

SECTION 2 – SECONDARY SCHOOL RECORD

Name of School _____ Country _____

Highest Secondary School qualification _____ Date completed _____ (Month) _____ (Year)

I am currently attempting a final year qualification. Date results will be available _____ (Month) _____ (Year)

Name of Examination _____
A verified copy of results is required

SECTION 3 – ENGLISH LANGUAGE PROFICIENCY

Please tick all options that apply to you

English is my first language English was the medium of instruction of my previous _____ (years) study. **Documentary evidence required**

I have taken an English proficiency test (IELTS or TOEFL or equivalent)
 Test date _____ English test name _____
Documentary evidence required
 Overall result (if known) _____ Writing band (if known) _____

I will take an English proficiency test on _____ (date) I am currently in level _____ of English language study
 at _____ (Institution / School)

I have attached a letter from my English language teacher or academic professor _____

SECTION 4 – TERTIARY STUDY RECORD

Is this application for your first year at a tertiary institution? Yes (go to Section 5) No (complete this section)

Complete details if you are enrolling or have previously enrolled at another university, college of education, polytechnic, wānanga, or private training establishment overseas or in New Zealand. Verified copy of academic records supplied.

Year	Institution	Country	Qualification	Years enrolled		Qualification completed	
				From	To	Yes ✓	Year

If you are applying for an undergraduate programme and have previously studied at a tertiary institution, you may be eligible for credit from your previous study. Credit is not usually available for Foundation Studies or Graduate and Postgraduate Certificates and Diplomas. For further information visit <http://www.waikato.ac.nz/sasd/enrolment/credit.shtml>

SECTION 5 – MAIN ACTIVITY

Indicate your main activity on 1 October last year. **Tick only one**

Secondary school student Self-employed College of education student Wānanga student

Unemployed or other beneficiary University student Houseperson or retired Private training establishment student

Wage or salary earner Polytechnic student Overseas

SECTION 6 – DISABILITIES

Do you live with long term effects of injury, illness or disability? Yes No

For further information visit www.waikato.ac.nz/disability

Type of disability. **Tick as applicable**

Blind Hearing impaired Physical / mobility Speech

Deaf Medical RSI / OOS (Occupational Overuse) Temporary

Head injury Mental health Specific learning disability Visually impaired

Other, please describe _____



▼ APPLICANT'S INFORMATION

Full name _____

ID Number (if known)

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office use

▼ SECTION 7.1 – FIRST CHOICE OF QUALIFICATION

Proposed start date Year _____ Summer School, January Semester A, February Semester B, July
Exchange / Study Abroad students please indicate which semesters Semester A Semester B Semesters A + B

Qualification		
School of Studies / Faculty / College		
Major / Field / Subject	1	
	2	

Do you expect to complete your qualification this year? Yes, I need _____ papers or _____ points to complete No
Do you want to apply for credit for papers taken at another university or tertiary institution? Yes No

▼ SECTION 7.2 – SECOND CHOICE OF QUALIFICATION

In case you are unsuccessful in your first choice of qualification, please give an alternative choice.

Qualification		
School of Studies / Faculty / College		
Major / Field / Subject	1	
	2	

▼ SECTION 8 – DECLARATION

I declare that the information I have provided in this application and in any attached documentation is true and correct and that I have personally completed the form and am the sole author of the student statement and resume. I have not withheld any information which could have a bearing on my enrolment or the conditions of my enrolment.

I understand that all documents submitted with this application become the property of the University of Waikato and will not be returned to me. I agree to supply any further documentation requested by the University of Waikato for the purpose of my enrolment.

I have read the statement regarding the Privacy Act 1993 and I understand that the University of Waikato will hold, use and disclose information which I have provided as explained in that statement. I also understand that I have the right to have access to information about me held by the University of Waikato and to request correction of that information, in the terms provided for under the Privacy Act 1993. Relevant information may be disclosed to my parents, caregivers, agent and/or homestay family. Students over 18 years – I consent to my academic results being provided to my parents and/or to an institution at which I am enrolled or their authorised agency.

