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BARCODE HERE

Please staple a passport-sized photograph to this box and print your name and date of birth on the reverse (this box is not to scale)

### WHO SHOULD COMPLETE THIS FORM?

- International Study Abroad applicants

### WHO SHOULD NOT COMPLETE THIS FORM?

- Domestic applicants
- Exchange student applicants
- Permanent residents of New Zealand, Australia, Cook Islands, Tokelau, Niue
- Existing International students at AUT University

## SECTION ONE PERSONAL DETAILS

You must attach a **certified copy** of your birth certificate or passport. If you have changed your name please attach evidence (e.g. certified copy of marriage certificate).

1.1 Title  Mr  Ms  Mrs  Miss Other

1.2 Surname or family name (as appears on your passport, birth certificate or marriage certificate)

1.3 First name(s)

1.4 Preferred first name

1.5 Date of birth

d	d	m	m	y	y
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1.6 Gender  Male  Female

1.7 Country of citizenship

1.8 Ethnicity

## SECTION TWO CONTACT DETAILS

If you apply through a registered AUT University agent all correspondence relating to your application will be forwarded to that agent. You may also be contacted by text, email, telephone or mail.

2.1 What is your **main** contact address?  
Please note: This will be used to post all correspondence to.  
Please ensure this is kept up-to-date at all times and advise us if it changes.

2.2 Street number and name

2.3 Suburb

2.4 City/Town

2.5 Post code

2.6 Country

2.7 Telephone

2.8 Fax

2.9 Mobile

2.10 Email

## SECTION THREE ALTERNATIVE CONTACT DETAILS

3.1 Alternate/permanent address (e.g. parents, relatives - this will be used if we cannot contact you at your main address):

3.2 Street number and name

3.3 Suburb

3.4 City/Town

3.5 Country

3.6 Telephone

3.7 Who is your **emergency** contact?

3.8 Name

3.9 Telephone

## SECTION FOUR AGENCY

Please complete section four if you are applying through an agent. If not, please go to section five.

4.1 Are you applying through an agency?  Yes  No

4.2 If yes, what is the agent's name?

4.3 Place agent stamp here:

<p><b>iec online GmbH</b>                  Marienstrasse 19/20, D-10117 Berlin                  Tel. +49 (0)30-20458687                  www.ieconline.de</p>	
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### FOR AGENCY ONLY

Note: Original copies of documents are preferred, however photocopies, facsimiles or scanned documents are acceptable if of a high quality and are legible. You may be required to produce original certified documents upon request for audit purposes and/or if the electronic copies you have supplied are illegible.

## SECTION FIVE ENGLISH PROFICIENCY

If English is not your first language you will need to have completed one or more of the following tests within the last two years: IELTS (academic), TOEFL or Cambridge Certificate.

5.1 What is your first language?

5.2 If English is not your first language, please tick **one** of the following boxes that applies to you

- I have completed an English language test (attached)
- I will provide my English language test results at a later date
- English was the medium of instruction of my previous  years of study. I have attached documentary evidence
- I have booked in to complete an IELTS or TOEFL test on:

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## SECTION SIX PAPER/COURSE SELECTION

6.1 Please state which papers (courses) you would like to apply for:

PAPER NAME	PAPER/COURSE CODE
1	CODE
2	CODE
3	CODE
4	CODE
5	CODE
6	CODE

6.2 What is your preferred starting semester?

Semester One  Semester Two Year:

6.3 What is your intended length of study?

6.4 Are you applying for the Study/Internship option?

Yes  No

## SECTION SEVEN ACADEMIC BACKGROUND

7.1 Please provide certified official documentation of academic results for all qualifications:

UNIVERSITY/HOME INSTITUTION			
NAME OF INSTITUTION:			
COUNTRY:			
QUALIFICATION:			
YEAR START:		YEAR FINISH:	

NAME OF INSTITUTION:			
COUNTRY:			
QUALIFICATION:			
YEAR START:		YEAR FINISH:	

NAME OF INSTITUTION:			
COUNTRY:			
QUALIFICATION:			
YEAR START:		YEAR FINISH:	

7.2 Are you currently waiting for results?

Yes  No

## SECTION EIGHT STATISTICAL INFORMATION

8.1 How did you hear about AUT University? Please tick one:

- |  |  |
|--|--|
| <input type="checkbox"/> AUT International House         | <input type="checkbox"/> Agent               |
| <input type="checkbox"/> AUT International Office        | <input type="checkbox"/> Family member       |
| <input type="checkbox"/> Embassy/NZ Trade and Enterprise | <input type="checkbox"/> Advertisement       |
| <input type="checkbox"/> Friends                         | <input type="checkbox"/> Education Fair/Expo |
| <input type="checkbox"/> Home Institution                | <input type="checkbox"/> Internet            |
| <input type="checkbox"/> English language school         | <input type="checkbox"/> Other               |

