

## FILL IN THIS FORM IF YOU ARE ENROLLING IN A:

- + Master's programme
- + Postgraduate certificate or diploma
- + Post-experience certificate or diploma

OFFICE USE ONLY		
RECEIVED		
ENTERED		
CHECKED		

All postgraduate applicants, except those applying for a PhD programme, can apply online at [www.wgtn.ac.nz/enrol](http://www.wgtn.ac.nz/enrol)

PhD applicants may apply online at [www.wgtn.ac.nz/fgp](http://www.wgtn.ac.nz/fgp) Questions about the PhD should be emailed to [pg-research@vuw.ac.nz](mailto:pg-research@vuw.ac.nz)

International postgraduate students enrolling for the first time should contact Wellington University International. Phone +64 4 463 5350 or email [international@vuw.ac.nz](mailto:international@vuw.ac.nz)

### 1 STUDENT TYPE

Tick one box below and follow the icon through the application.

- F** First year: This will be my first enrolment at a New Zealand university in a degree.
- R** Returning: My most recent university enrolment was at Victoria University of Wellington. In what year?
- T** Transferring: My most recent university enrolment was at another New Zealand university.

Have you ever applied to enrol at Victoria University of Wellington before?

- Yes In what year?   No

What is your Victoria University of Wellington Student ID number (if known)?

Full name as shown on your passport or birth certificate

### 2 PROGRAMME OF STUDY

FRT

**Note:** Programmes and courses may be cancelled by the University as a result of insufficient student demand or other unforeseen circumstances.

#### 2.1 Programme

What programme are you applying for? (e.g. MSc)

For programme codes, go to [www.wgtn.ac.nz/postgraduate](http://www.wgtn.ac.nz/postgraduate)

What is your major or subject area?

Do you intend to study this programme on campus or by distance?

- Campus  Distance

When do you intend to begin your study?

- Trimester 1  
 Trimester 2  
 Trimester 3  
 Other (month and year)

I expect to complete my qualification if I pass the courses I have selected for this period of enrolment.

Ensure you have checked programme requirements.

- Yes >  Trimester 1  
 Trimester 2  
 Trimester 3  
 No

## ENROLMENT APPLICATION DUE DATES FOR ALL 2020 TRIMESTERS

- |  |                 |
|--|-----------------|
| + International students making a first-year application for March 2020 intake       | 1 December 2019 |
| + Limited-entry programmes and limited-entry courses, if you are not a school leaver | 1 December 2019 |
| + All other applicants, programmes and courses                                       | 20 January 2020 |
| + Documentation  | 20 January 2020 |

The University has a primary enrolment period for 2020. This means that to study any course or programme taught in any of the three trimesters, you will need to submit your application by the dates indicated above.

Please go to [www.wgtn.ac.nz/dates](http://www.wgtn.ac.nz/dates) for specific closing dates for qualifications.



**5 ADDITIONAL FORMS****FRT**

Some courses and programmes of study require additional forms to be completed. The forms can be obtained:

- + online at [www.wgtn.ac.nz/masters](http://www.wgtn.ac.nz/masters) for the Application for Master's Degree by Thesis or with a Thesis Component form.
- + by phoning 0800 04 04 04 and stating which programmes and courses you plan to apply for.

For courses and programmes, go to [www.wgtn.ac.nz/postgrad](http://www.wgtn.ac.nz/postgrad)

**6 NATIONAL STUDENT NUMBER****FRT**

6.1

6.2 Date of birth     
Day Month Year

**7 PERSONAL INFORMATION****FRT**

7.1 First name

7.2 Middle name(s)

7.3 Surname

7.4 Preferred name   
(If different from that shown in section 7.1)

7.5 Legal name   
(As on your passport, birth certificate or marriage certificate)

7.6 Previous surname   
(If different from that shown in section 7.3)

7.7 Previous first name  Previous middle name(s)   
(If different from that shown in section 7.1)

7.8 Gender  Male  Female  Gender X (gender diverse)

**8 CITIZENSHIP****FRT**

Certified documentation is essential for first year and transferring students (see section 21).

Tick one box below.

- New Zealand citizen
- Australian citizen
- New Zealand residency
- Australian residency
- Diplomatic passport
- Study permit
- Other citizenship

Enter below the country for which you hold citizenship:

**9 ETHNIC GROUP****FRT**

Tick up to three relevant boxes below.

- New Zealand European/Pākehā
- New Zealand Māori

Specify up to three iwi/hapū

  
  


- African
- Australian
- British/Irish
- Cambodian
- Chinese
- Cook Island Māori
- Dutch
- Fijian
- Filipino
- German
- Greek
- Indian
- Italian
- Japanese
- Korean
- Latin American
- Middle Eastern
- Niuean
- Polish
- Samoan
- South Slav
- Sri Lankan
- Tokelauan
- Tongan
- Vietnamese
- Other Asian
- Other European
- Other Pacific peoples
- Other Southeast Asian
- Other

**10 CONTACT DETAILS****FRT**

10.1 What is your main contact address?

**It is important that you always keep this address up to date.**

  
  
  
 Postal code

10.2 What is your alternative address?

(Mail will be sent here if returned from your main contact address.)

