

## Applying to Massey 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 undergraduate (bachelors) applications:

1. A photocopy of the personal details page of your passport
2. IF APPLYING BEFORE COMPLETION OF SCHOOL LEAVING QUALIFICATIONS (EG: A-LEVELS, IB, PRE-U DIPLOMA): Original certificates/evidence of GCSE and AS Level results (or equivalents) plus details of final predicted grades. Predicted grades must be official predictions, issued on school/college letterhead and signed by an appropriate person (head of careers, head of year etc).
3. IF APPLYING AFTER COMPLETION OF SCHOOL LEAVING QUALIFICATIONS (EG: A-LEVELS, IB, PRE-U DIPLOMA): Original certificates for GCSE and school-leaving qualifications.
4. A personal statement (please aim for a maximum of 400-500 words).

### 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 AS AN INTERNATIONAL STUDENT

## PART A: Personal details of applicant

Student ID:

Surname/Family name (as shown in passport): \_\_\_\_\_

Given names (as shown in passport): \_\_\_\_\_

Preferred name: \_\_\_\_\_

Date of birth:

Gender:  Male  Female

Citizenship (as shown on passport): \_\_\_\_\_

Ethnic group: \_\_\_\_\_

## PART B: Contact details

### CURRENT ADDRESS:

Line 1: \_\_\_\_\_

Line 2: \_\_\_\_\_

Line 3: \_\_\_\_\_

Postcode: \_\_\_\_\_ Country: \_\_\_\_\_

Phone (day): \_\_\_\_\_

Phone (night): \_\_\_\_\_

Cellphone: \_\_\_\_\_

Email: \_\_\_\_\_

### EMERGENCY CONTACT

Please advise the person you would like us to contact in an emergency.

Name: \_\_\_\_\_

What is this person's relationship to you? (eg parent, husband, brother)

Relationship: \_\_\_\_\_

Phone (day): \_\_\_\_\_

Phone (night): \_\_\_\_\_

Cellphone: \_\_\_\_\_

Email: \_\_\_\_\_

### ALTERNATIVE ADDRESS

An alternative address that Massey can use to contact you (eg home, family member, or employer)

Line 1: \_\_\_\_\_

Line 2: \_\_\_\_\_

Line 3: \_\_\_\_\_

Postcode: \_\_\_\_\_ Country: \_\_\_\_\_

## PART C: Senior High School/NZ Secondary School or Foundation Study

NSI number (if you have previously studied in New Zealand): \_\_\_\_\_

### HIGH SCHOOL QUALIFICATIONS

SCHOOL: \_\_\_\_\_

Country: \_\_\_\_\_

Qualification: \_\_\_\_\_

Year started: \_\_\_\_\_ Year finished: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

Country: \_\_\_\_\_

Qualification: \_\_\_\_\_

Year started: \_\_\_\_\_ Year finished: \_\_\_\_\_

## PART D: English language proficiency

Applicants who have completed an academic qualification in a country where English is the first language can be considered for an exemption from providing English language test results.

What was the language used for your overseas schooling?: \_\_\_\_\_

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

Date to be taken: \_\_\_\_\_

Name of test: \_\_\_\_\_

Result (if known): \_\_\_\_\_

Have you studied English language in New Zealand?  Yes  No

If 'Yes', please complete the following and include evidence of this study.

Name of School: \_\_\_\_\_

Date started: \_\_\_\_\_ Date finished: \_\_\_\_\_

## PART E: English language programmes

Complete this section only if you intend to study English Language.

How long will you study (four weeks minimum): \_\_\_\_\_

Which month do you intend to start your English programme?  
\_\_\_\_\_

## PART F: Tertiary education

Have you studied at any New Zealand tertiary institution?  Yes  No

Have you studied at a tertiary institution other than Massey University since leaving high school?  Yes  No

### HIGHER EDUCATION/NEW ZEALAND INSTITUTION

INSTITUTION: \_\_\_\_\_

Country: \_\_\_\_\_

Qualification: \_\_\_\_\_

Year started: \_\_\_\_\_ Year finished: \_\_\_\_\_

INSTITUTION: \_\_\_\_\_

## PART G: Additional questions

### PLEASE SELECT YOUR MAIN ACTIVITY AS AT 1 OCTOBER

- Not in paid employment
- Student
- Overseas
- In paid employment

### HEALTH AND DISABILITY

Do you have any disability, impairment (including learning disabilities), 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 'Yes', please provide a report from a registered health professional so we can assess our ability to support you during your study in New Zealand.

### CONTACT WITH OTHER STUDENTS

For study purposes, do you consent to your name, email address and phone number being shared with other students studying the same papers?  Yes  No

Name of Massey University academic staff contact (where applicable):  
\_\_\_\_\_

Name of Institutional Agreement/Cohort (if applicable)  
\_\_\_\_\_

What is your intended career? \_\_\_\_\_

Will your chosen Massey University programme help you achieve your career goals?  Yes  No

Do you intend to complete a Massey qualification?  Yes  No

### FINANCING YOUR STUDY

How will your study be financed?

