

## Applying to Lincoln University

### How to apply

Complete this form on screen, or print and complete it. Please email the completed form and scans of the supporting documents listed below to [mail@studyoptions.com](mailto:mail@studyoptions.com)

If you do not have access to a scanner, please take a clear photo of each page and document on your phone, and email the images to [mail@studyoptions.com](mailto:mail@studyoptions.com)

If neither of these are possible please post your forms and original documents to us as hard copy. Please post to Study Options, 83 Alma Road, Clifton, Bristol, BS8 2DP.

### Supporting documents required for postgraduate (masters) applications:

1. A photocopy of the personal details page of your passport
2. Original academic transcripts for each year of your degree (a transcript is an official list, issued by the university, of the subjects you've studied and the grades obtained). Transcripts should carry an explanation of the university's grading system on the back. If they don't, please provide one separately.
3. Original bachelors completion certificate.
4. A CV, detailing any relevant work experience.
5. A personal statement (please aim for a maximum of 400-500 words).

### Application notes

1. If further material or documents are required, Study Options will be in touch to request these after we have received and checked the application.
2. All academic documents must be submitted as originals, we can't accept photocopies. We'll make certified copies to send with your application, and will return the originals by recorded delivery. To ensure their safe arrival, please send your documents to us by recorded delivery.
3. Please use this form to apply for undergraduate (bachelor) degrees and postgraduate degrees by coursework (masters and graduate diplomas). Do not use this form if you are a research student, or if you are a citizen or permanent resident of Australia or New Zealand.

If you have any questions or problems making your application please contact a student advisor at Study Options on 020 7353 7200 or [mail@studyoptions.com](mailto:mail@studyoptions.com)

# Application for Admission to Postgraduate Study Domestic and International Students



New Zealand's specialist land-based university

A list of terms is provided at the back of this application to assist you.

## A Personal Information

Title  Mr  Miss  Ms  Mrs  Other

Legal family name

Given name/s

Preferred given name

Date of birth  /  /   Female  Male  
Day Month Year

Country of birth (as stated on passport)

Country of citizenship

Postal address (for correspondence relating to this application)

Country

Email address

Telephone            
Country Code Area Code Phone Number Country Code Carrier Code Phone Number

Facsimile      
Country Code Area Code Phone Number

Permanent address in home country (if different from postal address)

Country

Telephone            
Country Code Area Code Phone Number Country Code Carrier Code Phone Number

Facsimile      
Country Code Area Code Phone Number

Citizenship  New Zealand citizen  New Zealand permanent resident  International

Country of residence

Note: Before we can confirm your eligibility for admission, we require an original or certified copy of your birth certificate or passport, which is in the same name as that which is on your academic documents. We would appreciate receiving these documents with this application. If this is not possible you may send this to us as soon as possible.

Certified copy of birth certificate or passport enclosed.

## B Study Information

Have you studied at Lincoln University before?  No  Yes - Student ID (if known)

When do you intend to begin your studies?  Year

Semester One (February - June)

Semester Two (July - November)

Masters by thesis only and PhD students can commence at the beginning of any month with the approval of their supervisor and faculty head.

Month

Do you intend to study  Full-time (Please note: All international students must study full-time.)

Part-time

**Programme**

Please complete one of the appropriate sections below indicating which qualification you are applying for, and prepare the appropriate supporting documents in the checklist.

**1. Honours**

	Bachelor Honours
Agricultural Science*	
Commerce	
Environmental Management	
Recreation Management	
Science	
Social Science	
Software and Information	
Technology	
Tourism Management	
Viticulture & Oenology	

\* Only available to current Lincoln University students

Documents/evidence required to be submitted with this application - checklist for honours applicants:

- Birth certificate or passport, certified copies only
- Academic transcript/s, official copies or certified copies of all tertiary education qualifications either completed or partially completed.

**2. Postgraduate Certificate/Diploma**

Please indicate qualification you are applying for:

	Postgraduate Certificate	Postgraduate Diploma
Agricultural Science		
Applied Science		
Commerce		
Horticultural Science		
Landscape Studies		
Parks, Recreation and Tourism Management		
Resource Studies		
Social Science		
Software and Information Technology		
Tourism Management		
Water Resource Management (Jointly taught with the University of Canterbury)		

Note:  indicates that the qualification is not available.

Documents/evidence required to be submitted with this application - checklist for postgraduate certificate/diploma applicants:

- Birth certificate or passport, certified copies only
- Academic transcript/s, official copies or certified copies of all tertiary education qualifications either completed or partially completed.

