



PNG UNIVERSITY OF TECHNOLOGY

POSTGRADUATE SCHOOL

**2023 REGISTRATION NOTICE**

**Registration Venue:** Postgraduate office - ERMC (Yufu Biang Building)

**Date:** Monday, 6th February – Friday, 10th February 2023

**Time:** 9:00am -11:45am & 1:00pm – 3:00pm (Monday – Friday)

REQUIREMENTS FOR REGISTRATION

A. ALL NEW STUDENTS TO PROVIDE

1. Acceptance letters
2. Personal ID cards (Driver’s licence, Passport, employment ID or NID)
3. School Fee deposit slips

B. CONTINUING STUDENTS TO PROVIDE

1. Student ID card (Last Issued)
2. School Fee deposit slips
3. **MPhil & PhD students to provide copy of signed Progressive Reports for 2022**

**REGISTRATION PROCESS**

1. Verify documents and collect Registration Form from the Postgraduate Office for Registration
2. Visit Academic Departments for advising and signing of courses.
3. Completed Registration forms are returned to the Postgraduate Office for signing and collection of ICT slips.
4. Proceed to Central Teaching Facility (CTF) for ID card with the copy of signed registration forms.
5. Residential students to complete the Accommodation Forms and proceed to SS&FC for room allocation.

**HELP**

Students intending to apply for HELP assistance are required to pay the Compulsory Fee and send the receipt to Mr Sai Tau on email [sai.tau@pnguot.ac.pg](mailto:sai.tau@pnguot.ac.pg) with a copy to Ms Lucy Aisi; [lucy.aisi@pnguot.ac.pg](mailto:lucy.aisi@pnguot.ac.pg) for the HELP application. Continuing students must also offset all outstanding fees before requesting for the HELP application.

COVID 19 TEST: All students will be required to go for the Covid 19 test and present your results at the registration venue prior to registration.

**All Fees must be paid before 3rd February 2023**

**Orientation Date: 24th February 2023**