

**WHO SHOULD COMPLETE THIS FORM?**

- International applicants to undergraduate or postgraduate study at AUT University
- Permanent residents of Cook Islands, Tokelau or Niue

**WHO SHOULD NOT COMPLETE THIS FORM?**

- Domestic applicants
- Citizens and Permanent Residents of New Zealand and Australia
- Citizens of Cook Islands, Tokelau or Niue
- Existing International students at AUT University
- Study abroad/exchange applicants

**SECTION ONE APPLICANT'S PERSONAL DETAILS**

You must attach a **certified copy** of your birth certificate or passport. If you have changed your name please attach evidence (e.g. certified copy of marriage certificate).

- 1.1 Title ☐ Mr ☐ Ms ☐ Mrs ☐ Miss Other
- 1.2 Surname or family name (as appears on your passport, birth certificate or marriage certificate)
- 1.3 First name(s)
- 1.4 Preferred first name
- 1.5 Date of birth
- 1.6 Gender ☐ Male ☐ Female
- 1.7 Country of citizenship
- 1.8 Ethnicity
- 1.9 Have you or do you intend to apply for Permanent Residency (PR) in New Zealand?  
☐ Yes ☐ No
- If yes, please read the International student refund policy relating to obtaining Permanent Residency:  
[www.aut.ac.nz/students/student\\_services/policies](http://www.aut.ac.nz/students/student_services/policies)*
- 1.10 Please provide your NSI/NZQA record of learning identification number.  
If unknown, please leave blank:

**SECTION TWO APPLICANT'S CONTACT DETAILS**

- 2.1 What is your **main** contact address?  
Please note: This will be used to post all correspondence to. Please ensure this is kept up-to-date at all times and advise us if it changes.
- 2.2 Street number and name
- 2.3 Suburb
- 2.4 City/Town
- 2.5 Post code
- 2.6 Country
- 2.7 Telephone
- 2.8 Fax
- 2.9 Mobile
- 2.10 Email

**Please note:** if you apply through an AUT University registered agent, all correspondence relating to your application will be forwarded to that agent. You may also be contacted by text, email, telephone or mail.

**SECTION THREE ALTERNATIVE CONTACT DETAILS**

- 3.1 Alternate/permanent address (e.g. parents, relatives - this will be used if we cannot contact you at your main address):
- 3.2 Street number and name
- 3.3 Suburb
- 3.4 City/Town
- 3.5 Country
- 3.6 Telephone
- 3.7 Who is your **emergency** contact?
- 3.8 Name
- 3.9 Telephone
- 3.10 Relationship to you?

**SECTION FOUR AGENCY**

Please complete section four if you are applying through an agent. If not, please go to section five.

- 4.1 What is the agent's name and code (if known)?
- 4.2 Place agent stamp here:  

**Byron International Group Ltd**  
 3<sup>rd</sup> Fl, 220 Queen St PO Box 91333 Auckland  
 Phone: +64 9 368 1588, Fax: +64 9 974 9131  
 Email: 3681588@gmail.com  
<http://www.byron2005.com>  
 GST No: 93-857-739

**FOR AGENCY ONLY**

Note: Original copies of documents are preferred, however photocopies, facsimiles or scanned documents are acceptable if of a high quality and are legible. You may be required to produce original certified documents upon request for audit purposes and/or if the electronic copies you have supplied are illegible.

**SECTION FIVE PROGRAMME SELECTION**

- 5.1 Please state your preferred programme of study in order of preference. If you are unsure of the programme code, please leave that section blank.

**PREFERENCE 1**

PROGRAMME TITLE:	<input type="text"/>		
MAJOR:	<input type="text"/>		
PROGRAMME CODE:	<input type="text"/>	START DATE:	<input type="text"/>

**PREFERENCE 2**

PROGRAMME TITLE:	<input type="text"/>		
MAJOR:	<input type="text"/>		
PROGRAMME CODE:	<input type="text"/>	START DATE:	<input type="text"/>

**PREFERENCE 3**

PROGRAMME TITLE:	<input type="text"/>		
MAJOR:	<input type="text"/>		
PROGRAMME CODE:	<input type="text"/>	START DATE:	<input type="text"/>

*Please go to section six*

## SECTION SIX ACADEMIC BACKGROUND

6.1 Please provide certified official documentation of academic results for all qualifications:

SENIOR HIGH SCHOOL/NZ SECONDARY SCHOOL OR FOUNDATION STUDY:

NAME OF SCHOOL:			
COUNTRY:			
QUALIFICATION:			
YEAR START:		YEAR FINISH:	

NAME OF SCHOOL:			
COUNTRY:			
QUALIFICATION:			
YEAR START:		YEAR FINISH:	

HIGHER EDUCATION

NAME OF INSTITUTION:			
COUNTRY:			
QUALIFICATION:			
YEAR START:		YEAR FINISH:	

NAME OF INSTITUTION:			
COUNTRY:			
QUALIFICATION:			
YEAR START:		YEAR FINISH:	

NAME OF INSTITUTION:			
COUNTRY:			
QUALIFICATION:			
YEAR START:		YEAR FINISH:	

6.2 Are you currently waiting for results?

☐ Yes ☐ No

## SECTION SEVEN WORK AND RELEVANT EXPERIENCE

7.1 Please state any relevant employment experience that may support your application (postgraduate students only).

EMPLOYMENT DATES	NAME OF EMPLOYER
POSITION/TYPE OF WORK:	

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POSITION/TYPE OF WORK:	

## SECTION EIGHT ENGLISH PROFICIENCY

If English is not your first language you will need to have completed one or more of the following tests within the last two years: IELTS (academic), TOEFL or Cambridge Certificate.