**3. Department in which you plan to study**

- Department of Agricultural Sciences
- Department of Applied Computing
- Department of Environmental Management
- Department of Farm Management and Property
- Bio-Protection Research Centre
- Department of Accounting, Economics and Finance
- Agribusiness and Economics Research Unit
- Lincoln Ventures Limited
- Department of Business Management, Law & Marketing
- Department of Ecology
- Department of Soil and Physical Sciences
- Department of Wine, Food and Molecular Biosciences
- School of Landscape Architecture
- Department of Social Science, Parks, Recreation, Tourism and Sport
- Department of Agricultural Management and Property Studies.

Need direction? Please contact 0800 10 60 10 within NZ or email [postgraduate@lincoln.ac.nz](mailto:postgraduate@lincoln.ac.nz)

Have you discussed your proposal with an academic staff member at Lincoln University?

- No
- Yes. Please provide name:

#### 4. Masters

A course of study for Masters by thesis only is normally permitted if you hold a Bachelors Degree with Honours at the standard of Second Class Division One or better that is in the same field of study as the Masters degree. Please indicate qualification you are applying for:

	Thesis and Exam	Thesis only	Exam only	Notes:
Master of Agricultural Science				
Master of Commerce and Management				
Master of Software and Information Technology				
Master of Commerce (Agricultural)				
Master of Applied Science				While students may enrol in the Master of Applied Science in any appropriate area of specialisation, there are a number of prescribed courses of study in particular areas of specialisation within the Master of Applied Science degree in which students may complete the degree by examination in twelve months. (In this case, it is available as 'exam only' option and includes a 40 credit dissertation.)
Environmental Management				
International Rural Development				
Parks, Recreation and Tourism Management				
Master of Property Studies				(Not available to international students.)
Master of Environmental Policy				
Master of Horticultural Science				
Master of Landscape Architecture				
Master of Parks, Recreation and Sport Management				
Master of Resource Studies				
Master of Science				
Biochemistry				
Conservation and Ecology				
Environmental Science				
Master of Social Science				Also refer to the Lincoln University Calendar for more information.
Master of Tourism Management				
Master of Water Resource Management				Jointly taught with the University of Canterbury
Master of International Nature Conservation				<input type="checkbox"/> This degree is offered jointly with the Georg-August University, Göttingen, Germany.
Master of Natural Resources Management and Ecological Engineering				<input type="checkbox"/> This degree is offered in collaboration with B.O.K.U. – University of Natural Resources and Applied Life Sciences, Vienna, Austria.

Documents/evidence required to be submitted with this application - checklist for Masters applicants:

- Birth certificate or passport, certified copies only
- Academic transcript/s, official copies or certified copies of all tertiary qualifications either completed or partially completed
- Statement of research interest (see list of terms)
- Two references
- Curriculum vitae (see list of terms)
- Research abstract (if applicable) of thesis or dissertation or project.

#### 5. PhD

The teaching and research at Lincoln University are administered through groups known as Departments. In which Department in the University do you believe you would be studying? (Refer to 3.)

Have you discussed your proposal with an academic staff member at Lincoln University?

No  Yes Name

Documents/evidence required to be submitted with this application - checklist for PhD applicants:

- Birth certificate or passport, certified copies only
- Academic transcript/s, official copies or certified copies of all tertiary qualifications either completed or partially completed
- Statement of research interests (see list of terms)
- Two references
- Curriculum vitae (see list of terms)
- Research abstract.

### C Previous Tertiary Education

Please list all tertiary education qualifications either completed or partially completed and attach certified copies of transcripts.

Name of institution	Place and country	Name of qualification	Date commenced	Date completed	Are you currently awaiting results of university studies undertaken this year? No/Yes Please indicate when these results will be available:

### D Referees (or, References)

Please name two people from whom a confidential report can be obtained. The referees should be in a position to comment on your academic performance and ability to complete the degree. If you have completed a thesis or dissertation or project we will expect your supervisor to provide a reference. Your application can be processed more quickly if these confidential reports are attached to this form in sealed envelopes. A standard referee form is supplied with this form or may be downloaded from the Lincoln University website.

1.   
Referee name and email
2.   
Referee name and email

### E All Students - please complete the following sections

#### Scholarships

Please list any scholarships or academic prizes of distinction previously held (excluding school awards).

#### English language proficiency

Is English your first language?  Yes  No - Please complete details of English language tests you have taken.

Test Type eg IELTS	Score Details	Date taken

Do you wish to study an English language course at Lincoln University before beginning your academic programme?

