

Application form for new international students

This application form is for International students who are NEW to the University of Waikato.

For further information refer to the International Prospectus, the website www.waikato.ac.nz/international/ or email international@waikato.ac.nz

Application deadlines: 1st December (year before) for entry in Semester A (March)
1st May (same year) for entry in Semester B (July)

If you are applying for MPhil, PhD or MBA, please contact the International Centre to request the correct application form, or visit www.waikato.ac.nz/international/ to download one.



THE UNIVERSITY OF
WAIKATO
Te Whare Wānanga o Waikato

SECTION 1 - YOUR DETAILS

You must attach a verified copy of your birth certificate or passport and evidence of any change of name Enclosed

Family name (Your legal surname) _____ Date of birth _____
Day Month Year

First name (Your legal first name) _____ Second name(s) _____

Previous name(s) _____ This was my Family name First name

Preferred name(s) _____ This is my Family name First name

Gender Male Female Country of citizenship _____

Contact Postal Address

Number and street _____ Telephone _____

Suburb _____ Fax _____

City _____ Post code _____ Cellphone _____

Country _____ Email _____

You will be issued with a university email account once your enrolment is complete.

Name of Agency or University / School Partner

Name _____

Postal address _____ Telephone _____

Suburb _____ Fax _____

City _____ Post code _____ Cellphone _____

Country _____ Email _____

Agent / School / University Stamp

English Language Proficiency

Please tick all options that apply to you.

English is my first language English was the medium of instruction of my previous _____ (years) study. **Documentary evidence required**

I have taken an English proficiency test (IELTS or TOEFL or equivalent)

Test date _____ English test name _____

Overall result (if known) _____ Writing band (if known) _____

An ORIGINAL copy of results is required - refer to checklist

I will take an English proficiency test on _____ (date) I am currently in level _____ of English language study
at _____ (Institution / School)

I have attached a letter from my English Language teacher or academic professor

Secondary School Record

Name of school _____ Country _____

Highest Secondary School qualification _____ Date Completed _____ (month) _____ (year)

I am currently attempting a final year qualification. Date results will be available _____ (month) _____ (year)

Name of Examination _____

A verified copy of the results is required

SECTION 2 - TERTIARY / HIGHER EDUCATION STUDY RECORD

Is this application for your first year at a tertiary / higher education institution? Yes No

Complete this section if you are enrolling or have previously enrolled at another university, college of education, polytechnic, wānanga, or private training establishment in New Zealand or overseas. Verified copy of academic records attached.

Institution	Country	Qualification	Years enrolled		Qualification completed	
			From	To	Yes	Year

Do you want to apply for credit of papers completed at another tertiary institution? Yes No

SECTION 3 - PROPOSED STUDY AT THE UNIVERSITY OF WAIKATO

Proposed start date. Year _____ Summer School, January A Semester, March B Semester, July
 Exchange / Study Abroad students please indicate which semesters A Semester B Semester A + B Semester

SECTION 3.1 - FIRST CHOICE OF QUALIFICATION

First choice of qualification i.e. a degree, diploma or certificate.

Qualification:	
School of Studies or Faculty:	
Major subjects: 1	
2	
or Specified programme:	

SECTION 3.2 - SECOND CHOICE OF QUALIFICATION

In case you are unsuccessful in your first choice of qualification, please give an alternative choice.

Qualification:	
School of Studies or Faculty:	
Major subjects: 1	
2	
or Specified programme:	

SECTION 4 - DECLARATION

I declare that the information I have provided in this application and in any attached documentation is true and correct and that I have personally completed the form and am the sole author of the student statement and resume. I have not withheld any information which could have a bearing on my enrolment or the conditions of my enrolment.

I understand that all documents submitted with this application become the property of the University of Waikato and will not be returned to applicants. I agree to supply any further documentation requested by the University of Waikato for the purpose of my enrolment.

I have read the statement regarding the Privacy Act 1993 and I understand that the University of Waikato will hold, use and disclose information which I have provided as explained in that statement. I also understand that I have the right to have access to information about me held by the University of Waikato and to request correction of that information, in the terms provided for under the Privacy Act 1993. Relevant information may be disclosed to my parents, caregivers, agent and/or homestay family. Students over 18 years - I consent to my academic results being provided to my parents and/or to an institution at which I am enrolled or their authorised agency.

Some personal information will be used by the Ministry of Education in an authorised information matching programme for the purposes of the National Student Index. I agree to comply with the Code of Practice for the Pastoral Care of International students.

All International Students in New Zealand are required to have travel and medical insurance for the duration of their studies. Students can download an application form at www.waikato.ac.nz/international/

Signature _____ Date _____

Important Information

Code of Practice for the Pastoral Care of International Students

The University of Waikato has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at www.minedu.govt.nz/goto/international

Fees and Costs

International students are required to pay a tuition fee for each course they are enrolled in. These fees are listed in the International Prospectus and online at <http://www.waikato.ac.nz/sasd/enrolment/fees.shtml>. In addition, students are required to pay course material charges, a Campus Services Ltd Levy, Waikato Students' Union fee, a Health and Counselling levy and other administrative charges. Students are also required to have an additional NZ\$10,000 – NZ\$15,000 per year for living expenses for each year of study.

