



# International Student Application Form

**NOTE: THERE IS NO REFUND FOR WITHDRAWALS ONCE A PROGRAMME OR COURSE HAS STARTED**

This application form is for International Students applying to study at Wintec. In order for your application to be considered, please complete **ALL** sections of this form, attach the required verified documentation and sign and date the declaration at the end. As our programmes are very popular, please apply early while spaces are still available.

**Medical and Travel Insurance:** It is compulsory for all International Students to have appropriate and current Medical and Travel Insurance while studying in New Zealand. It is a Wintec requirement for International Students to be covered from the day the student leaves their home country to the expiry date of their Visa plus one week. Proof of current Medical and Travel Insurance is required before your enrolment can be finalised.

**Wintec**  
Private Bag 3036, Hamilton, New Zealand  
Phone: +64 7 838 6399  
Fax: +64 7 858 0246  
Email: [info@wintec.ac.nz](mailto:info@wintec.ac.nz)  
Web: [www.wintec.ac.nz/international](http://www.wintec.ac.nz/international)

## PERSONAL DETAILS

1 When were you born?

/  /   
Day Month Year

2 What is your full legal name?

Please **PRINT** your name as shown on your passport.

Title (please tick one)

Mr  Miss  Mrs  Ms  Other

First Name(s)

Family Name

3 What would you prefer to be known as? (if different from above)

First Name(s)

Family Name

 Please attach a verified copy of your passport or birth certificate.

4 Are you:

Male  Female

5 What is your Country of Citizenship?

6 The following information is needed for statistical purposes. We'd appreciate it if you would tick which ethnic group(s) you belong to. You can tick up to three boxes.

<input type="radio"/> Chinese	<input type="radio"/> Indian	<input type="radio"/> Niuean	<input type="radio"/> Samoan
<input type="radio"/> Cook Island Māori	<input type="radio"/> Tongan	<input type="radio"/> Tokelauan	<input type="radio"/> Fijian
<input type="radio"/> NZ Māori	<input type="radio"/> Other Pacific People	<input type="radio"/> Other Asian Ethnic Group	
<input type="radio"/> Other (please specify)	<input type="text"/>		

7 Your permanent home address (in your own country):

Street:

Town/City:

District:

Postcode:

Country:

Telephone Number:

Fax:

8 Where will you live while studying in New Zealand? (If you don't know yet you will need to let us know as soon as you can)

Flat/house no:

Street address/box/bag:

Suburb:

Town/City:

Telephone number:

Fax:

9 What address do you want your mail sent to?

Home address

Term address (in New Zealand)

## SECONDARY SCHOOL STUDIES

30 Name of last secondary school attended:

31 Country:

32 Dates attended: From:  /  /  To:  /  /

33 Secondary school qualification awarded:  Date completed:  /  /

 Please attach a verified translation of your results.

34 Have you completed your secondary school studies?  Yes  No

If no, please specify date results will be available:

## TERTIARY STUDIES (INSTITUTE OF TECHNOLOGY, POLYTECHNIC, UNIVERSITY, COLLEGE OF HIGHER EDUCATION ETC)

35 Please provide details of any tertiary studies you have undertaken overseas or in New Zealand (including Foundation studies) at an Institute of Technology, Polytechnic, University, College of Higher Education, Private Training Establishment or Wananga.

Name of qualification:  Institution:

Country:  Date enrolled: From:  /  /  To:  /  /

Successfully completed:  Yes  No

Name of qualification:  Institution:

Country:  Date enrolled: From:  /  /  To:  /  /

Successfully Completed:  Yes  No

36 What is the highest qualification you hold from a tertiary institution? (please tick the appropriate box):

- |   |   |  |
|---|---|--|
| <input type="radio"/> Vocational qualification (Trade/NZ certificate) | <input type="radio"/> Diploma                         | <input type="radio"/> No tertiary qualification  |
| <input type="radio"/> Bachelors degree                                | <input type="radio"/> Graduate certificate or diploma | <input type="radio"/> Postgraduate qualification |
| <input type="radio"/> Honours degree                                  | <input type="radio"/> Masters degree                  | <input type="radio"/> Certificate                |
| <input type="radio"/> Other (please specify) <input type="text"/>     |   |  |

 Please attach a verified translation of your results.

