

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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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:

- | | |
|--|--|
| ☐ AUT International House | ☐ Agent |
| ☐ AUT International | ☐ Family member |
| ☐ Embassy/NZ Trade and Enterprise | ☐ Advertisement |
| ☐ Friends | ☐ Education Fair/Expo |
| ☐ NZ High School | ☐ Internet |
| ☐ English language school | ☐ Other |

9.2 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 ☐ Tertiary student
- ☐ Wage/salaried worker ☐ 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.

- | | |
|---|---|
| ☐ Deaf | ☐ Hearing impairment |
| ☐ Blind | ☐ Vision impairment |
| ☐ Specific learning disability | ☐ Medical |
| ☐ Head Injury | ☐ Mental health |
| ☐ Mobility/physical | ☐ Speech impairment |
| ☐ Temporary impairment | |
| ☐ 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

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
- ☐ Read the declaration and signed and dated this application form

Complete Section Six 6.1, ignore 6.2

Ignore Section Seven

Complete Section Eight. For 8.2 tick

Complete Section Nine. For 9.1 tick Advertisement, for 9.2 tick Living outside of New Zealand

Complete 10.1 and 10.2 if applicable

Ignore Section Eleven

Ensure you have completed these requirements

ALL STUDENTS MUST READ THE FOLLOWING INFORMATION AND SIGN

- To be signed by the applicant:

[illegible]

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

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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)

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[illegible]

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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: +649 9219779

Email: int.app@aut.ac.nz

Web: www.autinternational.info

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

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 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.

**Sign and
date the
form**

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
- Immigration New Zealand (INZ)
- 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
- 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: nsi.education.govt.nz

RECOGNITION OF PRIOR LEARNING/CREDIT FOR PRIOR LEARNING

If you believe you are entitled to credit for your previous studies please complete the Recognition of Prior Learning (RPL) form available from: www.aut.ac.nz/study-at-aut/international-students/downloads

Tertiary study from New Zealand and/or an overseas qualification must be assessed as equivalent in content and standard to papers taught at AUT.

An application for credit must include an official outline of the qualification studied as well as specific descriptions of programme content and individual papers studied as published by the institution. The application must be supported by certified copies of original documents. Please note: there may be a charge for assessment of RPL.

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

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

FEES INFORMATION

•The fees for programmes of study offered to international students are generally set in the second quarter of the preceding academic year.

•All first year international students are required to pay, in advance of enrolment, the full fee prescribed for their chosen programme of study, as detailed on their offer of place*.

*Please note that if the fee calculated at the time of enrolment into papers is less than that detailed on the offer of place, any credit balance on the student's account will be held by the University and applied to a subsequent enrolment. The amount of the credit balance is not available as a refund and any credit balance that remains outstanding for a period of two years or more will be forfeited.

•All returning international students are required to pay the fee calculated for their enrolment into papers in their chosen programme of study.

•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.

•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.

•If an international student is in their final year of study in a programme of study and can complete their qualification without the requirement for full time study, they will be charged a fee based upon their enrolment in the remaining number of papers required to complete.

•The international fee for one year of full time study will be advised in the Offer of Place.

•All international students are required to pay a non-refundable NZ\$150 application fee for their first year of study only.

•For first year international students at Auckland University of Technology, all fees including their tuition fee, application fee and Medical and Travel Insurance fee (if insurance arranged through AUT) must be paid in full by the date stated on their Offer of Place. A student will not be enrolled at Auckland University of Technology until all fees are paid in full.

•For international students other than in their first year of study, tuition fees and the Medical and Travel Insurance fee (if insurance arranged through AUT) must be paid 7 days prior to the start of the semester.

•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.

•If the tuition fees are not paid in full by the required date, the student will be withdrawn from the programme and Immigration New Zealand (INZ) advised that they are no longer studying at Auckland University of Technology.

•A copy of the Protocol for Payment and Refund of Fees can be found at: www.aut.ac.nz/students/student_services/policies

REFUND SUMMARY

For information on the Protocol for Payment and Refund of Fees, please visit: www.aut.ac.nz/students/student_services/policies

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 application fee is non-refundable in all circumstances.