8.2 What was (or will be) your main activity on the 1st October in the year before you start your study?

- |  |  |
|--|--|
| <input type="checkbox"/> Living outside of New Zealand | <input type="checkbox"/> Living in New Zealand |
|--|--|
- If living in New Zealand, please specify:*
- |   |   |
|---|---|
| <input type="checkbox"/> Secondary school student | <input type="checkbox"/> Tertiary student |
| <input type="checkbox"/> Wage/salaried worker     | <input type="checkbox"/> Non-employed     |

## SECTION NINE DISABLED STUDENTS AND DEAF STUDENTS

9.1 Do you live with the effects of significant injury, long term illness, or disability?

Yes  No

9.2 If yes, please indicate by ticking the appropriate box below.

- |   |   |
|---|---|
| <input type="checkbox"/> Deaf                         | <input type="checkbox"/> Hearing impairment |
| <input type="checkbox"/> Blind                        | <input type="checkbox"/> Vision impairment  |
| <input type="checkbox"/> Specific learning disability | <input type="checkbox"/> Medical            |
| <input type="checkbox"/> Head Injury                  | <input type="checkbox"/> Mental health      |
| <input type="checkbox"/> Mobility/physical            | <input type="checkbox"/> Speech impairment  |
| <input type="checkbox"/> Temporary impairment         |   |
| <input type="checkbox"/> Other - please state:        | <input type="text"/>                        |

If you need additional resources or support there are additional costs. Please contact the Disability Resource Service: [disability.office@aaut.ac.nz](mailto:disability.office@aaut.ac.nz)

## SECTION TEN STUDENT CHECK LIST

**Please send certified copies only.** Have you...

- Completed all sections in this form
- Enclosed translated and certified copies of your academic transcripts including graduating certificates and explanation of the grading system
- Attached a passport sized photograph for your ID card (an ID card cannot be produced without a photo)
- Enclosed a certified copy of your current passport or birth certificate
- Enclosed a certified copy of your official English Language test results
- Enclosed other supporting documentation related to your application
- Enclosed a translated certified copy of your medical and travel insurance certificate (if you have purchased your own)
- Read the declaration and signed and dated this application form

## ALL STUDENTS MUST READ THE FOLLOWING INFORMATION AND SIGN

- I agree to abide by the statutes, regulations and policies of the Auckland University of Technology ("the University").
- I declare that the information I have supplied on this form and any attached documentation to be true and complete and that I have personally completed the form and am the sole author of the student statement and resume. I have not withheld information which could have a bearing on my enrolment or the conditions of my enrolment. I acknowledge that the University may suspend or terminate my enrolment if false information has been supplied or required information is not supplied by the due date. The University reserves the right to inform all other New Zealand Universities, Immigration New Zealand, and the Police, of such cases, including the student's name and date of birth.
- I understand that all documents submitted with this application become the property of the University and will not be returned to applicants. I agree to supply further documentation requested by the University for the purpose of my enrolment.
- I have read and understood the outline of how the Privacy Act will be applied in the University, as set out in the privacy section (see over) of the Application form, and I authorise the University to collect, use and disclose personal information about me in accordance with that outline and the Privacy Act 1993.
- I authorise the University to release information regarding my application to Immigration New Zealand (INZ) and the Department of Labour where the University considers the information relevant to my immigration status.
- I authorise any agency holding the source of any information I have provided on this form to release that information to the University upon request.
- I have read and understood the University refund policy for International students.
- I am aware of the tuition and living costs associated with studying in the programme and I am able to meet all expenses for the duration of my study. I understand that if I am unable to meet the costs, the University and New Zealand Government will not be expected to help me.
- I understand that the University may contact me via email, text messages, phone or by post for communications regarding my enrolment, or student services at the University.

