



Application for Admission and Provisional Enrolment (International Students)

UCOL is a polytechnic under the Education Act.

Please print in pen. If you need assistance or further information, please telephone us on:

0064 6 952 7000

or visit our website at:

www.ucol.ac.nz

Welcome to UCOL! Thank you for choosing to study with us. Please complete this form and return it to us as soon as possible.

Were you previously applied or enrolled at UCOL, Wanganui Regional Community Polytechnic or Masterton Community Polytechnic? No Yes If "Yes", Student ID No: _____

If you have previously studied at UCOL, Wanganui Regional Community Polytechnic or Masterton Community Polytechnic under a different name to the one you currently use, please write it in the space provided: (See Part B of the Enrolment Guide)

STOP READ THIS

• Before completing this form, please read the UCOL Enrolment Guide for International Students, which contains important information including further terms and conditions of your enrolment at UCOL. Please ensure that you have read and understood UCOL's refund policy for International Students set out in Part E of the Enrolment Guide and the UCOL Change of Details/ Circumstances information set out in Part C of the Enrolment Guide.

• Please note that different fees apply to International Students than to Domestic Students. To ensure that you have the current information required to calculate the total tuition fees payable to us please read the current UCOL International Student Prospectus. For further information, please contact the UCOL Information Centre.

• If UCOL offers you a place and if you accept that place, UCOL must sight your passport containing evidence that you have the appropriate permit/visa to study at UCOL.

• Before sending UCOL this form, please read the checklist on the final page.

Section 1: My Personal Details

Title

Mr Mrs Miss Ms Other > If "other" please enter details: _____

Legal Family name

Legal First name(s)

Preferred name(s)

Date of birth

Gender

 MALE FEMALE

Permanent address (in home country)

Home telephone number

(AREA CODE)

Work telephone number

(AREA CODE)

Mobile number

Fax number

(AREA CODE)

Email address

IRD Number (if any) - (Please see Part B of Enrolment Guide)

NZQA number (if any) – Please see Part B of Enrolment Guide:

Next of kin/emergency contact name:

Next of kin/emergency contact telephone number:

(AREA CODE)

Next of kin/emergency contact address:

Section 2: Qualification/Courses (See Enrolment Guide Glossary, Part D for definitions)

I wish to study the following qualification(s) (see International Student Prospectus)

QUALIFICATION NAME

Use the space below where the qualification you have chosen to study does not have set courses, or you are studying individual courses within a qualification, or studying part time. If you need more space an elective sheet may be obtained from our Information Centre.

COURSE NAME(S)

Is your study full time or part time?

Full time

Part time

Semester

1

2

Or Start Date (if known)

DAY

MONTH

YEAR

Which campus will you be studying at? (Please note: Some courses/qualifications are offered by UCOL at more than one campus)

Palmerston North

Masterton

Levin

Wanganui

Other

(Please specify)

Do you expect to complete your qualification this year?

Yes

No

Elective Sheets

If we have sent you an elective sheet for your chosen qualification, please complete and return with this form. If you require an elective sheet but have not received one, you may request one from the UCOL Information Centre.

Website: www.ucol.ac.nz

Email: enquiry@ucol.ac.nz

UCOL @ Palmerston North
Cnr Princess & King Streets
Private Bag 11022, Palmerston North

UCOL @ Masterton
143-159 Chapel Street, PO Box 698
Masterton

UCOL @ Levin
Vincent Drive, PO Box 1016, Levin

Wanganui UCOL
57 Campbell Street
Private Bag 3020, Wanganui

Please tear this form out of the prospectus

Section 3: My Educational History and Other Details

Name of last secondary school attended

Country

Year that you last attended secondary school

19 20

Highest level of achievement at secondary school* (Tick box)

- | | | |
|----|--------------------------|---|
| 00 | <input type="checkbox"/> | No formal secondary qualification or less than 12 credits at level 1 |
| 01 | <input type="checkbox"/> | School Certificate in one or more subjects of 12 or more credits at level 1 |
| 02 | <input type="checkbox"/> | Sixth Form Certificate in one or more subjects of 12 or more credits at level 2 |
| 03 | <input type="checkbox"/> | University Entrance or a National Certificate at level 2 |
| 04 | <input type="checkbox"/> | Higher School Certificate or 12 to 39 credits at level 3 or higher |
| 05 | <input type="checkbox"/> | Entrance qualification from Bursary exam or 40 or more credits at level 3 or higher |
| 07 | <input type="checkbox"/> | A or B Bursary or National Certificate at level 3 |
| 08 | <input type="checkbox"/> | University Scholarship |
| 09 | <input type="checkbox"/> | Overseas qualification (includes International Baccalaureate) |
| 98 | <input type="checkbox"/> | Other |
| 99 | <input type="checkbox"/> | Not known |

* Proof required – see checklist on final page.