  
  
  
 Postal code

10.3 Contact numbers:

	Country code	Area code	Number	Extension
Day				
Evening				
Mobile				
Fax				

**11 EMAIL****FRT**

What is your main email address?

(Your enrolment will be delayed if an email address is not provided.)

- I acknowledge that the University will use my email address as the primary means of communication.



16.1 What was your main activity or occupation in New Zealand at 1 October 2019? If you were not living in New Zealand, tick 'Overseas'.

- House-person or retired
- Non-employed or other beneficiary (excluding retired)
- Overseas (irrespective of occupation)
- Polytechnic student
- Private training establishment student
- Secondary school student
- Self-employed
- University student
- Wage or salary worker
- Wānanga student
- Other

16.2 Where did you live during the past 12 months?

- I was living at a New Zealand address (please enter the postcode for where you were living):
- I was living overseas

17.1 What was the name of the last secondary school you attended (excluding any overseas exchange study), and what was your last year at that school?

School  Year

If you attended secondary school overseas, please continue to question 17.2.

17.2 What is the highest qualification you hold from a secondary school?

- 14 or more credits at any level
- NCEA Level 1 or School Certificate
- NCEA Level 2 or 6th Form Certificate
- NCEA Level 3 or Bursary or Scholarship
- No formal secondary qualification
- Overseas qualification, e.g. Cambridge International Examinations (CIE) or International Baccalaureate (IB)
- University Entrance
- Other

18.1 What type of residence will you be living in while studying?

- Boarding in a private home
- Flating
- Hall of residence
- Living at home with family
- Own home
- Other > Please specify

18.2 What were the three most useful sources of information about studying at Victoria University of Wellington?

(Enter a rank of 1, 2 or 3, where rank 1 is the most important)

- Attending a careers expo or information evening
- Friends and family
- Information in the workplace
- The University's website
- The University's liaison officers
- The University's publications, brochures or booklets
- Other > Please specify

18.3 What were the three most important reasons for choosing to study at this university?

(Enter a rank of 1, 2 or 3, where rank 1 is the most important)

- Availability and standard of accommodation available
- Campus and social life at the University
- Experience at the University's Open Day
- It has the best reputation
- It is a recommendation or requirement for my work
- It is close to where I live and/or work and/or my family
- It offers the best option for the course I want to do
- It offers the only option for the course I want to do
- Student facilities, e.g. library, computer labs, recreation centre
- Student support services, e.g. careers advice, learning support
- The cost of courses and fees
- The lifestyle and opportunities of living in Wellington city
- Other > Please specify

You must have a current or valid visa at the time of re-enrolment. If you do not, please contact Wellington University International as soon as possible.

Under the Code of Practice, all international students must have appropriate medical and travel insurance.

See [www.wgtn.ac.nz/international](http://www.wgtn.ac.nz/international)

Do you want to buy the Victoria University of Wellington-approved insurance policy (approximately NZ\$600) for the 2020 academic year?

Yes  No

Yes > By ticking this box you will automatically be covered by Victoria University of Wellington-approved insurance and your student ID will become your policy number. There is no need to sign a form. You can pay for this insurance when you pay your tuition fees.

No > You must purchase a policy that meets the Code of Practice standards before you can enrol. Attach a certified copy of your insurance certificate (in English) to this application form. Ensure that you note your full name and Victoria University of Wellington student ID number on every page. For further details see [www.wgtn.ac.nz/international](http://www.wgtn.ac.nz/international)

**Note:** Many policies do not meet the Code of Practice standards, so it is vital that you check with Wellington University International before purchasing a policy. You will not be able to enrol if you purchase an insurance policy that does not meet the Code of Practice standards.

- The information set out in this application and supporting documents is true and complete to the best of my knowledge. I understand that if I withhold information or provide false or misleading information my enrolment may be declined or terminated.
- I understand that I will not be admitted into the course or programme for which I have applied:
  - + unless my application complies with the University's admission and enrolment requirements and relevant qualification regulations; and
  - + until any conditions advised by the University have been satisfied.
- I agree that upon acceptance of an offer of study or an offer of place or signing of the International Enrolment Application Form in any course or programme:
  - + I will become bound by and will comply with all University statutes, policies, regulations and procedures. I specifically acknowledge my obligations under the Student Conduct Statute and the Acceptable Use of Information Systems Statute; and
  - + Unless my eligibility for Fees-Free has been confirmed by the Tertiary Education Commission, I will become liable for fees and levies as advised by the University. Non-payment of fees, ceasing to attend or verbally advising a member of staff will not be accepted as notice of withdrawal. Information on withdrawals and refunds is available on the University website.
- I understand and accept that, once my University email address is active, it will become the University's primary means of communicating with me and that email communication to that address will amount to written notice to me. I undertake to check my University email address on a regular basis.
- I understand that the University may amend course and programme offerings, fees, levies, statutes, policies, regulations and procedures without notice.
- I understand that the University will not be liable to me for any loss damage, or cost of any kind that I may suffer or incur as a result of my enrolment, study or activities at Victoria University of Wellington.
- I understand that the information I provide is being collected for the purposes described in, and will be used in accordance with, the University's Privacy Notice (available at [www.wgtn.ac.nz/privacy](http://www.wgtn.ac.nz/privacy)).

