



## STUDY ABROAD AND STUDENT EXCHANGE APPLICATION FOR ADMISSION

This form is for International Students wishing to apply as a Study Abroad or Student Exchange student. If you are a New Zealand citizen or permanent resident or an Australian citizen do not use this form.

### 1: Personal Details of Applicant

Massey University student identification number (if already allocated)

Surname/Family name (as shown on passport)

Given names (as shown on passport)  Preferred name

Date of birth (dd/mm/yyyy)  Gender  Male  Female

Citizenship (as shown on passport)

Ethnic group (if different from Citizenship)

Current postal address  Permanent address (in your home country) if different from current postal address

Email

Telephone  Mobile

### Applicant's Emergency contact person/Next of kin

Name  Relationship

Telephone  Email

### 2: Proposed Study Plan

<b>When do you intend to begin?</b> <input type="checkbox"/> Semester One (February) <input type="checkbox"/> Semester Two (July) Year <input type="text"/>	<b>Duration of study</b> <input type="checkbox"/> One Semester <input type="checkbox"/> Two Semesters	<b>Preferred Campus</b> <input type="checkbox"/> Albany (Auckland) <input type="checkbox"/> Palmerston North <input type="checkbox"/> Wellington	<b>Level of Study</b> <input type="checkbox"/> Undergraduate <input type="checkbox"/> Postgraduate
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### 3: Academic Background

\* Please provide verified official academic transcripts for all qualifications listed below.

#### Previous Tertiary Institution (Higher Education Institution)

Name of Institution	Country	Qualification	Last year enrolled
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

#### Current Tertiary Institution you are attending (Higher Education Institution)

Name of Institution	Country	Degree	Overall GPA
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

You are currently  Freshman/1st year  Sophomore/2nd year  Junior/3rd year  
 Senior/4th year  Master's student

Please list any courses (classes) that you are currently enrolled in and which do not appear on your academic transcript of grades.

Course name	Semester/Quarter

Is English your first language?  Yes If yes, please go to Section 5  No If no, please complete Section 4

#### 4: English Language Proficiency

I will take/have taken an English language proficiency test (Academic IELTS or TOEFL)

Date to be taken	Name of test	Result if known

Copies of English language results are not acceptable. An original Academic IELTS score must be supplied. A copy of your TOEFL score should be sent directly to Massey International from ETS.

**NOTE: Minimum English language requirements**

**Undergraduate**

- IELTS (Academic) Minimum overall band of 6.0 with no individual band score less than 5.5
- TOEFL Paper-based test (P) Minimum score of 550, TWE 4.0 OR Computer-based test (C) minimum score 213, Essay rating 4.0 OR Internet-based test (iBT) Minimum score of 80, writing 19.
- DAAD (for German students) A minimum B grade in each section plus a letter of recommendation from your home institution attesting to your English competency.

**Postgraduate**

- IELTS (Academic) Minimum overall band of 6.5 with no individual band score less than 6.0
- TOEFL Paper-based test (P) Minimum score of 575, TWE 4.0 OR Computer-based test (C) minimum score 232, Essay rating 4.0 OR Internet-based test (iBT) Minimum score of 90, writing 20.
- DAAD (for German students) A minimum B grade in each section plus a letter of recommendation from your home institution attesting to your English competency.

#### 5: Health and Disability

Do you have any disability, impairment, long-term injury, or chronic medical condition(s) that may impact on your ability to study and/or participate in university activities?  Yes  No

If so, please provide a report from a registered health professional so we can assess our ability to support you during your stay in New Zealand.

#### 6: Proposed Papers at Massey University

Because some advanced Massey papers (classes) require an appropriate academic background it is important to gain provisional acceptance for individual papers offered at Massey University prior to your arrival on campus. Please note that acceptance is automatic for most 100 level papers. Please specify your paper selection below. You will be permitted to enrol in a maximum of four papers per semester or 60 credits of study, but it is helpful to list alternative choices. Please refer to the guidelines to assist you in completing this section accurately. You can view papers available at <http://study.massey.ac.nz>

##### Semester One (February - June)

Paper Code	Paper Name	Final Examination Date	Credit Value
<i>Example: 196.316</i>	<i>New Zealand Plant Ecology</i>	<i>17 June pm</i>	<i>15</i>

##### Semester Two (July - November)

Paper Code	Paper Name	Final Examination Date	Credit Value

Please note that amendments to your proposed programme can be made at Orientation once you have discussed your selected papers with academic staff. However students should ensure that any papers taken at Massey, for credit to their home university degree has home university approval.

