

# User Manual for Prospective Applicants to Apply Online using UPNG's Applicant Portal

This manual is intended to guide prospective Non-School Leaver & Re-Enrolling Applicants to apply online using the UPNG's Applicant Portal. The application process starts with the applicant creating a **login account** in the applicant portal. For eligibility criteria to different programs, refer to

<https://upng.ac.pg/index.php/admissions/undergraduate-admissions/undergraduate-admission-requirements>

## Sign Up

Visit the link, <https://uis.upng.ac.pg/applicant-portal/> to access the **Applicant Portal** and create a login account by clicking the **REGISTER** button. This is to enable you to apply online on the Applicant Portal.

### Applicant – Sign Up

When you click on **Register** button as shown in the above screenshot, you will be redirected to the **Sign-Up** page as shown below to register and create your login account.

Read all the Instructions on the Sign-Up page carefully.

Salutation \* — All the columns marked with red \* are mandatory. — Provide a valid & working Email address.

First Name \* Middle Name Last Name \*

D.O.B \* Email Address \* Mobile Number \*

ID Type \* Identity Number \* Primary Citizenship \*

Password \* Confirm Password \* — Memorize the password that you have chosen.

☐ I'm not a robot reCAPTCHA Privacy - Terms

**Save** Reset — Complete all the details and click "Save" button to submit the Sign-Up form.

You should see the following screen once the sign-up form is submitted successfully.

A success message overlay is displayed on top of a sign-up form. The overlay is white with a green checkmark icon at the top. Below the icon, the word "Success" is written in bold. The message reads: "You have successfully signed up ! Please check your Email for more details. OR Click [Here](#) to complete your application." At the bottom of the overlay is a blue "OK" button. The background form is partially visible, showing fields for First Name, Middle Name, Last Name, D.O.B (Year and Month), ID Type, Password, and a checkbox for "I'm not a robot".

After you submit the above sign-up form, you will receive an automated email with your **login credentials** and the link to the UPNG Applicant Portal. You will also receive this **User Manual** as an attachment to the email.

If you don't see the email in the Inbox, please check the **SPAM/Junk** folder as well. Even if you do not receive the email, you can still access the Applicant Portal by clicking this link [UPNG Applicant Portal](#)

Refer to [Table-1](#) at the end of this document for list of Programs open for Non-School Leaver (New Applicants).

## Login in to Applicant Portal

Login with your login credentials received on the email. If you do not receive the email, your login credentials would be as below:

Your **Username** will be your [Email Address](#) that you have provided in the **Sign-Up form**.

Your **Password** will be same as the one that you have entered in the [Password](#) column of the **Sign-Up form**.

The image shows the login and registration page for ACADEMIA by SEROSOFT. The page has a dark blue header with the logo and "Welcome" text. Below the header, there are two buttons: "LOGIN" and "REGISTER". The "LOGIN" button is highlighted. Below the buttons, there are two input fields: "Applicant ID/Email address" and "Password". Below these fields is a blue "Login" button. At the bottom right, there is a link "Forgot Password?". Annotations with red arrows point to the input fields and the "Forgot Password?" link. The annotations read: "Applicant ID# received through Email (or) Email Address provided in the Sign-Up form." (pointing to the first input field), "Password that you have entered in the Sign-Up form." (pointing to the second input field), "Use this option if you have forgot your password. You will receive an email with the new password." (pointing to the "Forgot Password?" link), and "Please check SPAM/Junk folder of your email if don't find the email in the Inbox." (pointing to the "Forgot Password?" link).

You can use the **Forgot Password** option provided on the above login screen if you forget your password anytime. An email with new password will be sent to the email address provided by you in the Sign Up form.

The Applicant Portal has seven sections to complete (For New Applicants) before the online application can be submitted.