- Personal funds
- US Federal loan
- Home government scholarship
- NZAID
- Other: \_\_\_\_\_

## PART H: Diplomas, degrees, doctoral study

### LEVEL OF STUDY

- Foundation Studies
- Undergraduate
- Postgraduate
- Pre-degree
- Graduate Diploma
- PhD

List programmes in order of preference.

1st choice: \_\_\_\_\_

Major: \_\_\_\_\_

2nd choice: \_\_\_\_\_

Major: \_\_\_\_\_

## PART I: When do you intend to begin study?

Year: \_\_\_\_\_

- Intake/Semester 1 (February)
- Intake/Semester 2 (July)
- Intake 3 (August/September)
- Intake 4/Summer School (November)

### PREFERRED CAMPUS:

- Albany (Auckland)
- Palmerston North (Manawatū)
- Wellington

Do you want to study full-time or part-time?

- Full-time
- Part-time

## PART J: Agent stamp

Only relevant if applying through an agent

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

Agency name: **Study Options** \_\_\_\_\_

Agent's email address: **admissions@studyoptions.com** \_\_\_\_\_

## PART K: Checklist

Please ensure you have attached the following documents (as required for your chosen programme):

- Verified evidence of citizenship (birth certificate or identity page of current passport)
- CV and research proposal for PhD applicants
- Verified copies of academic transcripts with a grading scale
- Portfolio for Creative Arts applications
- Verified copies of graduation certificate (where applicable)
- Formal evidence of any scholarships awarded
- Course outlines if applying for credit assessment
- Evidence of loan application/approval (where applicable)
- English language test results (where applicable)
- A report from a registered health professional (where applicable)
- Please ensure you have attached all relevant documents

**Please note:** Massey University does not retain hard copies of documents supplied as part of the Admissions process.

## PART L: Declaration

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.

Signature of applicant:

Date: 

Day	Month	Year

**Please print, sign, and send this form and all supporting documentation to:**

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

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

### Compulsory medical and travel insurance

International students (including group 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 [international.massey.ac.nz](http://international.massey.ac.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 [www.acc.co.nz](http://www.acc.co.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 [www.moh.govt.nz](http://www.moh.govt.nz)

### Student visas/immigration

To apply for a student visa you will need to present a Receipt of Payment from Massey University 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 [www.immigration.govt.nz](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. Copies of the Code are available on request from the University or from the NZQA website at [www.nzqa.govt.nz](http://www.nzqa.govt.nz)

## Massey University declaration

I declare that the information given in this form is true and correct, and no information that may have a bearing on my enrolment has been withheld.

I understand and agree that this Enrolment Application will form part of a contract between me and Massey University. The other terms of that contract are set out or referred to in the document entitled 'Student Contract' which can be viewed on the Massey University website. The Contract will be formed when I accept the Offer of Place. Even after I accept any Offer of Place my enrolment contract at Massey University may be subject to conditions being satisfied or waived by Massey University by notice in writing to me. Even after I receive a Confirmation of Enrolment Massey University may still cancel my enrolment as permitted by law or as permitted in the University's agreement with me.

By submitting this Enrolment application I understand that:

- (i) I am solely responsible for ensuring that any Offer of Place I accept is for a programme that I am eligible to study and wish to study,
- (ii) I alone decided to study the programme for which I have applied. I am not relying on any advice from Massey University that a programme is suitable for any purpose unless I have that advice in writing from Massey University.
- (iii) Books, journals and other materials made available to me by Massey University are for my own studies only, and copying or using them for other purposes is an infringement of copyright;
- (iv) Massey University's Policy on Intellectual Property will apply
- (v) I have the right to access the personal information which Massey University holds about me and the right to request the correction of that information;
- (vi) Information about me may be held by, used by and disclosed to the following organisations:  

Massey University and its wholly owned subsidiary companies, other tertiary providers with whom Massey University has entered into joint ventures or other contractual arrangements, Massey University's Alumni Association, Students' Associations, Extramural Students' Society and related Trusts, Ministry of Education, Tertiary Education Commission, StudyLink, Inland Revenue Department, Dept of Work and Income, Ministry of Foreign Affairs and Trade and Specialist Education Services, Tribal trusts and scholarship providers, other tertiary institutions that I am transferring to or from, New Zealand Teachers Council and other professional accreditation agencies, other agencies where disclosure is permitted or required by law.
- (vii) My name, date of birth and residency as entered on this enrolment application will be included in the National Student Index, and will be used in an Authorised Information Matching programme with the New Zealand Birth Register. For further information please see: [nsi.education.govt.nz](http://nsi.education.govt.nz)
- (viii) Security of personal information about me that is held by Massey University is protected by a personal identification number (PIN) or other unique identifier ('unique identifier') provided to me by Massey University. I confirm that the evidence of identity I have provided to the University belongs to me, I authorise the use of the unique identifier for admission and enrolment purposes, I accept responsibility for all uses of my unique identifier and I agree not to give my unique identifier to other people.

I authorise the use of my personal information (including photos) for purposes related to my studies and for the provision and improvement of services for students of the University.

## 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)