



BOUGAINVILLE TECHNICAL COLLEGE

APPLICATION FORM – 2027

Application Instructions

(Take note of the conditions given below when completing this application form for selection to courses offered)

1. Complete all relevant sections of the application form.
2. You **MUST** attach certified copies of the following documents:
 - Transcript of academic records;
 - Certificates;
 - Reference from recent employer, (if applicable);
 - Confirmation of sponsorship, (if available).
 - Police Clearance
 - Medical Check Form
3. Include **two current passport-size photographs** with your application form.
4. Applications without the required supporting documents will be disregarded.
5. Submit your completed application to the BTC Administration Office **no later than 31st October 2026**. A **non-refundable** processing fee of **K100.00** is required for each application. Payment should be made via bank deposit to:

Account Name : **Bougainville Technical College**
Account Number : **1012625701**
Bank & Branch : **Bank South Pacific (BSP), Buka Branch**

6. Submitting an application **does not guarantee admission** into any programme.
7. All completed applications must include the **original bank deposit slip** and be addressed to:

*The Registrar
Bougainville Technical College
P.O Box 110, Buka
Autonomous Region of Bougainville, Papua New Guinea*

8. **Applications submitted without the processing fee will not be considered.**
9. Bougainville Technical College reserves the right to make changes to its programmes without prior notice.
10. **Closing Date:** October 31st 2026

FOR OFFICIAL USE ONLY

Application No: _____
Applicant Name: _____
GPA: _____
GPA Upgraded: _____

BOUGAINVILLE TECHNICAL COLLEGE

COURSES OFFERED & RELATED INFORMATION

COURSES	MINIMUM ENTRY REQUIREMENTS
APPLICANTS MUST BE ABLE TO COMPLETE GRADE 12 TO BE ELIGIBLE TO APPLY.	
Diploma Courses: (80 Weeks)	
1. Diploma in Business Studies - Management	A valid Grade 12 certificate or equivalent with the following conditions: • C” or better grades in English • C” or better grades in Advanced Mathematics, or “B” or better grade in General Mathematics. • In addition, two of the following courses, with a grade of “C” and above, will be considered to calculate the GPA: - Economics, Accounting, Business Studies, Geography, History or subjects of Natural and Physical Sciences.
2. Diploma in Business Studies – Accounting	
3. Diploma in Human Resource Management	
National Certificate (NC) Courses: (20 Weeks)	
4. NC in Metal Fabrication & Welding	A valid Grade 12 certificate or equivalent with the following conditions: • C” or better grades in English • C” or better grades in Advanced Mathematics, or “B” or better grade in General Mathematics. • In addition, two of the following courses, with a grade of “C” and above, will be considered to calculate the GPA: - Economics, Accounting, Business Studies, Geography, History or subjects of Natural and Physical Sciences.
5. NC in Automotive (Light Vehicle)	
6. NC in Automotive (Heavy Equipment Fitter)	
7. NC in Automotive Electrical	
8. NC in Automotive Body Repair & Refinishing	
9. NC in Electro Technology	
10. NC in Refrigeration	
11. NC in Office Administration	
12. NC in Commercial Cookery	
13. NC in Carpentry & Construction	
14. NC in Plumbing	



Students Participating in On-the-Job Training

PERSONAL INFORMATION

1. Current legal name;

First Name

Second Name

Last Name (in CAPITAL Letters)

2. Date of Birth.

Date

Month

Year

3. Sex.

Male ☐

Female ☐

4. Country of Citizenship

5. Your Marital Status.

Single ☐

Married ☐

6. Your Denomination.

State your denomination here

7. Emergency Contact.

Full Name (first name, LAST NAME)

Relationship to you (e.g. Father, Mother, Uncle)

Mobile Number

Email Address

Please
attached your
ID Photo
Here

8. Your Contact Details.

Mobile Number

Work Phone Number

Email Address

Facebook ID

What is the best way to contact you?

Mobile ☐

Work ☐

Facebook ☐

Email ☐

9. Physical Address

Village

Constituency / Local Level Government (LLG)

District

Town / Province

10. Registration / Student Status.

Boarding Status

Boarding ☐

Day ☐

PROGRAMME / COURSE SELECTION

IMPORTANT: IN THIS APPLICATION YOU CAN APPLY FOR ONLY ONE PROGRAMME/COURSE OF YOUR CHOICE.