## 1. Program Selection

The first step in your application starts with the selection of the Program for which you wish to apply. You can only select one program. Please choose a program for which you have the best chance of selection. Follow the instructions provided in the screenshots below to choose a program:

The screenshot shows the Applicant Portal interface. On the left is a sidebar with a 'Program Details' link. The main area has a 'Home' header and a 'Dashboard' section. The dashboard displays user information: Application ID (26756), Applicant Name (Steve JOBS), Email ID (stjobs@yopmail.com), Application Status, Alternate No. (675-767676), and Direct Submission Token Generated. Below this is an 'Upload Document' button. A red arrow points to the 'Program Details' link in the sidebar with the text: 'Click on "Program Details" to add the program of your choice.'

This screenshot shows the 'Program Details' section. It features a '+Add' button. A red arrow points to this button with the text: 'Click "Add" button to select the program that you intend to apply.'

Click the **+Add** button on the **Program Details** section to see a dialog box as shown below, to select the program.

The screenshot shows a 'Program Details' dialog box with several dropdown menus and buttons. Red arrows point to specific elements with instructions: 'Select the help icon if you need immediate help on what to complete in a particular field.' points to a help icon in the 'Select School Location' dropdown; 'Select the Program Group as Undergraduate.' points to the 'Program Group' dropdown; 'Select the Batch. Program Batches for 2023 start with 2023. Only one active batch will be displayed in the drop down menu.' points to the 'Batch' dropdown; 'Select your type of Enrollment, New Applicants should select "Non-School Leaver" and students wishing to Re-Enroll should select "Re-Enrolling".' points to the 'Enrollment Type' dropdown. At the bottom, the 'Save' button is circled in red, with a red arrow pointing to it and the text: 'Click "Save" after selecting all the correct program details.'

If you wish to apply for another program, Click the **+Add** button again on the **Program Details** tab to choose the second program of your choice. New Applicants can apply for a maximum of two programs. Re-Enrolling students must apply for their existing program of study. Once you save the program details, other sections of the application will get opened.

The screenshot shows a sidebar with seven application sections: 'Program Details', 'Personal Details', 'Contact Details', 'Educational Background', 'Work Experience', 'Upload Documents', and 'Declarations & Payment'. Each section has a red dot next to it, indicating it is compulsory. A red arrow points to these red dots with the text: 'Sections that are compulsory are marked with a red circle.'

## 2. Personal Details

All details such as First Name, Last Name, etc. that you have already provided in the Sign Up form will automatically appear in Personal Details. Complete the rest of the details and click the **Save** button at the bottom of the section. Please read the Instructions/Guidelines that are provided under each section of the application. All fields marked with **red \*** are compulsory to be completed.

The screenshot shows the 'Personal Details' section of the application portal. On the left is a sidebar with navigation links: Program Details, Personal Details (highlighted with a red dot), Contact Details, Educational Background, Work Experience, Upload Documents, and Declarations & Payment. A yellow callout box points to the 'Upload Documents' link, stating: 'Please upload your Passport size photo using the "Upload" button here.' The main content area is titled 'Personal Details' and includes an 'Instructions/Guidelines' section with the note: 'You can save the details and again update at later stage.' Below this is a form with various fields. A red circle highlights the 'Upload' button next to the 'Upload Image' field. A red arrow points from the 'Personal Details' sidebar link to the form title. Another red arrow points from the 'Instructions/Guidelines' text to the form. The form fields include: Salutation (Mr.), First Name (Steve), Middle Name (Middle Name), Last Name (JOBS), Print Name (Steve JOBS), Applicant ID (26756), Date of Birth (01/01/2001), Place of Birth (Place of Birth), Country (Select), Home Province (Select), Email ID (stjobs@yopmail.com), Upload Support Document (Upload button), Upload Image (Upload button), Gender (Select), NID (National Id), Marital Status (Select), Mobile No. (Papua New Guinea, 76767676), and National Id (9099).

## 3. Contact Details

After you complete the personal details, click on the Contact Details section and you will see the **+Add Address** button as shown in the screenshot below. Click the button and complete the address details. If your contact address and permanent address are the same, click the **Permanent Address** check box under the "Copy this Address to" field.

