

APPLICATION FORM

Study Abroad or Exchange 2013



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.

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

Nationality (List countries where you hold Citizenship/Residence)

Citizenship

Residence Visa

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.

Email Address

Correspondence Address (This is the primary address the University will use to contact you.)

Address

State/Province

Postcode/zipcode

Country

Telephone

Mobile Telephone

Facsimile

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:

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

3. PROPOSED STUDY

I plan to begin study in:

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

I wish to study for:

One Semester Two Semesters Summer School

Paper Selection

Please specify below the individual papers for which you wish to register; and the relevant teaching period (S1 for first semester; S2 for second semester; FY for full year; SS for Summer School). It is recommended that you gain approval from your home institution for a number of papers, and make your final decision once you are at Otago.

The University can seek pre-approval for papers which:

- you must take in order to graduate, or
- involve a fieldwork component.

Please tick the pre-approval column below for relevant papers. Papers should be listed in order of preference. Please note that acceptance is automatic for 100-level papers.

To complete this section, you will need to refer to the Guide to Enrolment 2013 or the University's website, www.otago.ac.nz/courses/subjects

Paper prescriptions are available as a PDF from www.otago.ac.nz/international/studyabroad

Paper Code	S1, S2, FY or SS	Paper Name	Pre-approval (please tick if pre-approval is required)
EXAMPLE ENVI 211	S1	Environmental History of New Zealand	✓

4. ENROLMENT CATEGORY

Please indicate how you plan to enrol at the University of Otago

- A. As an exchange student participating in a bilateral student exchange agreement existing between my college/university and the University of Otago.
(Please have the Exchange Co-ordinator from your college/university complete Section 9 – Nomination for Study Abroad or Exchange.)
- B. As a Study Abroad student participating in an approved programme at the college/university where I am enrolled.
(Please have your Study Abroad Adviser from your college/university complete Section 9 – Nomination for Study Abroad or Exchange.)
- C. As a Study Abroad student participating in an approved programme offered by a college/university other than where I am enrolled, or through a Study Abroad placement organisation.
- D. As an independent Study Abroad student. I am applying to the University of Otago independently from any programme offered by my college/university or any other institution or organisation. I will pay my tuition fees directly to the University of Otago.

5. 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

If 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:

6. PREVIOUS UNIVERSITY STUDY

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

Name of Institution (Beginning with current institution)	Years of Enrolment (year to year)		Degree	Major Subject	Overall Grade Point Average
	FROM	TO			

You are currently

- Freshman/1st Year Sophomore/2nd Year Junior/3rd Year Senior/4th Year
 Master's student PhD student

Please list any courses that you are currently enrolled in but which do not appear on your transcripts

Course Name	Semester

7. DECLARATION AND SIGNATURE

Please read the following declarations and sign below.

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

8. CHECKLIST FOR STUDENTS

Have you included the following?

- Certified/notarised copies of academic transcripts from all colleges or universities attended
- Certified/notarised copy of English language results for non-native speakers of English
- Certified/notarised copy of your birth certificate or passport (personal details page)

Certified/notarised copies must

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

Please note: You must attach documentary evidence (in English) of all qualifications, including results of studies currently being undertaken. If photocopies are provided, they must be certified/notarised. The following people may witness/certify documents as true copies of the originals: Justice of the Peace; Notary Public; Solicitor; Students' Records Officer; Study Abroad/Exchange Adviser.

9. NOMINATION FOR STUDY ABROAD OR EXCHANGE

This section must be completed by the Study Abroad Adviser or Exchange Administrator from the institution co-ordinating the application process to the University of Otago (only for student categories A and B listed in Section 4 of this form).

This is to certify that has been nominated and approved to apply to the University of Otago as a:

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

Write your name, position and contact details

Given name	<input type="text"/>	Family name	<input type="text"/>
Position	<input type="text"/>	Telephone	<input type="text"/>
Address	<input type="text"/> <input type="text"/> <input type="text"/>	Email	<input type="text"/>
Signature	<input type="text"/>		

Indicate where notification of acceptance should be sent

- Student's correspondence address Student's permanent home address

Other address

- Study Abroad or Exchange Office listed above in care of:

Given name	<input type="text"/>	Family name	<input type="text"/>
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Indicate where academic transcripts should be sent (if different from above)

Given name	<input type="text"/>	Family name	<input type="text"/>
Position	<input type="text"/>		
Address	<input type="text"/> <input type="text"/>		

PLEASE RETURN THIS FORM AND SUPPORTING DOCUMENTS 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
International Office, University of Otago
Archway West Building
90 Union Place East
Dunedin 9016
New Zealand