

## Applying to the University of Otago

### 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 FORM

for International Students



## I. PERSONAL DETAILS

Enter your full name in this section as shown on your passport or birth certificate. You should attach an original or witnessed copy of your birth certificate or a witnessed copy of the personal details page from your passport.

**Student Number** *(Office use only)*

**Title** *(Tick one)*  Mr  Miss  Ms  Mrs  Dr

Other *(please specify)*

**Family Name**

**Given Name(s)**

**Preferred Given Name**

**Previous Name(s)**

Original or witnessed evidence of name change must be attached.

**Date of Birth**

<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year

**Gender**

Male  Female

**New Zealand National Student Number (NSN)**

If you have a NSN or NZQA number, please write it here.

**Nationality** *(List countries where you hold Citizenship/Residence)*

Citizenship

Residence Visa

**Study Location**

Will you be living in New Zealand for the duration of your study?

Yes  No

**Correspondence Address**

Student Email Address

Alternative Email Address (optional)

Address

  
  
  

State/Province

Postcode/zipcode

Country

Telephone

Mobile Telephone

**Disabilities**

Do you have an impairment, disability or long-term medical condition that affects your studies?

Yes  No

If Yes, please include a letter describing your impairment/disability/long-term medical condition and explaining any support required.

## 2. APPOINTMENT OF AGENT (to be completed by the applicant)

Are you using a University of Otago authorised agent to handle your application?:  Yes  No

If yes, I authorise the University of Otago to release personal information to the following agent:

Study Options  
83 Alma Road, Bristol, BS8 2DP UK

## 3. PROPOSED STUDY

I plan to begin coursework study in:

Semester 1 (Feb - June \_\_\_\_\_ )  Semester 2 (July - Nov \_\_\_\_\_ )  Summer School (Jan - Feb \_\_\_\_\_ )  
Year Year Year

### Master's Thesis Commencement Date

If you are applying for a thesis-only programme at master's levels, please supply the approximate date on which you expect to begin your thesis research:

### Intended Qualification

The qualification I am applying for is:

Name of Programme (eg Bachelor of Commerce, Master of Arts)	Major Subject (eg Finance, English)
1.	
2.	

### Intended Career

What is your intended career?

Will your chosen programme (above) assist you in meeting your career intention?  Yes  No

## 4. ENGLISH LANGUAGE COMPETENCE

You will be required to provide evidence of your English language proficiency if English is not your first language.

Is English your first language?  Yes  No

Please attach evidence of your English proficiency.

Test name  Result

If you are yet to take a test, please indicate when results will be available:

## 5. SECONDARY SCHOOL/HIGH SCHOOL/FOUNDATION STUDIES

Is secondary school/high school/foundation studies your highest level of study?  Yes  No

If yes, complete this section. If no, go to section 6.

Please name the school where you are at present, or were last enrolled.

School

Country  Last year enrolled

What is the highest level of achievement you hold from a secondary/high school? Your highest achievement may be a New Zealand award such as NCEA Level 2, or you may have achieved an overseas qualification.

Please specify:

Are you completing the final year of a secondary/high school or foundation qualification?  Yes  No

If yes, please indicate when the results will be available:

## 6. PREVIOUS TERTIARY/UNIVERSITY LEVEL STUDY

Please list all universities you have attended and years of your enrolment.

Name of University/College	From	To

Please specify any tertiary qualifications obtained. (Original or witnessed evidence must be attached if not already provided.)

Qualification	Name of Tertiary Institution

Are you sitting examinations this year?  Yes  No

If yes, please indicate when results will be available

Do you expect to complete your degree or diploma this year?  Yes  No

Are you seeking credit at Otago for previous tertiary studies?  Yes  No

Have you ever been suspended or excluded from any other New Zealand university?

No  Yes Name of university  Year

## 7. RESEARCH EXPERIENCE *Complete this section only if you are applying for direct entry to a research/thesis programme at master's level.*

Are you applying for direct entry to a research/thesis only programme at master's level?  Yes  No

If yes, please attach a curriculum vitae or personal statement which covers A to D of this section. If no, please go to section 8.

**A. Research Proposal** *Please provide a research proposal including tentative thesis title (please attach a typed proposal).*

**You must discuss your research proposal with the relevant academic department at Otago before submitting this application.**

**Have you corresponded with an academic staff member about your proposal?**

If yes, please provide name:

**B. Publications** *Please list any publications including titles of theses submitted.*

**C. Other Research Experience**

**D. Academic Referees**

*Please indicate the name, position, address (including phone, fax and email) of up to three referees the University may choose to consult.*

## 8. DECLARATION AND SIGNATURE

Please read the following declarations and sign below.

