



Application to Enrol (international students)

If you apply through an approved Whitireia agent, all correspondence relating to your application will be forwarded back to this agent. This form is to be completed in English.

Year

1. Personal details

Title Mr Mrs Ms Miss Other

If other, please specify

Legal surname

Legal first name/s

Preferred name (if different)

Date of birth

Day Month Year

Gender

Male Female

Address in country of origin

Suburb
Town/City
Country

Contact person

Telephone*

Mobile*

***Include country and area codes**

Email address

Address in New Zealand

Suburb
Town/City Postcode

Telephone

Mobile

Email address

Passport number

Passport expiry date

Day Month Year

Issuing country

Have you enrolled at Whitireia before? Yes No

If yes, what was the most recent year you were enrolled at Whitireia?

If you were previously enrolled at Whitireia under a different name, what was that name?

Student ID (if known)

2. Agent details

Agent name

Agent email

Agent telephone

Place agent stamp here

OFFICE USE ONLY

		Date	Initial
Received from applicant			
AP <input type="checkbox"/>	AA <input type="checkbox"/>	Letter <input type="checkbox"/>	Inv <input type="checkbox"/>
AR <input type="checkbox"/>	AD <input type="checkbox"/>	AW <input type="checkbox"/>	EA <input type="checkbox"/>

3. Ethnicity

Which ethnic group/s do you belong to? **Tick up to three boxes**

- | | |
|--|--|
| <input type="checkbox"/> 121 British/Irish | <input type="checkbox"/> 411 Filipino |
| <input type="checkbox"/> 122 Dutch | <input type="checkbox"/> 412 Cambodian |
| <input type="checkbox"/> 123 Greek | <input type="checkbox"/> 413 Vietnamese |
| <input type="checkbox"/> 124 Polish | <input type="checkbox"/> 414 Other Southeast Asian |
| <input type="checkbox"/> 125 South Slav | <input type="checkbox"/> 421 Chinese |
| <input type="checkbox"/> 126 Italian | <input type="checkbox"/> 431 Indian |
| <input type="checkbox"/> 127 German | <input type="checkbox"/> 441 Sri Lankan |
| <input type="checkbox"/> 129 Other European | <input type="checkbox"/> 442 Japanese |
| <input type="checkbox"/> 311 Samoan | <input type="checkbox"/> 443 Korean |
| <input type="checkbox"/> 321 Cook Islands Māori | <input type="checkbox"/> 444 Other Asian |
| <input type="checkbox"/> 331 Tongan | <input type="checkbox"/> 511 Middle Eastern |
| <input type="checkbox"/> 341 Niue | <input type="checkbox"/> 521 Latin American |
| <input type="checkbox"/> 351 Tokelauan | <input type="checkbox"/> 531 African |
| <input type="checkbox"/> 361 Fijian | <input type="checkbox"/> 611 Other |
| <input type="checkbox"/> 371 Other Pacific Peoples | |

If you selected Other European, Other Pacific Peoples, Other Southeast Asian, Other Asian or Other, please specify

4. Education history

What is the highest level of achievement you hold from a secondary school?

Will this be the first time you have enrolled in a tertiary institution since leaving secondary school?

- Yes No If no, what was the year of your first enrolment?

What is the highest academic qualification you hold from a tertiary institution, e.g. certificate, diploma, degree?

Where did you achieve this qualification, e.g. institution, country?

In what year did you attain this qualification?

5. Language

What is your first language?

- Where did you study English? Secondary school
 Private language school University/tertiary institute/college

If you have been tested in English (e.g. TOEFL, IELTS) please state results

6. Programme details

Which programme/s would you like to apply for? Please state in order of preference.

English studies

Start date

Day

Month

Year

Weeks of English study required:



New English language students must attend placement testing.

Programme name (1st choice)

Start date

Day

Month

Year

Programme name (2nd choice)

Start date

Day

Month

Year



Entry requirements differ for each programme. Please check our website or contact us for more information

Where do you intend to study?

- Auckland Porirua
 Kāpiti Wellington



Please check our website or contact us to ensure the programme you wish to study is offered at your preferred location.

