

YOUR PERSONAL INFORMATION AND THE PRIVACY ACT 1993

Students should read this information before completing the International Application Form.

Use of Personal Information Collected

The information sought on the International Application Form and associated documents is required to enable the University to fulfil its function and Charter obligations under the Education Act 1989.

This information will be held by the University and used in the following ways:

1. Within the University, relevant personal information about you, including your personal photograph will be available to those members of the University staff responsible for:
 - a. Your enrolment and academic progress through the University
 - b. Calculating your tuition fees and other charges
 - c. Establishing and maintaining your academic record
 - d. Administering assessment processes
 - e. Providing tuition, appropriate academic advice and support
 - f. Providing students services, accommodation, liaison services and learning development
 - g. Providing library and information technology services
 - h. Managing the Alumni Association Inc.
2. Some personal information will be made available to the Waikato Students' Union Inc. about their current members, for purposes relevant to the Association's constitution.
3. The University may be required by certain legislation to provide relevant personal information to certain agencies, including:
 - a. The Ministry of Education
 - b. The Inland Revenue Department
 - c. The New Zealand Police
 - d. The Department of Justice
 - e. Agencies that award scholarships and prizes and other forms of fees support
4. Some personal information will be used by the Ministry of Education in an authorised information matching programme for the purposes of the International Student Index.
5. Relevant personal information about international students may be provided to:
 - a. The Department of Immigration
 - b. The Ministry of Foreign Affairs and Trade
6. Some personal information may be supplied to another educational institution if you are enrolled for a programme which is part of a qualification that is formally associated with that institution.
7. Relevant personal information may be supplied to another institution if you have transferred to that institution.
8. The University may advise your secondary school when you graduate from The University of Waikato.

False or Misleading Information

If you supply information to the University that is found to be misleading or false, the University will review your enrolment. The University may also take appropriate legal action.

Holding of Personal Information

The personal information you supply will be held permanently within the University's record system. While you remain enrolled at the University you will be asked to annually update any information that has changed.

Compliance with the Privacy Act 1993

The University of Waikato undertakes to collect, update, use, store, disclose and exchange personal information in accordance with the provisions of the Privacy Act 1993. The University will, in accordance with the provisions of the Act, make available to you on request the personal information it collects from you, and it will make any appropriate correction to that information to ensure that the information held is accurate. If you have any further questions about the implications of collection, holding, use and disclosure by the University of any of your personal information, please contact the Waikato International at international@waikato.ac.nz



THE APPLICATION PROCESS

Application Deadlines

The following application deadlines are set to allow time for the processing of applications, and for the applicant to make relevant arrangements prior to departing for Waikato.

Applications are welcome after the deadline, but applicants should be aware that late applications may not allow enough time for pre-departure arrangements prior to the University start dates.

Semester A (Late February – June): Closing date for applications is 1 December of year prior to start date

Semester B (July – November): Closing date for applications is 1 May

Please note: Application processes for research degrees are generally longer than those of taught programmes. Research studies are also subject to the availability of an appropriate supervisor.

Admission to The University of Waikato

All students applying to The University of Waikato must meet the appropriate academic and English Language entry criteria. Schools of Study / Faculty / College may have additional entry requirements for some qualifications. All applications are considered on a case-by-case basis. Applicants are advised to check current requirements with Waikato International.

Representative Offices

The University has representatives in many countries around the world.

✦ For a full listing please contact Waikato International by email on international@waikato.ac.nz

Obtain an International Application Form from this Prospectus, request a copy from Waikato International or an overseas representative, or download from the University of Waikato Waikato International website www.waikato.ac.nz/international/formsPublications/index.shtml or apply online at www.waikato.ac.nz

✦ Complete all sections of the application form
Please note: There is a separate application form for students wanting to pursue a MBA, MPhil, PhD or EdD. Students also require a supplementary form if applying for Teacher Education, and Computer Graphic Design.

