

## Applying to the University of Waikato

### 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 to Enrol Form



THE UNIVERSITY OF  
**WAIKATO**  
*Te Whare Wānanga o Waikato*

This Application Form is for students who are NEW to the University of Waikato. Complete this form or apply online at [www.waikato.ac.nz](http://www.waikato.ac.nz)

- » New Teacher Education applicants must also complete the supplementary forms.
- » Higher degrees applicants must also complete the supplementary forms.
- » Computer Graphic Design applicants must also provide a portfolio.

For all enquiries contact Student Administration on **0800 WAIKATO (0800 924 528)** or email [enrol@waikato.ac.nz](mailto:enrol@waikato.ac.nz)

Intended year of study\* \_\_\_\_\_

ID number \_\_\_\_\_

(OFFICE USE)

## MY DETAILS

You need to provide a verified copy of your birth certificate, passport or New Zealand certificate of citizenship and evidence of any change of name before completing your enrolment.  Enclosed

### Legal Name

First\* \_\_\_\_\_  
(Your legal first name)

Second \_\_\_\_\_

Family\* \_\_\_\_\_  
(Your legal surname)

Preferred name(s) \_\_\_\_\_  
 First Name  Family Name

Previous name(s) \_\_\_\_\_  
This was my  First Name  Family Name

Gender\*  Female  Male

Date of Birth\* \_\_\_\_\_ dd/mm/yyyy

### Students with Disabilities

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

If yes, complete the *Disability Support Registration Form*.

This information has no bearing on your application and is only used to improve our services to students.

For further information visit [www.waikato.ac.nz/disability](http://www.waikato.ac.nz/disability)

Type of disability (Tick as applicable):

- |  |   |
|--|---|
| <input type="checkbox"/> Blind         | <input type="checkbox"/> Specific learning            |
| <input type="checkbox"/> Deaf          | <input type="checkbox"/> Speech                       |
| <input type="checkbox"/> Head injury   | <input type="checkbox"/> Vision                       |
| <input type="checkbox"/> Hearing       | <input type="checkbox"/> Other, please describe _____ |
| <input type="checkbox"/> Medical       |   |
| <input type="checkbox"/> Mental health |   |
| <input type="checkbox"/> Mobility      |   |

### Residency Status\*

You need to provide evidence of your citizenship before completing your enrolment.  Enclosed

Are you a/an?

New Zealand citizen

*Supply a verified copy of your New Zealand birth certificate, New Zealand certificate of citizenship or New Zealand passport*

Australian citizen

*Supply a verified copy of your Australian birth certificate or passport*

Permanent resident in New Zealand

*Supply a verified copy of your residence permit and passport*

Country of citizenship \_\_\_\_\_

Citizen of another country

Country of citizenship \_\_\_\_\_

*Supply a verified copy of your passport*

Will you be living in New Zealand for the period of your study?\*

Yes  No

### Ethnicity\*

To which ethnic group(s) do you belong? Tick up to three boxes.

New Zealand European/European/Pakeha

New Zealand Māori (iwi optional) \_\_\_\_\_

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> African           | <input type="checkbox"/> Indian         | <input type="checkbox"/> Other Pacific Islander |
| <input type="checkbox"/> Australian        | <input type="checkbox"/> Italian        | <input type="checkbox"/> Other Southeast Asian  |
| <input type="checkbox"/> British/Irish     | <input type="checkbox"/> Japanese       | <input type="checkbox"/> Samoan                 |
| <input type="checkbox"/> Cambodian         | <input type="checkbox"/> Korean         | <input type="checkbox"/> South Slav             |
| <input type="checkbox"/> Cook Island Māori | <input type="checkbox"/> Latin American | <input type="checkbox"/> Sri Lankan             |
| <input type="checkbox"/> Dutch             | <input type="checkbox"/> Niuean         | <input type="checkbox"/> Tokelauan              |
| <input type="checkbox"/> Fijian            | <input type="checkbox"/> Polish         | <input type="checkbox"/> Vietnamese             |
| <input type="checkbox"/> Filipino          | <input type="checkbox"/> Other Asian    |   |
| <input type="checkbox"/> German            | <input type="checkbox"/> Other European |   |

\* Mandatory Fields

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83 ALMA ROAD, CLIFTON  
BRISTOL, BS8 2DP  
+44 117 911 5610  
[MAIL@STUDYOPTIONS.COM](mailto:MAIL@STUDYOPTIONS.COM)

## Postal Address

Please advise Student Administration (call **0800 WAIKATO**) if any of your contact details change.

