

This application form is to be used by all international students applying to study for a degree programme at Victoria, with the single exception of the PhD. There is a completely separate application process for PhD applicants, managed by the Faculty of Graduate Research – see www.victoria.ac.nz/fgr

ALL sections must be completed. Please print clearly in block letters using a pen. Enclose one set of supporting documents with this application – all documents must be originals or certified copies. This application will not be processed unless full documentation is attached.

Please mail your completed form – faxed copies are NOT accepted.

Submission Details

This application is submitted by

- Self (direct applicant)
 Representative



E-mail Address for Correspondence (representative or student)

Postal Address for Correspondence (representative or student)

**Please note that we cannot courier/FedEx to PO Box numbers.*

If a PO Box number is provided this may delay postage time.

Student Personal Details

Family Name (as shown on student passport)

Given Name(s) (as shown on student passport)

Gender Male Female

Date of birth (D D / M M / Y Y)

Student Postal Address (see note above*)

Nationality (as shown on student passport)

Are you *also* a New Zealand citizen/Permanent Resident? Yes No

Student Telephone

Student E-Mail Address (if not already given above)

Disability support questions

Do you have a disability, impairment, long-term injury or chronic medical condition?

Yes No

Are you deaf?

Yes No

Most support is free for international students, but you may have to pay for specific support or services.

Proficiency in English

To study at Victoria you **MUST** be proficient in English.

For details of requirements, see www.victoria-international.ac.nz

Documentary evidence of the following information is required with this application.

- English was the language of instruction in previous studies completed in a native English speaking country.
 I will study/am studying in the VUW EPP (English Proficiency Programme)
 I will sit/have sat an English proficiency test (IELTS or TOEFL)

Date taken/to be taken

English test name

Results (if known)

Preferred programme of study at Victoria (in order of preference)

What degree/qualification is this application for?

Degree/Qualification

Major(s)

1st Choice:

2nd Choice:

Postgraduate Research Applicants

Please attach a statement detailing your proposed area of research, a research proposal (3-5 pages), research experience and publications. You may be required to submit a more detailed application at a later date. Please advise if you have contacted an academic staff member regarding your proposed study.

When do you intend to begin your studies at Victoria? February July November (*postgraduate only*) Year

What is your intended career?

Do you think your chosen qualification will help you fulfil this career aspiration? YES NO

Qualifications and Academic Records

Please provide details and official documentation of your academic results for all university qualifications, both complete and incomplete. Important: only provide details of qualifications for which you can provide full documentation.

Pre-university study

Name of Qualification	Institution and country	Date commenced	Date completed

Undergraduate

Name of Qualification	Institution and country	Date commenced	Date completed

Postgraduate

Name of Qualification	Institution and country	Date commenced	Date completed

Results pending?

Are you CURRENTLY awaiting results of any studies undertaken this year?

- NO
 YES – Please indicate below when these results will be available

Degree/Qualification	Institution and country	Date results available

Credit transfer (undergraduate applicants only)

Are you seeking credit transfer?

- YES – Please provide full official or certified academic transcripts and course descriptions for all tertiary study. If you are awaiting results, please provide these documents as soon as possible. Credit transfer guidelines are found at www.victoria-international.ac.nz
 NO

Relevant work history/experience

If you have work experience relevant to this application, please supply details in a separate sheet (work experience is not taken into account for admission to undergraduate programmes).

I have included

- Certified copy of passport personal details
 Evidence of my English proficiency (where required)
 Official documentation of my academic results

Certified copies are preferred. Originals will only be returned where specifically requested at the time they are submitted.

IMPORTANT: Documents submitted with this application must be originals or certified true copies of the originals, translated into English if necessary. Any certified documents submitted must be certified by the institution that issued the documents or by an official notary and must bear the official stamp of the person or institution. Photocopies or facsimiles of documents are not acceptable.

The submission of fraudulent or forged documentation in support of this application will automatically disqualify a student from enrolment. Victoria University of Wellington reserves the right to inform all other New Zealand Universities of such cases, including the student's name and date of birth.

Immigration New Zealand and the Police will also be informed. The submission of enrolment application documentation with this University denotes acceptance of these terms and constitutes consent to disclosure for the purposes of Privacy Principle 11 set out in the Privacy Act 1993

IMPORTANT NOTE | Where places on a degree programme are limited, higher entry requirements may be applied at the discretion of Victoria University of Wellington.

Please return this form and all certified/attested documentation to:

Victoria International

Victoria University of Wellington
Level 2, Easterfield Building
Kelburn Campus
PO Box 600
Wellington, NEW ZEALAND

Declaration and signature

I acknowledge that Victoria University of Wellington cannot be held liable for any costs associated with any medical expenses incurred by me at any time.

I supply the information on this form and in support of this application on the understanding:

- that it may be used for purposes relating to my enrolment as a student by members of the academic and administrative staff of Victoria University of Wellington;
- that it may be used for purposes external to the University when it is in statistical form or when it is not to my disadvantage for this to be done, and also where disclosure is required to comply with the provisions of the Privacy Act 1993;
- that I have the right to see and correct if necessary the information I have provided;
- that my application can not proceed without my consent to the foregoing conditions.
- I have read and understood the Victoria University of Wellington Refund Policy.

I declare that all the information submitted on this application form and in the attached documents is correct and complete. I understand that Victoria University of Wellington reserves the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information.

I acknowledge that if I provide incorrect or incomplete information this may result in the cancellation of my offer and/or my enrolment. I understand that it is my responsibility to provide all necessary documentary evidence of my qualifications and experience. I authorise the University to obtain further information wherever necessary.

I am aware of the tuition and living costs associated with studying in the course and I am able to meet all expenses for the duration of my study. I understand that if I am unable to meet these costs, the University and the New Zealand Government will not be expected to help me.

I authorise Immigration New Zealand and the Department of Labour to provide Victoria University with any personal details regarding my immigration status, including any information that I have submitted to Immigration New Zealand in the course of any visa or permit application.

I further agree that Victoria University of Wellington may supply my personal information to Immigration New Zealand and the Department of Labour where Victoria University consider the information relevant to my Immigration status.

Student Signature

Date