✦ Prepare all relevant documentation according to the checklist on the application form

✦ Forward the application form (or documents if you have applied online) and all supporting documentation to the Enrolment Office before the application deadline. Students should apply earlier than the stated deadline because some programmes have limited numbers

The University of Waikato PhD Application Procedure

1. You will need to check whether there is a potential supervisor available to supervise your research. You may find the following link useful as it gives you information about the researchers at our university and their research interests.
<http://research.waikato.ac.nz/experts/departments.shtml>

2. Please check whether you meet the entry requirements for PhD study. Detailed information can be found at
<http://www.waikato.ac.nz/learning/higherdegrees.shtml>

3. If you are interested in applying, please download a copy of PhD Application Form from <http://www.waikato.ac.nz/international/documents/PhD.pdf>

You will find a document checklist on the application form. Please prepare all the documents required. All the documents need to be either original or correctly verified by someone who has suitable standing (e.g. Justice of Peace, Notary Public, Authorised agents of the University of Waikato, etc). PhD study does not have to follow the normal semester start date. Therefore there is no deadline for applications. The postal address can be found on the last page of the application form.

A guide to preparing Higher Degree Thesis proposals can be found at http://www.waikato.ac.nz/sasd/files/pdf/postgraduate/form_1.pdf

4. Your application will be assessed by the Enrolment Office, your School of Study / Faculty and the Postgraduate Committee of the University of Waikato. It takes about 6-8 weeks to complete the assessment (some may take longer or shorter depending on the specific situation).

5. Once your application is approved, you will receive a letter of offer confirming this and it also gives you instructions about payment, accommodation, visa application, etc. You can also find relevant information at <http://www.waikato.ac.nz/international/students/prospective/prearrival.shtml>

6. Scholarship information – Please note that the University of Waikato does not offer scholarships to international students. However you may visit the following link to check whether you are eligible for any other scholarships. <http://www.waikato.ac.nz/international/scholarships/index.shtml>

✦ Information on Research Centres at the University of Waikato can be found on [page 9](#)

THE BENEFITS OF DOCTORAL STUDY AT WAIKATO

- ✦ The New Zealand PhD is VERY attractive, due to a number of important benefits to international students
- ✦ No International Tuition Fees. You will pay the same fees as New Zealanders. Annual supervision fees of approximately NZ\$4500 per year (for three years)
- ✦ An automatic 20 hours Work Visa
- ✦ No school tuition fees for children of PhD student to study at public Primary or High School
- ✦ An unrestricted work visa for husband / wife of PhD student
- ✦ A 1 year work visa after completion of PhD. Immigration points if you are considering applying for NZ Permanent Residency (PR)

Please note: PhD study must be full-time in order to qualify for these benefits.

Application to enrol form for new international students

- This application form is for international students who are NEW to the University of Waikato. Complete this form or apply online at www.waikato.ac.nz
 - For further information, refer to the International Prospectus, the website www.waikato.ac.nz/international, or email international@waikato.ac.nz
 - MPhil, PhD, MBA, Teacher Education and Computer Graphic Design applicants must also complete supplementary forms
- Application deadlines: 1 December (year before) for entry in Semester A (February)
1 May (same year) for entry in Semester B (July)
MPhil / PhD / EdD / SJD applications will be accepted throughout the year



THE UNIVERSITY OF
WAIKATO
Te Whare Wānanga o Waikato

Intended year of study

ID Number office use

SECTION 1 – YOUR DETAILS

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

Family name
(Your legal surname)

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

Date of birth
Day Month Year

Will you be a resident in New Zealand for the period of your study?
 Yes No

Citizenship

Please state country of citizenship and supply a verified copy of your passport Enclosed

Ethnic Identity

To which ethnic group(s) do you belong? Tick up to three boxes

- | | |
|--|--------------------------------------|
| <input type="radio"/> African | <input type="radio"/> Japanese |
| <input type="radio"/> Australian | <input type="radio"/> Korean |
| <input type="radio"/> British / Irish | <input type="radio"/> Latin American |
| <input type="radio"/> Cambodian | <input type="radio"/> Middle Eastern |
| <input type="radio"/> Chinese | <input type="radio"/> Niuean |
| <input type="radio"/> Cook Island Māori | <input type="radio"/> Polish |
| <input type="radio"/> Dutch | <input type="radio"/> Samoan |
| <input type="radio"/> Fijian | <input type="radio"/> South Slav |
| <input type="radio"/> Filipino | <input type="radio"/> Sri Lankan |
| <input type="radio"/> German | <input type="radio"/> Tokelauan |
| <input type="radio"/> Greek | <input type="radio"/> Tongan |
| <input type="radio"/> Indian | <input type="radio"/> Vietnamese |
| <input type="radio"/> Italian | |
| <input type="radio"/> Other Asian | |
| <input type="radio"/> Other European | |
| <input type="radio"/> Other Pacific Island Groups | |
| <input type="radio"/> Other Southeast Asian | |
| <input type="radio"/> Other _____ | |
| <input type="radio"/> New Zealand European / European / Pakeha | |
| <input type="radio"/> New Zealand Māori | |
| <input type="radio"/> Iwi (optional) _____ | |

Postal address

The University will use this address to contact you at all times. Please advise the Student Information Centre (call 0800 WAIKATO) when your contact details change.

