



Philippine Christian University – Waigani Campus
In partnership with Waigani Christian College



PMB 7086 Boroko, NCD | Ph +675 72179181 (Digicel) +675 89675040 (Voda) | Email admission@pngcu.ac.pg

[Date]

[Applicant's Name]

[Applicant's Address]

[Applicant's Email]

Subject: Thank You Letter

Dear [Applicant's Name],

Thank you for your interest in applying to the various programs offered at **Philippine Christian University (PCU)** in partnership with **Waigani Christian College (WCC)**. We are delighted that you are considering PCU for your academic journey and for your future.

As a university that nurtures Christian leaders with faith, character, and service, we take pride in our commitment to academic excellence and holistic education. We appreciate your interest and look forward to your application.

To assist you with your application, we have provided a checklist of program requirement and enrolment process as your guide (see attachment).

We encourage you to visit our campus or contact our Admission Office for any questions you may have during this process.

Sincerely,

The Admission Office

PROGRAM REQUIREMENTS

☐ Application Forms and Required Documents

Duly accomplished Application Form can be submitted in-campus or off-campus (via email) together with the supporting documents:

1. Certified copies of Academic Transcripts, Diploma, Certificates, and other relevant qualifications. Must be certified as true copies by a Commissioner of Oaths.
2. Two(2) recent Passport-sized 2x2 ID pictures.
3. At least Two (2) Character of Reference from ward councilor, pastors, previous employer or any academic authority.
4. Medical Certificate (especially those with pre-existing condition).
5. Proof of Financial Support (if applicable).
6. Proof of Payment (i.e., Bank validated payment receipt). No Cash payments. This fee is to be paid into the bank account below:

Bank Name	Bank of South Pacific
Account Name	Philippine Christian University Waigani Campus
Account Number	0000916280
Bank Branch	Waigani Drive
BSB Code	088 968
SWIFT Code	BOSPPGPM

☐ Eligibility (Admission) Standards:

You must have a Grade Point Average (GPA) of 2.0 or higher. Additionally, all academic records must show a grade of C or better.

☐ Fees

- Application Fee is K50 (non-refundable) to be paid in full.
- Tuition Fee is K9,850 annually for the duration of the program (8 semesters).
- Miscellaneous fees (if applicable, to be announced prior enrolment).

☐ Application to be submitted to:

The Admission Office
Philippine Christian University – Waigani Campus
(i.e., Waigani Christian College)
Post: PMB 7086 Boroko, NCD
Email admission@pngcu.ac.pg

IMPORTANT: To process your application, you must include all documents certified as true copies, along with a proof of payment of application fee. Submission with uncertified documents or incomplete payment will not be considered. Application must be returned **on or before 31 January 2026, 11:59 PM.**

ADMISSION AND ENROLLMENT PROCESS



Step 1: Application for admission

1. Obtain and complete application form
2. Prepare supporting documents
3. Pay application fee to the Bank
4. Submit the application form and supporting documents to the Admission Office.



Step 2: Evaluation and acceptance

1. Application review by the Evaluator
2. Receive notice of acceptance (Letter of Offer)
3. Pay Tuition and Miscellaneous Fee (if applicable)



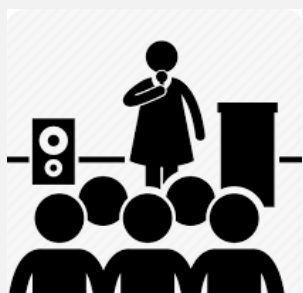
Step 3: Registration and enrollment

1. Proceed to PCU Waigani Campus for academic advising
2. Perform PCU Online Registration (PCU Portal)
3. Ensure access to PCU Portal, LMS, E-Library, Email, etc.



Step 4: Uniform and ID issuance

1. Ensure payment of ID and uniform fees
2. Submit ID requirements
3. Uniform measurement and collection
4. Issuance of ID and uniform



Step 5: Student Orientation

1. Know orientation schedule date and time
2. Bring registration form
3. Attend Mandatory Student Orientation