Fees Protection Policy

The University is governed by the Public Finance Act, the Education Act and University Council regulations in regard to student fees. An individual fee account is maintained for each enrolled student. In the event that the University is not able to offer an academic programme for the semester intake indicated on the student's Offer of Place, any funds due to the individual will be refunded.

Refund Policy

Pre-paid tuition fees

International students are required by the New Zealand Immigration Service to pre-pay one year's tuition fees to the University of Waikato in order to be granted a student visa. This policy details the process for refunding these funds if (i) the student travels to New Zealand and does not complete their enrolment, or (ii) completes the first semester of study and does not enrol in the second semester of study and they have a student permit valid for one year. All students must apply in writing for a refund of their pre-paid tuition fees to the Director, Student and Academic Services Division. An administration charge of 10%, including GST, is withheld from the refund of pre-paid tuition fees for students not enrolling at the University of Waikato. Full details of this policy should be read and understood before payment is made. Full details are available online at <http://calendar.waikato.ac.nz/admission/internationalstudents.html>

Refunds after completing enrolment

To receive a refund of tuition fees after students have completed their enrolment, students need to apply to their School of Studies by 5.00pm on the following deadlines: Summer School – the first Friday of the relevant teaching period; A semester papers – the second Friday of A semester; B semester papers – the second Friday of B semester. Full details of this policy are available online at <http://calendar.waikato.ac.nz/admission/changeofenrolment.html>

Enrolment Regulations

Prior to enrolling at the University of Waikato, all students must have read and understood the enrolment regulations at the University of Waikato. These can be found on the University's website at <http://calendar.waikato.ac.nz/admission/index.html>

Termination of Enrolment

At the time they enrol, students are required to sign a Student Declaration agreeing to abide by the regulations of the University of Waikato as published in the University of Waikato Calendar. The Student Discipline Regulations provide the framework for addressing alleged breaches of University regulations by students and for applying penalties where breaches are substantiated. Full details of these regulations should be read and understood at the time of enrolment. Full details are available online at <http://calendar.waikato.ac.nz/policies/discipline.html>

Student Visas and Permits

All international students must hold a valid student permit for the duration of their studies. Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on the website at www.immigration.govt.nz.

Medical and Travel Insurance – Compulsory

Eligibility for Health Services in New Zealand

Most international students are not entitled to publicly funded health

services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly funded health services are available through the Ministry of Health, and can be viewed on their website at www.moh.govt.nz

Purchasing your Medical and Travel Insurance Policy

All international students in New Zealand must have medical and travel insurance. This is a requirement of the New Zealand Ministry of Education's Code of Practice for the Pastoral Care of International Students (the Code).

How can I get appropriate insurance cover?

1. You can buy insurance through the University. We have arranged an insurance programme specifically for international students with Marsh Limited, one of the world's largest insurance broking companies.
2. Alternatively you may purchase a policy of your choice provided that it complies with the Code's requirements.

Buying insurance through the University

No application form is required for cover under the Studentsafe–University Insurance Programme. If you have not arranged alternative insurance cover all you need to do is pay the Studentsafe–University Premium, along with the University enrolment fees and you will be automatically covered, provided you do not have any pre-existing conditions that would exclude you from receiving cover. The annual premium in 2006 is \$420. Further information on the Studentsafe–University insurance programme is available at: www.waikato.ac.nz/international/.

You will be covered for minor unforeseen events which occur on your way to New Zealand, e.g. lost baggage or flight delays. Please keep your receipts and any necessary information and see a Student Advisor at the International Centre on your arrival at the University. Note: to be eligible for this special travel cover, you must travel to New Zealand within 31 days of your course start date.

Insurance policies purchased in your home country

Our experience is that most overseas insurance policies do not meet the Code's requirements for cover so please check with a Student Advisor at the International Centre before purchasing a policy from your home country. You will need to ask the overseas insurance supplier to complete the checklist form available on the University's website or upon request from the International Centre, and bring this checklist with you to enrolment. You will also need to bring the full policy document to enrolment so that we can verify that it is approved in accordance with the Code and valid for the duration of your student permit. If you purchase a policy that does not meet the Code standards you will be required to purchase either the Studentsafe–University policy or another that does meet the Code requirements before you can enrol.

Accident Insurance

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents, and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at www.acc.co.nz

Orientation

All international students are required to attend an Orientation session prior to commencing study. Orientation is held the week prior to the start of classes in both semesters. During Orientation students will enrol in their courses, familiarize themselves with the University campus and learn about resources available to make their study successful.

Return completed form with all verified copies / original documents to:

Postal address:
The International Centre
The University of Waikato
Private Bag 3105
Hamilton
New Zealand
Fax +64 7 838 4269
Email:
international@waikato.ac.nz

Courier address:
The International Centre
The University of Waikato
Student Union Building
Level 1, Gate 1
Knighton Road
Hamilton
New Zealand