

## Applying to Victoria University of Wellington (VUW)

### How to apply

Print this form and complete it. Send the completed form to Study Options, 83 Alma Road, Clifton, Bristol, BS8 2DP, with your supporting documents.

### 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)

## PLAN YOUR DEGREE AND MAJOR

We encourage students to research the Victoria degrees and majors they plan to study at the University.

For a full list of degrees and subject areas offered, see [www.victoria.ac.nz/international/Tools/degreeplanner.aspx](http://www.victoria.ac.nz/international/Tools/degreeplanner.aspx)

**Masters by research** applicants are advised to contact an academic in the relevant School/Department to ensure that the area of proposed research can be supervised at Victoria University of Wellington.

**PhD applicants:** Do NOT use this application form. There is a completely separate application process for the PhD degree, managed by the Faculty of Graduate Research – see [www.victoria.ac.nz/fg](http://www.victoria.ac.nz/fg)

## SUBMIT YOUR APPLICATION

Complete all sections on the attached Application Form, sign it and courier (preferably using a tracked worldwide courier service) or mail your form and supporting documents to the address on the application form so it arrives by the closing dates listed on the right.

As a minimum, you must include:

- + a completed International Student Application Form
- + official documentation of your academic results
- + a certified copy of your passport personal details

Note that some Victoria programmes have additional requirements.

**If your first language is not English** you must also include supporting evidence of your English proficiency – see page 2 of this form for details.

**Postgraduate students** must also include the items listed in the Entry Requirements for Postgraduate Study and Research on page 2 of this form.

### Application Closing Dates

For study beginning in:

Trimester 1 (February): **1 December**

Trimester 2 (July): **1 May**

Trimester 3 (November): **1 September\***

Some programmes have an earlier application closing date. Applications received after the above dates are considered on a case-by-case basis.

*\*Study in Trimester 3 is only available for specific postgraduate programmes – see pages 26-31 of the Victoria International Prospectus for programme intakes*

## RECEIVE OFFER OF PLACE

When we receive your application we will acknowledge it with an email. After an assessment is made, successful applicants will receive the offer letter and pre-arrival information by email, including your offer status, offered programme and start date.

## VISIT THE PRE-ARRIVAL WEBSITE

**It is important to review the pre-arrival information at <http://prearrival.victoria.ac.nz>, which includes important advice on the accommodation application process, student visa and medical and travel insurance.**

### Student Visas

Before coming to study at a New Zealand university you must have a student visa. Your nearest New Zealand Diplomatic Office can provide you with the necessary information and the forms to complete.

Full details of immigration requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available from Immigration New Zealand, and can be viewed on their website at [www.immigration.govt.nz](http://www.immigration.govt.nz)

### Medical and Travel Insurance

Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may 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 – see [www.moh.govt.nz](http://www.moh.govt.nz)

International students (including group students) must have appropriate and current medical and travel insurance while in New Zealand. The Code of Practice for the Pastoral Care of International Students (The Code) guidelines state the minimum standard of insurance required for an international student – see [www.minedu.govt.nz/goto/international](http://www.minedu.govt.nz/goto/international)

The University offers Studentsafe-University for its 2013 students, which meets The Code standards and provides travel and health insurance at an economical rate. Short course and family rates are also available. Payment for insurance can be made with tuition fees. The current insurance rate is published at [www.victoria.ac.nz/international/current-students/insurance.aspx](http://www.victoria.ac.nz/international/current-students/insurance.aspx)

Most insurance policies purchased outside New Zealand do not meet The Code's standards, so it is vital to check with Victoria International at least six weeks before your

enrolment before purchasing a policy from your home country. A policy written in another language must be translated into English before Victoria International staff can check it.

If you buy an insurance policy that fails to meet the Code standards, you must buy another appropriate insurance policy before enrolling.

The University receives payment from the insurer, used to improve pastoral care and services for international students at Victoria. To find out more, see [www.victoria.ac.nz/international/current-students/insurance.aspx](http://www.victoria.ac.nz/international/current-students/insurance.aspx) or email [vi-insurance@vuw.ac.nz](mailto:vi-insurance@vuw.ac.nz)

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents, and temporary visitors to New Zealand, but you may 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)

# INTERNATIONAL STUDENT APPLICATION FORM



This application form is to be used by all international students applying to study for a degree programme at Victoria, with the single exception of the PhD. There is a completely separate application process for PhD applicants, managed by the Faculty of Graduate Research – see [www.victoria.ac.nz/fgf](http://www.victoria.ac.nz/fgf)

ALL sections must be completed. Please print clearly in block letters using a pen. Enclose one set of supporting documents with this application – all documents must be originals or certified copies. This application will not be processed unless full documentation is attached.

