



# International student application form 2013

Please complete **ALL sections**, in English, using a blue or black pen. Scan and email with required documents to [international@op.ac.nz](mailto:international@op.ac.nz) or mail to the address in section 13. This application will not be processed unless full documentation is attached.

## 1. PROGRAMME OF STUDY AT OTAGO POLYTECHNIC

What programme/qualification is this application for?

1st choice
2nd choice

Campus location?  Dunedin  Central Otago  Auckland

Refer to programme information in the prospectus or [www.op.ac.nz](http://www.op.ac.nz) for programme details and their campus locations

When do you intend to begin study at either our Dunedin or Central Otago campuses?  February (semester one)  July (semester two)

Other (please specify) \_\_\_\_\_

When do you intend to begin study at our Auckland Campus?

Do you require Foundation Studies (ESOL) (Levels 1-4) English language learning or English PLUS first?  Yes  No

Which campus would you like to learn Foundation Studies (ESOL) (Levels 1-4) English or English PLUS at?  Dunedin  Auckland

When do you intend to begin Foundation Studies (ESOL) (Levels 1-4) English language learning or English PLUS?

**EXCHANGE AND STUDY ABROAD STUDENTS** (Including students from our partner institutions. Dunedin campus only.)

Are you applying as an exchange student?  Yes  No

Are you applying as a study abroad student?  Yes  No

What is your home institution?

Country?

At which year or level do you intend to enter your programme?

Do you intend to apply for the transfer of credits from your previous study for advanced standing?  Yes  No

\*More information about what to submit with your advanced standing application will be sent to you.

## 2. STUDENT PERSONAL DETAILS

Family name

First name(s)

Preferred name

Gender  Female  Male Title  Miss  Mrs  Ms  Mr  Dr  Other

Date of Birth

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Nationality

Email

Day Month Year

As shown in your passport

**Your address**

Postal code

Email

Telephone

Mobile

Country Area Number

Country Area Number

**Who should we contact in an emergency? (If you are under 18 please specify guardian details)**

Name

Address

Email

Relationship

Telephone

Mobile

Country Area Number

Country Area Number

**Appointment of Agent (If applicable)**

Name

Telephone

Company

Mobile

Email

Agent/Representative Stamp

Are you an Otago Polytechnic Registered Agent?  Yes  No (If no, please contact us to register)

**3. WHAT IS YOUR INTENDED CAREER?**

Do you think your chosen qualification will help you achieve this career aspiration?  Yes  No

**4. QUALIFICATIONS AND ACADEMIC RECORDS**

(include certified copies of both your secondary and tertiary academic transcripts and your final award)

**Secondary studies** (High School, Secondary School)

Name of Qualification e.g. Secondary School Diploma	Institution	Country	Date completed

**For students who have studied in a New Zealand Secondary school, what is the highest award you hold?**

No Formal Secondary Qualification

14 or More Credits at Any Level

NCEA Level 1 or School Certificate

NCEA Level 2 or Sixth Form Certificate

NCEA Level 3 or Bursary or Scholarship

University Entrance

Not Known

Other (please specify) \_\_\_\_\_

**Tertiary studies** (College, University, Polytechnic, Teacher's College)

Name of Qualification e.g. Diploma, BSc, BA	Institution	Country	Date completed

**5. ENGLISH LANGUAGE PROFICIENCY** (include certified copies of your English Language Test Results)

My first language is

If you have gained an English language proficiency qualification in the last two years please provide details (tick)\*

- IELTS    TOEFL    TOEIC    No test taken    I have booked for an English Language Proficiency Test (IELTS, TOEFL or TOEIC)

Please estimate your current level of English (tick)

- Beginner    Elementary    Pre-Intermediate    Intermediate    Upper-Intermediate    Advanced

If you can provide other evidence of your English language ability please state:

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ESOL programme information at [www.op.ac.nz/esol](http://www.op.ac.nz/esol) (Note: You do not require an English Language Test to enter our ESOL programmes.)  
\*We accept other English proficiency tests. Contact us for more information.

**6. STATISTICAL INFORMATION** (This information is required by the Ministry of Education)

Will this be the first year you have ever enrolled in a University, Polytechnic, College of Education, Private Training Establishment in New Zealand or overseas since leaving school?

- Yes    No (If "No" what year did you first enrol? e.g. 2005) \_\_\_\_\_

Which main activity best describes your situation on 1 October, in the year before the start of the course you are applying for?

- Not in New Zealand (irrespective of occupation)  
 Other (please specify) \_\_\_\_\_

**7. DISABILITY DETAILS** (This information is confidential, and used to support students in their study)

Do you have any disability that may affect your study?  Yes    No

If yes, how could we support you in your studies?