## CURRENT OCCUPATION

37 Which main activity best describes your situation on 1 October in the year prior to this application? (please tick the appropriate box):

- |  |  |   |
|--|--|---|
| <input type="radio"/> Secondary school student | <input type="radio"/> Overseas                               | <input type="radio"/> College of education student  |
| <input type="radio"/> University student       | <input type="radio"/> Private training establishment student | <input type="radio"/> Non-working (but not retired) |
| <input type="radio"/> Houseperson/retired      | <input type="radio"/> Self employed                          | <input type="radio"/> Waged or salaried worker      |
| <input type="radio"/> Polytechnic student      |  |   |

## HOW DID YOU HEAR ABOUT US?

38 How did you first become aware of Wintec (please tick one):

- |   |   |   |
|---|---|---|
| <input type="radio"/> Family member/friend    | <input type="radio"/> Education Fair/Expo                         | <input type="radio"/> New Zealand Embassy/NZ Education Centre |
| <input type="radio"/> Advertisement           | <input type="radio"/> Internet                                    | <input type="radio"/> Education Agency                        |
| <input type="radio"/> Teacher/careers advisor | <input type="radio"/> Other (please specify) <input type="text"/> |   |

## STUDENTS WITH IMPAIRMENTS

39 In order for Wintec to provide the appropriate information and support to students with impairments, students are asked to disclose any impairment which may impact their study. All information is strictly confidential and will not be discussed without student consent. Please read and answer this question carefully.

Do the effects of illness, injury and/or other impairment impact on or affect your study?  yes  no (If no, go to question 40)

If yes, please tick which of the following is affected:

- |                                   |                                |   |  |
|-----------------------------------|--------------------------------|---|--|
| <input type="radio"/> blind       | <input type="radio"/> hearing  | <input type="radio"/> mental health     | <input type="radio"/> vision                 |
| <input type="radio"/> deaf        | <input type="radio"/> learning | <input type="radio"/> physical mobility | <input type="radio"/> other (please specify) |
| <input type="radio"/> head injury | <input type="radio"/> medical  | <input type="radio"/> speech            | <input type="text"/>                         |

We also collect and report to the Ministry of Education for statistical and funding purposes, you will not be personally identified to the Ministry. If you would like to meet with the Disability Co-ordinator on a confidential basis please phone +64 7 838 6399 or e-mail [disabilitycentre@wintec.ac.nz](mailto:disabilitycentre@wintec.ac.nz)

10 How can we contact you?

E-mail:

Mobile:

11 How would you prefer Wintec to contact you?

txt  e-mail  post

12 In case of an emergency involving you, who should we contact? (Preferably a parent or guardian):

Name:

Phone:

### AGENT DETAILS

13 Name of Agent:

**Byron International Group Ltd**

3<sup>th</sup> Fl, 220 Queen St PO Box 91333 Auckland  
Phone: +64 9 368 1588, Fax: +64 9 974 9131

Wintec authorised Agent number

14 Address of Agent:

Email: 3681588@gmail.com  
http://www.byron2005.com  
GST No: 93-857-739

### PROGRAMME OF STUDY AT WITEC

15 Do you wish to enrol on an English Language Programme?

Yes  No (If no, please go to Question 17)

16 Preferred start date (see International Student Guide)

February  May  July  October

17 Do you wish to enrol on a mainstream programme?

Yes  No

18 What Programme(s)/Qualification(s) at Wintec are you wanting to do?

Choice	Name of programme(s) eg Foundation Certificate in Business, Diploma in Marketing (see International Student Guide)	For Office Use Only Programme Code
1		
2		

19 Preferred start date if offered a place:

February  July Year:

20 What year do you expect to complete your Wintec qualification?

Year:

21 Will you be applying for transfer of credit?

Yes  No

(If yes, you will need to complete an application form when you arrive at Wintec)

### ENGLISH LANGUAGE PROFICIENCY

22 What is your first language?

23 Have you ever had your English language abilities or proficiency tested?

yes date of assessment   
 no

24 What level was your English language assessed at?

TOEFL

Score:

Computer based  Paper based

TOEIC

Score:

Computer based  Paper based

IELTS

Listening

Score:

Reading

Score:

Overall

Score:

Writing

Score:

Speaking

Score:

NCEA

Level:

Score:

Other

Type:

Score:

25 If you have not sat an English proficiency test in the last 3-4 months, do you require a Wintec internal language assessment?