8.1 What is your first language?

8.2 If English is not your first language, please tick **one** of the following boxes that applies to you

- ☐ I have completed an English language test (attached)
- ☐ I will provide my English language test results at a later date
- ☐ English was the medium of instruction of my previous  years of study. I have attached documentary evidence
- ☐ I have completed or am completing study at AUT International House

## SECTION NINE STATISTICAL INFORMATION

9.1 How did you hear about AUT University? Please tick one:

- |  |  |
|--|--|
| <input type="checkbox"/> AUT International House         | <input type="checkbox"/> Agent               |
| <input type="checkbox"/> AUT International               | <input type="checkbox"/> Family member       |
| <input type="checkbox"/> Embassy/NZ Trade and Enterprise | <input type="checkbox"/> Advertisement       |
| <input type="checkbox"/> Friends                         | <input type="checkbox"/> Education Fair/Expo |
| <input type="checkbox"/> NZ High School                  | <input type="checkbox"/> Internet            |
| <input type="checkbox"/> English language school         | <input type="checkbox"/> Other               |

9.2 What was (or will be) your main activity on the 1st October in the year before you start your study?

- |  |  |
|--|--|
| <input type="checkbox"/> Living outside of New Zealand | <input type="checkbox"/> Living in New Zealand |
|--|--|
- If living in New Zealand, please specify:*
- |   |   |
|---|---|
| <input type="checkbox"/> Secondary school student | <input type="checkbox"/> Tertiary student |
| <input type="checkbox"/> Wage/salaried worker     | <input type="checkbox"/> Non-employed     |

## SECTION TEN DISABLED STUDENTS AND DEAF STUDENTS

10.1 Do you live with the effects of significant injury, long term illness, or disability?

☐ Yes ☐ No

10.2 If yes, please indicate by ticking the appropriate box below.

- |   |   |
|---|---|
| <input type="checkbox"/> Deaf                         | <input type="checkbox"/> Hearing impairment |
| <input type="checkbox"/> Blind                        | <input type="checkbox"/> Vision impairment  |
| <input type="checkbox"/> Specific learning disability | <input type="checkbox"/> Medical            |
| <input type="checkbox"/> Head Injury                  | <input type="checkbox"/> Mental health      |
| <input type="checkbox"/> Mobility/physical            | <input type="checkbox"/> Speech impairment  |
| <input type="checkbox"/> Temporary impairment         |   |
| <input type="checkbox"/> Other - please state:        | <input type="text"/>                        |

If you need additional resources or support there are additional costs. Please contact the Disability Resource Service: [disability.office@aut.ac.nz](mailto:disability.office@aut.ac.nz)

## SECTION ELEVEN FUNDING

11.1 Please indicate how you expect your fees to be paid

- ☐ Privately (yourself, family or other private sponsor)
- ☐ Full scholarship (full tuition and medical insurance scholarship)

11.2 If by scholarship, please provide details/name of scholarship:

Home Government:

Other:

## SECTION TWELVE STUDENT CHECK LIST

*Please send certified copies only.* Have you:

- ☐ Completed all sections in this form
- ☐ Enclosed translated and certified copies of your academic transcripts including graduating certificates and explanation of the grading system
- ☐ Attached a passport sized photograph for your ID card (an ID card cannot be produced without a photo)
- ☐ Enclosed a certified copy of your current passport or birth certificate
- ☐ Enclosed a certified copy of your official English Language test results
- ☐ Enclosed other supporting documentation related to your application
- ☐ Checked the application closing deadlines online at: [www.aut.ac.nz/study-at-aut/international-students/how-to-apply/deadlines](http://www.aut.ac.nz/study-at-aut/international-students/how-to-apply/deadlines)
- ☐ Read the declaration and signed and dated this application form