#### ADDITIONAL TERMS FOR DOCTORAL STUDENTS ONLY

- I give permission to have my expression of research interest statement and writing sample analysed by plagiarism detection systems operated and/or licensed by the University.
- I understand that meeting the minimum entry criteria does not guarantee me a place at the University, and if my application is declined, the University is not required to provide reasons.
- I understand that if I were to be awarded a scholarship, my name and details may be published.

#### INTERNATIONAL STUDENTS ONLY

- I understand that I must meet the requirements of Immigration New Zealand to study in New Zealand.
- I authorise Immigration New Zealand and the Ministry of Business, Innovation and Employment to provide the University with any personal details regarding my immigration status, including any information that I have submitted to Immigration New Zealand in the course of any visa or permit application.
- I further agree that the University may supply personal information to Immigration New Zealand and the Ministry of Business, Innovation and Employment where the University considers the information relevant to my immigration status.
- I understand that I must notify the University of any change in my contact details, accommodation type, residential address or immigration status.
- I authorise the University to forward to their preferred insurance provider, and their insurance broker, personal details that are relevant to my insurance cover, including my name, date of birth, gender, student ID number, enrolment status and type, date of cover and amount paid. Further information about the preferred University travel and health insurance option for international students, the cover and rates, can be found on the Wellington University International website (at [www.wgtn.ac.nz/international](http://www.wgtn.ac.nz/international)). I am aware of the tuition and living costs associated with studying in the course or programme and I am able to meet all expenses (including medical expenses) for the duration of my study. I understand that if I am unable to meet these costs, the University and the New Zealand Government will not be expected to help me.
- I understand that the University has the right to terminate my enrolment in accordance with the Cancellation or Refusal of Enrolment Procedure ([www.wgtn.ac.nz/documents/policy/academic/cancellation-or-refusal-of-enrolment-procedure.pdf](http://www.wgtn.ac.nz/documents/policy/academic/cancellation-or-refusal-of-enrolment-procedure.pdf)) and Admissions and Enrolment Statute ([www.wgtn.ac.nz/documents/policy/academic/admission-and-enrolment-stature.pdf](http://www.wgtn.ac.nz/documents/policy/academic/admission-and-enrolment-stature.pdf))
- I understand the consequences and types of disciplinary action that the University may take if I do not comply with the Student Conduct Statute ([www.wgtn.ac.nz/documents/policy/student-policy/student-conduct-stature.pdf](http://www.wgtn.ac.nz/documents/policy/student-policy/student-conduct-stature.pdf))
- I understand that if I travel to New Zealand, do not complete my enrolment and request a refund of my pre-paid tuition fees, I will be charged an administration fee of NZ\$1,000. I also understand that the monies will be refunded to the originating bank account

Sign here

Date

Day Month Year

#### PERSONAL DETAILS

All students, except returning students, need to attach certified proof of identity/name:

- Birth certificate
- Passport
- Marriage certificate or deed poll if you have changed your name

#### CITIZENSHIP

All students, except returning students, need to attach certified proof of citizenship/permanent residency, i.e. at least one of the following:

- New Zealand birth certificate or New Zealand/Australian passport
- Certificate of New Zealand Citizenship
- Permanent Residency visa and passport

#### ADMISSION

All students, except returning students, applying for Qualification Assessment above Entrance Level Admission need to attach certified proof of academic qualifications where these were not taken at Victoria University of Wellington:

- Academic transcript

#### ID CARD

All students, except returning students, need to attach

- Completed ID card application and photo (refer to section 3)

#### SUPPLEMENTARY FORMS

Some programmes and courses require additional forms to be completed. The forms can be obtained by phoning 0800 04 04 04 and stating which programmes and courses you plan to apply for.

#### READ, SIGNED AND DATED DECLARATION

All students, INCLUDING returning students

- Yes

#### DOCUMENTATION

Each page of every copy of an original document required for this application must be **certified** as a true copy of the original and **signed and stamped** by the institution that issued it, or by a solicitor, notary public, justice of the peace or authorised Victoria University of Wellington staff member. If the original document is not in English, a certified translation must also be provided.

#### Returning students

Documentation may be required where there has been a change since your last enrolment or where you have had a considerable period of time away from study.

#### Returning international students

- Certified copy of passport and visa

(see section 19 for more details)

Return this application together with your documentation by the relevant due date to:

#### THE ENROLMENT OFFICE

Level 1, Hunter Building  
Victoria University of Wellington  
PO Box 600  
Wellington 6140  
New Zealand

YOU CAN GO ONLINE AND ENROL  
[www.wgtn.ac.nz/enrol](http://www.wgtn.ac.nz/enrol)