

This is a sample form.



# STUDY ABROAD APPLICATION

Staple photo

OFFICIAL USE ONLY - ID NUMBER

ID CARD PHOTOGRAPH

Please staple a passport-sized photograph to this box and print your name and date of birth on the reverse (this box is not to staple)

BARCODE HERE

### WHO SHOULD COMPLETE THIS FORM?

- International Study Abroad applicants

### WHO SHOULD NOT COMPLETE THIS FORM?

- Domestic applicants
- Citizens and Permanent Residents of New Zealand and Australia
- Citizens with place of birth stated as Cook Islands, Tokelau or Niue
- Existing International students at AUT University
- Exchange applicants
- Applicants with refugee status

## SECTION ONE 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

## SECTION TWO APPLICANT'S CONTACT DETAILS

Please no agent details in this section - see section four.

2.1 What is your main contact address? Please note: All applicants must enter these details. This address will be used for all correspondence unless an AUT registered agent has been appointed. You may also be contacted by text, email, telephone or mail. Please ensure this is kept up-to-date at all times and advise us if it changes.  
c/o Kevin Martin, Boston University

2.2 Street number and name  
The Connaught, 4F/14 Waterloo Quadrant

2.3 Suburb

2.4 City/Town  
Auckland

2.5 Post code

2.6 Country

2.7 Telephone

2.8 Fax

2.9 Mobile

2.10 Email

## SECTION THREE ALTERNATIVE CONTACT DETAILS

Please no agent details in this section - see section four.

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 FOR AUT REGISTERED AGENTS ONLY

Please complete section four if applying through an agent. If not, please go to section five. Please note - we have the contact details for all AUT registered agents. If you apply through an AUT registered agent, then all correspondence relating to your application will be forwarded to that agent.

4.1 What is the name of the agency and code?

4.2 Place agent stamp here:

### FOR AGENCY ONLY

Note: Original certified copies of documents are preferred, however photocopies, facsimilies or emailed 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. See "how to certify your documents" on page 3.

## SECTION FIVE 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), and TOEFL.

5.1 What is your first language?

5.2 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 booked in to complete an IELTS or TOEFL test on:

fill in

your permanent address

leave blank

leave blank

fill in your course choices here

SECTION SIX PAPER/COURSE SELECTION

6.1 Please state which papers (courses) you would like to apply for:

PAPER NAME	PAPER/COURSE CODE
1	CODE
2 Internship program:	CODE
3 choose 2 courses	CODE
4	CODE
5 University studies program:	CODE
6 choose 3 courses	CODE

6.2 What is your preferred starting semester?

Sem. 1 (Feb/Mar - June)  Sem. 2 (July - Nov) Year: 2014

6.3 What is your intended length of study? Sem. 1

6.4 Are you applying for the Study/Internship option?

Yes

No

check no, even if you are in the internship program

SECTION EIGHT STATISTICAL INFORMATION

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

- AUT International House
- AUT International Office
- Embassy/NZ Trade and Enterprise
- Friends
- Home Institution
- English language school
- Agent
- Family member
- Advertisement
- Education Fair/Expo
- Internet
- Other

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

- Living outside of New Zealand
- Living in New Zealand

If living in New Zealand, please specify:

- Secondary school student
- Wage/salaried worker
- Tertiary student
- Non-employed

high school info

SECTION SEVEN ACADEMIC BACKGROUND

7.1 Please complete all of the below:

OVERSEAS SENIOR HIGH SCHOOL/NZ SECONDARY SCHOOL, FOUNDATION STUDY OR LANGUAGE SCHOOL:

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

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

UNIVERSITY/HOME INSTITUTION

NAME OF INSTITUTION:	
COUNTRY:	
QUALIFICATION:	(your degree, e.g. "BA English")
YEAR START:	YEAR FINISH:

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

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

Certified documentation of academic results for all qualifications must be provided.

7.2 Are you currently waiting for results?

Yes

No

college info

SECTION NINE DISABLED STUDENTS AND DEAF STUDENTS

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

- Yes
- No

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

- Deaf
- Blind
- Specific learning disability
- Head Injury
- Mobility/physical
- Temporary impairment
- Other - please state: \_\_\_\_\_
- Hearing impairment
- Vision impairment
- Medical
- Mental health
- Speech impairment

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

fill in

SECTION TEN STUDENT CHECK LIST

Please send certified copies only. Have you...