The screenshot shows the 'Contact Details' section of the application portal. The browser address bar shows 'upngtemp.academiaerp.com/applicant-portal/#/contact-details'. The sidebar on the left has the same navigation links as the previous screenshot, with 'Contact Details' highlighted with a red dot. A red arrow points from the 'Contact Details' sidebar link to the form title. The main content area is titled 'Contact Details' and includes an 'Instructions/Guidelines' section with the note: 'You can save the details and again update at later stage.' Below this is a form with a 'Select Address' dropdown set to 'Own Address'. There are two main sections: 'Current Address' and 'Permanent Address'. Each section has a '+Add Address' button. A red circle highlights the '+Add Address' button in the 'Current Address' section, with a red arrow pointing to it from the text 'Click here to add the address'. The 'Permanent Address' section also has a '+Add Address' button.

**Add Address**

Address \* Country **Provide your Address for Communication.**

Country Region / Province City \*

PO Box Number Post Office Name

Copy this Address to

☐ Permanent Address

**Add Address** **Cancel**

**If your Communication Address and Permanent Address are the same, click the circled check box and click "Add Address" button.**

**If they are different, you can add your Permanent address separately.**

#### 4. Educational Background

After you complete your address, click on the **Educational Background** section which is an important section that will decide your selection in the program chosen. The Educational Background section is compulsory for new applicants. It is not required for Re-Enrolling students who are applying to return to their studies in an existing program of study.

Click the **+Add** button, as shown in the following screenshot, to complete your previous educational qualifications.

**Educational Background**

**Instructions/Guidelines**

- You can save the details and again update at later stage
- If you have selected Grade12, then please enter Certificate No# and Grades obtained in Individual Subjects that you taken in Grade 12. Without these details, your application may not be considered.
- You can add other qualifications if you have any one at a time from this Education Background tab.
- Please provide all possible details about your qualifications.

**+Add** **Click here to add your Qualification details that are a pre-requisite to be selected to the program of your choice.**

If you are a new applicant who is applying to **Foundation (Business / Science)** or **Bachelor Degree** programs in School of **Humanities** or **Law**, it is compulsory to provide the details of your subjects in **Grade12** and the grades obtained you in those subjects.

**Educational Background** **Enter your qualifications in this section, required for selection into the program chosen.**

Previous Qualification \* Certificate No. Grade/Marks

GPA/Percentage Institution/College Name \* Place

Result Status \* Mode of Study

Subject/Courses Equivalent Grade/Marks

Year Completed

**Save** **Cancel** **Click "Save" button to save your qualification details.**

**COMPLETE THE PREVIOUS QUALIFICATION DETAILS THAT ARE REQUIRED FOR SELECTION TO THE PROGRAM WHICH YOU HAVE CHOSEN.**

**For Grade 12, you can add the grades obtained by you for individual subjects. It is mandatory for you to enter these details for entry into some of the first year degree programs as a NEW APPLICANT.**

After you save your educational qualifications, you will see the details that you have saved as shown in the screenshot below. You can add multiple educational qualifications which you possess by clicking the **+Add** button

again. You can also edit or delete the qualifications that you have added, if you have made a mistake in completing the details.

The screenshot shows the 'Educational Background' section of the application portal. On the left is a dark red sidebar with navigation links: Program Details, Personal Details, Contact Details, Educational Background (highlighted), Work Experience, Upload Documents, and Declarations & Payment. The main content area has a header 'Home' and a sub-header 'Educational Background'. Below this is a section titled 'Instructions/Guidelines' with four bullet points: 'You can save the details and again update at later stage', 'If you have selected Grade12, then please enter Certificate No# and Grades obtained in Individual Subjects that you taken in Grade 12. Without these details, your application may not be considered.', 'You can add other qualifications if you have any one at a time from this Education Background tab.', and 'Please provide all possible details about your qualifications.' Below the instructions is a '+Add' button. A red arrow points from the text 'After adding one qualification, you can add further qualifications you have by clicking the "+Add" button again.' to the '+Add' button. Below the '+Add' button is a form titled 'POMIS' with fields for 'Exam Board' (with a dropdown arrow) and 'Previous Qualification' (with 'Grade12' entered). At the bottom of the form are three buttons: 'Edit' (circled in red), 'View', and 'Delete'. A red arrow points from the text 'If you wish to edit or delete the previously added qualifications, you can do so by clicking these buttons.' to the 'Edit' button.