*To be signed by the applicant:*

Your signature:

Date:

*To be signed by a parent/guardian for applicants under the age of 18 years only:*

Parent's/guardian's signature:

Date:

*If the applicant is not able to sign above, an authorised person or AUT registered agent may sign on applicant's behalf (not applicable for applicants under the age of 18 years)*

Name of person:

Signature:

Date:

Your relationship to the applicant:

## WHERE TO SEND THIS FORM

Postal address:

**ieconline GmbH**  
 Marienstrasse 19/20, D-10117 Berlin  
 Tel. +49 (0)30-20458687  
 www.ieconline.de

Physical address/courier address:

AUT University  
 Level 2 (ground entry), WA Building  
 55 Wellesley Street East  
 Auckland Central  
 New Zealand

For more information please contact:

Phone: +64 9 921 9779

Email: [studyabroad@aut.ac.nz](mailto:studyabroad@aut.ac.nz)

Web: [www.autstudyabroad.info](http://www.autstudyabroad.info)

## APPLICATION AND ENROLMENT PROCESS

## Step One

Before you begin, make sure that you plan ahead and give yourself a realistic amount of time to prepare for your intended start date. It is a good idea to research the programmes of study you are interested in, what they involve, and what will be expected of you throughout your studies.

## Step Two

To study at AUT you will need to apply either directly to the University or through an AUT Registered Agent. Applicants must complete this Study Abroad Application form, ensuring all sections are completed in full, and that the programme of choice is clearly indicated. You will need to supply all the required certified documentation otherwise this will delay your application.

Please visit: [www.autinternational.info](http://www.autinternational.info) to check if there are any additional application requirements for entry to your programme of choice.

## Step Three

If you are submitting your application from overseas for the upcoming semester it will take up to one week to assess (postgraduate may take longer). When we receive your application you will receive an acknowledgement email/letter.

## Step Four

Successful applicants will receive an Offer of Place letter, which will give advice on tuition fees, enrolment fee, insurance fees, and date of payment.

## Step Five

The applicant can accept the offer by signing the acceptance of offer form and returning a copy to Registry Services.

When your fees have been received, a receipt will be issued. This must be presented to the nearest Immigration New Zealand office with a copy of your Offer of Place in order to obtain a student permit/visa.

Receiving a signed Offer of Place does not guarantee you a place. To guarantee a place on the programme of choice, a signed Offer of Place must be received by AUT, and tuition, enrolment and insurance fees must be paid in full by the due date. Please note some programmes have a limited intake, so do not delay making payment.

## Step Six

Congratulations. It is now time to prepare for your travel, orientation and life as a student in New Zealand.

## HOW TO CERTIFY YOUR DOCUMENTS

Legal Certification (proof that a photocopy is a true copy of the original document) must be done and is very important.

Take the original document and a photocopy of it to **one** of the following:

- AUT University Student Information Centre
- AUT Registered Agent
- AUT International Student Centre staff
- School Principal or School Careers Advisor
- Justice of the Peace
- Notary Public or Member of Parliament
- Registrar, or Deputy Registrar of the courts
- Barrister or Solicitor
- Minister of Religion
- Commissioner of Oaths

Send in the certified photocopied documents with your application form.

*All documents must be certified*

*If you do not do this you cannot be enrolled - please don't send originals*

Please note: All copies of academic transcripts, graduation certificates and additional documentation must be officially translated and certified/notarised in English by the issuing institution, a Notary Public, a Justice of Peace, a Solicitor, an AUT registered agent or a Commissioner of Oaths. All documents must have an official stamp and signature. Please do not send original documents (passports, birth certificates) as they will not be returned.

The University may suspend or terminate your enrolment if any falsified documents are discovered during the application or enrolment process, or during your study.

## PRIVACY

The personal information collected at the time of your enrolment will be held on the student administration database and will be made available only to authorised staff of the University. Some personal information (typically your name, current address, date of birth and academic details) from this database may be made available to external organisations.

AUT University undertakes to collect and maintain student personal information in a manner consistent with the principles outlined in the Privacy Act 1993.

### USES OF INFORMATION COLLECTED

Personal information collected will be available to those members of the University staff responsible for:

- Your enrolment
- Providing student services
- Establishing and maintaining your records
- Maintaining order and discipline
- Providing tuition, appropriate academic advice and support
- Providing University activities and events

### ORGANISATIONS WHICH MAY USE THE INFORMATION\*

- Student Association (AuSM)
- Alumni Association
- Ministry of Education
- StudyLink
- New Zealand Organisation of Quality (NZOQ)
- Tertiary Education Commission (TEC)
- Education Training and Support Agency
- New Zealand Qualifications Authority (NZQA)
- Industry Training Organisations
- Contributing secondary schools and other tertiary institutions
- New Zealand Vice-Chancellors Committee (NZVCC)
- Clinical Training Agency
- Agencies that support students with scholarships and prizes
- Health Professional Councils/Boards
- Course moderation bodies

\*The information collected will not be released to all of these potential users, but may be released on request. Note: Your name, date of birth and residency as entered on this application for enrolment form 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](http://www.nsi.govt.nz/ima)

## CODE OF PRACTICE

AUT has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry of Education.