## ALL STUDENTS MUST READ THE FOLLOWING INFORMATION AND SIGN

- a. I agree to abide by the statutes, regulations and policies of the Auckland University of Technology ('the University').
- b. I declare that the information I have supplied on this form and any attached documentation to be true and complete and that I have personally completed the form and am the sole author of the student statement and resume. I have not withheld information which could have a bearing on my enrolment or the conditions of my enrolment. I acknowledge that the University may suspend or terminate my enrolment if false information has been supplied or required information is not supplied by the due date. The University reserves the right to inform all other New Zealand Universities, Immigration New Zealand, and the Police, of such cases, including the student's name and date of birth.
- c. I understand that all documents submitted with this application become the property of the University and will not be returned to applicants. I agree to supply further documentation requested by the University for the purpose of my enrolment.
- d. I have read and understood the outline of how the Privacy Act will be applied in the University, as set out in the privacy section (see over) of the Application form, and I authorise the University to collect, use and disclose personal information about me in accordance with that outline and the Privacy Act 1993.
- e. I authorise the University to release information regarding my application to Immigration New Zealand (INZ) and the Department of Labour where the University considers the information relevant to my immigration status.
- f. I authorise any agency holding the source of any information I have provided on this form to release that information to the University upon request.
- g. I have read and understood the University refund policy for International students.
- h. I am aware of the tuition and living costs associated with studying in the programme and I am able to meet all expenses for the duration of my study. I understand that if I am unable to meet the costs, the University and New Zealand Government will not be expected to help me.
- i. I understand that the University may contact me via email, text messages, phone or by post for communications regarding my enrolment, or student services at the University.

To be signed by the applicant:

Your signature:

Date:

To be signed by a parent/guardian for applicants under the age of 18 years only:

Parent's/guardian's signature:

Date:

If the applicant is not able to sign above, an authorised person or AUT registered agent may sign on applicant's behalf (not applicable for applicants under the age of 18 years)

Name of person:

Signature:

Date:

Your relationship to the applicant:

## WHERE TO SEND THIS FORM

Postal address:

Registry Services  
AUT University  
Private Bag 92006  
Auckland 1142  
New Zealand

Physical address/courier address:

AUT University  
Level 2 (ground entry), WA Building  
55 Wellesley Street East  
Auckland Central  
New Zealand

For more information please contact:

Phone: +64 9 921 9779

Email: [int.app@aut.ac.nz](mailto:int.app@aut.ac.nz)Web: [www.autinternational.info](http://www.autinternational.info)

## APPLICATION AND ENROLMENT PROCESS

## Step One

Before you begin, make sure that you plan ahead and give yourself a realistic amount of time to prepare for your intended start date. It is a good idea to research the programmes of study you are interested in, what they involve, and what will be expected of you throughout your studies. Check the application closing deadlines online at:  
[www.aut.ac.nz/study-at-aut/international-students/how-to-apply/deadlines](http://www.aut.ac.nz/study-at-aut/international-students/how-to-apply/deadlines)

## Step Two

To study at AUT you will need to apply either directly to the University or through an AUT Registered Agent. Applicants must complete this International Student Application form, ensuring all sections are completed in full, and that the programme of choice is clearly indicated. **You will need to supply all the required certified documentation otherwise this will delay your application.** Please email [international.centre@aut.ac.nz](mailto:international.centre@aut.ac.nz) to check if there are any additional application requirements for entry to your programme of choice.

## Step Three

If you are submitting your application from overseas for the upcoming semester it will take up to one week to assess (postgraduate will take longer). When we receive your application you will receive an acknowledgement email/letter.

## Step Four

Successful applicants will receive an Offer of Place letter, which will give advice on tuition fees, enrolment fee, insurance fees, and date of payment.

## Step Five

The applicant can accept the offer by signing the acceptance of offer form and returning a copy to Registry Services.

When your fees have been received, a receipt will be issued. This must be presented to the nearest Immigration New Zealand office with a copy of your Offer of Place in order to obtain a student permit/visa.

Receiving a signed Offer of Place does not guarantee you a place. To guarantee a place on the programme of choice, a signed Offer of Place must be received by AUT, and tuition, enrolment and insurance fees must be paid in full by the due date. Please note some programmes have a limited intake, so do not delay making payment.

## Step Six

Congratulations. It is now time to prepare for your travel, orientation and life as a student in New Zealand.

## HOW TO CERTIFY YOUR DOCUMENTS

Legal Certification (proof that a photocopy is a true copy of the original document) must be done and is very important.

Take the original document and a photocopy of it to one of the following:

- AUT University Student Information Centre
- AUT Registered Agent
- AUT International staff
- School Principal or School Careers Advisor
- Justice of the Peace
- Notary Public or Member of Parliament
- Registrar, or Deputy Registrar of the courts
- Barrister or Solicitor
- Minister of Religion
- Commissioner of Oaths

Send in the certified photocopied documents with your application form.

*All documents must be certified*

*If you do not do this you cannot be enrolled - please don't send originals*

Please note: All copies of academic transcripts, graduation certificates and additional documentation must be officially translated and certified/notarised in English by the issuing institution, a Notary Public, a Justice of Peace, a Solicitor, an AUT registered agent or a Commissioner of Oaths. All documents must have an official stamp and signature. Please do not send original documents (passports, birth certificates) as they will not be returned.

The University may suspend or terminate your enrolment if any falsified documents are discovered during the application or enrolment process, or during your study.