## 5. Work Experience

After you complete your educational background section, click on the Work Experience section to complete your employment details. Work experience is compulsory for some of the programs such as Professional Studies, Nursing, etc. which offered by UPNG.

Click the **+Add** button as shown in the following screenshot, to complete your work experience details.

The screenshot shows the 'Work Experience' section of the application portal. On the left is a dark red sidebar with navigation links: Program Details, Personal Details, Contact Details, Educational Background, Work Experience (highlighted), and Upload Documents. The main content area has a header 'Home' and a sub-header 'Work Experience'. Below this is a section titled '+Add' with a red circle around it. A red arrow points from the text 'Click here to add your work experience details. This section is mandatory for some of the programs which are offered by UPNG. For example, Professional Studies, Nursing, etc.' to the '+Add' button.

You will see the following dialog box after you click the **+Add** button.

The screenshot shows a 'Work Experience' dialog box with the following fields: 'Designation' (text input), 'Duration of Employment (in Month)' (text input with '0' entered), 'Employer \*' (text input), 'Date of Join' (date picker with 'dd/mm/yyyy' format), 'Exit Date' (date picker with 'dd/mm/yyyy' format), and 'Currently employed with this organization' (radio buttons for 'Yes' and 'No', with 'Yes' selected). At the bottom are 'Save' and 'Cancel' buttons. The 'Save' button is circled in red.

Complete all the details of your Employment here.

Click "Save" to save the work experience details.

After you save your work experience details, you will see the details that have been added, as shown in the following screenshot. If you have worked with multiple employers, you can add those details by clicking the **+Add** button again. You can also edit or delete the employment details which you have added if you have made a mistake in completing the details.

## 6. Upload Documents

This section allows you to upload scanned, supporting documents that are required to make a decision on your selection. The list of documents which are required will be shown, based on the program for which you are applying. You have to upload all the documents that are marked as **“Compulsory”** to submit the application. All applicants including new applicants and re-enrolling students, must upload a scanned copy of the **Application Fee Receipt** paid at the bank.

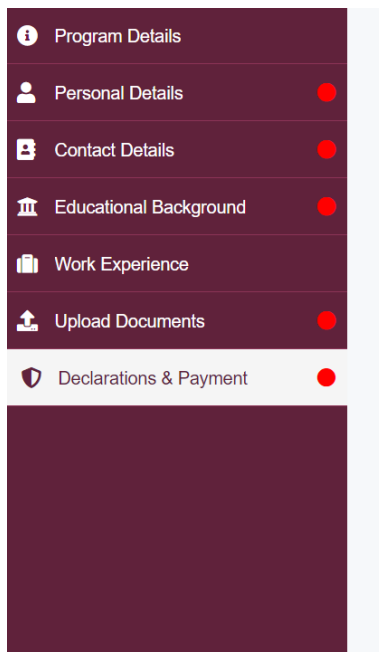
Click on the **Upload** button under each category of documents, to browse the scanned documents and upload, as shown in the following screenshot. If you have made a mistake by uploading a wrong document, you can click on **Upload** again and change the document which you have previously uploaded.

*Please note that you have to scan the documents individually as required in this section. Please do not scan all the supporting documents into one PDF or Image file.*

## 7. Declaration & Submission

Review all of the completed details in the above sections before you click on Declaration & Payment section. Please see the screenshot attached below. Read and click **“I Accept”** under the declaration. **Pay and Submit** button will get activated after you accept the declaration.





