

**SCHOOL OF POSTGRADUATE**

**2023 REGISTRATION NOTICE**

**REGISTRATION VENUE: POSTGRADUATE OFFICE, ERMC (YUFU BIANG BUILDING)**

**DATE: MONDAY, 7TH FEBRUARY – FRIDAY, 11TH FEBRUARY**

**TIME: 9:00 AM -11:45AM & 1:00PM – 3:30 PM**

**Papua New Guinea**

**UNIVERSITY OF TECHNOLGY**

**ORIENTATION DATE: FRIDAY, 24TH FEBRUARY 2023**

**For more information, contact the Postgraduate Office on Phone: (473)4456 or email:** [**info.pgs@pnguot.ac.pg**](mailto:info.pgs@pnguot.ac.pg)

**Students intending to apply for HELP are required to pay the Compulsory Fee and send the receipt(S) to Mr. Sai TAU on email:** [**sai.tau@pnguot.ac.pg**](mailto:sai.tau@pnguot.ac.pg) **with a copy to Mr. Terence KAUPA on email:** [**terence.kaupa@pnguot.ac.pg**](mailto:terence.kaupa@pnguot.ac.pg) **in order for the HELP application to be emailed to you. Continuing students must also offset all outstanding fees before requesting for the HELP application.**

STEP 5

**Collect ICT Slip and accommodation forms (only for those who wish to apply for accommodation on campus) from the A/AR-PG.**

STEP 6

**Proceed to the Central Teaching Facility (CTF) for your student ID with a copy of your registration form.**

STEP 7

**See the Dean of Men/ Dean of Women at the Student Services & Facilities Center (SS&FC) to give your application for accommodation.**

STEP 1

**Present deposit slip(s) to the PG Accounts Officer to be issued a University deposit slip**

**COVID 19**

**All Postgraduate Students are reminded to adhere to the Covid 19 protocols and are required to go for the Covid 19 test carried out by the University nurses at the main gate prior to registration.**

**HIGHER EDUCATIN LOAN PROGRAM (HELP)**

STEP 4

**See the A/SAR-PG to complete the registration process by signing off on your registration form.**

STEP 2

**Present the University deposit slip and verify documents for a registration form.**

STEP 3

**Visit your Academic Department to complete the registration form before the HoD signs. All course based students must confirm subjects’ prior to the HoD signing your registration form.**

**REQUIREMENTS FOR REGISTRATION**

A. ALL NEW STUDENTS ARE TO PROVIDE

1. Acceptance letter
2. Valid ID card (Drivers’ license, Passport, employment ID or NID)
3. School fee deposit slip(s)

B. ALL CONTINUING STUDENTS ARE TO PROVIDE

1. Last issued student ID card
2. School Fee deposit slip(s)
3. MPhil & PhD students to provide copy of signed 2022 Progressive Report

**REGISTRATION PROCESS**