

APPLICATION FORM 2013

for International Students



I. PERSONAL DETAILS

Enter your full name in this section as shown on your passport or birth certificate. You should attach an original or witnessed copy of your birth certificate or a witnessed copy of the personal details page from your passport.

Student Number *(Office use only)*

Title *(Tick one)* Mr Miss Ms Mrs Dr

Other *(please specify)*

Family Name

Given Name(s)

Preferred Given Name

Previous Name(s)

Original or witnessed evidence of name change must be attached.

Date of Birth

<input type="text"/>	<input type="text"/>	19	<input type="text"/>
Day	Month	Year	

Gender

Male Female

New Zealand National Student Number (NSN)

If you have a NSN or NZQA number, please write it here.

Nationality *(List countries where you hold Citizenship/Residence)*

Citizenship

Residence Visa

Study Location

Will you be living in New Zealand for the duration of your study?

Yes No

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

Correspondence Address

Student Email Address

Alternative Email Address (optional)

Address

State/Province

Postcode/zipcode

Country

Telephone

Mobile Telephone

Disabilities

Do you have an impairment, disability or long-term medical condition that affects your studies?

Yes No

If Yes, please include a letter describing your impairment/disability/long-term medical condition and explaining any support required.

2. APPOINTMENT OF AGENT (to be completed by the applicant)

Are you using a University of Otago authorised agent to handle your application? Yes No

If yes, I authorise the University of Otago to release personal information to the following agent:

3. PROPOSED STUDY

I plan to begin coursework study in:

Semester 1 (Feb - June Year) Semester 2 (July - Nov Year) Summer School (Jan - Feb Year)

Master's Thesis Commencement Date

If you are applying for a thesis-only programme at master's levels, please supply the approximate date on which you expect to begin your thesis research:

Intended Qualification

The qualification I am applying for is:

Name of Programme (eg Bachelor of Commerce, Master of Arts)	Major Subject (eg Finance, English)
1.	
2.	

Intended Career

What is your intended career?

Will your chosen programme (above) assist you in meeting your career intention? Yes No

4. ENGLISH LANGUAGE COMPETENCE

You will be required to provide evidence of your English language proficiency if English is not your first language.

Is English your first language? Yes No

Please attach evidence of your English proficiency.

Test name Result

If you are yet to take a test, please indicate when results will be available:

5. SECONDARY SCHOOL/HIGH SCHOOL/FOUNDATION STUDIES

Is secondary school/high school/foundation studies your highest level of study? Yes No

If yes, complete this section. If no, go to section 6.

Please name the school where you are at present, or were last enrolled.

School

Country Last year enrolled

What is the highest level of achievement you hold from a secondary/high school? Your highest achievement may be a New Zealand award such as NCEA Level 2, or you may have achieved an overseas qualification.

Please specify:

Are you completing the final year of a secondary/high school or foundation qualification? Yes No

If yes, please indicate when the results will be available:

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6. PREVIOUS TERTIARY/UNIVERSITY LEVEL STUDY

Please list all universities you have attended and years of your enrolment.

Name of University/College	From	To

Please specify any tertiary qualifications obtained. (Original or witnessed evidence must be attached if not already provided.)

Qualification	Name of Tertiary Institution

Are you sitting examinations this year? Yes No

If yes, please indicate when results will be available

Do you expect to complete your degree or diploma this year? Yes No

Are you seeking credit at Otago for previous tertiary studies? Yes No

Have you ever been suspended or excluded from any other New Zealand university?

No Yes Name of university Year

7. RESEARCH EXPERIENCE Complete this section only if you are applying for direct entry to a research/thesis programme at master's level.

Are you applying for direct entry to a research/thesis only programme at master's level? Yes No

If yes, please attach a curriculum vitae or personal statement which covers A to D of this section. If no, please go to section 8.

A. Research Proposal Please provide a research proposal including tentative thesis title (please attach a typed proposal).

You must discuss your research proposal with the relevant academic department at Otago before submitting this application.

Have you corresponded with an academic staff member about your proposal?

If yes, please provide name:

B. Publications Please list any publications including titles of theses submitted.

C. Other Research Experience

D. Academic Referees

Please indicate the name, position, address (including phone, fax and email) of up to three referees the University may choose to consult.

8. DECLARATION AND SIGNATURE

Please read the following declarations and sign below.

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I declare that all the information now submitted, or which I will later submit, in connection with my application (whether on a physical form, entered electronically, or in any supporting documents) is correct and complete.

I authorise the University of Otago to obtain official records and related information relevant to my application for enrolment from any educational institution that I have previously attended and from any applicable authority including the New Zealand Qualifications Authority, International Baccalaureate, and University of Cambridge International Examinations.

I understand that the University reserves the right to vary or reverse any decision regarding admission made on the basis of incorrect or incomplete information provided by me.

I understand that information supplied in connection with my application may be used by (a) members of the University's academic and administrative staff for purposes relating to my application and (b) for purposes external to the University when the information is in statistical form or when the University reasonably believes it is not to my disadvantage for such external use to occur, and also where disclosure is required to comply with the provisions of the Privacy Act 1993.

I understand that I have the right to see, and correct if necessary, information held about me.

I authorise the University and the Department of Labour (including Immigration New Zealand) to supply information about me to each other if it is considered to be relevant to my immigration status and/or my enrolment status.

Applicant's Signature

Date
Day Month Year

CHECKLIST FOR STUDENTS

Have you included or completed the following?

ACADEMIC DOCUMENTATION

High School or Foundation Studies

- Original or witnessed copies of your High School or Foundation Study results*
- or
- Forecast or preliminary results on the official letterhead of your school

Previous Tertiary Studies

- Original or witnessed copies of all previous tertiary study results*
- Research Proposal
- Curriculum vitae for research study

EDUCATION CREDENTIALS EVALUATION (ECE)

- My qualifications are from a country requiring ECE evaluation. I have sent my records to ECE for a course-by-course evaluation.
Please refer to www.otago.ac.nz/international for further information.

ENGLISH DOCUMENTATION

- Original copy of English language results

CITIZENSHIP STATUS

- Passport details
- Birth certificate

The University requires documentary evidence of your citizenship and the correct form of your name. This can be provided by supplying:

- a) a witnessed copy of the front page of your passport showing personal details including name and date of birth; or
- b) an original or witnessed copy of your birth certificate.

Documents must be in English or be accompanied by a certified English translation.

Note: Your application form cannot be processed without evidence of your name and citizenship status.

*PLEASE NOTE

Please attach **witnessed (certified/notarised)** copies of all academic transcripts and award certificates, including results of studies currently being undertaken. A key/guide to the grading system must also be included. Documents not in English must be accompanied by **witnessed** English language translations.

Witnessed copies must:

- 1) be stamped with an official seal or stamp;
- 2) bear the printed name, signature and position of the person certifying the copy; and
- 3) have the date when the copy was certified.

Documents may be witnessed by a Justice of the Peace, Notary Public, Court Official or Solicitor.

Please do not supply your application and documentation in bound form or in folders.

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PLEASE RETURN THIS FORM WITH ORIGINAL SIGNATURE TO:

MAILING ADDRESS

International Office, University of Otago
PO Box 56, Dunedin 9054, New Zealand
Tel 64 3 479 8344, Fax 64 3 479 8367
Email international.admissions@otago.ac.nz
Website www.otago.ac.nz/international

COURIER ADDRESS

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90 Union Place East
Dunedin 9016
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