I declare that all the information now submitted, or which I will later submit, in connection with my application (whether on a physical form, entered electronically, or in any supporting documents) is correct and complete.

I authorise the University of Otago to obtain official records and related information relevant to my application for enrolment from any educational institution that I have previously attended and from any applicable authority including the New Zealand Qualifications Authority, International Baccalaureate, and University of Cambridge International Examinations.

I understand that the University reserves the right to vary or reverse any decision regarding admission made on the basis of incorrect or incomplete information provided by me.

I understand that information supplied in connection with my application may be used by (a) members of the University's academic and administrative staff for purposes relating to my application and (b) for purposes external to the University when the information is in statistical form or when the University reasonably believes it is not to my disadvantage for such external use to occur, and also where disclosure is required to comply with the provisions of the Privacy Act 1993.

I understand that I have the right to see, and correct if necessary, information held about me.

I authorise the University and the Department of Labour (including Immigration New Zealand) to supply information about me to each other if it is considered to be relevant to my immigration status and/or my enrolment status.

Applicant's Signature

Date   
Day | Month | Year

## CHECKLIST FOR STUDENTS

Have you included or completed the following?

### ACADEMIC DOCUMENTATION

#### High School or Foundation Studies

- Original or witnessed copies of your High School or Foundation Study results\*
- or
- Forecast or preliminary results on the official letterhead of your school

#### Previous Tertiary Studies

- Original or witnessed copies of all previous tertiary study results\*
- Research Proposal
- Curriculum vitae for research study

### EDUCATION CREDENTIALS EVALUATION (ECE)

- My qualifications are from a country requiring ECE evaluation. I have sent my records to ECE for a course-by-course evaluation.  
*Please refer to [www.otago.ac.nz/international](http://www.otago.ac.nz/international) for further information.*

### ENGLISH DOCUMENTATION

- Original copy of English language results

### CITIZENSHIP STATUS

- Passport details
- Birth certificate

The University requires documentary evidence of your citizenship and the correct form of your name. This can be provided by supplying:

- a) a witnessed copy of the front page of your passport showing personal details including name and date of birth; or
- b) an original or witnessed copy of your birth certificate.

Documents must be in English or be accompanied by a certified English translation.

**Note: Your application form cannot be processed without evidence of your name and citizenship status.**

### \*PLEASE NOTE

Please attach **witnessed (certified/notarised)** copies of all academic transcripts and award certificates, including results of studies currently being undertaken. A key/guide to the grading system must also be included. Documents not in English must be accompanied by **witnessed** English language translations.

Witnessed copies must:

- 1) be stamped with an official seal or stamp;
- 2) bear the printed name, signature and position of the person certifying the copy; and
- 3) have the date when the copy was certified.

Documents may be witnessed by a Justice of the Peace, Notary Public, Court Official or Solicitor.

Please do not supply your application and documentation in bound form or in folders.

PLEASE RETURN THIS FORM WITH ORIGINAL SIGNATURE TO:

#### MAILING ADDRESS

~~International Office, University of Otago  
PO Box 56, Dunedin 9054, New Zealand  
Tel 64 3 479 8344, Fax 64 3 479 8367  
Email [international.admissions@otago.ac.nz](mailto:international.admissions@otago.ac.nz)  
Website [www.otago.ac.nz/international](http://www.otago.ac.nz/international)~~

#### COURIER ADDRESS

~~International Office, University of Otago  
Archway West Building  
90 Union Place East  
Dunedin 9016  
New Zealand~~

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

# DECLARATIONS AND AUTHORISATIONS



In order for your application to be completed it is necessary for you to read and sign the following declarations.

**University of Otago ID Number** \_\_\_\_\_ **Title (e.g. Mr, Miss, Ms)** \_\_\_\_\_

**Family Name** \_\_\_\_\_ **Given Name(s)** \_\_\_\_\_

**Please read the following declarations and authorisations and then sign below.**

## ADMISSION AND ENROLMENT

I declare that all the information now submitted, or which I will later submit, in connection with my enrolment (whether on a physical form, entered electronically, or in any supporting documents) is, or when provided will be, correct and complete.

