




MT.HAGEN TECHNICAL COLLEGE

 P.O. Box 1155, Mt. Hagen 281, Western Highlands Province , PNG

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 www.mhtc.ac.pg

NON SCHOOL LEAVERS - APPLICATION FORM 2026

1 PERSONAL INFORMATION

Surname:											District:										
Given Name											Village										
Birth Date:			/			/					Mobile No:										
Province:											Email:										
Gender:			Male			Female															

2 COURSE PREFERENCE FOR NEW & CONTINUING STUDENTS

Applicant:	New		Re-Admit:	
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Tick the appropriate preferred course of study.

CODE	LEVEL	COURSE	CERTIFICATION	DURATION	TICK
	Level 1	Cabinet Making & Joinery	National Certificate 1	1 Semester	
	Level 1	Carpentry & Construction	National Certificate 1	1 Semester	
	Level 1	Metal Fabrication & Welding	National Certificate 1	1 Semester	
	Level 1	Business Studies	National Certificate 1	1 Semester	
	Level 1	Tourism & Hospitality	National Certificate 1	1 Semester	
	Level 2	Tourism & Hospitality	National Certificate 2	1 Semester	
	Level 2	Automotive Technican (MVM)	National Certificate 2	1 Semester	
	Level 2	Automotive Electrical	National Certificate 2	1 Semester	
	Level 2	Business Studies - Accounting	National Certificate 2	1 Semester	
	Level 2	Business Studies - Management	National Certificate 2	1 Semester	
	Level 2	Business Studies - Office Administration	National Certificate 2	1 Semester	
	Level 2	Carpentry & Construction	National Certificate 2	1 Semester	
	Level 2	Metal Fabrication & Welding	National Certificate 2	1 Semester	
	Level 2	Diesel/Heavy Equipment Fitting	National Certification 2	1 Semester	
	Level 3	Diesel/Heavy Equipment Fitting	National Certificate 3	1 Semester	
	Stage 2	Business Studies - Accounting	Higher Certificate	1 Semester	
	Stage 2	Business Studies - Management	Higher Certificate	1 Semester	
	Stage 2	Business Studies - Office Administration	Higher Certificate	1 Semester	
	Stage 3	Business Studies - Accounting	Diploma	1 Semester	
	Stage 3	Business Studies - Management	Diploma	1 Semester	
	Stage 3	Business Studies - Office Administration	Diploma	1 Semester	
	Stage 4	Business Studies - Accounting	Diploma	1 Semester	
	Stage 4	Business Studies - Management	Diploma	1 Semester	
	Stage 4	Business Studies - Office Administration	Diploma	1 Semester	

3 SECONDARY SCHOOL RESULTS

3.1 Grade 10 - Lower Secondary School Certification Results. (Circle the results as per your certificate)

Grade 10 - Lower Secondary School Certificate	Year Attained / Completed:					
	SUBJECTS	RESULTS				
	English	D	C	UP	P	F
	Mathematics	D	C	UP	P	F
	Science	D	C	UP	P	F
	Social Science	D	C	UP	P	F

SUBJECTS	RESULTS				
Personal Development	D	C	UP	P	F
Business Studies	D	C	UP	P	F
Design & Technology	D	C	UP	P	F
Computing	D	C	UP	P	F

Year Attained / Completed:															
SUBJECTS	RESULTS						SUBJECTS	RESULTS							
Applied English	A	B	C	D	E	F	Physical Education	A	B	C	D	E	F		
Language & Literature	A	B	C	D	E	F	Legal Studies	A	B	C	D	E	F		
General Mathematics	A	B	C	D	E	F	Music	A	B	C	D	E	F		
Advanced Mathematics	A	B	C	D	E	F	Theater	A	B	C	D	E	F		
Applied Science	A	B	C	D	E	F	Arts	A	B	C	D	E	F		
Chemistry	A	B	C	D	E	F	Visual Arts	A	B	C	D	E	F		
Biology	A	B	C	D	E	F	Accounting	A	B	C	D	E	F		
Physics	A	B	C	D	E	F	Business Studies	A	B	C	D	E	F		
Applied Resource Management	A	B	C	D	E	F	Design & Technology	A	B	C	D	E	F		
Economics	A	B	C	D	E	F	Tourism Studies	A	B	C	D	E	F		
Geography	A	B	C	D	E	F	ICT	A	B	C	D	E	F		
History	A	B	C	D	E	F	Computer Studies	A	B	C	D	E	F		
Personal Development	A	B	C	D	E	F		A	B	C	D	E	F		