- Completed all sections in this form
- Enclosed translated and certified copies of your official 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
- Read the declaration and signed and dated this application form

leave blank

**SECTION ELEVEN STUDENT DECLARATION**

**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 understand that AUT University will collect, store, use and disclose personal information about me in the course of conducting its proper business and that a unique identifier will be assigned to me to facilitate this. I have read and understand how such information will be managed and disclosed in accordance with the Privacy Act 1993, and as outlined on the University website www.aut.ac.nz/privacy and in the University Calendar. I acknowledge that I have the right to access and seek correction of personal information about me and understand that if I withhold information or provide false or misleading information my enrolment may be terminated.
- 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 understand I must present a valid visa to study at AUT University prior to commencement of study and that I must ensure my visa is current during my enrolment
- i. I understand I must arrange appropriate medical/travel insurance prior to my arrival in New Zealand
- j. 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.
- k. 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:

*Handwritten in blue ink:* Sign and date

Date:

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

Parent's/guardian's signature:

[Empty signature box]

Date:

[Empty date box]

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:

[Empty name box]

Signature:

[Empty signature box]

Date:

[Empty date box]

Your relationship to the applicant:

[Empty relationship box]

**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: studyabroad@aut.ac.nz

Web: www.autstudyabroad.info

**APPLICATION AND ENROLMENT PROCESS**

**Step One**

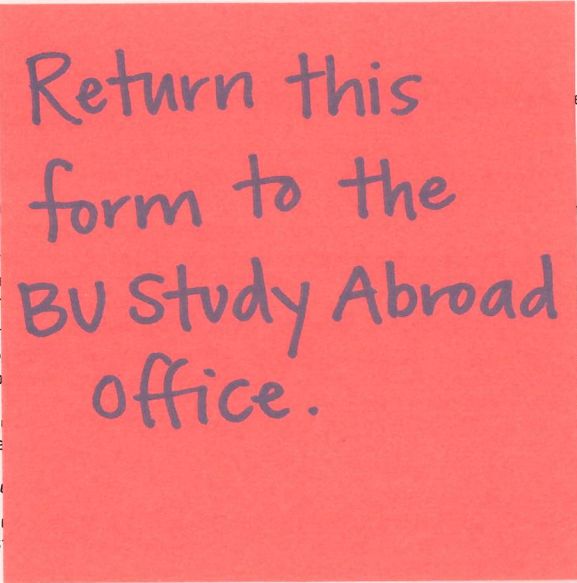
Before you begin, make sure that you plan ahead and give yourself a realistic amount of time to prepare for your intended start date. It is a good idea to research the programmes of study you are interested in, what they involve, and what will be expected of you throughout your studies.

**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 Study Abroad 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.

**Step Three**

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



**HOW TO CERTIFY YOUR DOCUMENTS**

Legal certification (proof that a photocopy is a true copy of the original document) must be provided and is very important. This can be done in several ways:

If overseas: Take the original document and a photocopy of it to an AUT Registered Agent or your country's equivalent to a:	If in New Zealand: Bring the original document to AUT and show it to either Student Information Centre, departmental/faculty administration staff or the International Centre. A copy will be made and signed by the staff member as being a true and accurate copy OR take the original document and a photocopy of it to a:
• Justice of the Peace	• Justice of the Peace
• Notary Public	• Notary Public
• Member of Parliament	• Member of Parliament
• Judge	• Barrister, solicitor,
• Any person authorised by the law of your country to administer an oath	• Registrar, or Deputy Registrar of the Courts

All documents must be legible and have "Certified true Copy of the Original" stated on the document, the full name, signature and title/position of the person certifying the documents, and an official stamp. Send in the certified photocopied documents with your application form.

*All documents must be certified.*

*If you do not do this it can cause lengthy delays and you cannot be enrolled. Please don't send original documents as they will not be returned.*

Please note: If your transcript/qualification/graduation/completion evidence is in a language other than English, you must provide a certified copy of both the original version and the official original English translation.

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

## PRIVACY

The personal information collected at the time of your enrolment will be held on the student administration database and will be made available only to authorised staff of the University. Some personal information (typically your name, current address, date of birth and academic details) from this database may be made available to external organisations.

AUT University undertakes to collect and maintain student personal information in a manner consistent with the principles outlined in the Privacy Act 1993.