## 7: Enrolment Category

Please select one of the following options on how you plan to enrol at Massey University:

- As an exchange student participating in a bilateral student exchange agreement existing between your institution and Massey University.  
*(Please have the Exchange Coordinator from your home college/university complete Question 8 - Nomination for Study Abroad or Exchange)*
- As a study abroad student participating in an approved programme offered by the institution where you are currently enrolled.  
*(Please have the Study Abroad Advisor from your home college/university complete Question 8 - Nomination for Study Abroad or Exchange)*
- As a Study Abroad student participating in an approved programme through a Study Abroad placement organisation

## 8: Nomination for the Study Abroad or Student Exchange Programme

This section must be completed by the Study Abroad advisor or Exchange Administrator from the institution that is coordinating the application process.

This is to certify that

has been nominated and approved to apply to Massey University as a:

- Study Abroad student
- Exchange student (as part of a bilateral student exchange agreement with Massey University)

Please write your name, position and contact details below.

First Name	<input type="text"/>	Surname	<input type="text"/>
Position	<input type="text"/>		
Postal address	<input type="text"/>		
Email	<input type="text"/>		
Telephone	<input type="text"/>	Fax	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>

## Application Checklist and Signature (please ensure you attached the following documents, where necessary, and sign below)

- A **verified/notarised** copy of your birth certificate OR the identity page of your current passport.
- Officially translated and **verified/notarised** copies of all academic transcripts from all universities attended.
- Evidence of English Language Proficiency. Massey's institution code for TOEFL is 9480. To order an official copy of your TOEFL score to be sent to Massey, please contact ETS.
- A disability statement about any equipment or support needs you may have.
- A portfolio if you are applying for any design or fine arts papers. You may submit your portfolio by CD, email, weblink, or slides.

All copies of academic transcripts, graduation certificates and additional documentation must be officially translated and verified/notarised in English by the issuing institution, a notary public, a justice of the peace, a solicitor or a commissioner of oaths, or University Students Records Officer. **All documents must have an official stamp and signature. Photocopies or facsimile documents are not acceptable.**

Signature of applicant

Date

The submission of false information or forged documentation in support of this application will automatically disqualify a student from enrolment. Massey University reserves the right to inform all other New Zealand Universities of such cases, including the student's name and date of birth. Immigration New Zealand and the New Zealand Police will also be informed. The submission of this Application for Admission will be deemed to be acceptance of these terms and constitutes consent to disclosure for the purposes of Privacy Principle 11 of the Privacy Act 1993.

## How did you first find out about Massey University?

- Direct contact with Massey University
- Internet
- Family/Friends
- New Zealand Embassy/High Commission
- School/College
- Education Exhibition/Fairs
- Education Agent/Consultant
- Advertisement
- Publications

**Please print and sign this form and post along with all supporting documents to:**  
International Programmes Coordinator, International Office, Massey University  
Tennent Drive, Private Bag 11 222, Palmerston North 4442, NEW ZEALAND



## GUIDELINES FOR THE STUDENT ABROAD AND EXCHANGE APPLICATION FORM

Please complete the application form in full and attach original or officially notarised copies of the required supporting documents. Below is some information to assist you in completing the application form and guidelines for choosing classes to study at Massey University.

### 1. CHOOSE A CAMPUS

Massey University is a multi-campus institution. You need to decide which Massey campus you would like to study at depending on your majoring requirements and lifestyle preference. For information on each campus, please visit the websites below:

Massey Albany	<a href="http://auckland.massey.ac.nz">http://auckland.massey.ac.nz</a>
Massey Palmerston North	<a href="http://palmerstonnorth.massey.ac.nz">http://palmerstonnorth.massey.ac.nz</a>
Massey Wellington	<a href="http://wellington.massey.ac.nz">http://wellington.massey.ac.nz</a>

If you are planning to study at Massey for two semesters, you are able to study at a different campus each semester; one semester at Palmerston North and one semester at Auckland, for example.

### 2. CHOOSE SOME PAPERS TO STUDY

You need to pre-select at least 4-6 papers (classes) that you would like to study during your intended semester of study at Massey. Your paper selection will be assessed against your home university academic transcript by Massey academic staff, to ensure that you have the required background of study for each chosen paper. The normal full-time course load at Massey is 60 credits per semester which is normally 4 papers. Most papers are worth 15 credits each, which normally equates to 4 USA credits or 7.5 ECTS.