**Is this your first year of tertiary study? (See Part B of Enrolment Guide)

Yes No Year:

** Please complete the tear-out sheet at Part F of the Enrolment Guide.

LEVEL OF ENGLISH

Please specify how many years you have studied English and what level you have achieved (please provide any results such as TOEFL or IELTS grades and attach copies of your certificates to this form):

† If this is your first year of tertiary study you must select one of these categories.

Prior activity – as at 1 October prior to the date on which your course commences (select one) (Please see Part B of Enrolment Guide)

- | | | | | | |
|-----|--------------------------|---|-----|--------------------------|--|
| †01 | <input type="checkbox"/> | Secondary school student | 07 | <input type="checkbox"/> | College of Education student |
| †02 | <input type="checkbox"/> | Non-employed or beneficiary (excluding retired) | †08 | <input type="checkbox"/> | House person or retired |
| †03 | <input type="checkbox"/> | Wage or salary worker | 09 | <input type="checkbox"/> | Wananga student |
| †04 | <input type="checkbox"/> | Self-employed | 11 | <input type="checkbox"/> | Private Training Establishment student |
| 05 | <input type="checkbox"/> | University student | †12 | <input type="checkbox"/> | Overseas – specify: |
| 06 | <input type="checkbox"/> | Polytechnic/Institute of Technology student | 99 | <input type="checkbox"/> | Other – specify: |

WORK HISTORY – Please outline in writing and attach to this form.

Ethnicity (Please do not tick more than three boxes)

- | | | | | | |
|----|--------------------------|---------------------------------|----|--------------------------|------------------------|
| 00 | <input type="checkbox"/> | European | 51 | <input type="checkbox"/> | Chinese |
| 31 | <input type="checkbox"/> | Samoan | 52 | <input type="checkbox"/> | Indian |
| 33 | <input type="checkbox"/> | Tongan | 68 | <input type="checkbox"/> | Other Asian – specify: |
| 36 | <input type="checkbox"/> | Fijian | 89 | <input type="checkbox"/> | Other – specify: |
| 06 | <input type="checkbox"/> | Other Pacific Island – specify: | | | |

Fee/Assistance Status (Please see Part B of the Enrolment Guide). Please indicate your particular circumstances by ticking the appropriate box:

- | | | |
|----|--------------------------|--|
| 01 | <input type="checkbox"/> | Ministry of Foreign Affairs & Trade (MFAT) Scholarship, including Aotearoa, short-term training and postgraduate |
| 03 | <input type="checkbox"/> | Full-fee paying foreign student (excluding Foreign research-based post-graduate) |
| 04 | <input type="checkbox"/> | Exchange scheme (approved by Ministry of Education) |
| 06 | <input type="checkbox"/> | Foreign research-based post-graduate |
| 08 | <input type="checkbox"/> | Military Personnel, diplomatic staff or family, or persons associated with Operation Deep Freeze |

DISABILITY

Do you live with the effects of significant injury, a long-term illness or any disability? If you tick "Yes" please complete the Disability Details tear-out sheet at Part F of the Enrolment Guide and return with this form and you will be sent information on services available to students with a disability.

Yes No

Section 4: Accommodation

UCOL may be able to arrange accommodation for you in a homestay, if you wish to do so. The fee per person for a homestay is estimated at \$175 NZD per week (subject to change). This generally includes some meals (breakfast and dinner), your own bedroom, utilities and local telephone calls.

Are you interested in Homestay accommodation with a New Zealand family?