### USES OF INFORMATION COLLECTED

Personal information collected will be available to those members of the University staff responsible for:

- Your enrolment
- Providing student services
- Establishing and maintaining your records
- Maintaining order and discipline
- Providing tuition, appropriate academic advice and support
- Providing University activities and events

### ORGANISATIONS WHICH MAY USE THE INFORMATION\*

- Student Association (AuSM)
- Alumni Association
- Ministry of Education
- StudyLink
- New Zealand Organisation of Quality (NZOQ)
- Tertiary Education Commission (TEC)
- Education Training and Support Agency
- New Zealand Qualifications Authority (NZQA)
- Industry Training Organisations
- Contributing secondary schools and other tertiary institutions
- New Zealand Vice-Chancellors Committee (NZVCC)
- Clinical Training Agency
- Agencies that support students with scholarships and prizes
- Health Professional Councils/Boards
- Course moderation bodies

\*The information collected will not be released to all of these potential users, but may be released on request. Note: Your name, date of birth and residency as entered on this application for enrolment form 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 [www.nsi.govt.nz/ima](http://www.nsi.govt.nz/ima)

## CODE OF PRACTICE

AUT 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 of the Code are available on request from the Institution or from the New Zealand Ministry of Education website at [www.minedu.govt.nz](http://www.minedu.govt.nz)

## STATUTES, REGULATIONS AND POLICIES

Where the information contained in this form conflicts with that of the AUT University Academic Calendar, the Academic Calendar information will take precedence over information in this form at all times.

Copies of the statutes, regulations and policies are available in the AUT University Calendar, AuSM offices, desk copy at the North Shore and City Campus Libraries and online at:

[www.aut.ac.nz/calendar](http://www.aut.ac.nz/calendar)

## FEES INFORMATION

- The fees for programmes of study offered to international students are generally set in the second quarter of the preceding academic year.
- Tuition Fees are set annually by the university council and are for the calendar period of January to December.
- The international fee for one year of full time study will be advised in the Offer of Place. The fees stated will be applicable only to the calendar year (January-December) in which the programme is commenced. If the programme extends for one or more semesters in a subsequent calendar year(s) the student will be required to pay all fees applicable for that calendar year (s).
- Please note that the Offer of Place is valid for the entire period of study in a programme provided that the student has a current permit/visa. All students must keep a copy of the Offer of Place for their records.
- Immigration New Zealand (INZ) requires that international students undertake full time study to comply with the conditions of their student permit. Full time study at Auckland University of Technology is deemed to be 120 points per year, or 60 points per semester.
- All international students are required to pay a non-refundable NZ\$150 enrolment fee for their first year of study only.
- All first year international students must pay all fees as detailed in the Offer of Place by the stated due date. The fees noted on the offer will be tuition fees, learner services levy fees, enrolment fee and medical and travel insurance fee.
- A student will not be enrolled at Auckland University of Technology until all fees are paid in full. If the tuition fees are not paid in full by the required date then the student will be withdrawn from the programme. Immigration New Zealand (INZ) will be advised that the student is no longer studying at Auckland University of Technology.
- If an international student is studying more than 120 points per year or 60 points per semester, additional tuition fees will be payable based on the number of additional credit points studied.
- A copy of the Protocol for Payment and Refund of Fees can be found at [www.aut.ac.nz/international-refunds](http://www.aut.ac.nz/international-refunds)

## REFUND SUMMARY

Information on the refund policy visit [www.aut.ac.nz/international-refunds](http://www.aut.ac.nz/international-refunds)

DATE OF REFUND REQUEST	EFFECT	REFUND DUE	ADMINISTRATION FEE	ACADEMIC RESULT
Up to 7 days before the start of the programme	Cancellation	100% (less admin. fee)	NZ \$300.00	No result recorded
From 7 days prior to the start of the programme until 11 days after the start of the programme	Withdrawal	90% (less admin. fee)	NZ \$300.00	No result recorded
From 12 days after the programme start date but before 75% of class duration completed	Withdrawal	NIL	NIL	Withdrawn result recorded
After 75% of class duration completed	No change	NIL	NIL	Did not complete result recorded

Please note: The date the International Student Refund Application is received by the Registry will be the date used to calculate a refund - not the last day of attendance at class. A refund will take a minimum of three weeks to process. The University reserves the right to request additional supporting information before any refund request is considered. The \$150 enrolment fee is non-refundable in all circumstances.