You can view papers available at <http://study.massey.ac.nz> When searching for suitable papers, please follow the steps below:

#### Step 1. Check the semester availability and duration

Check the paper is available in the semester you are planning to study at Massey. For example, if you are planning to study in Semester One (February), then you need to make sure the paper will be taught in Semester One, and not in Semester Two (July).

You will also need to check the paper duration, as some papers may be taught over one academic year (i.e. February to November), known as a double semester papers. If you are planning to study at Massey for one semester only, then a double semester paper is not available to you.

#### Step 2. Check the mode of study

Massey offers some papers by extramural mode, commonly known as distance learning. International students are not able to study full-time in this mode. You should therefore only choose internally taught papers, not extramural ones.

#### Step 3. Check the paper level

Papers at Massey are coded by a six digit number. The first 3 numbers are the subject code, for example 175 is psychology. The second set of digits is the paper code. The first digit of the second set of digits refers to the year of study, for example, 130.100 is a first year undergraduate paper, 167.233 is a second year undergraduate paper, and 266.359 is a third year undergraduate paper. Postgraduate papers at Massey are depicted by a number 7 or 8, for example 198.700.

Please do not select 000-level papers, for example 123.034, as these are pre-degree papers and do not carry credit towards a degree qualification at Massey, and therefore will not be worth credits at your home university either.

#### Step 4. Check the prerequisite requirements

You need to check you are eligible to take a paper by reading the prerequisite requirements. You will only be admitted into advanced level papers at Massey (i.e. 200 and 300-level for undergraduates) if you have completed previous study in that subject area.

If you would like to take a design, fine arts or music papers, you are additionally required to submit a portfolio of artwork or an audition tape to support your application for entry into that paper.

#### Step 5: Check the examination dates and times

You are not allowed to study two papers that share the same examination time. To find the examination date and scheduled time, click on 'more information' in the paper description screen at <http://study.massey.ac.nz>

### 3. SUPPORTING DOCUMENTS REQUIRED

Together with the completed application form all students are required to provide Massey University with the following documents in support of their application:

- \* Academic transcripts with grading scale for each semester of study of each university and/or community college attended.
- \* Evidence of citizenship and legal name (birth certificate or identity page of current passport).
- \* Evidence of English Language proficiency, if applicable.
- \* Portfolio of Artwork or an Audition tape, if applying for a Design, Fine Arts, or Music papers.
- \* A statement of any disability or health condition from a medical professional, if applicable.

### 4. VERIFICATION AND TRANSLATION OF SUPPORTING DOCUMENTS

When submitting supporting documents with your application form, it is important that you provide either the original document or a verified copy of the original. Documents in other languages must also be translated into English and then verified in English. Photocopies of your academic transcript and documents used as evidence of citizenship that have not been officially verified, will not be accepted.

#### Guidelines for verifying a photocopied document:

- 4.1 Photocopy each side of the original document.
- 4.2 Take the original document and the photocopies to a person authorised to verify documents, such as a Notary Public, Justice of the Peace, a Solicitor or a Commissioner of Oaths.
  - Academic documents can be verified by an authorised officer of the issuing tertiary institution.
  - Massey University's registered education agents and exchange partner universities are also authorised to verify documents and submit scanned applications.
- 4.3 Ask the Verifier to use an official stamp (in English) on each photocopied page to attest that each is a true copy of the original, they must also sign and date each page.
- 4.4 Verified copies must bear the original verification. Do not copy once verified.
- 4.5 Post the verified photocopied documents to the Massey University, International Office with your application for admission form.

**Please note:** Faxed documents from any source are not accepted. Scanned documents from any source, other than Massey University's registered education agents or exchange partner universities, will not be accepted.



## MASSEY UNIVERSITY POLICIES

### 1. TUITION FEES

- 1.1 Tuition fees stated on the Offer of a Place are an estimate only and the student agrees to pay the tuition fees in full once enrolment has been finalised.
- 1.2 Tuition fees are subject to annual adjustment by Council and the student agrees to pay the tuition fees as set each year. The student must ensure that they have sufficient funds available before commencing a programme of study.
- 1.3 One academic year (February to November) is generally equivalent to 120 credits of tuition.
- 1.4 The Study Abroad Programme tuition fee is fixed for 60 credits of study per semester. Students enrolled in less than 60 credits are not eligible for a refund.
- 1.5 Tuition fees do not include accommodation, living expenses textbooks, field trips, other course related or incidental expenses. For more information please visit <http://international.massey.ac.nz>

### 2. NON-TUITION FEES

- 2.1 Non-Tuition fees are calculated by calendar year not by semester. Where a student's study spans two academic years, eg, commencing in Semester Two and continuing through Semester One of the following year the student will be liable for the annual non-tuition fees in each academic year.
- 2.2 Non-tuition fees include the Enrolment Fee, Student Services Levy, campus charges, Students' Association fees and Building Levy and are subject to annual adjustment.

