

AND/OR ENGLISH LANGUAGE PROGRAMMES

Complete this form and **send** it with supporting documents to Unitec International by:

email: international.applications@unitec.ac.nz (agents only - please do not use any other email address)

STUDENT (APPLICANT) DETAILS

Family name			
First name(s)			
Date of birth (<i>day/month/year</i>)	Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Citizenship (<i>as shown in passport</i>)	Ethnicity	Country of birth	
Passport number	Issue date	Expiry date	
Student correspondence address details: (in New Zealand or overseas)		Student address 12 months ago: (in New Zealand or overseas)	
Telephone/mobile number:		Telephone/mobile number:	
Student email address:		Student email address:	
Emergency contacts: one must be from your home country			
Name:		Name:	
Relationship to you:		Relationship to you:	
Telephone/mobile number:		Telephone/mobile number:	
Country where they are living:		Country where they are living:	
Submission details: This application is being submitted by:		Which of the following most influenced your decision to apply to Unitec?	
<input type="checkbox"/> Self (direct applicant)		<input type="checkbox"/> Advertising (TV/radio/newspaper)	
<input type="checkbox"/> OR Name of Agent:		<input type="checkbox"/> New Zealand High Commission/Embassy	
Office where the application is being sent from (city/country):		<input type="checkbox"/> Education exhibition/fair	
Agent contact email:		<input type="checkbox"/> www.international.unitec.ac.nz	
		<input type="checkbox"/> Family/friend	
		<input type="checkbox"/> Agent	
		<input type="checkbox"/> Other	

ENGLISH LANGUAGE APPLICATIONS

If you plan to study English at Unitec, please indicate the level you wish to begin at (if known). Levels 2-4 start February, May July and September. Level 5 only begins in February and July.

<input type="checkbox"/> NZ Certificate in English Language (level 2)	<input type="checkbox"/> NZ Certificate in English Language (level 4)
<input type="checkbox"/> NZ Certificate in English Language (level 3)	<input type="checkbox"/> NZ Certificate in English Language (level 5)
Is English your first language?	<input type="checkbox"/> Yes <input type="checkbox"/> No

ACADEMIC APPLICATIONS: PROGRAMME OF STUDY

Refer to the International Prospectus (or www.intprogrammes.unitec.ac.nz) for details of programmes, start dates, and entry requirements. Choose 1-2 programmes you would like to study and list them in order of preference. If you do not meet the entry requirements of your preferences, we will automatically assess your eligibility for an available pathway programme within the relevant area. If you do not meet the English requirement for the academic programme you are applying for, we will provide a conditional offer.

ACADEMIC PROGRAMME	MAJOR (<i>if applicable</i>)	START DATE (<i>e.g. Mar 2011</i>)
First choice		
Second choice		

STUDY HISTORY

Last year of Intermediate, Secondary or High School

Highest qualification (<i>eg XII</i>)	School	Country	Year completed (<i>eg 2008</i>)

Tertiary studies (university or other study after leaving school)

What is the first year you enrolled in a university or other tertiary institution in any country? (*eg 2008*)

Qualification e.g. BA	University/Tertiary Institution	Country	Completed	Year completed
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

SPECIAL NEEDS

Please complete this section if you live with the effects of significant injury, long-term illness or disability. Unitec seeks to provide an equality of opportunity for all students.

I require special needs support.

Please specify your type of injury, illness or disability (e.g. deafness):

SCHOLARSHIP APPLICATIONS

Are you applying for an NZAID scholarship? Yes No

Are you applying for any other scholarship? Yes No Please specify (eg FAB)

CROSS-CREDIT/CREDIT RECOGNITION (ACADEMIC PROGRAMMES ONLY)

Do you wish to apply for cross-credits? Yes No

If yes, please complete the application for credit recognition form (SAF 005)

The application must be returned with detailed course descriptions - **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**. Applications received less than 3 months before the semester starts will be assessed for the following semester. There is no fee for this application.

PRIVACY STATEMENT

Unitec collects and stores information about students to comply with various statutes, including the Education Act, the Public Finance Act and the Inland Revenue Act. We also collect and store information to enable us to make decisions regarding your progress, and to provide you with evidence of your academic achievements. It may be disclosed to academic and administration staff where relevant to their duties, and also where relevant to other agencies such as the Ministry of Education, Tertiary Education Commission, New Zealand Qualifications Authority, Ministry of Foreign Affairs and Trade, Career Services, tribal trusts and scholarship providers, Ministry of Immigration, Industry Training Organisations, Industry Licensing and Registration bodies, other tertiary institutions, previous secondary schools and providers of work experience for students in courses with a practical component. Please note that your name, date of birth and residency as entered on this enrolment 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. In addition, when required by statute, we will release information to government agencies such as the New Zealand Police, Department of Justice, Inland Revenue, and the Accident Compensation Corporation. You have the right to see and correct information which has been collected by us.