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NOTE: Disability support is available to you at your own cost

**8. MARKETING INFORMATION**

How did you hear about Otago Polytechnic? (please tick one)

- |   |  |
|---|--|
| <input type="checkbox"/> Family member/friend                       | <input type="checkbox"/> Education fair/expo |
| <input type="checkbox"/> New Zealand/NZ Embassy/NZ Education Centre | <input type="checkbox"/> Advertisement       |
| <input type="checkbox"/> Internet                                   | (please specify) _____                       |
| <input type="checkbox"/> Teacher/careers advisor                    | <input type="checkbox"/> Educational agency  |
| <input type="checkbox"/> Other (please specify) _____               |  |

**9. COMPULSORY HEALTH & TRAVEL INSURANCE**

The Code of Practice for the Pastoral Care of International Students requires all international students to have comprehensive health and travel insurance. We can arrange insurance for your period of study. (It is recommended that Otago Polytechnic arranges your insurance, so that it is Code compliant.)

Do you want us to arrange insurance for you?  Yes    No

**10. ACCOMMODATION**

Do you want us to make homestay<sup>1</sup> arrangements for you?  Yes    No

Do you require other accommodation advice?  Yes    No

<sup>1</sup> Homestay is living with a local area family, with most meals provided

## 11. STUDENT DECLARATION

- a. I declare that the information I have supplied on this form and in the attached documents is true and correct. I authorise Otago Polytechnic to obtain official records from any educational institution that I have previously attended. I understand that Otago Polytechnic reserves the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information.
- b. I agree to abide by all relevant statutes, regulations, rules, codes and policies of Otago Polytechnic.
- c. I am aware that enrolment in any Programme/Course/Course Occurrence is conditional upon and subject to sufficient numbers of students enrolling in that Programme/Course/Course Occurrence.
- d. I authorise the sharing of information between Otago Polytechnic and Immigration New Zealand. I understand that Immigration New Zealand will be notified if my enrolment is cancelled due to my poor attendance and/or academic progress.
- e. I consent to OPSA (Otago Polytechnic Student Association) and Otago Polytechnic using the information supplied here, and my Student Identification Card photograph, for official purposes only, and to the storage of information on their data systems, in accordance with the provisions of the Privacy Act, 1993.

**Applicant's Signature:**

**Date:**

Print your name in English:

Signature of parent/guardian is required for applicants under 18 years

**Signature of Parent/Guardian:**

**Date:**

Print your name in English:

## 12. APPLICATION CHECKLIST

Ensure you have completed all the required sections of this form

**NOTE: No application will be processed until all required documents are received**

**Have you included?** (do not send original documents – send certified<sup>2</sup> copies only)

- Certified copies of English translations (required if not in English) of your academic records, including your academic transcripts for both secondary and tertiary study and a copy of your final award for your diploma or degree, and other qualifications (as applicable).
- A copy of your official English Language test results (if applicable).
- A copy of your passport's photo pages.
- Resumé/curriculum vitae (if applicable).
- References, portfolio or any other additional information (if applicable).

See 'Your step by step guide to applying and enrolling into a programme' for more help and information.

<sup>2</sup> A certified copy is a photocopy that has been officially stamped or endorsed by a person who can confirm that the copy is a true copy of your document. The person who certifies the copy must be authorized to do so by law in your home country or New Zealand, such as a lawyer, a Justice of the Peace, a court official, a notary public or a Member of Parliament. Otago Polytechnic Customer Services and Liaison team or our current registered agents may also certify documents.

## 13. APPLICATION SUBMISSION OPTIONS

You can email your scanned application and all supplementary documentation to: [international@op.ac.nz](mailto:international@op.ac.nz)  
**OR** mail it to the postal address below **OR** apply online at [www.op.ac.nz](http://www.op.ac.nz)

**Courier Address**

Otago Polytechnic Customer Services  
Forth Street  
Dunedin  
New Zealand  
Postcode 9016

**Postal Address**

Otago Polytechnic Customer Services  
Private Bag 1910  
Dunedin  
New Zealand  
Postcode 9054

**Phone** +64 3 477 3014

**Freephone** 0800 762 786 (New Zealand only)

**Fax** + 64 3 471 6870

**Email** [international@op.ac.nz](mailto:international@op.ac.nz)

**Website** [www.op.ac.nz](http://www.op.ac.nz)

# Your step by step guide to applying and enrolling into a programme

[www.otagopolytechnic.ac.nz/students/international-students/how-to-apply.html](http://www.otagopolytechnic.ac.nz/students/international-students/how-to-apply.html)

