

FOR OFFICE USE ONLY Student ID Number

FOR OFFICE USE ONLY  
Date Received:



# International student application form 2014

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

When do you intend to begin study?

February (semester one)

July (semester two)

Other (please specify)

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Day Month Year

February (semester one)

July (semester two)

Other (please specify)

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Day Month Year

Date \_\_\_\_\_  
Day Month Year

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

English language studies (ESOL)

Do you require Foundation Studies (New Zealand Certificate in English Language) (Levels 1–5) English language learning (ESOL) or English PLUS first?

Yes  No

Campus location for English language studies

Dunedin

Auckland

When do you intend to begin studying English?

Date \_\_\_\_\_  
Day Month Year

Date \_\_\_\_\_  
Day Month Year

## 2. Your name and details

Family name

First name(s)

Preferred name

Gender  Female  Male

Title  Miss  Mrs  Ms  Mr  Dr  Other

Date of Birth \_\_\_\_\_  
Day Month Year

Nationality \_\_\_\_\_  
As shown in your passport

Email

Your address

Postal code

Telephone

Country Area Number

Mobile

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

**Agent contact** (if applicable)

Name  Telephone

Country Area Number

Company  Mobile

Country Area Number

Email

*Agent/Representative Stamp*

**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. <i>Secondary School Diploma</i>	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
- NCEA Level 1 or School Certificate
- NCEA Level 3 or Bursary or Scholarship
- Not known
- Other (please specify) \_\_\_\_\_
- 14 or more credits at any level
- NCEA Level 2 or Sixth Form Certificate
- University Entrance

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

Name of Qualification e.g. <i>Diploma, BSc, BA</i>	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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**Note:** You do not require an English language test to enter our New Zealand Certificate in English Language (Levels 1–5).  
\*We accept other English proficiency tests. Contact us for more information.

## 6. Statistical information

This information is required by the New Zealand 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  
 In New Zealand (please specify your main activity or occupation) \_\_\_\_\_

## 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)

Family member/friend  Education fair/expo  
 NZ Embassy/NZ Education Centre  Advertisement  
 Internet (please specify) \_\_\_\_\_  
 Teacher/Careers Advisor  Educational agency  
 Other (please specify) \_\_\_\_\_

## 9. Compulsory health and 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 will arrange insurance for your period of study with Uni-Care. Appropriate travel and medical insurance is a condition of your student visa.

## 10. Accommodation

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

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

Do you require other accommodation advice?  Yes  No

Please go to [www.op.ac.nz/international](http://www.op.ac.nz/international) or see page 76 of the 2014 Programme Guide for information on accommodation options.

## 11. Student signature and 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. This includes 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  
F Block  
Forth Street  
Dunedin  
New Zealand  
Postcode 9016

### Postal address

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

### Contact us

Phone **+64 3 477 3014**  
Fax **+64 3 471 6870**  
Email [international@op.ac.nz](mailto:international@op.ac.nz)  
Visit us at [www.op.ac.nz](http://www.op.ac.nz)

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

## Step 1 : complete the International Student Application form

We are here to help and can send you information about Otago Polytechnic and your intended programme of study.

## Step 2 : submit your application

### What you need to do

Submit your application **at least three months before** your programme starts, as a scanned email, by post or online at [www.otagopolytechnic.ac.nz/students/apply-to-enrol.html](http://www.otagopolytechnic.ac.nz/students/apply-to-enrol.html)

#### We require with your English language (ESOL) application form:

**Official identification:** A photocopy or scanned copy of the photo page of your current passport.

You can apply anytime for our English Language (ESOL) programmes. We will not require an English language test result.

#### We require with your application form for ALL other programmes:

**Official identification:** A photocopy or scanned copy of the photo page of your current passport.

#### Your academic history:

- > Certified English language translations of your **academic records**, including your academic transcripts from your previous study (secondary school or tertiary study)
- > Certified copy(ies) of **your final award (the diploma or degree you received)** and any other qualifications you have received
- > **Proof of your English language capabilities:** A copy of your official English language test results. We accept IELTS, TOEFL and New Zealand Certificate in English language (Levels 1-5) results. We also accept other English proficiency tests. Please contact us for more information.

### What we will do

Communicate with you and respond to any questions or concerns you have. Email [international@op.ac.nz](mailto:international@op.ac.nz) or phone **+64 3 477 3014**

#### We may ask for other requirements, such as:

- > A copy of your current resumé or curriculum vitae
- > Letters of reference
- > A portfolio (Creative Studies, Art and Design applicants).
- > Other information may be requested. We will let you know what you need to send us.
- > We may ask you to submit your documentation to Education Credentials Evaluators (ECE) for more information. See [www.ece.org](http://www.ece.org)

## Step 3 : acknowledgement of your application form

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**.

## Step 4 : review your Offer of Place package

### What we will do

#### Send you an unconditional or conditional Offer of Place package.

- > If you meet all of the requirements and are successful, you will be sent an **unconditional Offer of Place package**. This means you are **accepted**.
- > You may be sent a **conditional Offer of Place**. This means that we **require more information from you before you can be accepted**.

### What you need to do

If you receive a **conditional Offer of Place**, you must send us additional documentation or evidence that shows that you meet the conditions of entry. For instance, you may need to send us your English language test results.

# Your step-by-step guide continued...

## Step 5 : accept your Offer of Place and pay your fees

### What we will do

#### Send you an unconditional Offer of Place package which includes:

- > Offer of Place letter with a statement of fees (this includes your tuition fees and all additional 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.

### What you need to do

- > 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 additional fees). We will send you a payment receipt which you will need to obtain your student visa.

## Step 6 : accommodation and arrival

### What you need to do

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

Complete the Accommodation and Arrival Response form (found in your Offer of Place package) 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.

### What we will do

With the information you give us, we will make sure that you have found the right type of accommodation. We can also organise your airport pick-up in Auckland, Dunedin or Queenstown (for Central Otago students) **OR** arrange for someone to meet you at another location when you arrive.

## Step 7 : student visa and travel arrangements

### What you need to do

#### 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.

### What we will do

We are still here to advise you. Let us know if you have any questions when applying for your New Zealand student visa or if you need help with your arrival or travel arrangements. Email [international@op.ac.nz](mailto:international@op.ac.nz)

## Step 8 : arrival in New Zealand

### What you need to do

#### Arrive in New Zealand.

Attend our International student orientation at your chosen campus, enrol in your programme and learn more about being a student here. And enjoy your life as a student in New Zealand!

### What we will do

**We will welcome you to your campus** and make sure that you are ready to start your studies. **We will continue to support you** during your time at Otago Polytechnic and help you to reach your goals.