

FILL IN THIS FORM IF YOU ARE ENROLLING IN A:

- + Master's programme
- + PhD programme
- + Postgraduate Certificate or Diploma
- + Post-experience Certificate or Diploma

OFFICE USE ONLY		
RECEIVED		
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CHECKED		

All postgraduate applicants except those applying for a PhD or Master's by thesis programme can apply online at www.victoria.ac.nz/enrol
 International postgraduate students enrolling for the first time should contact the Faculty of Graduate Research on +64-4-463 5233 ext. 780
 or email pg-research@vuw.ac.nz

1 STUDENT TYPE

Please tick one box below and follow the icon through the application.

- F** First year: This will be my first enrolment at a New Zealand university in a degree.
- R** Returning: My most recent university enrolment was at Victoria. In what year?
- T** Transferring: My most recent university enrolment was at another New Zealand university.

Have you ever applied to enrol at Victoria before?

- Yes In what year? No

What is your Victoria Student ID number (if known)?

Full name as shown on your passport or birth certificate

2 PROGRAMME OF STUDY

FRT

Note: Programmes and courses may be cancelled by the University as a result of insufficient student demand, or other unforeseen circumstances.

2.1 Programme

What programme are you applying for? (eg. MSc)
 A list of programme codes is printed at the back of this application

What is your major or subject area?

Do you intend to study this programme on campus or by distance?

- Campus
 Distance

When do you intend to begin your study?

- Trimester 1
 Trimester 2
 Trimester 3
 Other (month and year)

Will you complete this programme in the 2012 academic year?

Ensure you have checked programme requirements.

- Yes > Trimester 1
 Trimester 2
 Trimester 3
 Other

No

3 APPLICATION FOR STUDENT ID CARD

FT

You must have a current Student ID card. The card serves as your library card, ID card and access card for computer labs, etc. Please note that your ID card must be collected from the Enrolment Office and will not be issued unless you are fully enrolled and your fee payments are up to date, or a Student Loan application has been confirmed.

Attach a photo now to avoid waiting in long queues at peak times. Returning students can collect an update sticker from their Faculty Student and Academic Services Office.

Tick one box that applies to you.

- First year at Victoria—no charge
 Returning (lost/damaged cards)—fee to be paid at Student Payments prior to collection of card

Student ID number (if known)

Date of birth

Full name

Day Month Year

You must staple a photo here.

Please write your full name on the back of the photo.

Photos will not be returned.

Social Science Research
 Graduate Diploma and Master of International Relations Programme
 Graduate Diploma in Arts in TESOL
 Graduate Diploma of Teaching (Early Childhood)
 Graduate Diploma of Teaching (Primary) and (Secondary)
 Master of Arts in Applied Linguistics and in TESOL
 Master of Arts in Creative Writing
 Master of Arts in Linguistics
 Master of Business Administration
 Master of Education
 Master of Library and Information Studies
 Master of Management Studies
 Master of Science in Cognitive and Behavioural Neuroscience
 Master of Science in Cross Cultural Psychology
 Master of Theatre Arts
 Master's degree by Thesis or with a Thesis Component

Postgraduate Certificate in Archives and Records Management
 Postgraduate Certificate and Master of Marine Conservation,
 Master of Conservation Biology
 Postgraduate Certificate in Education and Professional Development
 Postgraduate Certificate, Diploma, and Master of Information Management
 Postgraduate Diploma in Archives and Records Management
 Postgraduate Diploma in Archives and Records Management
 Postgraduate Diploma in Clinical Psychology
 Postgraduate Diploma and Master of Environmental Studies
 Postgraduate Diploma in Education and Professional Development
 Postgraduate Diplomas in Business Administration, Human Resource Management and Marketing
 Postgraduate Diplomas in Financial Analysis and Treasury Management and Master of Applied Finance
 Provisional Registration of a PhD course

5 NATIONAL STUDENT NUMBER **FRT**

6 STUDENTS' ASSOCIATION MEMBERSHIP **PFRT**

Membership of VUWSA (Victoria University of Wellington Students' Association) is free. See www.vuwsa.org.nz for more information.