- No  Yes - Please send me an offer letter confirming a place in Lincoln's English Language School. Minimum 12 week courses; must be taken prior to the start of the academic programme. For more information visit [www.lincoln.ac.nz/english](http://www.lincoln.ac.nz/english)

Please state your career intentions (mandatory for international students)

#### Agent

This application is submitted on behalf of the applicant, by an approved agent of Lincoln University.

- No  Yes (Please complete details in this section)

**STUDY OPTIONS LTD**  
83 ALMA ROAD, CLIFTON  
BRISTOL, BS8 2DP  
+44 117 911 5610  
MAIL@STUDYOPTIONS.COM

Agent Stamp

Lincoln University agent ID#

Agent email

Agent signature

• **What encouraged you to apply for postgraduate study at Lincoln University?**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Lincoln University website      | <input type="checkbox"/> Agent                       | <input type="checkbox"/> Flyer in my mailbox                |
| <input type="checkbox"/> Lincoln University prospectus   | <input type="checkbox"/> I am a past/current student | <input type="checkbox"/> Publication _____ (please specify) |
| <input type="checkbox"/> Lincoln University staff member | <input type="checkbox"/> Newspaper ad                | <input type="checkbox"/> Other _____                        |
| <input type="checkbox"/> Friend or family member         | <input type="checkbox"/> Radio ad                    |   |
- 

**F Declaration**

- I declare that to the best of my knowledge the information supplied above is correct and complete. I acknowledge that the provision of incomplete, misleading or fraudulent information may lead to the review of any decision made in respect of this application.
- I declare that the application may be used for purposes relating to my enrolment as a student by members of the academic and administrative staff of Lincoln University or of any other tertiary institution in New Zealand or Australia to which I may subsequently transfer.
- I declare that the application may also be used for purposes external to the University when it is in statistical form or when it is not to my disadvantage, and also where disclosure is required to comply with the provisions of the Privacy Act 1993 (New Zealand only).
- I declare that I have the right to see and correct if necessary the information I have provided.
- I declare that if this application is submitted through an agent of the University the outcome of the application will be communicated to the agent unless I state otherwise.
- I declare that my enrolment cannot proceed without my consent to the foregoing conditions.
- I have read and understood the terms and conditions of the Lincoln University International Student Refund Policy. (For international students only).

I am confirming that my evidence of identity belongs to me when using my electronic signature. I authorise the use of my unique identifier for admission and enrolment purposes. I accept all responsibility for all uses of my unique identifier. I agree not to give my unique identifier or password to other people. I agree that all future use by myself of my unique identifier as an electronic signature will be legally binding upon myself.

I understand and agree that upon registration as a student at Lincoln University I am obliged to make myself familiar with and obey the University's rules and regulations as published in the Calendar and associated materials. These regulations include, but are not limited to, the payment and refund of fees, computer use, copyright, examinations, library use and subject cancellations. I understand that late payment of any fees may attract an additional administration fee, penalty interest and/or collections costs.

I declare that, to the best of my knowledge, all the information supplied on, and with, this enrolment form is true and complete. I acknowledge that my admission or registration may be cancelled if the information supplied on this form is not truthful or accurate. I consent to the disclosure of personal information as described above.

Applicant's Signature

Date

(day/month/year)

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Please send to:

**Student Administration, Freepost 36, PO Box 84, Lincoln University, Lincoln 7647, Christchurch, New Zealand**  
**Telephone: (03) 325 2811**

**STUDY OPTIONS LTD**  
**83 ALMA ROAD, CLIFTON**  
**BRISTOL, BS8 2DP**  
**+44 117 911 5610**  
**MAIL@STUDYOPTIONS.COM**

# Postgraduate Referee Form



The applicant must send this form electronically to each of the referees nominated on the application form.

These referees should be familiar with the applicant's recent work. Master of Professional Studies and Master of Property Studies applications should relate their referee information to the applicant's work history and abilities.

## Applicant

Family name

First name

## Referee

Name

Position/title

University/work

Phone

Address

Email

1 How long have you known the applicant  Years  Months

2 Describe briefly the extent of your knowledge of the applicant's work including publications/papers/other relevant research.

3 (a) Please rate the applicant's performance in the areas named below by placing a tick in the appropriate box using your present knowledge of the applicant.

	No opportunity to observe	Below average	Average (60-41%)	Above average (40-26%)	Very good (25-11%)	Excellent (top 10%)
(i) Knowledge of own discipline						
(ii) Ability to express ideas						
(iii) Command of research techniques						
(iv) Critical and/or analytical ability						
(v) Initiative and motivation						
(vi) Ability to plan						
(vii) Perseverance in pursuing aims						
(viii) Teaching or tutoring ability						

(b) Please rate the applicant's aptitude for research  top 10%  11 – 25%  26 – 40%  41 – 60%  below top 60%

4 Please comment on the reasons for the gradings in section 3, and any other matters relevant to the applicant including academic integrity in the box below. In particular, we would like to know whether you think the applicant will complete a research degree in the minimum time required.