Number and Street

Suburb

City Post Code

State

Country

Telephone

Cell phone

Fax

Email

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

Emergency contact details

() Name

Number and Street

Suburb

City Post Code

State

Country

Telephone

Agency or University / School Partner

Name

Number and Street

Suburb

City Post Code

State

Country

Telephone

Cell phone

Fax

Email

info@ieconline.de



SECTION 2 – 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 results is required

SECTION 3 – 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 _____
Documentary evidence required
- Overall result (if known) _____ Writing band (if known) _____
- 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 _____

SECTION 4 – TERTIARY STUDY RECORD

Is this application for your first year at a tertiary institution? Yes (go to Section 5) No (complete this section)

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

Year	Institution	Country	Qualification	Years enrolled		Qualification completed	
				From	To	Yes ✓	Year

If you are applying for an undergraduate programme and have previously studied at a tertiary institution, you may be eligible for credit from your previous study. Credit is not usually available for Foundation Studies or Graduate and Postgraduate Certificates and Diplomas. For further information visit <http://www.waikato.ac.nz/sasd/enrolment/credit.shtml>

SECTION 5 – MAIN ACTIVITY

Indicate your main activity on 1 October last year. **Tick only one**

- Secondary school student Self-employed College of education student Wānanga student
- Unemployed or other beneficiary University student Houseperson or retired Private training establishment student
- Wage or salary earner Polytechnic student Overseas

SECTION 6 – DISABILITIES

Do you live with long term effects of injury, illness or disability? Yes No

For further information visit www.waikato.ac.nz/disability

Type of disability. **Tick as applicable**

- Blind Hearing impaired Physical / mobility Speech
- Deaf Medical RSI / OOS (Occupational Overuse) Temporary
- Head injury Mental health Specific learning disability Visually impaired

Other, please describe _____



▼ APPLICANT'S INFORMATION

Full name _____

ID Number (if known)

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office use

▼ SECTION 7.1 – FIRST CHOICE OF QUALIFICATION

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

Qualification	
School of Studies / Faculty / College	
Major / Field / Subject	1
	2

Do you expect to complete your qualification this year? Yes, I need _____ papers or _____ points to complete No
Do you want to apply for credit for papers taken at another university or tertiary institution? Yes No

▼ SECTION 7.2 – SECOND CHOICE OF QUALIFICATION

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

Qualification	
School of Studies / Faculty / College	
Major / Field / Subject	1
	2

▼ SECTION 8 – 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 me. 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.

Signature _____ Date _____

▼ SECTION 9 – PAYMENT OF FEES

How do you intend to pay for your studies? The University of Waikato cannot provide financial assistance.

- Private funds Exchange agreement
 Study Abroad agreement Scholarship (Please complete section below)
 Other (please state)

Have you been awarded any scholarship/s Yes No

Name of scholarship _____
or

Will you be applying for scholarship/s Yes No

Name of scholarship (if known) _____

If your scholarship is unsuccessful do you still wish to be considered for study as a privately funded student? Yes No

If you have been awarded a scholarship, you are required to provide evidence of the award, such as a letter of notification from your sponsoring agent.

SECTION 11

Where have you heard about the University of Waikato in the past 12 months?

- | | | | | |
|-------------------------------------|---|---|---|-------------------------------------|
| <input type="radio"/> Advertisement | <input type="radio"/> Education Fair / Expo | <input type="radio"/> Friend / Family | <input type="radio"/> Other Institution | <input type="radio"/> Seminar |
| <input type="radio"/> Agent | <input type="radio"/> Embassy / Trade office | <input type="radio"/> Internet | <input type="radio"/> Other University | <input type="radio"/> Waikato visit |
| <input type="radio"/> Brochure | <input type="radio"/> English Language School | <input type="radio"/> Newspaper article | <input type="radio"/> School / College | <input type="radio"/> Other _____ |

What is a verified document?

A verified copy is a photocopied document signed by someone of suitable standing such as a Justice of the Peace, Solicitor, Barrister or Court Registrar. This person will need to see the original document and will check that the photocopy is a genuine, unaltered copy. They will then sign, date and stamp the photocopy with an official stamp, or will write "certified original sighted and this is a true copy of that original".