6.1 Do you wish to join VUWSA?

- Yes
 No

7 PERSONAL INFORMATION **FRT**

7.1 First name

7.2 Middle name(s)

7.3 Surname

(As on your passport, birth certificate or marriage certificate)

7.4 Preferred name

(If different from that shown in section 7.1)

7.5 Legal name

(If different from that shown in section 7.1)

7.6 Previous Surname

(If different from that shown in section 7.3)

7.7 Previous first name Previous middle name(s)

(If different from that shown in section 7.1)

7.8 Date of birth

Day: _____ Month: _____ Year: _____

7.9 Gender Male Female

8 CITIZENSHIP **FRT**

Certified documentation is essential for first year and transferring students (see section 23).

Please tick one box below.

- New Zealand citizen
 Australian citizen
 NZ or Australian permanent residents
 Diplomatic passport
 Study permit
 Other citizenship

Please enter below the country for which you hold citizenship:

9 ETHNIC GROUP **FRT**

Please tick up to three relevant boxes below.

- NZ European/Pakeha
 New Zealand Māori

Please specify up to three iwi/hapū

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

16.1 What was your main activity or occupation in New Zealand at 1 October? If you were not living in New Zealand please tick 'Overseas'.

- House-person or retired
- Unemployed or other beneficiary (excluding retired)
- Overseas (irrespective of occupation)
- Polytechnic student
- Private training establishment student
- Secondary school student
- Self-employed
- University student
- Wage or salary worker
- Wānanga student
- Other

16.2 Where did you live during the last 12 months?

- I was living at an NZ address (please enter the postcode for where you were living):
- I was living overseas

17.1 When was your last year at secondary school?

17.2 Was it a New Zealand secondary school?

- Yes > Please continue to section 17.3
- No > Please go to section 17.4

17.3 Name of last New Zealand secondary school attended.

17.4 What is the highest qualification you hold from a secondary school?

- 14 or more credits at any level
- NCEA Level 1 or School Certificate
- NCEA Level 2 or 6th Form Certificate
- NCEA Level 3 or Bursary or Scholarship
- No formal secondary qualification
- Overseas qualification, eg. Cambridge International Examinations (CIE) or International Baccalaureate (IB)
- University Entrance
- Other

19.1 What type of residence will you be living in while studying?

- Boarding in a private home
- Flattening
- Hall of Residence
- Living at home with family
- Own home
- Other > Please specify

19.2 What were the three most useful sources of information about studying at Victoria?

(Enter a rank of 1, 2 or 3 where rank 1 is the most important)

- Attending a careers expo or information evening
- Friends and family
- Information in the workplace
- The Victoria University website
- Victoria University Liaison Officers
- Victoria University publication, brochure or booklet
- Other > Please specify

19.3 What were the three most important reasons for choosing to study at Victoria?

(Enter a rank of 1, 2 or 3 where rank 1 is the most important)

- Availability and standard of accommodation available
- Campus and social life of Victoria
- Experience at Open Day
- It has the best reputation
- It is a recommendation or requirement for my work
- It is close to where I live and/or work and/or my family
- It offers the best option for the course I want to do
- It offers the only option for the course I want to do
- Student facilities ie. library, computer labs, recreation centre
- Student support services ie. careers advice, learning support
- The cost of courses and fees
- The lifestyle and opportunities of living in Wellington city
- Other > Please specify

You must have a current or valid visa at the time of re-enrolment. If you do not, please see Victoria International as soon as possible.

Under the Code of Practice all international students must have appropriate medical and travel insurance.

See www.victoria-international.ac.nz

Do you want to buy the Victoria-approved insurance policy (approximately NZ\$600) for the 2012 academic year?

Yes No

Yes > By ticking this box you will automatically be covered by Victoria approved insurance and your student ID will become your policy number. There is no need to sign a form. You can pay for the Victoria-approved insurance when you pay your tuition fees.