Diploma Programmes

- ☐ Diploma in Business Management
- ☐ Diploma in Business Accounting
- ☐ Diploma in Human Resource Management

National Certificate (NC) Programmes

NC Levels

	1	2	3	4
☐ National Certificate (NC) in Electro Technology (Electrical)	☐	☐	☐	☐
☐ National Certificate (NC) in Metal Fabrication and Welding	☐	☐	☐	☐
☐ National Certificate (NC) in Office Administration	☐	☐	☐	☐
☐ National Certificate (NC) in Plumbing	☐	☐	☐	☐
☐ National Certificate (NC) in Automotive (Light Vehicle)	☐	☐	☐	☐
☐ National Certificate (NC) in Carpentry & Construction	☐	☐	☐	☐
☐ National Certificate (NC) in Commercial Cookery	☐	☐	☐	☐
☐ National Certificate (NC) in Heavy Equipment Fitter	☐	☐	☐	☐
☐ National Certificate (NC) in Refrigeration	☐	☐	☐	☐
☐ National Certificate (NC) in Automotive Electrical	☐	☐	☐	☐
☐ National Certificate (NC) in Auto Repair & Refinishing	☐	☐	☐	☐

EDUCATION INFORMATION

	Name of Institution	Year Completed	Awards Obtained
Secondary School			
Matriculation courses			
Tertiary Education			
1.			
<i>Other short courses & Workshops (Indicate any short courses and workshops attended since leaving school)</i>			
1.			
2.			

Attach certified copies of academic records & transcripts for (Secondary school, Matriculation courses & Tertiary Education).

FINANCIAL SUPPORT

How do you intend to finance your studies? (Circle the correct answer)

- | | | |
|------|--|----------|
| i. | Self-Sponsor (paying own fees) | Yes / No |
| ii. | Scholarship (HECAS, or others) _____ | Yes / No |
| iii. | Corporate Sponsorship (If yes please provide detail) | Yes / No |

APPLICANTS WITH PHYSICAL DISABILITIES

Are you a person with physical disabilities? **(Yes / No)**. If yes, explain nature of physical disabilities.

REFERENCE

i. Enclose Character references by two persons from any of the following:

1. Headmaster of last school attended,
2. Commissioned Police Officer,
3. Church Pastor,
4. Magistrate,
5. Village/LLG Ward Councilor,
6. A Senior Public Servant and
7. from recent employer.

APPLICANT'S CONFIRMATION

Applicant Declaration

- ☐ I declare that the information supplied in this application and the supporting documentations is true and correct.
- ☐ I will advise BTC of any changes to my contact details

Signature

Date

FINAL STEPS

1. Submit your application to the Bougainville Technical College Administration office.
2. Emailed applications can be sent through this email address bougtech.enquiries@gmail.com OR apply@boteco.ac.pg
3. The office of the Registrar will notify you upon your application.
4. If you change your contact or other details, please let us know by emailing bougtech.enquiries@gmail.com or apply@boteco.ac.pg

APPLICATION PROCEDURES

To ensure a smooth and successful application process to Bougainville 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. **Application Fee:**

A non-refundable application fee of **K100.00** is required. Deposit the fee into the college account **1012625701 at BSP Bank, Buka Branch**. Attach the deposit slip with your name clearly indicated to your application.

4. **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 **31st October 2026**.

5. **Authenticity of Certificates:**

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



6. **Medical Report:**

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

7. **Asthmatic Conditions:**

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

8. **Submission of Application:**

Send your completed application form, along with all the necessary attachments and documents, to the attention of the College Registrar.

9. **Application Checklist:**

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

- ☐ **Application Form:** Have you completely filled out the application form?
- ☐ **Application Fee:** Have you deposited the **K100.00** application fee?
- ☐ **Deposit Slip:** Have you attached the deposit slip with your name on it to this application?
- ☐ **Certificates and References:** Have you attached all necessary certificates and other reference
- ☐ **Sponsor Information:** Have you provided your sponsor's address and signature?
- ☐ **ID-Sized Photo:** Have you attached an ID-sized color photo of yourself?
- ☐ **Medical Report:** Have you attached your current medical report?
- ☐ **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 to Bougainville Technical College successfully.

Thank you for applying to Bougainville Technical College!