### 3. REFUND GUIDELINES

(To be read in conjunction with the Massey University Calendar Statutes <http://calendar.massey.ac.nz/statutes/ufe.htm>)

- 3.1 In accordance with the University's Fees Regulations and Immigration New Zealand policy, refunds of tuition fees paid shall be made to students who withdraw from their paper(s) before 10% of the study period has passed, eg, two weeks for a single semester paper and four weeks for a double semester paper.
- 3.2 Prior to arrival on campus, requests for refunds should be emailed to [international@massey.ac.nz](mailto:international@massey.ac.nz). After arrival on campus, requests for refunds must be received on an International Student Refund Request form available from International Student Support staff at each campus. The date of withdrawal is deemed to be the date on which the application to withdraw is received by the University.
- 3.3 At the University's discretion, refunds granted will be made to: a nominated account in the students' home country; to the credit card used to make payment; or when the University has sighted an Offer of Place from another institution the funds will be paid directly to the relevant institution. Fees paid by scholarship or other third party may be refunded to that party. Students under 18 years of age must provide evidence of parental approval prior to withdrawal or refund being granted.
- 3.4 A student who gains New Zealand residency before 10% of the study period has passed will be refunded the difference between the international and domestic fees for those papers.
- 3.5 A student who withdraws before 10% of the study period has passed will be refunded the non-tuition fees with the exception of the enrolment fee which is not refundable. Insurance premiums will not be refunded if a claim has been made.
- 3.6 For each refund granted prior to the completion of the first year of study, the University will retain an administration fee of \$500. In all cases, Immigration New Zealand will be advised that the student has withdrawn.
- 3.7 Any commission paid by Massey University to an education agent relating to the admission of the student will be deducted from the amount of any refund payable to the student where withdrawal occurs prior to completion of the first year of study.
- 3.8 Responsibility for authorising refunds for any student enrolled at Massey University is delegated by the Registrar to the International Director. Appeals related to fee refunds should be sent in writing to the International Director.

### 4. FEES PROTECTION POLICY

- 2.1 Massey University is governed by the Public Finance Act, the Education Act, and University Council regulations in regard to student fees. An individual fee account is maintained for each enrolled student.
- 4.2 Any programme or course offered by the University and listed in its Calendar may be cancelled by the University as a result of insufficient resources or student demand. The Vice Chancellor confirms that Massey University has the financial resources available to refund fees to students enrolled in any cancelled programme or course.
- 4.3 If a programme or course was unable to proceed due to destruction or damage to buildings, plant and equipment or other tangible assets, fees may be refunded to the students affected from insurance proceeds. In this case the fees refund would be covered by the University's Industrial Special Risks policy and be classified as a consequential loss. Under such conditions the University may be unable to meet the normal timeframes for Fee Refunds.

**The information in this section applies to international students studying in New Zealand only.**

#### COMPULSORY MEDICAL AND TRAVEL INSURANCE

International students are required to provide evidence of appropriate insurance and current medical and travel insurance while studying in New Zealand. This insurance must provide cover for pre-existing medical conditions and the costs of any support requirements.

For a list of approved options visit <http://international.massey.ac.nz>

#### HEALTH AND DISABILITY

Full disclosure of any disability, impairment, long-term injury, or chronic medical conditions is necessary so that the University can assess its ability to support international students during their study in New Zealand.

#### ELIGIBILITY FOR HEALTH SERVICES

Most international students are not entitled to publicly funded health services while in New Zealand. If a student receives medical treatment during their visit they will be liable for the full costs of that treatment. Full details on entitlements to publicly funded health services are available through the Ministry of Health, and can be viewed on the website at <http://www.moh.govt.nz>

#### ACCIDENT INSURANCE

The Accident Compensation Corporation (ACC) provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but students will still be liable for all other medical and related costs. Further information can be viewed on the ACC website at <http://www.acc.co.nz>

#### STUDENT VISAS/IMMIGRATION

To apply for a student visa you will need to present a Confirmation of Place to your nearest Immigration New Zealand office, New Zealand Embassy or High Commission.

Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements, are available through the Immigration New Zealand website at <http://www.immigration.govt.nz>

#### CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS

Massey University 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 University or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz/goto/international>