Some personal information will be used by the Ministry of Education in an authorised information matching programme for the purposes of the National Student Index. I agree to comply with the Code of Practice for the Pastoral Care of International students.

All International Students in New Zealand are required to have travel and medical insurance for the duration of their studies.

Signature _____ Date _____

▼ SECTION 9 – PAYMENT OF FEES

How do you intend to pay for your studies? The University of Waikato cannot provide financial assistance.

- Private funds Exchange agreement
 Study Abroad agreement Scholarship (Please complete section below)
 Other (please state)

Have you been awarded any scholarship/s Yes No

Name of scholarship _____
or

Will you be applying for scholarship/s Yes No

Name of scholarship (if known) _____

If your scholarship is unsuccessful do you still wish to be considered for study as a privately funded student? Yes No

If you have been awarded a scholarship, you are required to provide evidence of the award, such as a letter of notification from your sponsoring agent.

SECTION 11

Where have you heard about the University of Waikato in the past 12 months?

- | | | | | |
|--|---|---|---|-------------------------------------|
| <input type="radio"/> Advertisement | <input type="radio"/> Education Fair / Expo | <input type="radio"/> Friend / Family | <input type="radio"/> Other Institution | <input type="radio"/> Seminar |
| <input checked="" type="radio"/> Agent | <input type="radio"/> Embassy / Trade office | <input type="radio"/> Internet | <input type="radio"/> Other University | <input type="radio"/> Waikato visit |
| <input type="radio"/> Brochure | <input type="radio"/> English Language School | <input type="radio"/> Newspaper article | <input type="radio"/> School / College | <input type="radio"/> Other _____ |

What is a verified document?

A verified copy is a photocopied document signed by someone of suitable standing such as a Justice of the Peace, Solicitor, Barrister or Court Registrar. This person will need to see the original document and will check that the photocopy is a genuine, unaltered copy. They will then sign, date and stamp the photocopy with an official stamp, or will write "certified original sighted and this is a true copy of that original".

University staff at the Student Information Centre can also verify your documents.

PLEASE NOTE: You cannot send in a photocopy of a verified copy or fax a verified copy. We need the original version of the verified copy ie, the verification name, signature and date, must be original. The University does not return these documents. Once received, they become part of your University record.

Please do not submit original documents, keep them for your own personal records.

You must attach documentary evidence (in English) of all qualifications, including results of studies currently being undertaken.

If photocopies are provided, they must be verified / notarised. Verified / notarised copies must:

1. be stamped with an official seal or stamp
2. bear the printed name and signature of the person verifying the copy; and
3. have the date when the copy was verified.

CHECKLIST

Foundation Studies	Bachelors Degree	Graduate Studies	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Completed and signed my application form
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Verified copy of my passport
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Student statement
		<input type="radio"/>	Curriculum Vitae / Resume
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Original evidence of English language proficiency (either IELTS, TOEFL, or equivalent)
<input type="radio"/>	<input type="radio"/>		Verified or original copy of secondary school results (high school transcripts)
	<input type="radio"/>	<input type="radio"/>	Verified or original copy of academic transcripts for each year of tertiary study (if you wish to apply for credit for any previous study you will have to provide ORIGINAL academic transcripts – you may also be required to provide full course descriptions for previous tertiary study)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Verified graduation certificate or proof of graduation for each level of education completed
		<input type="radio"/>	Two letters of recommendation (from work and/or academic references to be written on company or school / university letterhead)



Code of Practice for the Pastoral Care of International Students

The University of Waikato has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at www.minedu.govt.nz/goto/international

Fees and Costs

International students are required to pay a tuition fee for each course they are enrolled in. These fees are listed in the International Prospectus and online at www.waikato.ac.nz/enrol/fees.shtml. In addition, students are required to pay course material charges, Building, Student Services, U Leisure levy and Waikato Student Union fee and other administrative charges. Students are also required to have an additional NZ\$10,000–NZ\$15,000 per year for living expenses for each year of study.