No > You must purchase a policy that meets the Code standards before you can enrol. Please attach a certified copy of your insurance certificate (in English) to this application form. Please ensure that you note your full name and Victoria Student ID number on every page. For further details see www.victoria-international.ac.nz

Please note: Many policies do not meet the Code standards, so it is vital that you check with Victoria International before purchasing a policy. You will not be able to enrol if you purchase an insurance policy that does not meet the Code standards.

- + I consent to the disclosure of the personal information given on this form to recipients within the University for purposes related to the advancement of my studies and the matters with which I am involved in my capacity as a student at Victoria University and to the marketing of the University and its courses, and as required by protocols between the University and external agencies.
- + I have read www.victoria.ac.nz/privacy which explains the Privacy Act 1993 and states the recipients.
- + I understand that without this consent my application cannot proceed.
- + I have read www.victoria.ac.nz/privacy regarding how the Privacy Act 1993 will be applied to the information that I supply to the University.
- + I authorise Victoria University to collect, use and disclose personal information about me in accordance with the Enrolment Guide and the Privacy Act 1993.

USE OF EMAIL FOR COMMUNICATION

- + I acknowledge that upon confirmation of my enrolment, Victoria University will allocate me a University email address.
- + I understand and accept that Victoria University will use email as its primary means of communication with me.

- + I agree to abide by all Victoria statutes, policies and rules of conduct including the Academic Integrity Policy and the Student Computing Service Guide to Student Obligations www.victoria.ac.nz/scs and acknowledge my obligations under the Victoria Information Systems Statute and Victoria Statute on Student Conduct. All statutes and policies of the University can be viewed online at www.victoria.ac.nz/home/about/policy
- + I declare that the information set out in this application and the attached documents that support this application is true and complete to the best of my knowledge.
- + I confirm that the programme of study recorded in section 2 is in accordance with the relevant statutes and regulations of Victoria.
- + I understand that any false information given may invalidate my application and enrolment at Victoria.
- + I authorise the University to obtain where appropriate, and verify, any information with the relevant authority and to use this information in accordance with section 21 of this form.
- + I understand that 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 www.minedu.govt.nz/goto/nsi
- + I understand that I have the right to see and correct the information which I have provided.
- + **International Students ONLY**
I authorise Immigration New Zealand and the Department of Labour to provide Victoria University with any personal details regarding my immigration status, including any information that I have submitted to Immigration New Zealand in the course of any visa or permit application. I further agree that Victoria University of Wellington may supply personal information to Immigration New Zealand and the Department of Labour where the University considers the information relevant to my immigration status.

Sign here

Date

Day	Month	Year

PERSONAL DETAILS

All students **except returning students** need to attach certified proof of identity/name:

- Birth certificate
- Passport
- Marriage certificate or deed poll if you have changed your name

CITIZENSHIP

All students **except returning students** need to attach certified proof of citizenship, ie. at least one of the following:

- New Zealand birth certificate or New Zealand/Australian passport
- Certificate of New Zealand Citizenship
- Permanent Residency visa and passport

ADMISSION

All students **except returning students** applying for Qualification Assessment above Entrance Level Admission need to attach certified proof of academic qualifications where these were not taken at Victoria University:

- Academic transcript

ID CARD

All students **except returning students** need to attach

- Completed ID card application and photo included

SUPPLEMENTARY FORMS

Some programmes and courses require additional forms to be completed. The forms can be obtained by phoning 0800 VICTORIA option 2 and stating which programmes and courses you plan to apply for.

READ, SIGNED AND DATED DECLARATION

All students **INCLUDING returning students**

- Yes

Each page of every copy of an original document required for this application must be **certified** as a true copy of the original and **signed and stamped** by the institution that issued it, or by a solicitor, Notary Public, Justice of the Peace or authorised Victoria University of Wellington staff member. If the original document is not in English, a certified translation must also be provided.

Returning students

Documentation is required only where there has been a change since your last enrolment.

Returning international students

- Certified copy of passport and visa

(see section 20 for more details)

Return this application as soon as possible to:

THE ENROLMENT OFFICE

Level 1, Hunter Building
Victoria University of Wellington
PO Box 600
Wellington 6140
New Zealand

YOU CAN GO ONLINE AND ENROL
www.victoria.ac.nz/enrol

The following information will help you to complete your Programme of Study section of your Enrolment Application. Enter the qualification code only.

