for the "program applied".

#### 7. Checklist Box: Have You Included or Completed the Following?

**Submission of Application:** The applicant should submit the following together with the completed Application Form:

	Yes	No
1. Photocopies of degree(s) and academic transcripts certified by a Commissioner for Oaths	<input type="checkbox"/>	<input type="checkbox"/>
2. Certificates of employment / work experiences	<input type="checkbox"/>	<input type="checkbox"/>
3. Three reference letters in separate sealed envelopes (Please see Section 6 for more details)	<input type="checkbox"/>	<input type="checkbox"/>
4. Make sure to affix a photograph to the Application Form, taken during the last three months	<input type="checkbox"/>	<input type="checkbox"/>
5. Receipt of Application Fee of K250 per program/application	<input type="checkbox"/>	<input type="checkbox"/>
6. Photocopy of relevant pages of your passport, if you are an expatriate	<input type="checkbox"/>	<input type="checkbox"/>
7. Photocopy of your permanent resident visa, as issued by PNG Immigration Authority, if applicable	<input type="checkbox"/>	<input type="checkbox"/>

Please send your application with all the documentation to:

**The Executive Dean,  
SBPP – Postgraduate Studies,  
School of Business and Public Policy  
The University of Papua New Guinea  
PO Box 320  
UNIVERSITY. 134  
National Capital District**

Office use only
Approved:
Rejected: