

STUDY ABROAD AND EXCHANGE APPLICATION FORM

All sections must be completed and be written clearly using block letters.

1. SUBMISSION DETAILS

Please indicate how you plan to enrol at Victoria University of Wellington. Tick one of the boxes below:

A. As an exchange student participating in a reciprocal student exchange agreement existing between my college/university and Victoria University of Wellington.
 (Please have the Exchange Coordinator from your college/university complete Section 3 – Nomination for Exchange or Study Abroad)
 NAME OF HOME UNIVERSITY:

B. As a Study Abroad student participating in an approved programme at the college/university where I am enrolled.
 (Please have the Study Abroad Advisor from your college/university complete Section 3 – Nomination for Exchange or Study Abroad)
 NAME OF HOME UNIVERSITY:

C. As a Study Abroad student applying through a Study Abroad programme, placement provider or representative.
 NAME OF PROVIDER/REPRESENTATIVE:

D. As an independent Study Abroad student. I am NOT applying through any programme offered by my college/university or by any other institution or organisation. **I will pay my tuition fees directly to Victoria University of Wellington.**

CORRESPONDENCE INFORMATION:
 Email address for correspondence (representative or student)

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 will delay postage time.

When do you intend to study at Victoria?:
 If you intend to study for two trimesters, please indicate both:

Trimester 1 (March–July) Year:

Trimester 2 (July–November) Year:

Are you studying at an institution which has a special arrangement with Victoria (e.g., Partner University Programmes, Tuition Fees Discount Agreement)? If so, please specify:

Are you applying for the Tiered Study Abroad Scheme?
 If so, please specify the points (e.g., 45, 50 or 60 Victoria points):

2. STUDENT PERSONAL DETAILS

FAMILY NAME (as shown on student passport)

GIVEN NAME(S) (as shown on student passport)

FULL NAME (in an order you want your legal name to be shown in official university records)

GENDER Male Female DATE OF BIRTH:

STUDENT POSTAL ADDRESS (if not already given – see also above note)

NATIONALITY (as shown on student passport)

STUDENT TELEPHONE

STUDENT E-MAIL 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 to discuss your needs

3. NOMINATION FOR EXCHANGE OR STUDY ABROAD

This section must be completed by the Exchange Coordinator or Study Abroad Advisor from the institution coordinating the application process to Victoria University of Wellington (only for student categories A and B listed in Section 1)

This is to certify that

has been nominated and approved to apply to Victoria University of Wellington as:

an Exchange student a fee paying Study Abroad student

Write your name, position and contact details

FAMILY NAME

GIVEN NAME

POSITION

ADDRESS

TELEPHONE

EMAIL

SIGNATURE

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4. PROFICIENCY IN ENGLISH

To study at Victoria you **MUST** be proficient in English.
For details of requirements, see www.victoria.ac.nz/international
Documentary evidence of the following information is required
with this application.

Date test taken/to be taken

English test name

Results (if known)

English was the language of instruction in previous studies completed (documentary evidence must be provided if institution is located in a non-English speaking country).

I will sit/have sat an English language proficiency test.

5. QUALIFICATIONS AND ACADEMIC RECORDS

What is your grade point average in university-level studies (indicate country and scale, eg, USA GPA 4.0)?

Please provide details and official documentation of your academic results for all university qualifications. Include complete and incomplete qualifications.

| Name of qualification | Institution and country | Date commenced | Date completed |
|-----------------------|-------------------------|----------------|----------------|
|-----------------------|-------------------------|----------------|----------------|

6. DECLARATION AND SIGNATURE

- The information set out in this application and supporting documents is true and complete to the best of my knowledge. I understand that if I withhold information or provide false or misleading information my enrolment may be declined or terminated.
- I understand that I will not be admitted into the course or programme for which I have applied:
 - unless my application complies with the Admission and Enrolment Statute (www.victoria.ac.nz/admission-enrolment-statute) and relevant Qualification and Degree Statutes; and
 - until any conditions advised by the University have been satisfied.
- I understand that the University may amend course and programme offerings, fees, levies, statutes, policies and procedures without notice.
- I understand that the University 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/privacy. I acknowledge that I have the right to access and seek correction of personal information about me.
- I have read and understand the refund policy which is included in the Victoria University of Wellington Fees Statute (www.victoria.ac.nz/documents/policy/finance/fees-statute-2017.pdf).
- I understand that I must meet the requirements of Immigration New Zealand to study in New Zealand.
- I authorise Immigration New Zealand and the Ministry of Business, Innovation and Employment to provide the 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 the University may supply personal information to Immigration New Zealand and the Ministry of Business, Innovation and Employment where the University considers the information relevant to my immigration status.
- I understand that I must notify the University of any change in my contact details, accommodation type, residential address or immigration status.

10. I am aware of the tuition and living costs associated with studying in the course or programme and I am able to meet all expenses (including medical 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.

STUDENT SIGNATURE

DATE

(DD/MM/YY)

IMPORTANT NOTES

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.

PLEASE RETURN THIS FORM AND REQUIRED DOCUMENTATION TO:

COURIER ADDRESS:

Victoria International
Victoria University of Wellington
Level 2, Easterfield Building
Kelburn Parade
Kelburn Campus
Wellington
New Zealand

MAILING ADDRESS:

Victoria International
Victoria University of Wellington
PO Box 600
Wellington 6140
New Zealand

COURSE SELECTION FORM FOR STUDY ABROAD AND EXCHANGE

Family name

Given name(s)

Date of birth

(DD / MM / YY)

Study Abroad Programme/Exchange partner (where applicable)

Please specify below the individual courses for which you wish to gain pre-approval.

Study Abroad and Exchange students must select at least three courses for pre-approval before their application will be processed.

In the pre-approval process the Faculty assesses your eligibility for a particular course based on the prerequisites.

You must discuss your course selection with your academic advisor, as it is only possible to undergo the course pre-approval process once.

However, in the event that you do not gain approval into at least three of your courses per trimester, there will be the opportunity to go through the course approval process again.

You will be informed of enrolment procedures after your courses have been pre-approved. Students who have an unconditional Offer of Place and are pre-approved into at least three courses per trimester will be invited to enrol online by email.

We strongly recommend that you discuss your course selections with your home academic advisor(s) before submitting the courses for pre-approval or enrolment.

Please note that some courses are limited entry and have early closing deadlines. Limited entry courses and closing deadlines can be found at www.victoria.ac.nz/study/programmes-courses/limited-entry

Please list your courses below in order of preference: You may select a maximum of 8 courses per trimester, and must select a minimum of 3 courses to be assessed for pre-approval.

| | |
|--------------|-----------------------|
| eg, CHEM 103 | Concepts of Chemistry |
|--------------|-----------------------|

If you wish to be pre-approved for any of these courses please check what additional application documents may be required at www.victoria.ac.nz/students/study/enrolment/limited-entry/selection-criteria or email International Admissions at victoria-international@vuw.ac.nz

Please note that the advertised limited entry course deadlines are for enrolment, not pre-approval. Therefore, it is strongly recommended that you submit your pre-approval request for any limited entry courses at least four weeks prior to the advertised deadline to ensure that you receive the outcome of your pre-approval request in time to enrol online by the deadline. We cannot guarantee entry into your chosen courses.

Courses can be selected from our Online Course Catalogue at www.victoria.ac.nz/study/programmes-courses/courses

It is important to ensure that the courses you choose are available in the trimester in which you will be attending Victoria University of Wellington.