FACULTY CODES	
A	> Architecture and Design
C	> Commerce and Administration
E	> Education
G	> Engineering
H	> Humanities and Social Sciences
L	> Law
S	> Science

UNDERGRADUATE DEGREES		
BA	Bachelor of Arts	H
BA/BT	Bachelor of Arts/Bachelor of Teaching	H
BA/BTE	Bachelor of Arts/Bachelor of Teaching (Early Childhood Education)	H
BARCH	Bachelor of Architecture	A
BAS	Bachelor of Architectural Studies	A
BBIS	Bachelor of Business Information Systems	C
BBMEDS	Bachelor of Biomedical Science	S
BBSC	Bachelor of Building Science	A
BCA	Bachelor of Commerce and Administration	C
BCA/BSC	Bachelor of Commerce and Administration/ Bachelor of Science	C
BDES	Bachelor of Design	A
BDI	Bachelor of Design Innovation	A
BE	Bachelor of Engineering	G
BEDTCH	Bachelor of Education (Teaching) EC	E
BEDTCECW	Bachelor of Education (Whakaako) ECE Whāriki Papatipu	E
BEDTCH	Bachelor of Education (Teaching) EC Upgrade	E
BMUS	Bachelor of Music	H
BSC	Bachelor of Science	S
BSC/BT	Bachelor of Science/Bachelor of Teaching	S
BTM	Bachelor of Tourism Management	C
LLB	Bachelor of Laws	L
LLBHON	Bachelor of Laws with Honours	L

CERTIFICATE OF PROFICIENCY (COP)	
This qualification code is intended for students who may want to do a course for interest, personal development or as a requirement for work. Students may receive a COP on passing the prescribed course requirements.	
Students registered at another university but who are doing a Victoria course to credit back to a qualification at that university should use one of the following qualification codes:	
AUCOP for an Auckland qualification	
CUCOP for a Canterbury qualification	
LCCOP for a Lincoln qualification	
MUCOP for a Massey qualification	
OUCOP for an Otago qualification	
WUCOP for a Waikato qualification	

DIPLOMAS		
GDDE	Graduate Diploma in Designed Environments	A
GDTCEC	Graduate Diploma of Teaching (Early Childhood Education)	E
GDT CPR	Graduate Diploma of Teaching (Primary)	E
GDTALN	Graduate Diploma of Teaching (Adult Literacy and Numeracy)	E
GDT CSC	Graduate Diploma of Teaching (Secondary)	E
DMAORI	Diploma in Māoritanga/Tohu Māoritanga	H
DPACCY	Graduate Diploma in Professional Accounting	C
DTMAOR	Graduate Diploma in Teaching Māori Language	H
GDARTS	Graduate Diploma in Arts	H
GDAAPP	Graduate Diploma in Arts (Applied)	H
GDCOMR	Graduate Diploma in Commerce	C
GDIPDI	Graduate Diploma in Design Innovation	A
GDMHS	Graduate Diploma in Museum and Heritage Studies	H
GDMUSI	Graduate Diploma in Music	H
GDSCI	Graduate Diploma in Science	S

CERTIFICATES		
CENGPR	Certificate of English Proficiency	H
CERTMS	Certificate in Management Studies	C
CFNDS	Certificate in Foundation Studies	
CJAZZ	Foundation Certificate in Jazz	H
CMBUS	Certificate in Māori Business	C
COP	Certificate of Proficiency	
GCAAPP	Graduate Certificate in Arts (Applied)	H
GCCOMR	Graduate Certificate in Commerce	C
GCDE	Graduate Certificate in Designed Environments	A
GCERTLAW	Graduate Certificate in Law	L
GCMHS	Graduate Certificate in Museum and Heritage Studies	H
GCTES	Graduate Certificate in Teaching English to Speakers of Other Languages	H

MISCELLANEOUS (NOT A QUALIFICATION)	
GRCONC Graduate Concession	