



APPLICATION TO GRADUATE

Final-year students who have successfully completed or are about to complete a program of study must complete this "application to graduate" form. Completing the form confirms to the University the conferring of your award at the graduation ceremony, whereby your name will be included on the graduation list, and your certificate will be printed. It is important that you complete this form and enter the correct information about yourself and the program you have completed or about to be complete. A graduation application fee of K250.00 must be paid whether or not you will be participating in the graduation ceremony. This application fee is separate and does not cover the cost of your graduation attire.

This form must be received by the 31st of December before the conferring of your award in March.

A. Personal information

Surname:	<input type="text"/>	Given Name (s):	<input type="text"/>
Student ID number:	<input type="text"/>	Program/Department:	<input type="text"/>
Gender - Male:	<input type="text"/>	Female:	<input type="text"/>
Postal address:	<input type="text"/>		
Phone Contact:	<input type="text"/>	Email:	<input type="text"/>

B. Graduation Ceremony (Please tick the appropriate box)

To graduate in Person: Graduation Application Fee of K250.00
To graduate in Absentia: Graduation Application Fee of K250.00

Name the degree, diploma, or certificate to be awarded:
Signature: Date:

Please return the completed form to the Registrar's Office by hand delivery or email the form to:
mcregistration@dwu.ac.pg with your full name and the program name and level in the subject of your email as – eg. **Peter Rock, RH4_Graduation Form**

Your graduation fee of K250.00 must be paid into the Divine Word University per banking details:

Bank Name: Bank of South Pacific (BSP)
Account Name: Divine Word University School Fee Account
Account Number: 1000433806
Bank Branch: Madang 960 Branch, Coastwatcher's Avenue
BSB# 088-960 Swift Code: BOSPPGM
Mobile Banking School Code: 50015

Attach your payment receipt with your application when you send your graduation application form.

Note: It is the student's responsibility to ensure that all monies owed to the University in terms of fees, fines and other provided services is cleared by the time you apply for graduation. Having no outstanding debt to the University is one of the eligibility requirements for graduation.



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