

**FOR OFFICE USE ONLY** Student ID Number:

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**FOR OFFICE USE ONLY**  
Date Received:



# International Student Application Form 2012

Please complete ALL sections, in English, using a blue or black pen.  
Scan and email with relevant documents to [international@op.ac.nz](mailto:international@op.ac.nz)  
or mail to the address in section 13.



## 1. PROGRAMME OF STUDY YOU ARE APPLYING FOR:

Choice	Name of programme(s):	Preferred start <sup>1</sup> (month/year):
1		
2		
3		

(a) Are you applying as an Exchange or Study Abroad Student?  Yes  No If yes, name your home institution:

(b) Will you be applying for transfer of credit of previous study?<sup>2</sup>  Yes  No Country:

(c) Do you require ESOL learning first?  Yes  No Suggested level/programme:

## 2. PERSONAL DETAILS

(a) Have you enrolled at Otago Polytechnic before?  Yes  No

(b) Family name:

First name(s):

Preferred name:

Gender:  Female  Male

Title:  Miss  Mrs  Ms  Mr  Dr  Other

Date of Birth:  /  /  Day Month Year  
New Zealand National Student Number (NSN or NZQA):  (if applicable)

Which ethnic group or groups do you belong to? (Tick one or more boxes, or specify)

Chinese  Korean  Japanese  Thai  Indian  Russian  
 Vietnamese  Malaysian  English  Filipino  German  Arab  
 Other. Please specify: \_\_\_\_\_ What is your citizenship? \_\_\_\_\_

(c) Your permanent home address:

Postal code:  Email:

Telephone:  /  /  Country Area Number  
Mobile:  /  /  Country Area Number

(d) Contact address (if different from permanent home address) (if known):

Postal code:  Email:

Telephone:  Mobile:

(e) Who should we contact in an emergency? (If you are under 18 please specify guardian details)

Name:  Relationship:

Address:

Email:  Fax:

Telephone:  Mobile:

(f) Appointment of Agent (If applicable)

Name:  Telephone:

Company name:  Mobile:

Email:

Are you an Otago Polytechnic Registered Agent?  Yes  No (If no, please contact us to register)

Agent/Representative Stamp

<sup>1</sup> Refer to 2012 International Prospectus or our website for programme start information.

<sup>2</sup> Contact us for more information about what to submit with your credit transfer request.

**3. TELL US WHY YOU WANT TO STUDY THIS PROGRAMME AND WHAT YOUR PLANS ARE WHEN YOU HAVE FINISHED YOUR STUDY AT OTAGO POLYTECHNIC:**

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**4. ACADEMIC QUALIFICATIONS  
(include certified copies of both your secondary and tertiary academic transcripts and your final award)**

**(a) Secondary studies (High School, Secondary School)**

Qualification e.g. Secondary School Diploma: \_\_\_\_\_ Institution: \_\_\_\_\_ Country: \_\_\_\_\_ Date completed: \_\_\_\_\_

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**(b) Tertiary studies (College, University, Polytechnic, Teacher's College)**

Qualification e.g. Diploma, BSc, BA: \_\_\_\_\_ Institution: \_\_\_\_\_ Country: \_\_\_\_\_ Date completed: \_\_\_\_\_

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**5. ENGLISH LANGUAGE PROFICIENCY (include certified copies of your English Language Test Results)**

(a) My first language is:

(b) If you have gained an English language qualification in the last two years please provide details (tick):

IELTS     TOEFL     TOEIC     No test taken

I have booked for an English Language Proficiency Test (IELTS, TOEFL or TOEIC)

(c) Please estimate your current level of English (tick):

Beginner     Elementary     Pre-Intermediate     Intermediate     Upper-Intermediate     Advanced

(d) If you can provide other evidence of your English language ability please state:

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*ESOL programme information at [www.op.ac.nz/esol](http://www.op.ac.nz/esol) (Note: You do not require an English Language Test to enter our ESOL programmes.)*

**6. CURRENT OCCUPATION**

(a) Which main activity best describes your situation on 1 October in the year prior to this application?

Overseas (irrespective of occupation)

Other. Please specify: \_\_\_\_\_

**7. DISABILITY DETAILS (This information is confidential, and used to support students in their study.)**

(a) Do you have any disability that may affect your study?     Yes     No

If yes, how could we support you in your studies:

*NOTE: Disability support is available to you at your own cost.*

**8. MARKETING INFORMATION**

How did you hear about Otago Polytechnic? (Please tick one):

Family member/friend     Education fair/expo     New Zealand/NZ Embassy/NZ Education Centre

Advertisement     Internet     Educational agency

Teacher/careers advisor     Other (please specify)

**9. COMPULSORY HEALTH & TRAVEL INSURANCE**

The Code of Practice for the Pastoral Care of International Students requires all international students to have comprehensive health and travel insurance. We can arrange insurance for your period of study. (It is recommended that Otago Polytechnic arranges your insurance, so that it is Code compliant.)

Do you want us to arrange insurance for you?     Yes     No

## 10. ACCOMMODATION (refer to page 29 of the International Prospectus)

- Do you want us to make homestay<sup>1</sup> arrangements for you?  Yes  No
- Do you require other accommodation advice?  Yes  No

Please go to [www.op.ac.nz/international](http://www.op.ac.nz/international) for information on accommodation options.

