

FOR OFFICE USE ONLY		Student ID Number:

FOR OFFICE USE ONLY
Date Received:



Auckland International Campus 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
or mail to the address in section 13.

1. PROGRAMME OF STUDY YOU ARE APPLYING FOR:

Tick	Name of programme(s):	Preferred start ¹ (month/year):
<input type="checkbox"/>	English for Speakers of Other Languages (ESOL)	
<input type="checkbox"/>	Bachelor of Applied Management	

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: New Zealand National Student Number (NSN or NZQA):
Day Month Year (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: Mobile:
Country Area Number 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

¹ Refer to the 2012 Auckland International Campus Prospectus or our website for programme start information.

² 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

4. ACADEMIC QUALIFICATIONS

(Please see Application to Arrival Guide to find out what documentation you need to send with your application.)

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

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

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

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

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:

ESOL programme information at 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

Do you want us to make homestay¹ arrangements for you?

Yes

No

Please see the 2012 Auckland International Campus Prospectus at www.op.ac.nz/auckland 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.

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 certified² copies only)

- Certified² 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

13. APPLICATION SUBMISSION OPTIONS:

**You can email your scanned application and all supplementary documentation to: international@op.ac.nz
OR mail it to the postal address below OR leave it with staff at the Auckland International Campus.**

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 **Website:** www.op.ac.nz

¹Homestay is living with a local area family, with most meals provided.

²A 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.