I authorise the University of Otago to obtain official records and related information relevant to my application for enrolment from any educational institution that I have previously attended and from any applicable authority including the New Zealand Qualifications Authority, International Baccalaureate, and University of Cambridge International Examinations.

I understand that the University reserves the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information provided by me.

I confirm that I will have attained the age of 16 by the first day of formal classes for my proposed course of study.

## REGULATIONS

I acknowledge that as an enrolled student at the University of Otago I will be bound by the Statutes, Regulations and other requirements established by or under the authority of the University Council.

I acknowledge that my attention has been particularly drawn to:

- **The Code of Student Conduct** which forms part of the University's Discipline Statute (published in the University Calendar and on the University's website at <http://www.otago.ac.nz/administration/policies/otago029948>); and
- **The Computer Regulations** (published in the University Calendar and on the University's website at <http://www.otago.ac.nz/administration/policies/otago003109.html>).

## FEES AND COURSE MATERIALS

I accept responsibility for the payment of all fees (including tuition fees) charged by the University. Should I default on payment of all or part of those fees, I agree to pay all costs relating to the collection of the outstanding debt. If my fees are paid by a Government Student Loan through the Ministry of Social Development (StudyLink) and I become eligible for a refund of all or part of those fees, I authorise the University to pay the refund directly back to StudyLink to be credited against my student loan balance. I undertake to return course materials supplied to me in connection with any paper from which I subsequently withdraw, if that is a departmental requirement, or to accept liability for payment for the material.

## COURSE OF STUDY

I accept responsibility for satisfying myself as to the suitability of my own course of study. I understand that my course must comply with Programme Regulations and that I must not undertake a course involving unresolved timetable clashes. I acknowledge that in finalising my course and in making any subsequent changes I must abide by requirements of Advisers of Studies. I acknowledge that my entitlement to receive any degree or other award is subject to ongoing checks that I have met all applicable requirements of the relevant programme.

## AMENDMENTS TO COURSE

If the course for which I have sought enrolment requires amendment (because of my failure in any examinations or assessment, or because of the regulations for

the programme concerned) I agree that the University may make any necessary changes to my course. I understand that I will be informed in writing of any such changes or will have the opportunity to revise my course in consultation with relevant Advisers of Studies.

## PRIVACY

I understand that the University of Otago will collect, store, use and disclose personal information about me in the course of conducting its proper business and that a unique identifier will be assigned to me to facilitate this. I have read and understand how such information will be managed and disclosed in accordance with the Privacy Act 1993, and as outlined on the University website (<http://privacy.otago.ac.nz>). I acknowledge that I have the right to access and seek correction of personal information about me and understand that if I withhold information or provide false or misleading information my enrolment may be terminated.

## COMPUTER USE

I understand that the University may monitor data entered or changed by users and reserves the right to take disciplinary action in cases involving false, misleading, or offensive data, and that the University accepts no liability for consequences arising from the divulging of usernames or passwords to others.

## COMMUNICATIONS FROM THE UNIVERSITY

Important information is sent out during the year to enrolled students. I understand that, in order to receive this, I must:

- keep my address details on e:Vision current, including any email redirections I have put in place on my student email; and
- check my student email and e:Vision portal at least once per week.

I agree to the University communicating on matters related to my enrolment, or relevant to membership of the University, via the contacts which I have provided or which I may, in the future, provide. I acknowledge such communications may include newsletters and similar material of general interest to members and friends of the University.

## COPYRIGHT

I understand that I must observe the Copyright Act 1994 in relation to any teaching materials supplied to me in the course of study at the University and that I may not make unauthorised sound recordings of lectures or audioconferences.

## INTELLECTUAL PROPERTY RIGHTS (for thesis students)

I undertake to abide by the University's Policy for Intellectual Property Rights of Graduate Research Students (<http://www.otago.ac.nz/administration/policies/otago003228.html>).

## IMMIGRATION (for students who are not New Zealand citizens)

I undertake to comply with all relevant Immigration New Zealand requirements and understand that, unless I am entitled to be recognised as a domestic student, I must at all times hold a current student permit or other permit authorising me to study in New Zealand.

I authorise the University and the Department of Labour (including Immigration New Zealand) to supply information about me to each other if it is considered to be relevant to my immigration status and/or my enrolment status.

I authorise the University to share my personal information with any agent I may specify in connection with my enrolment or prospective enrolment.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

## 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)