Please mail your completed form – faxed copies are NOT accepted.

## Submission Details

This application is submitted by

- Self (direct applicant)  
 Representative

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

E-mail Address for Correspondence (representative or student)

mail@studyoptions.com

Postal Address for Correspondence (representative or student)

\*Please note that we cannot courier/FedEx to PO Box numbers.  
 If a PO Box number is provided this may delay postage time.

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

## Student Personal Details

Family Name (as shown on student passport)

Given Name(s) (as shown on student passport)

Gender  Male  Female

Date of birth (D D / M M / Y Y)

Nationality (as shown on student passport)

Are you also a New Zealand citizen/Permanent Resident?  Yes  No

Student Telephone

Student Email Address (if not already given above)

## Disability support questions

Do you have a disability, impairment, long-term

injury or chronic medical condition?  Yes  No

Are you deaf?  Yes  No

Some additional costs may apply, so it is important that you contact us at [victoria-international@vuw.ac.nz](mailto:victoria-international@vuw.ac.nz) to discuss your needs.

## Funding of study

How do you intend to pay for your studies?

- Private funds  US Federal Aid  
 Home government scholarship (please specify scholarship type)

- New Zealand Aid Programme (please specify scholarship type)

- Other (please specify below)

## Proficiency in English

To study at Victoria you MUST be proficient in English.

For details of requirements, see [www.victoria-international.ac.nz](http://www.victoria-international.ac.nz)  
 Documentary evidence of the following information is required.

- English was the language of instruction in previous studies completed in a native English speaking country.  
 I will study/am studying in the VUW EPP (English Proficiency Programme)  
 I will sit/have sat an English proficiency test (IELTS or TOEFL)

Date taken/to be taken

English test name

Results (if known)

## Preferred programme of study at Victoria (in order of preference)

What degree/qualification is this application for?

Degree/Qualification

1st Choice:

2nd Choice:

Major(s)

## Postgraduate Research Applicants

Please attach a statement detailing your proposed area of research, a research proposal (3-5 pages), research experience and publications. You may be required to submit a more detailed application at a later date. Please advise if you have contacted an academic staff member regarding your proposed study.

When do you intend to begin study at Victoria?  February  July  November (specific postgraduate programmes only) Year:

What is your intended career?

Do you think your chosen qualification will help you fulfil this career aspiration?  YES  NO

## Qualifications and Academic Records

Please provide details and official documentation of your academic results for all university qualifications, both complete and incomplete. Important: only provide details of qualifications for which you can provide full documentation.

### Pre-university study

Name of Qualification	Institution and country	Date commenced	Date completed

### Undergraduate

Name of Qualification	Institution and country	Date commenced	Date completed

### Postgraduate

Name of Qualification	Institution and country	Date commenced	Date completed

### Are you CURRENTLY awaiting results of any studies undertaken this year?

- NO  
 YES – Please indicate below when these results will be available

Degree/Qualification	Institution and country	Date results available

### Credit transfer (undergraduate applicants only)

#### Are you seeking credit transfer?

- YES – Please provide full official or certified academic transcripts and course descriptions for all tertiary study. If you are awaiting results, please provide these documents as soon as possible. Credit transfer guidelines are found at [www.victoria-international.ac.nz](http://www.victoria-international.ac.nz)  
 NO

### Relevant work history/experience

If you have work experience relevant to this application, please supply details in a separate sheet (work experience is not taken into account for admission to undergraduate programmes).

### I have included

- Certified copy of passport personal details  
 Evidence of my English proficiency (where required)  
 Official documentation of my academic results

Certified copies are preferred. Originals will only be returned where specifically requested at the time they are submitted.

**IMPORTANT:** Documents submitted with this application must be originals or certified true copies of the originals, translated into English if necessary. Any certified documents submitted must be certified by the institution that issued the documents or by an official notary and must bear the official stamp of the person or institution. Photocopies or facsimiles of documents are not acceptable.

The submission of fraudulent or forged documentation in support of this application will automatically disqualify a student from enrolment. Victoria University of Wellington 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 Police will also be informed. The submission of enrolment application documentation with this University denotes acceptance of these terms and constitutes consent to disclosure for the purposes of Privacy Principle 11 set out in the Privacy Act 1993

**IMPORTANT NOTE** | Where places on a degree programme are limited, higher entry requirements may be applied at the discretion of Victoria University of Wellington.