Copies of the Code are available on request from the Institution or from the New Zealand Ministry of Education website at [www.minedu.govt.nz](http://www.minedu.govt.nz)

## STATUTES, REGULATIONS AND POLICIES

Where the information contained in this form conflicts with that of the AUT University Academic Calendar, the Academic Calendar information will take precedence over information in this form at all times.

Copies of the statutes, regulations and policies are available in the AUT University Calendar, AuSM offices, desk copy at the North Shore and City Campus Libraries and online at:

[www.aut.ac.nz/students/student\\_services/policies/](http://www.aut.ac.nz/students/student_services/policies/)

## FEES POLICY

- The fees for programmes of study offered to international students are generally set in the second quarter of the preceding academic year.
- All first year international students are required to pay, in advance of enrolment, the full fee prescribed for their chosen programme of study, as detailed on their offer of place\*.

\* Please note that if the fee calculated at the time of enrolment into papers is less than that detailed on the offer of place, any credit balance on the student's account will be held by the University and applied to a subsequent enrolment. The amount of the credit balance is not available as a refund and any credit balance that remains outstanding for a period of two years or more will be forfeited.

- All returning international students are required to pay the fee calculated for their enrolment into papers in their chosen programme of study.
- Immigration New Zealand (INZ) requires that international students undertake full time study to comply with the conditions of their student permit. Full time study at Auckland University of Technology is deemed to be 120 points per year, or 60 points per semester.
- If an international student is studying more than 120 points per year or 60 points per semester, additional tuition fees will be payable based on the number of additional credit points studied.

• If an international student is in their final year of study in a programme of study and can complete their qualification without the requirement for full time study, they will be charged a fee based upon their enrolment in the remaining number of papers required to complete.

• The international fee for one year of full time study will be advised in the Offer of Place and will remain current for the total period of study\* of the programme the student is enrolled in.

\* Please note that any break in enrolment within the programme of study of greater than one year will result in the fee for the current year of enrolment, rather than the fee for the original year of enrolment, being charged.

• The University reserves the right to vary any fee quoted prior to the issue of an offer of place, however once an offer has been made and accepted by the student, the fees will be final.

• All international students are required to pay a non-refundable NZ\$150 enrolment fee for their first year of study only.

• For first year international students at Auckland University of Technology, all fees including their tuition fee, enrolment fee and Medical and Travel Insurance fee (if insurance arranged through AUT) must be paid in full by the date stated on their Offer of Place. A student will not be enrolled at Auckland University of Technology until all fees are paid in full.

• For international students other than in their first year of study, tuition fees and the Medical and Travel Insurance fee (if insurance arranged through AUT) must be paid 7 days prior to the start of the semester.

• Please note that the Offer of Place is valid for the entire period of study in a programme provided that the student has a current permit/visa. All students must keep a copy of the Offer of Place for their records. The Offer of Place is to be used by the student as an invoice for payment of fees for each year of study. A separate invoice will not be issued.

• If the tuition fees are not paid in full by the required date, the student will be withdrawn from the programme and Immigration New Zealand (INZ) advised that they are no longer studying at Auckland University of Technology.

## REFUND SUMMARY

Information on the refund policy visit [www.aut.ac.nz/students/student\\_services/policies](http://www.aut.ac.nz/students/student_services/policies)

DATE OF REFUND REQUEST	EFFECT	REFUND DUE	ADMINISTRATION FEE	ACADEMIC RESULT
Up to 7 days before the start of the programme	Cancellation	100% (less admin. fee)	NZ \$300.00	No result recorded
From 7 days prior to the start of the programme until 11 days after the start of the programme	Withdrawal	90% (less admin. fee)	NZ \$300.00	No result recorded
From 12 days after the programme start date but before 75% of class duration completed	Withdrawal	NIL	NIL	Withdrawn result recorded
After 75% of class duration completed	No change	NIL	NIL	Did not complete result recorded

Please note: The date the International Student Refund Application is received by the Registry will be the date used to calculate a refund - not the last day of attendance at class. A refund will take a minimum of three weeks to process. The University reserves the right to request additional supporting information before any refund request is considered. The \$150 application fee is non-refundable in all circumstances.