



## **Online Admission Manual**

This is for new students applying for a placement in any of the four colleges at Fiji National University

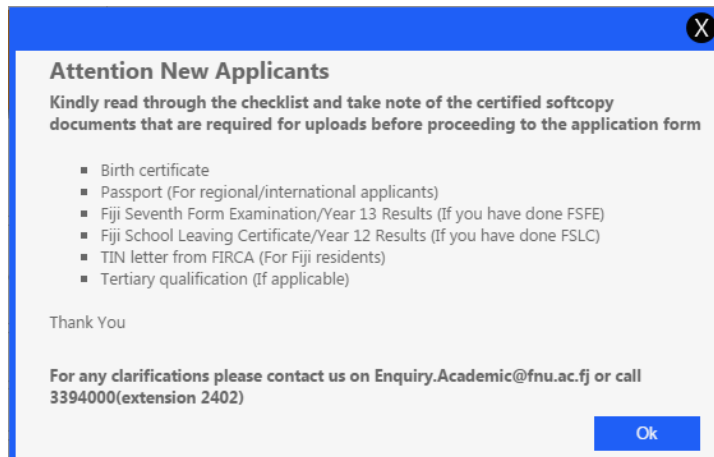
College of Agriculture, Fisheries and Forestry  
College of Business, Hospitality and Tourism Studies  
College of Engineering Science and Technology  
College of Humanities and Education

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## How to Apply Online.

- Go to FNU website: <http://www.fnu.ac.fj/new>
- Click on Admissions
- The following link opens up in a new tab.  
[www.services.fnu.ac.fj/olss](http://www.services.fnu.ac.fj/olss)
- A pop up message will appear as shown below.



The above message explains the certified softcopy documents that are need in order to complete the online admission form.

The certified softcopy documents that are required are as follows:

- Birth certificate
- Passport (For regional/international applicants)
- Fiji Seventh Form Examination/Year 13 Results (If you have done FSFE)
- Fiji School Leaving Certificate/Year 12 Results (If you have done FSLC)
- TIN letter from FIRCA (For Fiji residents)
- Tertiary qualification (If applicable)

## Step 1: Personal Details

- In this step the applicants are required to fill in their personal details.
- For Regional/International applicants Passport No. is a mandatory requirement but not TIN No.
- Local Applicants are only required to fill in their TIN No.
- Fields marked with \* are mandatory/compulsory.
- After all required details have been entered, click **Next**.

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#### Personal Details

All fields marked with (\*) are compulsory

Title:  \*

Firstname:  \*

Surname:  \*

Date of Birth:    \*

Birth Certificate Number:  \*

Gender:  \*

Father/Mother's Name:  \*

Email:  \*

Marital Status:  \*

Country of Citizenship:  \*

Town of Residence:  \*

Place of Birth:  \*

Ethnic Background:  \*

Province/Yasana(if i-Taukei):  \*

Passport No. (applicable for international students)

TIN No. (applicable for local students)  \*

## Step 2: Contact Details

- The applicant is required to fill in their Contact Details.
- The required fields are marked as shown below and should be filled before proceeding to the next page.
- There are fields that may not be relevant to all applicants therefore please fill the fields that are relevant to you.
- After all required details have been entered, click **Next**.

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#### Contact Details

All fields marked with "(\*)" are compulsory

Permanent Home Address

Residential Address:

Postal Address:

Telephone No:

Mobile No:

Fax No:

Current Address(place where you stay and study)

Address:

Telephone No:

Mobile No:

Emergency Address

Next of kin name:

Address:

Telephone No.

Mobile No.

Postal Address:

Relationship to kin:

Work Address

Work Address:

Company Name:

Company phone no:

Work email address:

## Step 3: Your Education/Work Details

- This is an optional section where applicants are required to select their Education/ Work Details.
- After fields have been filled, click **Next**.

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#### Education \ Work Details

\*Please fill in details relevant to you

Education Details

Highest Qualification:

Institute of Study:

Year start:

Year end:

Work Experience

First Employer

Employer:

Position held:

Year Start:

Year End:

Second

Employer:

Position held:

Year Start:

Year End:

Third

Employer:

## Step 4: Your Secondary School Results

- This is an optional section where applicants are required to fill in their Secondary School Results.
- If the applicant has set for an external exam such as FSLC or FSFE then they must fill in the required details.
- After fields have been filled, click **Next**.

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#### Secondary School Details

\*Please skip this step if not applicable to you.

Fiji Seventh Form Examination(FSFE)  **Please tick the checkbox**

\*If you are going to receive your FSFE results by the end of this year please check this box and fill in the Index number and Year below.

School:  **Choose the school**

Index No.:  **Enter your Index No.**

Total Mark of Best 4 Subjects:  **Enter the Total Mark of Best 4 Subjects**

Year completed or going to:  **Select the year that you are going to complete your Form 7 studies or the year completed**

Fiji School Leaving Certificate(FSLC)

\*If you are going to receive your FSLC results by the end of this year please check this box and fill in the Index number and Year below.