Instructions/Guidelines

- I hereby declare, that all of the information I have provided is complete and correct. I am aware that missing or incomplete information, whether deliberate or the result of negligence, may exclude me from the admissions procedure or – if it is not noticed until after I am accepted for the program – may lead to revocation of my admission.

Click "I Agree" check box and then **Pay and Submit** button will be active.

☒ I Agree

Application Fee - PGK 20.00

Payment Options

☒ Online Mode

You can use this button to Print/Save the summary of your submitted application in PDF form.

Print Profile

**Pay and Submit**

Click this button and you will be redirected to the **BSP Pay** online Payment page. This button will get disabled soon after your payment is successful and the application gets submitted.

If the system did not allow you to submit the application with an alert, there may be some mandatory columns which you may have not completed in any of the sections including document upload. Please verify thoroughly before clicking the **Pay and Submit** button.

Once you click on **Pay and Submit**, you will be redirected to the BSP Pay online payment page. Follow the instructions on the screenshots below to complete the online payment:

BSP Pay - Google Chrome

ipgw.bsppay.com.pg/bspcard?order\_id=1642331941&merchant\_key=0ef53dcdeb2504b9544d851618a904cfedb0dc3947bf98bb4bbf0...

1 Enter your BSP ID# and the Name attached with your BSP Account.

BSP ID

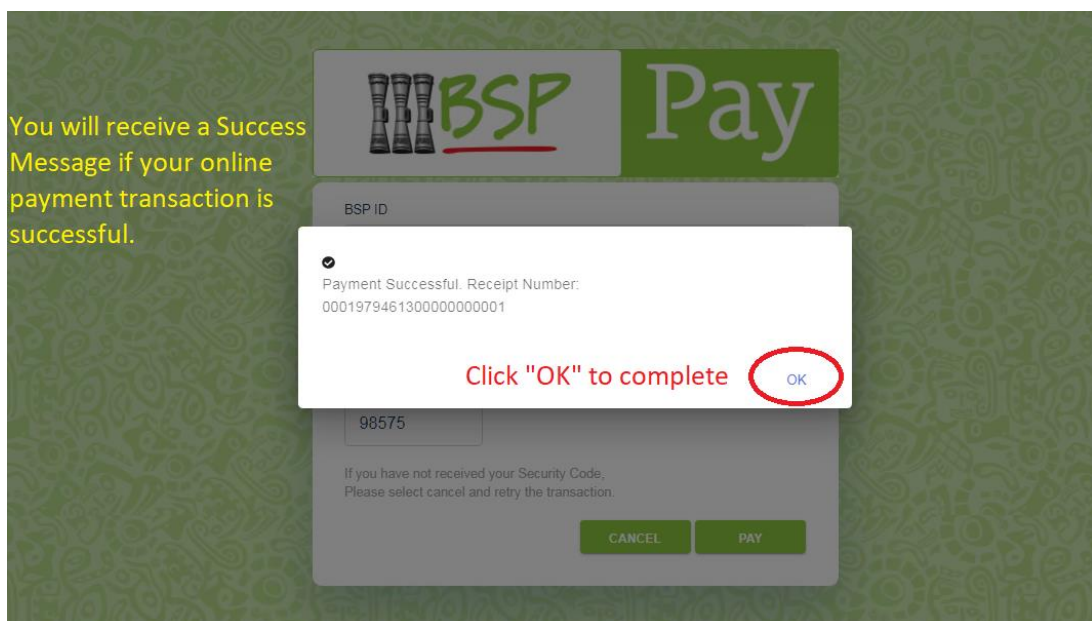
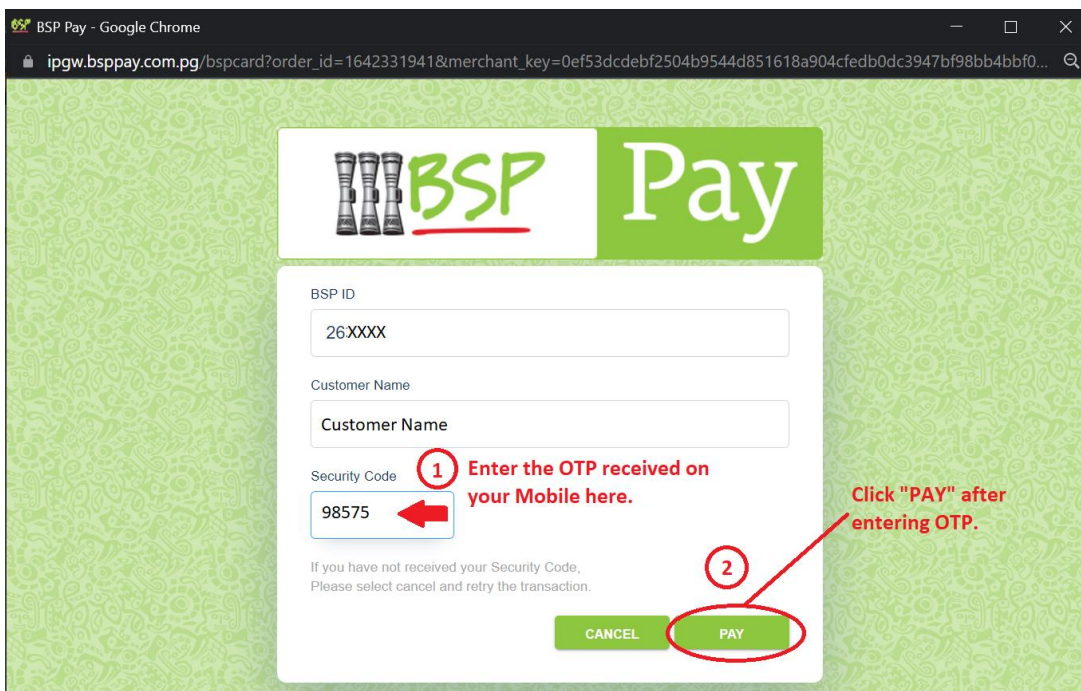
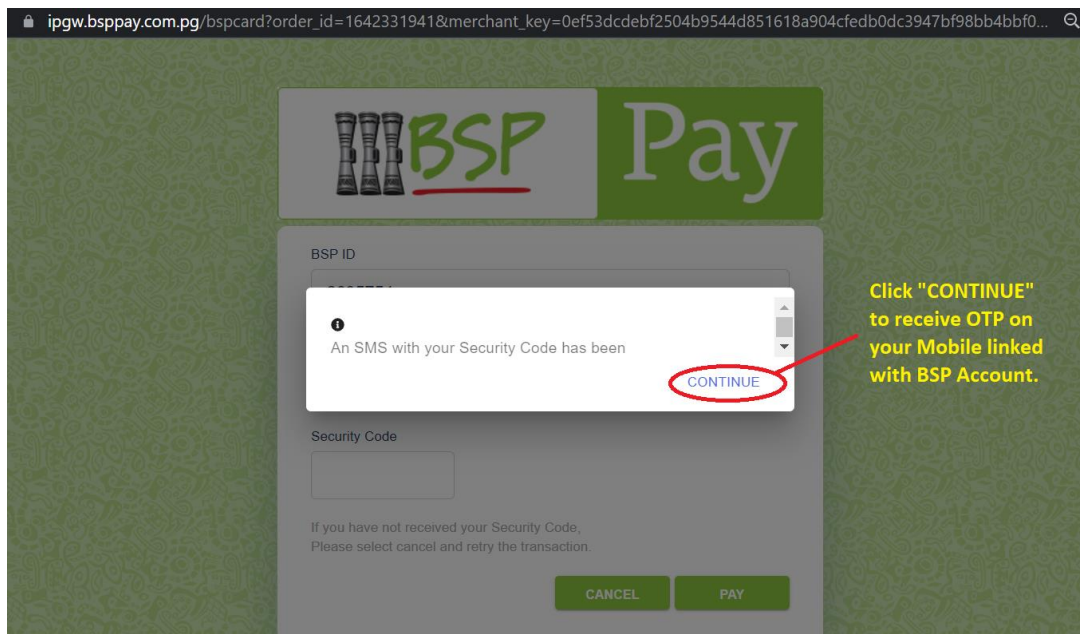
Customer Name

2 Click "PAY" to receive OTP on your Mobile.

PAY

You will receive an OTP (Security Code) on the mobile number that is linked with your BSP Bank Account.