Referee's Signature

Date

The referee is requested to complete, print and sign this report and send to:  
 Student Administration, PO Box 94, Lincoln University, Lincoln 7647, Christchurch, New Zealand

## Application Guidelines

### Curriculum Vitae

Should be brief, and must include tertiary education and any employment or project experience. However, if you are applying for the Master of Property Studies please supply a detailed CV to illustrate your managerial experience.

### Statement of Research Interest

Lincoln University requires PhD and Masters applicants to submit a 'Statement of Research Interest'. Not applicable to Master of Property Studies.

The Statement of Research Interest is used by the University for two main purposes:

1. To assess your relative preparedness for postgraduate study
2. To assist with matching you with appropriate supervisors.

Note that your statement need only be two to three pages in length, but it must be written in your own words. If you have already prepared a draft research proposal, you may submit this as your statement. Whilst the Statement of Research Interest is not mandatory for those applying for a Postgraduate Certificate or Diploma, we encourage you to submit one since at times additional information will aid your application.

### If applying for Masters please use the following guidelines:

- Write about a couple areas of study you have particularly enjoyed and/or would like to pursue further at postgraduate level
- Describe one or two projects that you have undertaken as part of your previous degree work or employment that are relevant to these areas.

### If applying for PhD or Masters by thesis only, please use the following guidelines:

- Include at least a page on the background to the problem, issue or area that you propose to research. This should set the research into its context and include a few citations to key literature
- State the overall research aims or research hypotheses to be tested, i.e. what the research will attempt to accomplish
- Describe a proposed approach for the research, i.e. the steps that you could follow to fulfil the research aim or test the research hypothesis
- Include full references for any literature referred to in your statement
- Submission of a statement does not commit you or the University to undertake the proposed research. Your eventual research project will emerge as the result of negotiation between you and the research advisors
- The statement is not the same as the formal research proposal that you will produce for your thesis (although the statement may be helpful in developing the full proposal)
- You are strongly urged to discuss your research interests with an advisor before submitting your application. The advisor will be in a position to provide feedback on a draft of your statement.

### If applying for the Executive Development Programme please use the following guidelines:

Please complete the Application for Admission to *Postgraduate Study Domestic and International Students form*. **Information specific to Executive Development Programme applications.**

Master of Property Studies:

Department of Farm Management & Property

### Qualifications and Academic Records

You must submit either originals or verified true copies of your academic transcripts. This should also include the following:

- Courses taken and marks/grades achieved
- Key to the grading system
- Confirmation that you have completed the course requirements or graduation certificates (if applicable).

### Verified Documentation

What is verified documentation?	Who can verify my document?	How do they verify document
A verified copy of a document is a photocopy which has been certified by one of the people shown here.	<ul style="list-style-type: none"><li>• Justice of the Peace</li><li>• Kaumatua</li><li>• Notary Public</li><li>• Solicitor</li><li>• School Principal</li><li>• Lincoln University Registry Staff</li></ul>	The person who verifies your document(s) must print their full name, address and use their official stamp.



## STUDENT DECLARATION

<b>Name:</b>			
<b>Date of birth:</b>		<b>Nationality:</b>	
<b>Mobile:</b>		<b>Landline:</b>	
<b>Email:</b>			

<b>Who will fund your tuition fees and living costs? Please give further details below:</b>

<b>Have you ever been refused a visa for New Zealand or another country?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Do you have any health issues that may affect your application for a student visa?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Will you have any family members joining you? If so please state name, age and relationship to you in the box below.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

- I declare that I have read and understand the information relating to the cost of living in New Zealand here:

<https://www.studyinnewzealand.govt.nz/live-work/cost-of-living/>

And that I have access to sufficient funds to cover all associated costs with my study, travel to and from New Zealand, living expenses for the duration of my studies for myself and my family members (if applicable) for the total period of my stay in New Zealand.

- I understand that the tuition fees do not include expenses such as textbooks, stationery and additional programme specific requirements.
- I understand that in the event that I have insufficient funds to cover all associated study and living costs, I will not seek assistance from the University or the New Zealand government.
- I understand that in the event that I have insufficient funds to cover all associated study and living costs, the University reserves the rights to terminate my enrolment and eCoE.
- I hereby certify that all the statements made on this declaration of finances are true and correct.

<b>Student signature:</b>	
<b>Name:</b>	
<b>Date:</b>	

Please return this declaration with your application form(s)