 

THE UNIVERSITY OF PAPUA NEW **GUINEA**

 **APPLICATION TO GRADUATE IN** 2022

*Applications are now called for, from students who are eligible to graduate in* ***2022*** *and wish to take part in the 67th* ***graduation*** *ceremony. Applicants are**required to fill-in and return this form to the Academic & Student Administration Office on or before* ***the 24th of December 2021.*** *The graduation ceremony will be held, starting on the 25th of April, 2022.*

*You are also reminded that a graduation fee of* ***K260.00*** *applies to all applicants.* ***Please pay into UPNG General Account held at the BSP branch, account number held at the Waigani Branch is: 202-1000583572.*** *Attach the receipt together with the application form.*

**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 any-time before graduation, you must inform the Graduation Coordinator. You may contact the same 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/MOTAR BOARD**

*(****Please consult UPNG Public Relations & Marketing Unit 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 IS OWED BY THE UNIVERSITY. IN ORDER TO CLEAR YOUR SELF OF ANY DEBT, YOU MUST COMPLETE PAGE 4 OF THIS FORM. PAGES 2 AND 3 MUST ALSO BE COMPLETED IN FULL.**

**-1-**

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***

***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 Convocation. The Council at its 33rd meeting held on 26th 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 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**

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 know 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 ***EG: 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 EMPLOYERS’ NAMES AND ADDRESSES AND JOBS YOU HAVE APPLIED FOR:

**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 ETC NOR 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 ENDORSEMENTS.**

**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 WOULD BE MORE CONVENIENT IF YOU BRING THIS 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **ASSISTANT BURSAR**

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

 **LIBRARIAN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

3. Identification card and door key returned

 **DIRECTOR –STUDENT SERVICES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

4. Equipment or academic books returned

 **EXECUTIVE OFFICER:**

 **DEPUTY DEAN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

THANK YOU SO MUCH FOR YOUR CO-ORPERATION

***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***