DECLARATION

I hereby declare that the information provided by me on this application form is true and correct. I understand that failure to disclose requested information or supplying false information may result in my application/enrolment not being processed or being cancelled. I authorise the INZ and the Department of Labour to provide Unitec with any personal details regarding my immigration status, including any information that I have submitted to the INZ in the course of any visa or permit application. I agree to abide by all Unitec statutes, regulations and policies as may be amended from time to time. I have read, understood and accept the Refund Policy and the Privacy statement above.

Print name (in English): _____ Applicant signature: _____ Date: _____

CHECKLIST - PLEASE REFER TO PAGE 56 FOR GUIDANCE

I have included:

Application form completed and signed by student

Notarised copy of IELTS/TOEFL test results

Notarised copy of your passport ID page or birth certificate

Notarised copy of your academic records from high school and above (in English and original language)

CV, statement of purpose, work-related references (for graduate/postgraduate programmes)

Portfolio (if required)

The application is not complete unless the applicant signs the declaration on this page. Applications will not be assessed without this signature.

For any queries please contact:

Unitec International

Phone: +64 9 815 4302

Fax: +64 9 815 4301

Email: international@unitec.ac.nz

All applications will be acknowledged. Use the **ID number** provided by Unitec in all future correspondence with Unitec staff.

Send your application as indicated on the front of this form.

GUIDELINES FOR CREDIT RECOGNITION/ CROSS-CREDITS

As per the Unitec Academic Statute, "cross-credit" means the award of credit in recognition of successful equivalent study at the same or higher level, in the context of another programme and in accordance with the institution's policy on credit recognition.

Cross-credits awarded do not usually exceed 50% of the Unitec programme, and may be less.

All cross-credits granted are provisional until approved by the Programme Committee. The student will be formally advised of the Programme Committee's decision in writing. Cross-credits are only applicable to the programme for which they are approved; they cannot be reassigned to another programme.

The information on this form and on any attachments will be covered by the NZ Privacy Act 1993 and by Unitec's Privacy of Information policy. Go to www.unitec.ac.nz and search for Privacy Policy for further details. Unitec reserves the right to seek confirmation of the authenticity and accuracy of any documentation provided by other tertiary institutions or referees.

Please apply at least two months before the semester begins; the assessment process may take longer than this in some cases. Credits approved more than two weeks after the semester begins will not affect your enrolment in that semester (ie you will not be able to withdraw from courses or apply for a refund based on credits approved).

To apply for cross-credits, please

- 1 Complete the Application for Credit Recognition / Cross-credits form (SAF005) in as much detail as possible
- 2 Obtain detailed course descriptions / course outlines / syllabus in English from the previous institution for each course you would like considered for cross-credits; ideally this will be in pdf format
- 3 If you have not already supplied notarised copies of the transcript and completion certificate, please attach these.
 - › Note: "notarised" means you must provide a copy of each document certified by a Justice of the Peace, solicitor or authorised Unitec agent with the following statement "I have sighted the original of this document and confirm that this is a true copy"
 - › Alternatively, you may provide the original documents in person to Unitec International for copying and verification on-site
- 4 Return all items to Unitec International at:
 - › Unitec International, Private Bag 92025, Victoria Street West, Auckland 1142, NZ
 - › Unitec International, 139 Carrington Road, Mt Albert, Auckland 1025, NZ
 - › international.applications@unitec.ac.nz

There is no fee for cross-credit assessment.

Form SAF 005

Application for Credit Recognition/Cross-credits from study at Unitec or other Tertiary Institutions in New Zealand or Overseas

Complete a separate form for each qualification studied or institution attended. You can download additional forms from www.unitec.ac.nz/studentforms

Unitec programme (for which you wish to gain cross-credits)	Semester & year you will start this programme	This is page number (eg 2 of 5)	of
Family (or last) name		First names	
Unitec ID number	Date of birth	Telephone number	
Address			
Institution attended (eg OpenPoly)	Location (eg Cairo, Egypt)	Qualification studied (eg DipAgSci)	

Year Course Completed	Subject / Paper / Course Passed <i>(eg MATH 101 or Unit Standard 4512) (if all NZQA credits, please just attach record of learning)</i>	Grade (eg C+)	Credits/Points (eg 15 credits)	Cross-credit sought at Unitec (eg MATH 7301)	OFFICE USE ONLY				
					Accept/ Decline (Circle)		Course Nbr (Subj & Catalog - eg ALAF 7101)	Credits	Approved
					Accept	Decline			
					Accept	Decline			
					Accept	Decline			
					Accept	Decline			
					Accept	Decline			
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					Accept	Decline			
					Accept	Decline			

Signed by applicant: I hereby confirm that all information given on this form, and the attached documents, is complete and correct. I agree that Unitec may validate this information with the institutions I have attended.

Signed	Date
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Office Use Only	Payment, Regs & Docs checked by	Date	Notes	
	Signed by Prog Leader as ready for Prog Cttee minutes:	Date	Tick if NZQA Unit Standard or Enrolment change details attached <input type="checkbox"/>	
	Entered by	Enrolments amended by	Checked against Prog Cttee minutes by (name & signature)	Date