Number and Street \_\_\_\_\_

Suburb \_\_\_\_\_

City/Town \_\_\_\_\_ Postcode \_\_\_\_\_

Country \_\_\_\_\_

## Phone and Email\*

Phone \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

*You will be issued with a university email account once your enrolment is complete.*

## Emergency Contact Details

Name \_\_\_\_\_

Number and Street \_\_\_\_\_

Suburb \_\_\_\_\_

City/Town \_\_\_\_\_ Postcode \_\_\_\_\_

Country \_\_\_\_\_

Phone/Mobile \_\_\_\_\_

## Main Activity\*

Indicate your main activity on 1 October of the year prior to the year you are enrolling. **Tick one box.\***

- |   |   |
|---|---|
| <input type="checkbox"/> Secondary school student     | <input type="checkbox"/> Unemployed or other beneficiary        |
| <input type="checkbox"/> Self-employed                | <input type="checkbox"/> Private training establishment student |
| <input type="checkbox"/> College of education student | <input type="checkbox"/> Wage or salary earner                  |
| <input type="checkbox"/> Wānanga student              | <input type="checkbox"/> Polytechnic student                    |
| <input type="checkbox"/> University student           | <input type="checkbox"/> Overseas                               |
| <input type="checkbox"/> Houseperson or retired       |   |

*This information has no bearing on your application. The Ministry of Education requires us to collect this information.*

## Tertiary Study

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

Verified copy of academic records attached.

INSTITUTION	QUALIFICATION	YEARS ENROLLED		QUALIFICATIONS COMPLETED	
		From	To	Yes	No

Do you want to apply for credit?  Yes  No

If yes, you need to complete an *Application for Credit Form* at [www.waikato.ac.nz/go/credit](http://www.waikato.ac.nz/go/credit)  
A fee of \$50 is payable upon submission of your Credit Application.

\* *Mandatory Fields*

## MY EDUCATION

### Secondary School

In New Zealand you usually need University Entrance to study at university. On this page, we will gather information about your secondary school study and any tertiary study you may have done so we can determine how you meet the University Entrance criteria.

A \$50 admission fee may be charged for some eligibility assessments.

Are you currently at secondary school?\*  Yes  No

National Student Number (NSN) \_\_\_\_\_  
(If known)

Last secondary school attended. If overseas, write overseas\*  
\_\_\_\_\_

Last year at school\* \_\_\_\_\_

What are you currently studying towards?\*

Evidence of results attached.

What is the **highest** secondary level qualification you have completed?  
**Tick one box**, and indicate year obtained.\*

✓	QUALIFICATION	YEAR
<input type="checkbox"/>	NCEA Scholarship	
<input type="checkbox"/>	NCEA University Entrance	
<input type="checkbox"/>	NCEA Level 3 Certificate	
<input type="checkbox"/>	NCEA Level 2 Certificate	
<input type="checkbox"/>	NCEA Level 1 Certificate	
<input type="checkbox"/>	14 or more NCEA credits	
<input type="checkbox"/>	No formal secondary school qualification	
<input type="checkbox"/>	A Bursary/B Bursary/University Scholarship	
<input type="checkbox"/>	University Entrance before 2004	
<input type="checkbox"/>	Higher School Certificate	
<input type="checkbox"/>	Sixth Form Certificate	
<input type="checkbox"/>	School Certificate	
<input type="checkbox"/>	Overseas Qualification	
<input type="checkbox"/>	International Baccalaureate	
<input type="checkbox"/>	Cambridge International Exam	

*Continue with Tertiary Study below*

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## MY STUDY INTENTIONS

### First Choice of Qualification (Preferred)\*

Qualification	
Faculty/School of Study	
Major/Field/Subject: 1	
2	

### Papers for First Choice

New Teacher Education applicants do not complete this section.

