



THE UNIVERSITY OF PAPUA NEW GUINEA
APPLICATION TO GRADUATE IN 2017



Applications are now called for, from students who are eligible to graduate in 2017 and wish to take part in the 62nd Graduation Ceremony. The Graduation will take place on Friday the 28th of July, 2017. Eligible students are required to return this completed application to the Graduation Coordinator on or before Friday 5th May, 2017.

You will be informed by email, mobile phone, or through the UPNG website 'www.upng.ac.pg' on the result of your application.

APPLICATION TO GRADUATE

1. **SURNAME:** _____ **GIVEN NAME:** _____
 (The names above should be the same as those held on *University records*. The names on the Academic Transcript will be printed on your certificate. *(No additional names will be accepted)*)

2. **ID NUMBER:** _____

3. **GENDER:** _____ **MARITAL STATUS:** _____ **DOB:** _____

4. **NATIONALITY:** _____ **PROVINCE:** _____

5. **ADDRESS FOR CORRESPONDENCE:** _____

Telephone: _____ *Mobile Phone:* _____ *Email:* _____

(If you change your address at anytime before graduation, you must inform the Graduation Coordinator. You may contact the coordinator if you do not receive any response to this application.)

6. I WISH TO GRADUATE: (please circle) **IN PERSON** or **IN ABSENTIA**

7. **NAME OF THE DEGREE OR DIPLOMA PROGRAM** (Major, if any, in brackets)

8. **IF YOU WISH TO BUY A GOWN/HOOD/MORTAR BOARD**
 (Please consult UPNG Public Relations & Events Management or call the office on Telephone 3267257)

9. **IT IS A STATUTORY REQUIREMENT THAT, IN ORDER TO GRADUATE, YOU SHOULD NOT OWE MONEY (IN TERMS OF FEES, FINES ETC), LIBRARY BOOKS, MATTRESSES, AND OTHER ITEMS THAT ARE OWNED BY THE UNIVERSITY. IN ORDER TO CLEAR YOURSELF OF ANY DEBT, YOU MUST COMPLETE PAGE 4 OF THIS FORM. PAGES 2 AND 3 MUST ALSO BE COMPLETED IN FULL.**

MEMBERSHIP OF THE UNIVERSITY CONVOCATION

(This is optional only)

10. By the University's Convocation Statute 1974, convocation shall consist of:-

1.1 All members and past members of the Council;

1.2 All graduates of the University with Diplomas, Degrees, Masters, or Doctorates; and

1.3 All other graduates of other Universities or other persons, as are in accordance with the Statutes, admitted as members of the Convocation.

11. Authority is given under the Statute for the Council to invite other graduates and any other person to be a member of the University Convocation. The Council at its 33rd Meeting held on 26 February 1974, resolved to write to all graduates of the University, who would not otherwise be eligible for membership, to become members of Convocation.

12. As you are not a member of the Convocation as defined in *Section 1.1, 1.2, or 1.3* above and wish to become a member, please complete the sections below.

**ACCEPTANCE NOTICE
[PLEASE PRINT CLEARLY]**

GIVEN NAME

SURNAME

I accept the invitation of the University Council to become a member of Convocation.

I expect to graduate in _____

MONTH

YEAR

STATE TITLE OF DEGREE/DIPLOMA: _____

SIGNED: _____

DATE: _____

The form will help the University to maintain a record of where its graduates are ending up after graduation, mainly in terms of taking up employment which may or may not correspond to their particular program of study. If this form is completed fully, it is hoped that the aggregate analysis will prove useful to the future planning of academic courses or the like.

IN YOUR FIELD OF STUDY WHAT WAS YOUR MAJOR, FOR EXAMPLE, *BACHELOR OF SCIENCE (CHEMISTRY), OR BACHELOR OF ARTS (PSYCHOLOGY)*

WHO WAS YOUR SPONSOR WHILE YOU WERE A STUDENT AT UPNG? _____

ARE YOU BONDED TO YOUR SPONSOR (*TICK WHERE APPLICABLE*) YES [] NO []

EMPLOYMENT DETAILS

DO YOU HAVE A JOB? YES [] NO []

IF 'YES' PLEASE STATE WHAT KIND OF JOB:

WHAT IS YOUR EMPLOYER'S NAME AND ADDRESS?

IF YOU DO NOT KNOW WHERE YOU WILL BE WORKING AFTER YOU GRADUATE
HAVE YOU APPLIED FOR A JOB? YES [] NO []

IF 'YES', PLEASE STATE THE BUSINESS / ORGANISATION NAMES, ADDRESSES, AND JOBS, FOR WHICH YOU HAVE APPLIED:

EMPLOYER'S NAME	ADDRESS	TYPE OF JOB
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

GRADUATION CLEARANCE FORM

IT IS A STATUTORY REQUIREMENT THAT, IN ORDER TO GRADUATE, YOU SHOULD NOT OWE ANY MONEY TO THE UNIVERSITY BY WAY OF FEES, DAMAGES, AND SO ON, OR LIBRARY BOOKS TO THE UNIVERSITY LIBRARY OR DEPARTMENTS OR SCHOOLS.

PLEASE FILL IN YOUR PERSONAL PARTICULARS ON THIS FORM AND TAKE IT IN PERSON TO THE DEPARTMENTS LISTED FOR CHECKING AND ENDORSEMENT.

THIS FORM MUST BE COMPLETED BY ALL STUDENTS WHO ARE GRADUATING [RESIDENTIAL AND NON-RESIDENTIAL]. IT IS SIMILAR TO THE ONE GIVEN OUT BY STUDENT SERVICES BUT IT IS SPECIFICALLY FOR GRADUATION PURPOSES. IF YOU DO NOT COMPLETE THIS FORM, YOUR NAME WILL NOT BE INCLUDED ON THE GRADUATION LIST, AND YOUR CERTIFICATE WILL NOT BE PRINTED. IT WILL BE MORE CONVENIENT, IF YOU BRING THIS FORM AND THE CLEARANCE FORM FROM STUDENT SERVICES TOGETHER TO THE DEPARTMENTS CONCERNED, FOR ENDORSEMENT.

SURNAME: _____ GIVEN NAME: _____

STUDENT NUMBER: _____

1. I certify that the above student does not *owe any money* to the University;

BURSAR OR: _____ DATE: _____
DEPUTY / ASSISTANT BURSAR

2. I certify that the above student has paid the Application to Graduate Fee, of K600.00 (The Receipt is attached);

BURSAR OR: _____ DATE: _____
DEPUTY / ASSISTANT BURSAR

3. I certify that the above student has no overdue books with the Library;

LIBRARIAN: _____ DATE: _____

4. Identification card and door key returned;

DIRECTOR, STUDENT SERVICES: _____ DATE: _____

5. Equipment or academic books returned;

EXECUTIVE OFFICER OR: _____ DATE: _____
DEPUTY DEAN: _____

THANK YOU SO MUCH FOR YOUR COOPERATION

Please complete and return to:

*The Graduation Coordinator
Academic and Student Administration Division
The University of Papua New Guinea
P.O Box 320
UNIVERSITY
National Capital District*