University staff at the Student Information Centre can also verify your documents.

PLEASE NOTE: You cannot send in a photocopy of a verified copy or fax a verified copy. We need the original version of the verified copy ie, the verification name, signature and date, must be original. The University does not return these documents. Once received, they become part of your University record.

Please do not submit original documents, keep them for your own personal records.

You must attach documentary evidence (in English) of all qualifications, including results of studies currently being undertaken.

If photocopies are provided, they must be verified / notarised. Verified / notarised copies must:

1. be stamped with an official seal or stamp
2. bear the printed name and signature of the person verifying the copy; and
3. have the date when the copy was verified.

CHECKLIST

Foundation Studies	Bachelors Degree	Graduate Studies	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Completed and signed my application form
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Verified copy of my passport
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Student statement
		<input type="radio"/>	Curriculum Vitae / Resume
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Original evidence of English language proficiency (either IELTS, TOEFL, or equivalent)
<input type="radio"/>	<input type="radio"/>		Verified or original copy of secondary school results (high school transcripts)
	<input type="radio"/>	<input type="radio"/>	Verified or original copy of academic transcripts for each year of tertiary study (if you wish to apply for credit for any previous study you will have to provide ORIGINAL academic transcripts – you may also be required to provide full course descriptions for previous tertiary study)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Verified graduation certificate or proof of graduation for each level of education completed
		<input type="radio"/>	Two letters of recommendation (from work and/or academic references to be written on company or school / university letterhead)

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 www.waikato.ac.nz/enrol/fees.shtml. In addition, students are required to pay course material charges, Building, Student Services, U Leisure levy and Waikato Student Union fee 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. Semester A papers – the second Friday of semester A, semester B papers – the second Friday of semester B. 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

Compulsory Medical and Travel Insurance

All international Students must have appropriate and current Health and Travel Insurance. Your insurance must be continuous for your full period of study in New Zealand. Without appropriate insurance you will not be able to enrol. This is a requirement of the New Zealand Ministry of Education's Code of Practice for the Pastoral Care of International Students (the Code). The Code is very specific about students' requirements for cover while they are in New Zealand and can be viewed on <http://www.minedu.govt.nz/>

How can I get appropriate insurance cover?

1. You can buy insurance through the University. We have arranged an insurance programme (StudentSafe–University) specifically for international students with Marsh Ltd, one of the world's largest insurance broking companies, OR
2. You may opt to purchase one of the alternative approved policies. You can view these alternative approved policies on <http://www.waikato.ac.nz/international/policies/insurance.shtml> If you purchase one of these, you must supply the University with a Certificate of Insurance at least 4 weeks prior to your enrolment.

Buying insurance through the University

No application form is required for cover under the StudentSafe –University Insurance Programme. The premium will be charged with your tuition fees which you will pay when you enrol; in 2009 it is \$495 for 12 months cover. If you travel to New Zealand within 31 days of your course start date, StudentSafe–University insurance begins automatically as soon as you leave home (subject to pre-existing conditions of health and general exclusions as detailed on the Master Policy Wording – see below webpage for details). It is therefore not necessary to buy insurance before coming to New Zealand. StudentSafe–University insures you during your course, provides 31 days cover at the end of the course if returning to your home country permanently, or 90 days cover until you re-enrol if you are just returning home for the holidays. Further information on the StudentSafe–University insurance programme is available at <http://www.waikato.ac.nz/international/policies/insurance.shtml>
Please note: Your insurance will cover you 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 if this happens – you can see a Student Advisor at the International Centre on your arrival at the University who can assist you with a claim. For those choosing StudentSafe–University, to be eligible for this special travel cover you must travel to New Zealand within 31 days of your course start date.

Accident Insurance

The Accident Compensation Corporation (ACC) 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

A compulsory orientation programme will take place during the week prior to classes starting. The programme is designed to give you practical information on studying at the University of Waikato and living in New Zealand. It will also give you the opportunity to meet with other students and staff of the university. Details will be given to you on arrival in New Zealand, can be collected from the International Centre, or viewed on <http://www.waikato.ac.nz/international/students/prospective/orientation.shtml>

Return completed form with all verified copy documents to:

ieconline GmbH
Marienstrasse 19/20, D-10117 Berlin
Tel. +49 (0)30-20458687
www.ieconline.de