



Domestic Application/Registration Form Guide 2007

Welcome to Otago Polytechnic. We hope your time with us is enjoyable.

This guide has been produced to help you complete your 2007 Application. We ask you to read it carefully as your application will be delayed if the form is not completed correctly, or the correct identity documentation is not provided. If you have any queries regarding your enrolment please either call at:

Customer Services
F Block
Forth Street
DUNEDIN

or ring us on 0800 SMARTMOVE (0800 762 786) or 477 3014

or visit our website www.otagopolytechnic.ac.nz or email us on info@tekotago.ac.nz please make a note to say subject is an application query.

Postal Address:

Otago Polytechnic
Customer Services
Private Bag 1910
DUNEDIN

Open Hours:

8.00am – 5.30pm Monday to Thursday
8.00am – 5.00pm Friday

How to complete the application form:

Please use black or blue ball point pen and print all details clearly. Please ensure that you complete all parts of the application form, which are applicable to you. This will help us in the processing of your application and will help in preventing delays.

PROGRAMME APPLICATION INFORMATION

Each student has the opportunity to apply for up to three programmes. **If you do not wish to apply for three programmes**, please complete the number you intend to apply for listing them in order preference. If the programme allows and you wish to study part-time and/or distance please specify this in the tick boxes provided.

PERSONAL DETAILS

Please supply all the information requested in this section

Question 1: This is your full legal name. This must be the same name as shown on the identity documents you provide.

Question 2: This is if you have a preferred name or names. In all cases your legal documented name must be used for academic records.

Question 3: Title by which you are known e.g. Mr, Mrs, Miss, Ms, Dr. Please state if this is Other.

Question 4: Your gender

Question 5: This is your full date of birth as stated on your birth certificate.

Question 6: This is for if you have previously been at Otago Polytechnic. If so please state under what name you were previously enrolled. If your name has changed since previous enrolment, then your application must be accompanied with certified documentation e.g. Marriage Certificate, Deed Poll.

Question 7: If you already hold a New Zealand Qualification Authority (NZQA) or National Student Index (NSI) registration number. Please state the appropriate number in the box provided.

CITIZENSHIP AND ETHNICITY

It is a requirement of our funding from the Ministry of Education that we confirm the identity of all students attending our institute. Please complete all details where applicable.

Question 8: Please indicate if you are a New Zealand citizen (born in New Zealand or granted citizenship) or a permanent resident. If you are a permanent resident then a certified copy of Passport with New Zealand Permanent Resident Visa must be attached with application form.

Question 9: This is for students with dual citizenship. Please indicate the country of citizenship of the passport used to enter New Zealand. Please note that if you were not born in New Zealand, we will need to see your New Zealand Passport, New Zealand Citizenship Papers, or Passport from another country showing a current New Zealand Resident's visa. If you do not hold a residency visa you will need to see the International Office.

Question 10: This is for Extramural Students only. We require to know if during the period of your intending enrolling programme will you be resident in New Zealand or overseas.

Question 11a: Please identify the ethnic group or groups you identify with. You may tick up to 3 boxes.

Question 11b: If you identified as being New Zealand Maori, please state the Iwi with which you have an affiliation.

CONTACT DETAILS

Please supply all the information requested in this section. We need to have up-to-date contact details for you. If this information is incorrect we may have problems with your application.

Question 12: This is your home/permanent address.

Question 13: Email address if you have one.

Question 14: If you are in any sort of employment, please enter your employers name and address details here.

Question 15: This is your contact address while you are studying. Please note you only need to complete this question if the address is different to your home/permanent address.

Question 16: This is an emergency name and contact details. Please note that this information is optional.

Question 17: Please tick the appropriate box for the address you require any correspondence to be forwarded too.

STATISTICAL INFORMATION

The information you provide in this section is required by the Ministry of Education and other authorised agencies. It is used for planning and reporting purposes. Please ensure you supply all the information requested in this section.

Question 18: Name of the last secondary school you attended.

Question 19: The last year you were at secondary school.

Question 20: The highest award you hold from secondary school.

Question 21: If this is the first year you have enrolled in any sort of study both in New Zealand and overseas since leaving school. Please do not include hobby, STAR or LINK courses.

Question 22: Your **main** occupation or activity as at 1 October 2005.

SUPPORT

The information you supply in this section of the enrolment form is confidential.

Extra support is available for students with medical conditions, disabilities and/or learning difficulties.

Students who identify as having a disability, medical condition and/or learning difficulty on the enrolment form will receive a letter from our disability office. This ensures that our disability office is aware of your presence. If you wish to discuss support strategies, please contact the disability office on receipt of their letter.

Question 23: Do you live with the effects of significant injury, long term illness or disability

Question 24: Specify type if injury, illness or disability

Question 25: If you need help out of building in an emergency.

Question 26: Is English your first language.

ENROLMENT INFORMATION

Please supply all the information requested in this section.

Question 27: How you found out about the programme you are enrolling for.

Question 28: Your IRD number

Question 29: Do you expect to complete this qualification this year.

Question 30: What provincial region you were living in when decided to apply for this programme.

APPLICATION INFORMATION

Information about your previously gained qualifications

Question 31: If you have not gained any formal qualifications

Question 32: Please tick the qualifications you have gained from
Secondary
School

Question 33: Indicate the Institution you are currently studying at, if applicable

Question 34: What qualifications you are currently working towards

Question 35: List the subjects you are currently studying towards

Question 36: List the Tertiary Study and/or Professional Qualifications gained

POLICY STATEMENTS

Please read and make yourself familiar with the **FEES, CANCELLATION** and **WITHDRAWALS/REFUNDS** policies, also the **PRIVACY** information

DECLARATION

Please ensure you sign the declaration. Failure to do so will delay your enrolment.

It is a Ministry of Education requirement that the enrolment form be signed by yourself only and not by someone else on your behalf.

Question 37: Your Signature and the Date.