Please return this form and all certified/attested documentation to:

#### Victoria International

Victoria University of Wellington

Level 2, Easterfield Building, Kelburn Campus

Kelburn Parade

PO Box 600

Wellington, NEW ZEALAND

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

### Declaration and signature

I acknowledge that Victoria University of Wellington cannot be held liable for any costs associated with any medical expenses incurred by me at any time.

I supply the information on this form and in support of this application on the understanding:

- that it may be used for purposes relating to my enrolment as a student by members of the academic and administrative staff of Victoria University of Wellington;
- that it may be used for purposes external to the University when it is in statistical form or when it is not to my disadvantage for this to be done, and also where disclosure is required to comply with the provisions of the Privacy Act 1993;
- that I have the right to see and correct if necessary the information I have provided;
- that my application can not proceed without my consent to the foregoing conditions.
- I have read and understood the Victoria University of Wellington Refund Policy.

I declare that all the information submitted on this application form and in the attached documents is correct and complete.

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

I understand that Victoria University of Wellington 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 ([www.victoria.ac.nz/home/admission/enrol/privacy](http://www.victoria.ac.nz/home/admission/enrol/privacy)) and in the University Calendar. 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. I understand that it is my responsibility to provide all necessary documentary evidence of my qualifications and experience. I authorise the University to obtain further information wherever necessary.

I am aware of the tuition and living costs associated with studying in the course and I am able to meet all expenses for the duration of my study. I understand that if I am unable to meet these costs, the University and the New Zealand Government will not be expected to help me.

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 my personal information to Immigration New Zealand and the Department of Labour where Victoria University consider the information relevant to my Immigration status.

STUDENT SIGNATURE

DATE

# POLICIES TO PROTECT YOU

## Code of Practice

The Code of Practice for the Pastoral Care of International Students (The Code) published by the Ministry of Education is a policy specially designed for international students. It sets the standards of advice and care that must be given by an institution to an international student. Victoria University of Wellington has agreed to observe and be bound by The Code. Copies of The Code are available on request from Victoria International or from the New Zealand Ministry of Education website [www.minedu.govt.nz/goto/international](http://www.minedu.govt.nz/goto/international)

Students or parents of students who feel an area of The Code has been breached should document the breach in writing to the Pro Vice-Chancellor, International, who will take all steps to ensure that the grievance is settled. If a favorable result is not reached, the case will be referred to the International Education Appeal Authority (IEAA). The University agrees to be bound by the IEAA procedures and will offer any information and cooperate with the board while they investigate a complaint. Students have the right to information about progress and decisions regarding their complaint as well as translation services if necessary to ensure adequate comprehension.

## Fees, Levies and Charges

International students ('Students') are required to pay a tuition fee for each course in which they are enrolled, course material charges, student services levy, student assistance levy, and other administrative charges ('Fees'). A small number of courses have an Overseas Travel Component as additional costs. For more information on these charges see the Victoria University Fees Statute ('the Fees Statute'). Please refer to the most recent Fees Statute at [www.victoria.ac.nz/fees](http://www.victoria.ac.nz/fees)

Any programme or course offered by the University and listed in its Calendar may be cancelled by the University as a result of insufficient resources or student demand. The Vice-Chancellor concedes that Victoria University has the financial resources available to refund fees to students enrolled in any cancelled programme. If a course is unable to proceed due to destruction or damage to buildings, plant and equipment and other tangible assets, fees will be refunded to the students affected. In this case the fees refund will be covered by the University's Industrial Special Risks Policy and be classified as a consequential loss.

## Refund Statement

### 1. Refunds

Refunds of Fees to Students are made in accordance with the current Fees Statute [www.victoria.ac.nz/fees](http://www.victoria.ac.nz/fees). Refunds for International Students are only processed once the Student has applied to the Student Fee Advisor in writing.

- 1.1 A Student is entitled to a full refund of all money that remains in their account after enrolment. This refund will be granted provided the Student has paid their Fees in full and holds a valid student visa for the period of study. The monies will be paid directly to the Student.
- 1.2 An International Student who withdraws from the University and transfers to another institution must inform Victoria International and their Student Fee Advisor in writing and provide copies of their new Offer documents. Any refund of fees will be sent directly to the relevant institution less an International Transfer Fee prescribed in the Fees Statute.
- 1.3 A Student enrolled in a trimester-based programme who obtains a residency permit during the course of their study will be considered an international student for the trimester in which residency is granted, unless the residency is granted within the dates prescribed in the Fees Statute. The Student will be treated as a domestic student from the following trimester.
- 1.4 A Student who is not enrolled in a trimester-based programme and who obtains a residency permit will be given a refund (pro rated) from the week after the date on which residency is granted. A Student's residency status is effective from the date on which residency is granted as shown in their passport.

