

# APPLICATION FORM FOR INTERNATIONAL STUDENTS



NOTE: THERE IS NO REFUND FOR WITHDRAWALS ONCE A PROGRAMME OR COURSE HAS STARTED

This application form is for International Students applying to study at Wintec. In order for your application to be considered, please complete ALL sections of this form, attach the required verified documentation and sign and date the declaration at the end. As programmes are very popular, please apply early while spaces are still available.

Medical and Travel Insurance: It is compulsory for all International Students to have appropriate and current Medical and Travel Insurance while studying in New Zealand. It is a Wintec requirement for International Students to be covered from the day the student leaves their home country to the expiry date

of their Visa plus one week. Proof of current Medical and Travel Insurance is required before your enrolment can be finalised.

Wintec  
Private Bag 3036, Hamilton, New Zealand  
Phone: +64 7 838 6399  
Fax: +64 7 858 0246  
Email: international@wintec.ac.nz  
Web: www.wintec.ac.nz/international

## SECTION ONE - PERSONAL DETAILS

1.1 Title  Mr  Mrs  Ms  Miss Other

1.2 First Name(s)

1.3 Family Name (please PRINT your name as shown on your passport)

1.4 Preferred First Name

1.5 Date of Birth       1.6 Gender Male  Female

Please attach a verified copy of your passport or birth certificate

1.7 Country of citizenship

1.8 Ethnicity

## SECTION TWO - YOUR CONTACT DETAILS

Please ensure this is kept up-to-date at all times and advise us of any changes.

2.1 What is your current address?  
Unit number/street number and name   
Suburb   
City/Town   
Country  Tick if this is your main postal address

2.3 How can we contact you?  
Home phone   
Mobile   
Work   
Email

2.4 Who is your **emergency contact**?  
Name   
Relationship to you   
Telephone

## OFFICIAL USE ONLY

I D N U M B E R

BARCODE HERE

## SECTION THREE - AGENT CONTACT DETAILS\*

If you are not applying through an agent please go to Section Four.

3.1 Agent's company name:

3.2 What is the agent's name?

3.3 Wintec authorised Agent number   
(Authorised agents can send scanned copies as long as the email states they are true copies)

3.4 What is the agent's email address?

\* Note: Original certified copies of documents are preferred, however photocopies, fascimiles or emailed scanned documents are acceptable if of a high quality and are legible. You will be required to produce original certified documents upon arrival in New Zealand for audit purposes and/or if the electronic copies you have supplied are illegible.

## SECTION FOUR - WINTEC SERVICES

4.1 Would you like Wintec to organise accommodation for you?:  
 Yes  No

4.2 If yes, please indicate your accommodation preference:  
 Homestay  Hostel

4.3 Would you like Wintec to arrange an airport pick-up for you?  
 Yes  No

## SECTION FIVE - ENGLISH STUDY

- 5.1 Do you wish to study English (ESOL) before you study a mainstream programme?  
 Yes - go to 5.2  No - go to Section Six.
- 5.2 How many weeks?
- 5.3 Preferred start date  5.4 Preferred end date
- 5.5 Do you want to study ESOL during Summer School (Dec / Jan)?  
 Yes  No

## SECTION SIX - PROGRAMME SELECTION

- 6.1 What mainstream programme(s)/Qualification(s) at Wintec are you wanting to do?

NAME OF MAINSTREAM PROGRAMME(S)	FOR OFFICE USE ONLY PROGRAMME CODE				
1					
Pathway:					
2					
Pathway:					
3					
Pathway:					

- 6.2 Preferred mainstream programme start date if offered a place?  
 February  April/May  July  October / November  
 (Please check intake is correctly selected: [www.wintec.ac.nz/courses](http://www.wintec.ac.nz/courses))
- 6.3 Are you applying for transfer of credit? If yes, complete an application form when you arrive at Wintec. You must also provide learning descriptors/learning outcomes of previous study with this application for assessment.  
 Yes  No

## SECTION SEVEN - ENGLISH PROFICIENCY

- 7.1 What is your first language?
- 7.2 Have you ever had your English language abilities or proficiency tested?  
 Yes  No  Date of Assessment
- 7.3 What level was your English language assessed at?  
 (Please attach a verified copy of your results)
- score:  TOEFL  Computer based  Paper based
- score:  TOEIC  Computer based  Paper based
- IELTS:
- score:  Reading  score:  Listening
- score:  Writing  score:  Speaking
- Overall score:
- NCEA: level:  Score:
- Other: level:  Score:
- 7.4 If you have not sat an English proficiency test in the last 3-4 months, do you require a Wintec internal language assessment?  
 Yes  No