Yes  No

26 Have you studied in New Zealand before? eg Language School, Secondary School, Polytechnic or University

Yes  No

27 If YES, name of Institution:

28 Dates attended:

From:

To:



Please attach a verified certificate from the Institute.

29 If you attended a secondary school in New Zealand what is the highest qualification you gained?

## CONVICTIONS FOR OFFENCES AGAINST THE LAW

This information is legally required to provide to any employers of students who are placed with them for work experience, clinical, or practical components of the students' programme of study. Answering this question does not have any bearing on the outcome of your application. Wintec must make you aware that if you have a criminal record, and you are unable to complete a practical component of the programme, you may not be eligible for the qualification at the end of the course. Any students enrolling with a criminal record should seek the advice of the school in which the programme of study is offered.

40 Have you ever been convicted of or have a pending conviction for any offence against the law?  yes  no  
(apart from minor traffic convictions)

## PRIVACY ACT 1993

Personal information collected, held and exchanged by Wintec is required to enable it to comply with the Education Act 1989 and its role as an educational provider. The collection, use, storage, exchange and update of personal information will be in accordance with the Privacy Act 1993.

### Key points include:

- i) Students have the right to access and correct any information held about them.
- ii) Within Wintec, relevant personal information will be available to staff responsible for enrolment, for establishing and maintaining records, providing tuition, programmes and academic support, providing student services (including Students' Association), loans and allowances support, and for maintaining discipline and order.
- iii) Wintec is also required to collect and store information from this form to comply with the requirements of the Ministry of Education (student statistical returns), New Zealand Qualifications Authority (Record of Learning registration and Unit Standard outcomes), Ministry of Social Development (confirmation of enrolment and academic outcomes), Inland Revenue Department (student loan interest rebate), Department of Immigration (if you are not a New Zealand citizen or permanent resident) and other educational organisations and agencies supporting students through scholarships and awards. In addition, when required by statute, Wintec releases information to Government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).
  - a) I acknowledge that if I am accepted for a programme/course of study, I am liable for the fees (including any late fee or debt collection fee) payable for my programme/course of study until such time as I have paid.
  - b) I understand and accept there is no refund for withdrawals once a programme or course has started as specified in the International Students Withdrawals and Refunds Policy.
  - c) I acknowledge that attendance at any class without the full tuition fee having been paid is in breach of Wintec policy, and Wintec may take such steps to recover the outstanding fees as may be necessary.
  - d) If my enrolment carries over two or more academic years I will be bound by the same terms and conditions as specified in this form unless otherwise mutually agreed.
  - e) Please Note: that your name, date of birth and residency as entered on this enrolment will be included in the National Student Index, and will be used in an Authorised Information Matching programme with the New Zealand Birth Register. For further information please see <http://www.nsi.govt.nz/ima>
  - f) Although you have specified a preferred contact method, Wintec may contact you via telephone, post, email and/or text message regarding your enrolment or Wintec's services, news or events.

Applicant's Signature

Date

## APPLICATION CHECKLIST

### Have you:

- Answered all questions?
- Attached a verified copy of your passport or birth certificate?
- Attached a verified copy of your English Proficiency Test results?
- Attached verified copies of any certificates awarded from any Institute you have previously attended in New Zealand?
- Attached a verified translation of your Secondary School results?
- Attached a verified translation of your Tertiary Study results?
- Signed and dated the declaration section above?

**Please note:** The processing of your application could be delayed if you do not supply verified copies of the original documents, and translations where required. A verified copy is a photocopy of the original document signed, and officially stamped, either by a Wintec staff member, Justice of the Peace, solicitor or other authorised person. The documents submitted with this application will not be returned.

Please return your completed application form and all supporting documents to: Wintec Student Enrolment and Information Centre  
Private Bag 3036  
Hamilton 3240  
New Zealand

Wintec has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International students published by the Ministry of Education. Copies are available on request from the New Zealand Ministry of Education website at [www.minedu.govt.nz](http://www.minedu.govt.nz).

## OFFICE USE ONLY (STUDENT CONSULTANT TO COMPLETE)

- Full Fee
- Scholarship
- Exchange
- Foreign Research
- Diplomatic
- Project
- International English Grant