Paper selection is optional at this time. Refer to <http://papers.waikato.ac.nz>

	PAPER CODE	SEMESTER	LOCATION CODE	PAPER TITLE
eg	STMG191	14A	(HAM)	Introduction to Management
1				
2				
3				
4				
5				
6				
7				
8				

Do you expect to complete your qualification this year?  Yes, I need \_\_\_\_\_ papers or \_\_\_\_\_ points to complete.  No

### Second Choice of Qualification (Alternative)

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

Qualification	
Faculty/School of Study	
Major/Field/Subject: 1	
2	

### Third Choice of Qualification (Alternative)

Qualification	
Faculty/School of Study	
Major/Field/Subject: 1	
2	

## 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 not withheld any information which could have a bearing on my enrolment or the conditions of my enrolment.

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 (at [www.waikato.ac.nz/go/privacy1993](http://www.waikato.ac.nz/go/privacy1993)) 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.

I also acknowledge that, in terms of the Privacy Act 1993, it is for a purpose connected with my enrolment that Studylink will need to disclose the status of my loan application and any supporting loan information to the University of Waikato.

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.

Signature \_\_\_\_\_ Date \_\_\_\_\_

\* Mandatory Fields

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## ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION

### Student Statement

This statement is only compulsory for Bachelor of Laws applicants, and applicants who don't have University Entrance from school or have no tertiary study history (and will be 20 years of age or older on the first day of semester).

A student statement will assist us to make a decision when considering your application. We want to make sure that you are academically prepared for university study.

You should aim to write between 200 and 300 words overall (please check spelling and grammar). Tell us about your secondary schooling or any tertiary study you have done. If you have been working, tell us about your employment history and how you think that has prepared you for university. What other things have you done or are you doing that show us that you will cope with university study (eg overseas travel, community work, raising a family). Why are you interested in your chosen degree and what in your background shows that you will succeed in your studies.

### WHERE DID YOU HEAR ABOUT US?

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

- |  |   |
|--|---|
| <input type="checkbox"/> Advertisement           | <input type="checkbox"/> Seminar              |
| <input type="checkbox"/> English Language School | <input type="checkbox"/> Education Fair/Expo  |
| <input type="checkbox"/> Other University        | <input type="checkbox"/> Newspaper Article    |
| <input type="checkbox"/> Agent                   | <input type="checkbox"/> Waikato Visit        |
| <input type="checkbox"/> Friend/Family           | <input type="checkbox"/> Embassy/Trade Office |
| <input type="checkbox"/> School/College          | <input type="checkbox"/> Other Institution    |
| <input type="checkbox"/> Brochure                | <input type="checkbox"/> Other _____          |
| <input type="checkbox"/> Internet                | _____   |

## CHECK LIST

### You must:

- Sign the declaration

### Before completing your enrolment you will need to provide:

- A verified copy of your birth certificate/passport and permits
- A verified copy of evidence of any change of name (if your name is different from that on your birth certificate)
- Evidence of your citizenship
- A written a statement in support of your application, if applicable
- Evidence of previous tertiary study, if applicable
- Your application for Discretionary Entrance and a copy of your NCEA results notice, if applicable
- The supplementary forms for Teacher Education or a portfolio for Computer Graphic Design, if applicable

### 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, court registrar, or school principal.

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 Student Administration or the Tauranga Student Information Centres can also verify your documents.

**Note(s):** 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 send back these documents. Once received, they become part of your University record.

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

### Applying for a Student Loan or Allowance

If you intend to apply for a **student loan or allowance**, you must apply **directly** to StudyLink. **Apply at least six weeks** before your classes start.

Apply online at [www.studylink.govt.nz](http://www.studylink.govt.nz) or contact StudyLink on **0800 889 900** to make an application.

### Post to:

Freepost 78837  
Enrolment Office  
University of Waikato  
Private Bag 3105  
Waikato Mail Centre  
Hamilton 3240

### For further advice:

Phone: **0800 WAIKATO**  
(0800 924 528)

Email: [enrol@waikato.ac.nz](mailto:enrol@waikato.ac.nz)

Visit: [www.waikato.ac.nz/enrol](http://www.waikato.ac.nz/enrol)

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## 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)