## SECTION SEVEN - ENGLISH PROFICIENCY CONT.

- 7.5 Have you studied in New Zealand before? eg Language School, Secondary School, Polytechnic or University  
 Yes  No
- 7.6 If YES, name of institution
- 7.7 Dates attended  From  To

## SECTION EIGHT - SECONDARY SCHOOL STUDIES

- 8.1 Please provide verified official documentation of academic results for all qualifications

NEW ZEALAND SECONDARY			
NAME OF SCHOOL	<input type="text"/>		
HIGHEST QUALIFICATION	<input type="text"/>		
YEAR START	<input type="text"/>	YEAR FINISH	<input type="text"/>
Successfully completed <input type="checkbox"/> Yes <input type="checkbox"/> No			

OVERSEAS HIGH SCHOOL			
NAME OF SCHOOL	<input type="text"/>		
COUNTRY	<input type="text"/>		
HIGHEST QUALIFICATION	<input type="text"/>		
YEAR START	<input type="text"/>	YEAR FINISH	<input type="text"/>
Successfully completed <input type="checkbox"/> Yes <input type="checkbox"/> No			

## SECTION NINE - TERTIARY STUDIES

- 9.1 Please provide verified official documentation of academic results for all qualifications

UNIVERSITY / HIGHER EDUCATION / FOUNDATION / LANGUAGE SCHOOL			
NAME OF SCHOOL	<input type="text"/>		
COUNTRY	<input type="text"/>		
QUALIFICATION	<input type="text"/>		
YEAR START	<input type="text"/>	YEAR FINISH	<input type="text"/>
Successfully completed <input type="checkbox"/> Yes <input type="checkbox"/> No			

NAME OF SCHOOL	<input type="text"/>		
COUNTRY	<input type="text"/>		
QUALIFICATION	<input type="text"/>		
YEAR START	<input type="text"/>	YEAR FINISH	<input type="text"/>
Successfully completed <input type="checkbox"/> Yes <input type="checkbox"/> No			

- 9.2 What is the highest tertiary qualification you hold? (please tick one)

- No tertiary qualification
- Vocational qualification (Trade, NZ Certificate)
- Certificate
- Diploma
- Graduate Certificate/Diploma
- Bachelors degree
- Postgraduate qualification
- Masters
- Other

**Please attach a verified translation of your results.**

## SECTION TEN - STATISTICAL INFORMATION

10.1 How do you hear about Wintec? Please tick one

- |  |   |
|--|---|
| <input type="checkbox"/> Embassy/NZ Trade and Enterprise | <input type="checkbox"/> Agent          |
| <input type="checkbox"/> Friends                         | <input type="checkbox"/> Family member  |
| <input type="checkbox"/> Education fair/expo             | <input type="checkbox"/> Advertisement  |
| <input type="checkbox"/> Other NZ education provider     | <input type="checkbox"/> NZ High School |
| <input type="checkbox"/> English language school         | <input type="checkbox"/> Internet       |
| <input type="checkbox"/> Other                           |   |

10.2 What was (or will be) your main activity on the 1st of October in the year before you start your study?

- |  |  |
|--|--|
| <input type="checkbox"/> Living outside of New Zealand | <input type="checkbox"/> Living in New Zealand |
|--|--|

If living in New Zealand, please specify

- |   |   |
|---|---|
| <input type="checkbox"/> Secondary school student | <input type="checkbox"/> Tertiary student |
| <input type="checkbox"/> Wage/ salaried worker    | <input type="checkbox"/> Non-employed     |

## SECTION ELEVEN - IMPAIRMENTS

11.1 Do you live with the effects of a significant injury, long-term illness, or disability?

- |                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

11.2 If yes, please indicate by ticking the appropriate box below

- |   |   |
|---|---|
| <input type="checkbox"/> Deaf                         | <input type="checkbox"/> Hearing Impairment |
| <input type="checkbox"/> Blind                        | <input type="checkbox"/> Vision impairment  |
| <input type="checkbox"/> Specific learning disability | <input type="checkbox"/> Medical            |
| <input type="checkbox"/> Head injury                  | <input type="checkbox"/> Mental health      |
| <input type="checkbox"/> Mobility/physical            | <input type="checkbox"/> Speech impairment  |
| <input type="checkbox"/> Other - please state         | <input type="text"/>                        |