## 11. STUDENT DECLARATION

- a) I declare that the information I have supplied on this form and in the attached documents is true and correct. I authorise Otago Polytechnic to obtain official records from any educational institution that I have previously attended. I understand that Otago Polytechnic reserves the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information.
- b) I agree to abide by all relevant statutes, regulations, rules, codes and policies of Otago Polytechnic.
- c) I am aware that enrolment in any Programme/Course/Course Occurrence is conditional upon and subject to sufficient numbers of students enrolling in that Programme/Course/Course Occurrence.
- d) I authorise the sharing of information between Otago Polytechnic and Immigration New Zealand. I understand that Immigration New Zealand will be notified if my enrolment is cancelled due to my poor attendance and/or academic progress.
- e) I consent to OPSA (Otago Polytechnic Student Association) and Otago Polytechnic using the information supplied here, including my Student Identification Card photograph, for official purposes only, and to the storage of information on their data systems, in accordance with the provisions of the Privacy Act, 1993.

**Applicant's Signature:**

**Date:**

Print your name in English:

**Signature of parent/guardian is required for applicants under the age of 18 years:**

**Signature of Parent/Guardian:**

**Date:**

Print your name in English:

## 12. APPLICATION CHECKLIST – No application will be processed until all required documents are received.

Ensure you have completed all the required sections of this form.

**Have you included: (Do not send original documents – send certified<sup>2</sup> copies only)**

- Certified copies of English translations (required if not in English) of your academic records, including your academic transcripts for both secondary and tertiary study and a copy of your final award for your diploma or degree, and other qualifications (as applicable).
- A copy of your official English Language test results (if applicable).
- A copy of your passport's photo pages.
- Resumé/curriculum vitae (if applicable).
- References, portfolio or any other additional information (if applicable).

## 13. APPLICATION SUBMISSION OPTIONS:

**You can email your scanned application and all supplementary documentation to: [international@op.ac.nz](mailto:international@op.ac.nz)  
OR mail it to the postal address below OR apply online at [www.op.ac.nz](http://www.op.ac.nz)**

**Courier Address:** Otago Polytechnic Customer Services, Forth Street, Dunedin, New Zealand Postcode 9016

**Postal Address:** Otago Polytechnic Customer Services, Private Bag 1910, Dunedin, New Zealand Postcode 9054

**Phone:** +64 3 477 3014 **Fax:** +64 3 471 6870 **Email:** [international@op.ac.nz](mailto:international@op.ac.nz) **Website:** [www.op.ac.nz](http://www.op.ac.nz)

<sup>1</sup> Homestay is living with a local area family, with most meals provided.

<sup>2</sup> A certified copy is a photocopy that has been officially stamped or endorsed by a person who can confirm that the copy is a true copy of your document. The person who certifies the copy must be authorized to do so by law in your home country or New Zealand, such as a lawyer, a Justice of the Peace, a court official, a notary public or a Member of Parliament. Otago Polytechnic Customer Services and Liaison team or our current registered agents may also certify documents.

# Apply to Arrive – Your Step by Step Guide

## Step #1: Choose your academic programme.

Ensure you meet the entry criteria. Contact us if you require advice about your selection or to plan ESOL or Certificate studies first.

## Step #2: Submit your application.

At least three months before your programme starts, submit your application with all required documentation as a scanned email, or by post, or online at: [www.op.ac.nz/students/apply.html](http://www.op.ac.nz/students/apply.html)

### We require with your application:

- Your academic history: certified<sup>1</sup> English language translations of your academic records, including your academic transcripts from your previous study (secondary school or tertiary study) and a copy of your final award (the diploma or degree you received) and any other qualifications you have (as applicable).
- Proof of your English Language capabilities: a copy of your official English language test results (if applicable).  
*Note: You can apply anytime for our ESOL programmes. For ESOL, we will not require an English language test result.*
- Official Identification: a copy of the photo page of your current passport.
- Background Information: a copy of your resume or curriculum vitae (if required).
- Other requirements: references, a portfolio or other information (if required or requested).

## Step #3: Acknowledgement of your application.

We will confirm that we have received your application and advise of the application processing time.

## Step #4: Offer Package

Otago Polytechnic will assess your application.

- If you are successful, you will be sent an Unconditional Offer of Place package.
- If you are unsuccessful, and do not meet all of the required entry criteria, you may be sent a conditional offer of place that will require you to provide additional documentation or evidence of meeting entry requirements.

### The Unconditional Offer Package includes:

- Offer of Place letter with a statement of fees;
- Acceptance documents;
- Student Visa and travel/medical insurance information;
- Other important information to help you prepare for your Otago Polytechnic studies.

## Step #5: Accept your Offer of Place. Pay your fees.

- Accept your Offer of Place and return your Response Form to us as a scanned document, by email, or as an original, by post.
- Pay your fees (tuition and ancillary fees). We will receipt your payment and send it to you. You will need this receipt to obtain your student visa.

## Step #6: Obtain your Student Visa. Make your travel arrangements.

- Apply to your nearest Immigration New Zealand branch for your student visa. See [www.immigration.govt.nz](http://www.immigration.govt.nz)
- Make your travel arrangements to New Zealand.

## Step #7: Find accommodation. Tell us about your arrival. We can help.

- Complete and return the Accommodation and Arrival Response form to us. Contact us if you require help to find accommodation, or a place in a local homestay.
- We can also arrange your airport pick-up in Dunedin or Queenstown (Central Otago).

## Step #8: Arrive in New Zealand

- Arrive in New Zealand. Your final destination will be our Dunedin or Central Otago campus.
- Attend our international student orientation where you will enrol in your programme and learn more about being a student here.

## Step #9: Start your studies. Enjoy your life as a student with Otago Polytechnic!

<sup>1</sup> A certified copy is a photocopy that has been officially stamped or endorsed by a person who can confirm that the copy is a true copy of your document. The person who certifies the copy must be authorized to do so by law in your home country or New Zealand, such as a lawyer, a Justice of the Peace, a court official, a notary public or a Member of Parliament. Otago Polytechnic Customer Services and Liaison team or our current registered agents may also certify documents.