



**DEPARTMENT OF BUSINESS STUDIES
EXECUTIVE MBA PROGRAM APPLICATION FORM**

Head of Department (Attn: EMBA Programs),
Department of Business Studies, Papua New Guinea University of Technology, Private
Mail Bag Service, Phone: (675) 473 4400 Facsimile: (675) 473 4433 / 475 7667 Lae
411, Morobe Province, PNG Email; cmbah@dbs.unitech.ac.pg

Website: [http:// www.dbs.unitech.ac.pg](http://www.dbs.unitech.ac.pg)

Areas of Concentration (Tick appropriate box)

Banking and Finance

Strategic Management

Marketing

Management of Information
Technology

1. Personal Details

Name (as it appears on all other official records)

First Name: Surname:

Gender (Tick appropriate box) Male Female

A) Are you a PNG Citizen? **Yes/No**

If no, go to section 'B' for permanent resident category. If yes, indicate:

Province of origin (Please Print):.....

Current Postal Address (For Correspondence):
.....
.....

Email: Tel: Fax:

B) Are you a permanent resident of PNG? **Yes/No**

If yes, attach proof. If no, go to section 'C'

Non-Residential Category: Provide photocopy of relevant pages of your passport with address in home country with the PNG Visa page.

Provide your address in PNG:

.....

Email:..... Tel:..... Fax:

2. Academic History

Provide the details of your Educational Qualifications starting from Bachelors Degree(s)

Name of University Degree Year Graduated

...../...../.....

...../...../.....

...../...../.....

...../...../.....

3. Relevant Work Experience

List Current and past Job Positions starting from Supervisor level (Most Recent First)

Employment Period Name of Employer Positions Held

From:/...../..... To:/...../.....

From:/...../..... To:/...../.....

From:/...../..... To:/...../.....

(Please Attach Photocopies of relevant experience Proof/Certificates)

4. Sponsorship

Are you applying for scholarship/sponsorship to undertake the Postgraduate: **Yes/No** If yes, name the scholarship /sponsorship and the Funding Agency:

.....

5. Declaration and Signature

The information on this form and in support of this application is supplied by me on the understanding that it may be used for the purpose relating to my enrolment as a Postgraduate student of the Papua New Guinea University of Technology.

I,....., declare that all the information submitted on this application form and in the attached documents are correct and complete. I authorize the university to obtain official records from any educational institution and employing organizations that I have previously attended or currently employed by. I understand that the University reserves the right to vary any decision regarding admission or enrolment made on the basis of incorrect, incomplete, and falsified information.

Signature:

Date: /...../.....

Reference Letters

(Please provide 2 references, one from academic source and other from current workplace). The third one should be a character reference from a respectable person in the country, which is optional).

Guidelines for writing a reference: The reference should include (1) applicant's full name, current position and company where the applicant is currently working, (2) referees contact details including telephone and email address, (3) referees comments with regards to (a) how long the referee knows the applicant and in what capacity, (b) strengths and weakness of the applicant, (c) applicants managerial experience, intellectual abilities, oral and written communications skills, work attitudes, character etc. (d) the relevance of Postgraduate Program to the candidates professional career (e) other relevant comments and (f) specific recommendation with regards to the suitability of the applicant for the Postgraduate program.

Applicants should collect the reference letters from the referees and attach them to the application.

Submissions of Application

The applicant should submit the following along with the filled-in application:

- (1) Photocopy of the Bachelor's Degree
- (2) CV
- (3) Work Experience Letter / Certificate
- (4) Photocopy of the relevant pages of the passport (Foreign Nationals)
- (5) Two reference letters (One Must be from Current Employer)

Note: Please send your completed application form with proof of payment of application fee of (K200) to the address below.

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**Papua New Guinea University of
Technology**, Private Mail Bag Service,

Lae 411, Morobe Province, PNG

Email: cmbah@dbs.unitech.ac.pg

APPLICATION FEES: Must be made via the: **UNITECH TRUST FUND, ANZ BANK LAE, ACC # NO: 11188172.** Applications not accompanied with above (K200) fees WILL NOT be processed.

