



Friday 28 October 2022

VITAL ADVICE TO FULL – TIME STUDENTS IN PREPARATION FOR THE 2023 ACADEMIC YEAR (MADANG CAMPUS)

The Office of the Registrar would like to advise students the following in preparation for 2023 academic year:

1. Fees for 2023
2. Progression Information
3. Registration Dates
4. Registration Process
5. Mandatory Forms for Registration

1. FEES FOR 2023

Fees and same payment arrangement will remain the same for 2023. You must pay the On-Registration Fee to register. Fee for Boarding and Lodging is separate from your tuition fee that must be paid before you can be provided accommodation/meals on campus.

There is a delay in 2022 Semester 2 TESAS payment. Therefore, students on TESAS (both AES and HECAS) in 2022 are still owing fees. Students on TESAS in 2022 are advised that if this payment is not made by the time of registration in 2023, you will be asked to pay this outstanding as well as the required amount to register.

Proforma Invoices will be made available to students by the Student Finance Team and can be requested via email by emailing tuitionfees@dwu.ac.pg

2. PROGRESSION INFORMATION

The progression/continuing list and necessary information for registration will be published via the DWU Official Website. Should there be technical issues experienced due to internet connectivity affecting the uploading of this information on the DWU website, students can check the Official DWU Facebook page for any announcements made by the Office of the Registrar.

3. REGISTRATION DATES

Official Registration will begin on Monday the 6th of February 2023 to Friday 10th of February 2023 for all Full Time students both new and continuing.

There will only be a one-week grace period for registration after the 10th of February 2023. Students are therefore asked to make it in time for registration as there will be no extension in registration dates. The absolute last day of registration is on the 17th of February 2023. Students are advised to comply accordingly to avoid any inconvenience.

4. REGISTRATION PROCESS

Students will find there will be two processes during registration, one for new/readmitting students the other for continuing students. Look out for signage with instructions on Registration Day.

Steps to register are:

1st Step Finance – You must submit your deposit copies (all fees paid by yourself, parents or other sponsors) and your completed Student Finance Form. You are expected to pay the required On-Registration Fee to progress to the next steps in Registration. Refer to “DWU Fee Schedule for 2023” for fee advice.

2nd Step Document Check – All mandatory documents must be submitted

3rd Step Data – Data information is collected and imported to the system. Continuing students may skip Step 3 unless they need to update their contact details.

4th Step Registrar – Registrar to officially register you before you progress to last two steps.

5th Step ICT – Activation of ICT accounts. ID photos taken for New Intakes and Third Year BS and SRS Students only

6th and Final Step Student Services – To check for Room allocation if not yet allocated.

5. MANDATORY FORMS FOR REGISTRATION

Mandatory requirements that must be completed and presented during registration.

- ❖ Your Progression Letter
- ❖ Student Finance Form completed
- ❖ Conditions for Enrolment 2023 completed and signed
- ❖ DWU Medical Form completed– Medicals are mandatory during registration for New Intakes and Year 3 students. Only DWU Medical Forms will be accepted. The Medical Form must be stamped and dated current by the facilitating Practitioner/ Clinic where medicals were attempted
- ❖ The Sports Waiver Form (if you are under 21 years of age)
- ❖ Circular on Zero Tolerance – read before you complete and sign Declaration Form
- ❖ Copyright Act Waiver – to be completed by all students taking Bachelor of Communication Arts (Journalism)

Mandatory Forms can be downloaded on the DWU website by December 2022 or if not requested through the Office of the Registrar by emailing mcregistration@dwu.ac.pg

We would like to wish all students the best in your upcoming examination.

From the Office of the Registrar