Fees Protection Policy

The 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. In the event that the University is not able to offer an academic programme for the semester intake indicated on the student's Offer of Place, any funds due to the individual will be refunded.

Refund Policy

Pre-paid tuition fees

International students are required by the New Zealand Immigration Service to pre-pay one year's tuition fees to the University of Waikato in order to be granted a student visa. This policy details the process for refunding these funds if (i) the student travels to New Zealand and does not complete their enrolment, or (ii) completes the first semester of study and does not enrol in the second semester of study and they have a student permit valid for one year. All students must apply in writing for a refund of their pre-paid tuition fees to the Director, Student and Academic Services Division. An administration charge of 10%, including GST, is withheld from the refund of pre-paid tuition fees for students not enrolling at the University of Waikato. Full details of this policy should be read and understood before payment is made. Full details are available online at <http://calendar.waikato.ac.nz/admission/internationalstudents.html>

Refunds after completing enrolment

To receive a refund of tuition fees after students have completed their enrolment, students need to apply to their School of Studies by 5.00pm on the following deadlines. Summer School – the first Friday of the relevant teaching period. Semester A papers – the second Friday of semester A, semester B papers – the second Friday of semester B. Full details of this policy are available online at <http://calendar.waikato.ac.nz/admission/changeofenrolment.html>

Enrolment Regulations

Prior to enrolling at the University of Waikato, all students must have read and understood the enrolment regulations at the University of Waikato. These can be found on the University's website at <http://calendar.waikato.ac.nz/admission/index.html>

Termination of Enrolment

At the time they enrol, students are required to sign a Student Declaration agreeing to abide by the regulations of the University of Waikato as published in the University of Waikato Calendar. The Student Discipline Regulations provide the framework for addressing alleged breaches of University regulations by students and for applying penalties where breaches are substantiated. Full details of these regulations should be read and understood at the time of enrolment. Full details are available online at <http://calendar.waikato.ac.nz/policies/discipline.html>

Student Visas and Permits

All international students must hold a valid student permit for the duration of their studies. Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on the website at www.immigration.govt.nz

Compulsory Medical and Travel Insurance

All international Students must have appropriate and current Health and Travel Insurance. Your insurance must be continuous for your full period of study in New Zealand. Without appropriate insurance you will not be able to enrol. This is a requirement of the New Zealand Ministry of Education's Code of Practice for the Pastoral Care of International Students (the Code). The Code is very specific about students' requirements for cover while they are in New Zealand and can be viewed on <http://www.minedu.govt.nz/>

How can I get appropriate insurance cover?

1. You can buy insurance through the University. We have arranged an insurance programme (StudentSafe–University) specifically for international students with Marsh Ltd, one of the world's largest insurance broking companies, OR
2. You may opt to purchase one of the alternative approved policies. You can view these alternative approved policies on <http://www.waikato.ac.nz/international/policies/insurance.shtml> If you purchase one of these, you must supply the University with a Certificate of Insurance at least 4 weeks prior to your enrolment.

Buying insurance through the University

No application form is required for cover under the StudentSafe –University Insurance Programme. The premium will be charged with your tuition fees which you will pay when you enrol; in 2009 it is \$495 for 12 months cover. If you travel to New Zealand within 31 days of your course start date, StudentSafe–University insurance begins automatically as soon as you leave home (subject to pre-existing conditions of health and general exclusions as detailed on the Master Policy Wording – see below webpage for details). It is therefore not necessary to buy insurance before coming to New Zealand. StudentSafe–University insures you during your course, provides 31 days cover at the end of the course if returning to your home country permanently, or 90 days cover until you re-enrol if you are just returning home for the holidays. Further information on the StudentSafe–University insurance programme is available at <http://www.waikato.ac.nz/international/policies/insurance.shtml> *Please note:* Your insurance will cover you for minor unforeseen events which occur on your way to New Zealand, e.g. lost baggage or flight delays. Please keep your receipts and any necessary information if this happens – you can see a Student Advisor at the International Centre on your arrival at the University who can assist you with a claim. For those choosing StudentSafe–University, to be eligible for this special travel cover you must travel to New Zealand within 31 days of your course start date.