Fee Payment is successful !!!.

Thank you for the payment. Your Transaction id is 1641260951.  
Please close the window.

You will see a Success Message above if your transaction is Successful.

You will be redirected back to the UPNG Applicant Portal Screen after your online payment transaction. If the payment you made is not successful, you can retry again by clicking the **Pay and Submit** button again.

If your payment is successful, you can click on the **Print Profile** button to print (or) download your application summary in PDF form.

**Note:**

- 1) Do not try to delete or change the program that you have chosen after the application submission. Your application may not be considered if you do so.
- 2) Verify all details entered by you are correct in all the sections of the application before you submit.
- 3) Please remember your login credential to the UPNG Applicant Portal until the completion of the Admission process. You will have download the offer letter from the Applicant Portal login if your selected.

**Table-1: List of UG Programs open for Non-School Leavers (New Applicants)**

School	Program	Mode of Delivery
<b>School of Business &amp; Public Policy</b>	Business & Management Foundation	Internal (Full-Time)
	Bachelor of Business & Management (PPM) Professional Studies	Internal (Full-Time)
	Bachelor of Business & Management (THM) Professional Studies	Internal (Full-Time)
	Bachelor of Business & Management (HRM) Professional Studies	Internal (Full-Time)
	Bachelor of Accounting	Internal (Full-Time)
<b>School of Humanities &amp; Social Sciences</b>	Bachelor of Arts (In the following Majors) 1) Arts & Design, Music or Theatre Arts 2) Anthropology, Sociology & Archaeology 3) English Communication or Literature 4) History, Gender Studies or Philosophy 5) Information & Communication Sciences 6) Journalism & Public Relations 7) Linguistics & Modern Languages 8) Political Science 9) Population Studies 10) Psychology 11) Social Work	Internal (Full-Time)
	Bachelor of Arts – Professional Studies 1) Information & Communication Sciences 2) Journalism & Public Relations 3) Social Work	Internal (Full-Time)
	Diploma in Language and Communication	Internal (Full-Time)
<b>School of Natural &amp; Physical Sciences</b>	Science Foundation	Internal (Full-Time)
<b>School of Medicine &amp; Health Sciences</b>	Bachelor of Clinical Nursing (Child Health)	Internal (Full-Time)
	Bachelor of Clinical Nursing (Mental Health)	Internal (Full-Time)
	Bachelor of Clinical Nursing (Midwifery)	Internal (Full-Time)
	Bachelor of Clinical Nursing (Perioperative)	Internal (Full-Time)
	Bachelor of Clinical Nursing Critical Care (Emergency Nursing)	Internal (Full-Time)
	Bachelor of Clinical Nursing Critical Care (Intensive Care Nursing)	Internal (Full-Time)
	Bachelor of Nursing (Community Health)	Internal (Full-Time)
	Bachelor of Nursing (Management & Education)	Internal (Full-Time)
	Bachelor of Dental Surgery	Internal (Full-Time)
	Bachelor of Medical Imaging Science	Internal (Full-Time)
	Bachelor of Medical Laboratory Science	Internal (Full-Time)
	Bachelor of Medicine and Bachelor of Surgery	Internal (Full-Time)
	Bachelor of Pharmacy	Internal (Full-Time)
	Diploma In Anaesthetic Science	Internal (Full-Time)
	Diploma in Dental Technology	Internal (Full-Time)
<b>School of Law</b>	Bachelor of Laws	Internal (Full-Time)
	Diploma in Law	Internal (Full-Time)