School:

Index No.:

Total Mark of Best 4 Subjects:

Year completed or going to:

X

**Previous** **Next**

## Step 5: Programme of Study

- In this section the applicant will have to choose the Programme of Study.
- Qualification type should be selected from the drop-down list.
- Programme should be selected from the drop-down list.
- Major1 should be selected from the from the drop-down list. Some program consists of 2 majors, hence Major2 will be activated for selection.
- Period Offered In will be selected automatically by the system
- Venue offered in should be selected from the drop down list.
- There are 3 choices where the 1<sup>st</sup> choice is mandatory and other 2 choices are optional.
- After the choices are filled, click **Next**.

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#### Programme of Study

All fields marked with (\*) are compulsory. You are required to choose at least one programme.

Year of Study:

**Important: Check Programme Requirement Before Choosing Your Programme** [Click to View](#)  
Note: For College of Medicine, Nursing and Health Science kindly click on the link below to download a manual application form. [Click to download](#)  
If you wish to apply for Masters Programmes, please download and complete the application Form Attached and submit to the Academic Office at the nearest campus [Click to download](#)

First Choice

Qualification Type: \*

Programme:

Major1:

Major2  :

Period offered in:

Venue offered in:

Second Choice (if you don't have a 2nd choice please leave it blank)

Qualification Type:

Programme:

Major1:

Major2  :

Period offered in:

Venue offered in:

Third Choice (if you don't have a 3rd choice please leave it blank)

Qualification Type:

Programme:

Major1:

Major2  :

Period offered in:

Venue offered in:



## Step 6: Other Details

This is an optional section where applicants are required to include their Funding Details, Medical History and Hostel Accommodation.

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**Other Details**

**Funding Details**

Private  Sponsored Sponsor's name:

**Medical History**

Please indicate whether you have any medical condition(s) or major illness(es) that FNU should be aware of (attach medical certificate if applicable in the upload section)

**Hostel Accommodation**

Intending to reside at the FNU Hostel  Yes  No

Preferred location (if applicable)

Please tick the desired checkbox if you would or wouldn't want to stay at the FNU Hostel

For more info please contact the Halls of Residence warden on:  
Student Services Administrator,  
UniServices Department (Hostels), Fiji National University,  
Telephone: (679) 3381722/ (679) 311700 Ext 1861  
Address: P.O.Box 7222, Nasinu, Fiji Islands.

Email to student Services Administrator: SSA@fnu.ac.fj

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When selecting Sponsored, please enter the Sponsor's name in the box

Enter any Medical History or details here

After the above details are filled, click on Next

## Step 7: File Uploads

- Uploading of Birth Certificate is a mandatory requirement for all applicants.
- Passport copy: If the applicant is a regional/international applicant then he/she should upload the Passport copy.
- If the applicant has filled in their [Education Details](#) then the applicant will have to upload their grade transcript.
- If the applicant has filled in their [FSFE](#) or [FSLC](#) marks then the applicant will have to upload their examination results.
- Uploading of TIN Number Letter is an optional requirement.
- Uploading of Medical Certificate and Letter from Employer is an optional requirement.
- Once all the required documents are uploaded then click **Next**.

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#### File uploads

The application will not be processed if the following or relevant photocopied and certified copies of documents have not been attached.

Birth certificate Upload:  
 No file chosen

Passport copy (for regional/international applicant)  
 No file chosen

If you have entered Tertiary qualification please upload your grade transcript:  
 No file chosen

If you have entered Secondary exam marks please upload your results if any:  
Fiji Seventh Form Examination Results(FSFE):  
 No file chosen  
Fiji School Leaving Certificate(FSLC):  
 No file chosen  
TIN Number letter from FIRCA  
 No file chosen  
Medical certificate (if applicable)  
 No file chosen  
Letter from Employer(if applicable)  
 No file chosen

## Step 8: Submit Application

- In this final step once the applicant clicks the submit button the applicants AP number will be generated and will be sent to applicants email.

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#### Submit Application

Note - Once submitted you will receive an AP number please use this number to check your progress of the application. An email will also be sent to your email address with the AP number. Once you click **Submit** you will confirm to the declaration below.


I undertake to comply with the rules and regulations of the Fiji National University. I authorize the Fiji National University to collect from, and disclose to, appropriate third parties such information that it may require to establish and administer my account with the University. I declare to the best of my knowledge that all the information supplied with this application form is true and complete in all significant particulars. I understand that making a false declaration is an offence.

**Submit**

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## Welcome to FNU



### Application Sent

Thank you for choosing FNU as your tertiary education provider.  
Please also note down your Ap number **AP2012040875** . An email has been sent in regard to your application. An offer letter will also be sent if you meet the minimum entry requirement for the programme of your choice else an update on your application status will be provided to you within the next 3 working days.

[Back to new application](#)

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- You will receive an acknowledgement email as shown below with the details in the email body.

Application received - AP2012040875 - Fiji National University

Inbox x



ApplicationOnline <ApplicationOnline@fnu.ac.fj>

10:21 AM (8 minutes ago) ☆



to me ▾

Dear Applicant

Thank you for applying to Fiji National University. We have received your application and it is currently in process. You will be notified of your application status after verification of documents received, information supplied and eligibility to the programme.

For any further queries, email Academic Office at [Enquiry.Academic@fnu.ac.fj](mailto:Enquiry.Academic@fnu.ac.fj)

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