Yes No

If you are applying to enrol in a course(s) and/or qualification that is taught from UCOL's Wanganui campus, we may be able to arrange accommodation for you in our student flats. Student flats are only available in Wanganui and accommodation costs an estimated \$77 NZD per week (subject to change by UCOL), plus various other living costs. You will have your own bedroom but will share facilities with other students. You will be required to buy your own food, cook your own meals and do your own washing. You will also have to provide your own bedding plus some other items.

Are you interested in accommodation in a student flat at Wanganui UCOL?

Yes No

UCOL is a polytechnic under the Education Act.

Please post completed application to:

UCOL
Private Bag 11022
Palmerston North
New Zealand

or

Wanganui UCOL
Private Bag 3020
Wanganui
New Zealand

Section 7: My Acknowledgement and Declaration *(See Part C of the Enrolment Guide)*

- In completing and returning this form, I am applying to enrol at UCOL. If UCOL offers me a place in writing and if I accept that place, I agree to pay to UCOL in full the relevant tuition fees, all other costs set by UCOL (if any) and (where applicable) Student Association fees before the first day I attend UCOL.
- I undertake to comply with all UCOL's statutes, policies and procedures (including all amendments and new statutes, policies and procedures introduced after the date of this Application for Admission and Provisional Enrolment form).
 - I acknowledge that I have not relied on UCOL's (and/or UCOL's agents or contractors) judgement that course(s) and/or qualification(s) are suitable for any particular purpose or will achieve any particular result.
 - I acknowledge that, apart from the statements and warranties expressly given to me in writing by UCOL, all other statements and warranties (express or implied) are excluded.
 - I have received full written details of all fees, and any items that are or may be required by UCOL to be purchased or provided by me, for the course(s) I have chosen.
 - I understand that the terms and conditions of this form as well as Part C of the Enrolment Guide form part of my contract with UCOL. I have read the Enrolment Guide. I understand and accept it.
 - If I have applied to enrol in a course where UCOL requires me to supply further information (e.g. health, police check etc.), I agree to promptly supply that information. I understand that my enrolment on that course is conditional on UCOL being satisfied with the content of the information I supply.
 - If this is the first time I have enrolled at UCOL, I have attached (or agree to promptly send) a certified copy of my passport.
 - I have attached (or agree to promptly send) proof of my highest level of achievement at secondary school and previous/current study (if any).
 - I agree to provide UCOL with evidence of an appropriate permit/visa for the duration of my course(s) and/or qualification at UCOL. I acknowledge that, if at any time during my enrolment at UCOL, I do not have a valid permit/visa then my enrolment at UCOL is at an end.
 - I understand that I must notify UCOL immediately if any of my contact details change, including my residential address.
 - I acknowledge that I have received a copy of the Summary of the Code of Practice for the Pastoral Care of International Students.
- I have read and understood the Privacy Act provisions. *(See Part C of the Enrolment Guide)*
- I agree that if UCOL offers me a place in writing and if I accept that offer of place, I may only withdraw if UCOL's Information Centre or Student Registry Services receives a Change of Details/Circumstances form duly completed and signed by me.

Declaration

I declare that, to the best of my knowledge, all the information I have provided on this form is true and complete.

I acknowledge that if UCOL offers me a place in writing, I may accept that place by completing, signing and returning the Acceptance Card or by paying UCOL's tuition fees. I acknowledge that if I do not accept UCOL'S offer of place promptly by returning the signed Acceptance Card, UCOL may (at UCOL'S option), before it receives notice of my acceptance, withdraw its offer of place to me.

Signature

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>
DAY	MONTH	YEAR

Guardian's Signature if I am under 18 years at the date of signing this Application.

Checklist

- My Application for Admission and Provisional Enrolment is fully completed, dated and signed by me.
- I have read and understood the Enrolment Guide for International Students.
- If I am a first-time student at UCOL, I have attached (or will supply) proof of my age and identity, in the form of a certified copy of my current Passport
- I have attached (or will supply) proof of my highest level of achievement at secondary school and the Previous/Current Study Details tear-off sheet from Part F of the Enrolment Guide for International Students.
- I have attached copies of all certificates I have been awarded in respect of English courses I have successfully completed (if any).
- I have completed, signed and return the Medical Authority tear-off sheet from Part F of the Enrolment Guide for International Students.
- I have attached the Disability Details Form from Part F of the Enrolment Guide for International Students (if applicable).
- Evidence of having obtained medical and travel insurance at the time of enrolment