- 1.5 A Student enrolled in CertEngProf who provides written notice of withdrawal within two weeks of beginning on the programme shall receive a two-thirds refund of the total tuition fees. A full refund of fees is only given when a Student withdraws before the programme begins.
- 1.6 A student enrolled in a PhD or Masters by Thesis for six or twelve months, who gives written notice of withdrawal from enrolment within four weeks of having been enrolled, shall cease to be liable for the fees associated with that course.
- 1.7 A student who gives written notice of withdrawal from a supervised individual research paper/project, practicum, dissertation or similar course within four weeks of the start date for that course shall cease to be liable for the fees of that course.
- 1.8 Victoria University may approve partial or full refunds in exceptional circumstances. Refunds will be subject to receipt of a written request setting out the full circumstances.
- 1.9 Refunds of fee payments derived from a Contract will be credited back to the organisation that has set up the contract with the University. Refunds will not be made to students if there are fees remaining to be paid for their current academic year.
- 1.10 Students receiving Federal Loans from the US Government for payment of their study at Victoria University are subject to special withdrawal and refund procedures and policies. Specifics are available from Victoria International.
- 1.11 Subject to clauses 1.3 to 1.8, all refunds will be paid by cheque or bank transfer (on production of appropriate photo ID).

### 2. Full Refunds

- 2.1 Full refunds will be made pursuant to the relevant clauses of the Fees Statute and in the following circumstances:
  - a) The Student is unable to take up the offer of admission;
  - b) Immigration New Zealand has refused a Student a visa for study in New Zealand;
  - c) A Student's application for a visa extension is refused by the Immigration New Zealand; or
  - d) Victoria University is unable to proceed with the course(s) offered.
- 2.2 If a Student completely withdraws or temporarily ceases studying at Victoria University and seeks a refund, they will be required to provide proof that they no longer hold a Victoria University student visa before their refund will be actioned.

## Withdrawal from Courses

A student must give written notice of a course withdrawal to the Faculty Office within the deadlines stated in the Fees Statute to receive full or partial refund of the tuition fees. Non-payment of fees, ceasing to attend, or verbally advising a member of staff will not be accepted as notice of withdrawal. For further details, see the most recent Fees Statute at [www.victoria.ac.nz/fees](http://www.victoria.ac.nz/fees)

## Grievance Procedures

Victoria University seeks to provide a learning environment designed to help students achieve their full potential, and has procedures in place to ensure decisions affecting a student's learning and progress are fair. Students, who feel that they have not been treated fairly at the University, should take note of the Statute on Academic Grievances – see [www.victoria.ac.nz/home/about/policy/academic.aspx](http://www.victoria.ac.nz/home/about/policy/academic.aspx)

Any international student who has a grievance against the University in any capacity should contact a Victoria International staff member. If the grievance cannot be solved, Victoria International will refer the case to an appropriate area of the University.

If the outcome of this procedure is unsatisfactory, a Student can contact the **International Education Appeal Authority**, phone +64-9-632 9513, email [infor.ieaa@minedu.govt.nz](mailto:infor.ieaa@minedu.govt.nz)

Please note that all policies are subject to change, so please refer to [www.victoria.ac.nz/international/current-students/policies.aspx](http://www.victoria.ac.nz/international/current-students/policies.aspx)

## STUDENT DECLARATION

<b>Name:</b>	
<b>Date of birth:</b>	
<b>Nationality:</b>	
<b>Address:</b>	
<b>Telephone number:</b>	
<b>Email address:</b>	

**Who will fund your tuition fees and living costs? Please give further details below:**

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- I declare that I have read and understand the information relating to the cost of living in Australia and/or New Zealand at:

<http://www.immi.gov.au/students/student-visa-living-costs.htm> and

<http://www.immigration.govt.nz/migrant/stream/study/canistudyinnewzealand/whatisrequired/financialreqs.htm>

And that I have access to sufficient funds to cover all associated costs with my study, travel to and from Australia and/or 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 Australia and/or New Zealand.

- I understand that the tuition fees do not include expenses such as textbooks, stationery and additional program 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 Australian or 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>Date:</b>	

Please return this declaration with your application form(s)