POSTGRADUATE ENROLMENT APPLICATION 2020

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

All postgraduate applicants, except those applying for a PhD programme, can apply online at www.wgtn.ac.nz/enrol
PhD applicants may apply online at www.wgtn.ac.nz/fgr Questions about the PhD should be emailed to 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

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

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

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 for specific closing dates for qualifications.
### 2.2 Course selection

Enter in the table below the details for all the courses you wish to study in the 2020 academic year.

Refer to the course finder at [www.wgtn.ac.nz/courses](http://www.wgtn.ac.nz/courses) for the subject codes, course numbers, trimester and stream/campus.

To help you complete this section, we have filled in a sample course for you.

<table>
<thead>
<tr>
<th>Course reference number (CRN)</th>
<th>Subject code</th>
<th>Course number</th>
<th>Trimester</th>
<th>Stream, campus</th>
<th>STATUS</th>
<th>APPROVAL SIGNATURE</th>
</tr>
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<tr>
<td>2 7 2 0 4 E D U C 5 0 3 1/3</td>
<td>Kelburn</td>
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<td>Sample only</td>
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#### 3.1 Membership of VUWSA (Victoria University of Wellington Students' Association) is free. See [www.vuwsa.org.nz](http://www.vuwsa.org.nz) for more information.

- Do you wish to join VUWSA?  
  - Yes  
  - No

#### 3.2 Do any of your parents have a university qualification?  
- Yes  
- No  
- Not sure

#### 3.3 Are you from a refugee background?  
- Yes  
- No  
- Not sure

#### 3.4 While studying, you can access free healthcare on campus if you sign up with Student Health as your primary health organisation (PHO). If you are an international student, you can also access Student Health services, but must have an accepted health insurance plan. For more information, go to [www.wgtn.ac.nz/student-health/costs](http://www.wgtn.ac.nz/student-health/costs).

Would you like to receive a sign-up form for Student Health?  
- Yes  
- No

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#### 4 APPLICATION FOR STUDENT ID CARD  

You must have a current student ID card. The card serves as your library card, ID card and access card (for computer labs, etc). [Attach a passport-sized photo now OR email your photo with your full name, date of birth and student ID number to enrolments@vuw.ac.nz](mailto:enrolments@vuw.ac.nz) to avoid waiting in long queues at peak times. If required, returning students can collect an update sticker from their Faculty Student and Academic Services Office.

Your ID card must be collected from the Enrolment Office and will not be issued unless you are fully enrolled and your fee payments are up to date or a Student Loan application has been confirmed.

Tick one box that applies to you.  
- First year at Victoria University of Wellington—no charge  
- Returning (lost/damaged cards)—fee to be paid at Student Payments prior to collection of card

<table>
<thead>
<tr>
<th>Student ID number (If known)</th>
<th>Date of birth</th>
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<tr>
<td>Full name</td>
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Some courses and programmes of study require additional forms to be completed. The forms can be obtained:
+ online at 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

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:

Tick up to three relevant boxes below.
- New Zealand European/Pākehā
- New Zealand Māori

Specify up to three iwi/hapū

Tick up to three relevant boxes below.
- 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

What is your main email address?

I acknowledge that the University will use my email address as the primary means of communication.
If you are a returning student, please go to section 15.

Select only one admission type from the following options.
Certified documentation is essential, see section 21.

a) Qualification Assessment Above Entrance Level
   This includes any tertiary-level study at another institution.

b) Special Admission
   This option is for New Zealand and Australian citizens,
   permanent residents and diplomatic passport holders who
   are over 20 years of age and do not hold a university entrance
   qualification.

13.1 Are you Deaf and/or do you identify as having a disability, impairment, injury or medical condition?
   Yes > complete the Students with a Disability form
   and return with your Enrolment Application
   No

12 EMERGENCY CONTACT F R T

12.1 Whom in New Zealand may we contact in an emergency?

First name

Surname

12.2 Emergency contact phone number

(Include area code)

12.3 Relationship

13 DISABILITY INFORMATION F R T

13.1 Are you Deaf and/or do you identify as having a disability, impairment, injury or medical condition?
   ■ Yes > complete the Students with a Disability form
   and return with your Enrolment Application
   ■ No

14 ADMISSION DETAILS F T

If you are a returning student, please go to section 15.
Select only one admission type from the following options.
Certified documentation is essential, see section 21.

a) Qualification Assessment Above Entrance Level
   This includes any tertiary-level study at another institution.

b) Special Admission
   This option is for New Zealand and Australian citizens,
   permanent residents and diplomatic passport holders who
   are over 20 years of age and do not hold a university entrance
   qualification.

15 NON-VICTORIA UNIVERSITY OF WELLINGTON TERTIARY STUDY F R T

+ If you are a returning student, complete this section only if you have studied at another tertiary institution since your last enrolment at this university. Otherwise, go to section 16.
+ List all previous tertiary study in New Zealand and overseas, excluding any study at this university.
+ Certified documentation is essential (see section 21).

<table>
<thead>
<tr>
<th>Degree/qualification</th>
<th>Institution</th>
<th>Date started (month and year)</th>
<th>Date ended (month and year)</th>
<th>Completed</th>
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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

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

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.
1. The information set out in this application and supporting documentation 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.

2. 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.

3. 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.

4. 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.

5. I understand that the University may amend course and programme offerings, fees, levies, statutes, policies, regulations and procedures without notice.

6. 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.

7. 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).

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. 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) and Admissions and Enrolment Statute (www.wgtn.ac.nz/documents/policy/academic/admission-and-enrolment-statute.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-statute.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

Sample Form:

**Declaration**

**Checklist**

**Personnel 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 10 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