Accident Insurance

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

Orientation

A compulsory orientation programme will take place during the week prior to classes starting. The programme is designed to give you practical information on studying at the University of Waikato and living in New Zealand. It will also give you the opportunity to meet with other students and staff of the university. Details will be given to you on arrival in New Zealand, can be collected from the International Centre, or viewed on <http://www.waikato.ac.nz/international/students/prospective/orientation.shtml>

Return completed form with all verified copy documents to:

Institut Ranke-Heinemann
Schnutenhausstrasse 44
45136 Essen
Deutschland
Tel.: 0049-201-252552
info@ranke-heinemann.de
www.ranke-heinemann.de

Institut Ranke-Heinemann
Theresiengasse 32
1180 Wien
Österreich
Tel.: 0043-1-4060224
wien@ranke-heinemann.at
www.ranke-heinemann.at

PAPER SELECTION FORM (Study Abroad/ Exchange Students)

Family name:				Given name:			
Date of birth:	/Day	/Month	/Year	Gender:	<input type="checkbox"/> M	<input type="checkbox"/> F	
Study Abroad/ Exchange Partner:							

Please list below the paper codes and titles for your selection of at least six preferred papers for each semester you intend studying at the University of Waikato. You will finalise your choice of papers with the relevant School of Study/Faculty on your enrolment in person at the University of Waikato and you will be permitted to enrol in three or four undergraduate level papers or two graduate level papers per semester from the papers for which you are approved to study. Please list your papers below in order of preference.

NOTE: Please ensure that the papers you select are offered in the year and semester in which you intend to study at the University of Waikato. On the following page are instructions to help you choose your papers, please read these instructions carefully.

PAPER SELECTION:

SEMESTER A (March – June):

	Paper Code											Paper Title
e.g.	A	C	C	T	1	0	1	-	0	9	A	<i>Accounting For Management</i>
1								-				
2								-				
3								-				
4								-				
5								-				
6								-				
7								-				
8								-				
9								-				
10								-				

SEMESTER B (July – November):

	Paper Code											Paper Title
e.g.	A	C	C	T	1	0	1	-	0	9	B	<i>Accounting For Management</i>
1								-				
2								-				
3								-				
4								-				
5								-				
6								-				
7								-				
8								-				
9								-				
10								-				

INSTRUCTIONS FOR CHOOSING YOUR PAPERS

1. Check which papers are available in the year and semester you intend to study.

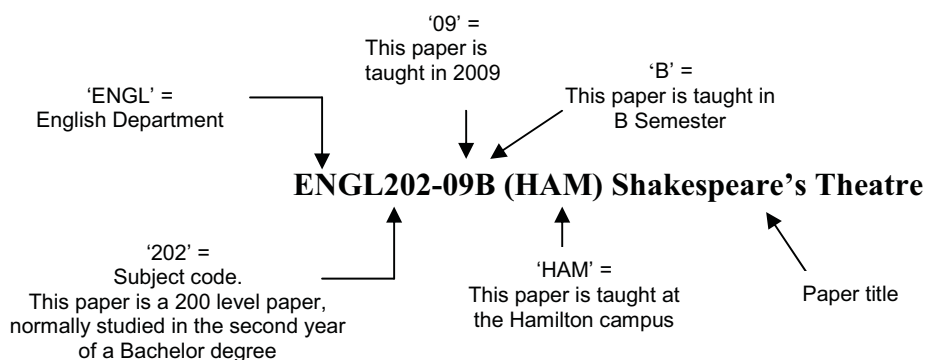
You can view the list of undergraduate papers offered in 2007 on the following website:

<http://papers.waikato.ac.nz/>

Note: A glossary explaining the terms and references used on the list of undergraduate papers can be found at <http://calendar.waikato.ac.nz/prescriptions/prescriptionsforpapers.html>

2. Select your papers.

Paper Codes: Papers have both a title and a code. You need to be certain that you are choosing an appropriate level of study as well as papers that are available in the semester/s that you will be studying at Waikato. The first four letters of the paper code denote the department that teaches the paper, the next three numbers denote the subject and level of the paper. The last two numbers and letter denote the year and semester in which the paper will be taught. The three letters in brackets at the end of the paper code denote the campus location where the paper will be taught. For example:



Semesters:	S semester	Begins in January	Finishes in February
	A semester	Beings in March	Finishes in June
	B semester	Begins in July	Finishes in November
	C semester	Papers that do not correspond with normal semester periods	
	Y semester	Begins in March	Finishes in November

Y Semester papers are full year papers starting in March and are therefore not available for exchange and study abroad students who are intending to study for one semester only. S papers are offered in the University of Waikato summer school session (January – February) and are generally not appropriate for exchange and study abroad students. Additionally, students can only enrol in a maximum of two papers in any given summer school semester.

- **Please note, the following papers are not available to Study Abroad & Exchange Students.** Computer Graphic Design (CGRD) papers - these papers are available only to students enrolled in the BCGD degree at the University of Waikato. Education papers beginning with the codes TEAL, TEHD, TEMB TEMS, TEPC, TEDE, TEPS and TESP are not available also, as these papers are relevant to teaching in New Zealand only. Papers beginning with CAFS and CUPR are Foundation Study and Bridging papers and therefore not suitable for Study Abroad and Exchange students.

Campus Locations:	HAM	Central University of Waikato campus located in Hamilton
	TGA	Satellite University of Waikato campus located in Tauranga
	NET	Paper taught over the internet

Please note: The city of Tauranga is located approximately 200km from Hamilton. Exchange and study abroad students intending to base themselves in Hamilton should **not** select papers offered at the Tauranga campus.

3. Important Information about Papers and Points (pts)

Please note that at the University of Waikato a three year degree is 360 points (pts) and a four year degree is 480pts. A full-time programme consists of 120pts per year. First year (level 1) papers are normally 15pts each and second, third and fourth year (level 2, 3 & 4) papers are normally 20pts each. 1pt = 10hrs of student learning time. However, this varies between each School of Studies. Students studying a combination of level 1, 2, 3 or 4 papers can enrol in a maximum of 70 pts per semester as a full-time workload. The University of Waikato allows study abroad and exchange students to enrol in between 50 – 70 pts per semester and 110 - 120 pts per year as a full-time workload.

Study abroad and exchange students can study four papers at level 1 (15 points each) which totals 60 pts, but if they are studying level 2 or above papers at 20 pts each, then they can only enrol in a maximum of three papers per semester so that they do not exceed 70 pts.

Based on this information, acceptance of three papers per semester as a full-time equivalent workload at the student's home university, for students studying between 50 – 70 points per semester, is the norm.

4. Create a timetable to check potential clashes.

Please check for timetable clashes as outlined here. Go to the following website: <http://timetable.waikato.ac.nz/>.

Choose the Create a Timetable option. Insert in the box provided all the paper codes for the papers you have selected, leaving a space between each one. Make sure that you insert the year and semester, e.g. ENGL205-04A. Next, choose the Lectures Only option. This will show you any long breaks in your timetable or clashes between classes. DO NOT choose the All Events option as this will include in the timetable all the optional tutorial times for each paper and produce a timetable that is confusing and difficult to read. It is important that you try and avoid clashes between your lectures where possible. You may wish to get assistance with setting up a timetable when you arrive at the University of Waikato and enrol in your papers.

The University of Waikato has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz>