	WHAT YOU NEED TO DO	WHAT WE WILL DO
<b>YOU ARE HERE</b> <b>Step 1</b>	<b>Complete the International Student Application Form.</b>	<b>We are here to help</b> and can send you information about Otago Polytechnic and your intended programme of study.
<b>Step 2</b>	<p><b>Submit your application</b> at least three months before your programme starts, as a scanned email, by post or online at <a href="http://www.otagopolytechnic.ac.nz/students/apply-to-enrol.html">www.otagopolytechnic.ac.nz/students/apply-to-enrol.html</a></p> <p><b>WE REQUIRE WITH YOUR ESOL APPLICATION FORM:</b></p> <p><b>Official identification:</b> A photocopy or scanned copy of the photo page of your current passport.</p> <p>You can apply anytime for our English Language (ESOL) programmes. For ESOL, we will not require an English language test result.</p> <p><b>WE REQUIRE WITH YOUR APPLICATION FORM FOR ALL OTHER PROGRAMMES:</b></p> <p><b>Official identification:</b> A photocopy or scanned copy of the photo page of your current passport.</p> <p><b>Your academic history:</b></p> <ul style="list-style-type: none"><li>&gt; Certified English language translations of your <b>academic records</b>, including your academic transcripts from your previous study (secondary school or tertiary study)</li><li>&gt; Certified copy(ies) of <b>your final award (the diploma or degree you received)</b> and any other qualifications you have received</li><li>&gt; <b>Proof of your English language capabilities:</b> A copy of your official English language test results. We accept IELTS or TOEFL results.</li></ul>	<p>Communicate with you and respond to any questions or concerns you have.</p> <p>Email <a href="mailto:international@op.ac.nz">international@op.ac.nz</a> Phone <b>+64 3 477 3014</b></p> <p><b>We may ask for other requirements, such as:</b></p> <ul style="list-style-type: none"><li>&gt; A copy of your current resumé or curriculum vitae</li><li>&gt; Letters of reference</li><li>&gt; A portfolio (Creative Studies, Art and Design applicants).</li><li>&gt; Other information may be requested. We will let you know what you need to send us.</li><li>&gt; We may ask you to submit your documentation to Education Credentials Evaluators (ECE) for more information. See <a href="http://www.ece.org">www.ece.org</a></li></ul>
<b>Step 3</b>		<p>We will confirm that we have received your application. We will also let you know if you need to provide us with more information. And, we will let you know how long it will take to receive your Offer of Place package.</p>
<b>Step 4</b>	<p><b>Review your Offer of Place package.</b></p> <p>If your offer is <b>conditional</b>, you must send us evidence of meeting the conditions of entry. For instance, you may need to send us your English language test results, like your IELTS or TOEFL results.</p>	<p><b>Send you an unconditional or conditional Offer of Place package.</b></p> <ul style="list-style-type: none"><li>&gt; If you meet all of the requirements and are successful, you will be sent an <b>unconditional Offer of Place package</b>. This means you are <b>accepted</b>.</li><li>&gt; If you are unsuccessful, you may be sent a <b>conditional Offer of Place</b>. This means that you are required to provide additional documentation or evidence of meeting the academic, English language or other entry requirements, as outlined in your conditional Offer of Place.</li></ul>

# Your step by step guide

## CONTINUED

### WHAT YOU NEED TO DO

### WHAT WE WILL DO

## Step 5

#### **Accept your unconditional Offer of Place. Pay your fees.**

- > Read and understand our refund policy for international students, you'll find these details on our website.
- > Accept your offer of place and return it to us as a scanned document by email, or as an original by post.
- > Pay your fees (tuition and ancillary fees). We will receipt your payment and send it to you. You will need this receipt to obtain your student visa.

#### **Your unconditional Offer of Place package includes:**

- > Offer of Place letter with a statement of fees (this includes your tuition fees and all ancillary fees)
- > Acceptance documents
- > Student visa and travel/medical insurance information
- > Your Accommodation and Arrival form
- > Other important information to help you prepare for your Otago Polytechnic studies.

We are still here to help and advise you when applying for your New Zealand student visa. Let us know if you have any questions.

## Step 6

#### **Give us details about your accommodation. Tell us about your arrival.**

Complete the Accommodation and Arrival Response form. You will find this in your Offer of Place package. Fill out this form and return it to us by email or post. Contact us if you require help to find accommodation, or a place in a local homestay. We can also arrange your airport pick-up in Auckland, Dunedin or Queenstown (for Central Otago students).

With the information you have given on your Accommodation and Arrival form, we will make sure you have found the right type of accommodation.

We will arrange someone to meet you at the airport, or another location, upon your arrival.

## Step 7

#### **Obtain your student visa. Make your travel arrangements.**

- > Apply to your nearest Immigration New Zealand branch for your student visa. See [www.immigration.govt.nz](http://www.immigration.govt.nz)
- > Make your travel arrangements to New Zealand.

Just ask us if you need help with your arrival or travel arrangements to Auckland, Dunedin or Central Otago (Cromwell), New Zealand.

Email [international@op.ac.nz](mailto:international@op.ac.nz)

## Step 8

#### **Arrive in New Zealand.**

- > Arrive in Auckland, Dunedin or Central Otago, New Zealand.
- > Attend our international student orientation where you will enrol in your programme and learn more about being a student here.

**We will welcome you to your campus, provide you with a full orientation programme** and make sure that you are ready to start your studies. We will continue to support you during your studies.

## Step 9

#### **Start your studies. Enjoy your life as a student in New Zealand!**

**We are here to support you** during your studies and make sure that you reach all of your goals. If you have a question, or need assistance, we are here to help you in any way we can.