## SECTION TWELVE - CRIMINAL CONVICTIONS

This information is legally required to provide to any employers of students who are placed with them for work experience, clinical, or practical components of the students' programme of study. Wintec must make you aware that if you have a criminal record, and you are unable to complete a practical component of the programme, you may not be eligible for the qualification at the end of the course. Any students enrolling with a criminal record should contact with the Student Enrolment and Information Centre.

12.1 Have you ever been convicted of or have a pending conviction for any offence against the law (apart from minor traffic convictions)?

- |                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

12.2 If yes please complete the consent to disclosure of information which can be found online at [www.wintec.ac.nz/forms](http://www.wintec.ac.nz/forms) and attach to this form.

## APPLICATION CHECKLIST

- |  |   |
|--|---|
| <input type="checkbox"/> Answered ALL questions?   | <input type="checkbox"/> Attached a verified copy of your English Proficiency Test results, if required? (DO NOT send originals, only verified copies). |
| <input type="checkbox"/> Attached your verified copies of documents proving Legal Name, Date of Birth and Residency status? (DO NOT send originals, only verified copies). | <input type="checkbox"/> Signed and dated this form?  |
| <input type="checkbox"/> Attached your results if required by programme entry criteria? (DO NOT send originals, only verified copies).                                     |   |

## SECTION THIRTEEN - STUDENT DECLARATION - ALL STUDENTS MUST READ THE FOLLOWING INFORMATION AND SIGN

Personal information collected, held and exchanged by Wintec is required to enable it to comply with the Education Act 1989 and its role as an educational provider. The collection, use, storage, exchange and update of personal information will be in accordance with the Privacy Act 1993.

I will make myself familiar and comply with provisions of Wintec's Policies and Regulations obtainable from the Library, Faculty/ Schools or Wintec website, [www.wintec.ac.nz](http://www.wintec.ac.nz), including Academic Regulations, Occupational Health & Safety, Regalia (Graduation), Smokefree, Student Complaints, Student Computer Use and Programme Regulations

Key points to include:

- i) Students have the right to access and correct any information held about them.
  - ii) Within Wintec, relevant personal information will be available to staff responsible for enrolment, for establishing and maintaining records, providing tuition, programmes and academic support, providing student services (including Students' Association), and for maintaining discipline and order.
  - iii) Wintec is also required to collect and store information from this form to comply with the requirements of the Ministry of Education (student statistical returns), New Zealand Qualifications Authority (Record of Learning registration and Unit Standard outcomes), Ministry of Social Development (confirmation of enrolment and academic outcomes), Immigration New Zealand (if you are not a New Zealand citizen or permanent resident) and other educational organisations and agencies supporting students through scholarships and awards. In addition, when required by statute, Wintec releases information to Government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).
- a) I have read and understood the guideline above of how Wintec will apply the Privacy Act, and I authorise Wintec to collect, use and disclose personal information about me in accordance with that outline and the Privacy Act 1993.
  - b) I authorise any agency holding the source of any information I have provided on this form to release that information to Wintec upon request.
  - c) I declare that the information I have supplied in this form and any attached documentation is true and complete and I acknowledge that Wintec may suspend my enrolment if false information has been supplied or required information is not supplied by the due date.
  - d) I will make myself familiar and comply with provisions of Wintec's Policies and Regulations obtainable from the Library, Faculty/Schools or the Wintec website, [www.wintec.ac.nz](http://www.wintec.ac.nz), including Academic Regulations, Occupational Health & Safety, Regalia (Graduation), Smokefree, Student Complaints, Student Computer Use and Programme Regulations.
  - e) Please Note: that your name, date of birth and residency as entered on this enrolment 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 <http://www.nsi.govt.nz/ima>
  - f) Wintec may contact you via telephone, post, email and/or text message regarding your enrolment or Wintec's services, news or events.

### To be signed by the applicant

Your Signature

Date

To be signed by a parent/guardian for applicants under the age of 18 years only

Parents/guardians signature

Date