4.1	Are you color blind?			Yes	No	
4.2	Do you have any disabilities?			Yes	No	
4.3	Do you have any cronic illness?			Yes	No	
4.4	Are you allergic to some food?			Yes	No	

If "Yes", specify	
If "Yes", specify	
If "Yes", specify	

5.1		Self-Sponsor						Corporate Sponsor						Scholarship						Others					
5.2	Provide contact details																								
	Full Name:									Address:															
	Role:																								
	Company:																								
	Tel:																								
	Mobile:																								
5.3	Have you ever been awarded TESAS Scholarship?										Yes	No													

6.1	Have you ever been expelled or had serious discipline problems at another institution. If so, explain briefly.		

I, [_____], hereby declare that all information provided in this form is correct and accurate to the best of my knowledge. I understand that providing false or misleading information may have legal consequences.																																	
Applicant's Full Name:															Witnessed by:																		
Signature:															Signature:																		
Date:						/				/			2	0			Date:						/				/			2	0		
																	Designation:																
																	Contact																

Application Procedures and Requirements

To ensure a smooth and successful application process to Mt. Hagen Technical College, please carefully follow the steps outlined below:

1 Fill out the Application Form:

Please complete the application form in its entirety. Ensure that all sections are filled accurately and provide the required information.

2 Certification of Attached Certificates:

All attached certificates must be certified by a Commissioner of Oaths. Please make certified copies of the required certificates to include with your application.

3 Industrial Work Experience (for NC 2 applicants):

NC 2 applicants must have a minimum of six (6) months of industrial work experience or more. Provide relevant documentation or proof of your work experience.

4 Application Fee:

A non-refundable application fee of **K100.00** is required. Deposit the fee into the college account number **0000 342788 at any BSP Bank Branch**. Attach the deposit slip with your name clearly indicating, "Application Fee".

5 Application Submission:

Submit your application using only the provided Application Form. Late applications will not be considered. The application process closes at the end of October 2025.

6 Authenticity of Certificates:

Applicants using certificates other than their own will be referred to the police for investigation.

7 Medical Report:

Attach a current medical report that verifies your medical fitness. This report should be issued by a qualified medical professional.

8 Asthmatic Conditions:

Note that individuals with asthmatic conditions will not be accepted and are advised not to apply for Mechanical trades.

9 Submission of Application:

Send your completed application form, along with all the necessary attachments and documents, to the attention of the Deputy Principal Academic. Use the address provided for submission.

10 Minimum Course Entry Requirement

To be eligible for admission, applicants must have a National Certificate (NC) Grade 10 with credits (C) in all core

11 Grade 12 Non School Leavers

Notice to all Grade 12 who left school two or three years back (2024, 2023, 2022) submit your applications through your nearest DODL Center for DHERST Selection to apply for Diploma Business studies and TTC Automotive.

12 Application Checklist:

Ensure that your application is complete by going through the following checklist and ticking the corresponding boxes:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Application Form: Have you completely filled out the application form? |
| <input type="checkbox"/> | Application Fee: Have you deposited the K100.00 application fee? |
| <input type="checkbox"/> | Deposit Slip: Have you attached the deposit slip with your name on it to this application? |
| <input type="checkbox"/> | Certificates and References: Have you attached all necessary certificates and other references? |
| <input type="checkbox"/> | Sponsor Information: Have you provided your sponsor's address and signature? |
| <input type="checkbox"/> | ID-Sized Photo: Have you attached an ID-sized color photo of yourself? |
| <input type="checkbox"/> | Medical Report: Have you attached your current medical report? |
| <input type="checkbox"/> | Character Reference: Have you attached a character reference from a church leader? |

By carefully adhering to these guidelines and ensuring that all required documents are included, you can complete your application and email it to Mt. Hagen Technical College Email Address: apply@mhtc.ac.pg

Thank you for applying to Mt. Hagen Technical College!