7. Health details

Whitireia is required to know about any pre-existing medical conditions to support your enrolment of study. This information is confidential. It is used for statistical purposes and to help us understand your requirements.

Do you have any existing allergies, medical/health conditions or special needs?

- Yes No

If yes, please state

Do you require travel and medical insurance?

- Yes No



It is compulsory for all international students to have comprehensive travel and medical insurance. We will arrange insurance for the period of your enrolment. To be exempt, you must provide us with translated proof that your travel and medical insurance adequately covers you during your time at Whitireia.

Details of policy name

Start date

Months Years

Expiry date

Day Month Year

8. Services

When do you expect to arrive in New Zealand?

Day Month Year

Do you require us to arrange airport pickup for you?

 Yes No

Do you require us to make homestay arrangements for you?

 Yes No

Do you require information on alternative accommodation?

 Yes No

If yes, we will send you more detailed information and an accommodation request form. These service costs will be factored into the enrolment offer. However, you may request this service at any time during your time of study.

9. Emergency contact details

Who should we contact in case of emergency?

Name

Relationship

Suburb

Town/City

Country

Postcode

Telephone*

Mobile*

*Include country and area codes

Email address

10. Goals

1. What would you like to do after completing this study?
(e.g. gain employment or undertake further study)

2. Does the programme you are enrolling in meet your study and career goals?

 Yes No

11. Checklist

To ensure we are able to process your application, have you:

- Completed **all** required sections of this form?
- Attached **all** necessary documentation to confirm your citizenship and identity?
- Signed the declaration (Section 13)?
- Attached any required academic documentation to support this application?
- Attached IELTS or equivalent English certificate?
- Attached two passport size photos?

12. Enrolment information

New Zealand Privacy Act

Personal information is protected by the New Zealand Privacy Act 1993. The Information collected and held by Whitireia will be used to register and enrol you, to assist you with your studies, to arrange for your stay in New Zealand, to monitor your welfare and progress, and to keep in touch with you in the future.

Whitireia collects and stores information from this form to comply with Government statutes and regulations. It may also be used to select students for qualifications and for internal reporting. Information may be sought from other educational organisations for the purpose of verifying academic records.

When required by law, we will release information to Government agencies as directed. Information may be disclosed to other agencies, such as the Ministry of Education, Audit New Zealand, New Zealand Qualifications Authority, Skill New Zealand, industry training organisations, industry licensing and registration bodies, other tertiary institutions and providers of work experience, where applicable. Whitireia publishes lists of graduates.

At certain times, Whitireia capture photographs of its students. Signing this form gives Whitireia the right to use these photographs in any of its marketing material, including, print and online. Any photographs taken will only be used in a tasteful, relevant and culturally sensitive manner.

In signing this form, you authorise such disclosure. Whitireia observes the general conditions governing the release of information. You may see information about you and amend any errors.

Code of Practice

Whitireia has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website:
<http://www.nzqa.govt.nz/providers-partners/education-code-of-practice>

Refund information summary

- All applications for refunds must be on the International Transfer and Withdrawal form, obtainable from the faculty or international enrolments team. Supporting information must be submitted in writing.
- If Immigration New Zealand refuses to grant you an initial visa for study in New Zealand, you will be entitled to a 95% refund of the tuition fees.

- If you wish to withdraw your application and leave New Zealand, and notice is received by the International Enrolments Team, a minimum of two weeks before your programme starts, 75% of paid fees will be refunded.
- If you wish to withdraw and/or do not attend the start of the programme, and you give notice to the International Enrolments Team up to two weeks after the programme starts, 50% of fees will be refunded. No refund will be given after classes have been operating for two weeks.
- If you wish to transfer to another tertiary institution, 75% of fees will be paid directly to that institution. Notice must be received by the International Enrolments Team up to two weeks before your programme starts. An unconditional Offer of Place from the other institution will be required for the transfer of funds to be arranged.
- If you are undertaking English and have extra weeks of prepaid study, you cannot be refunded but can be credited to another programme at Whitireia.
- If you are undertaking English and reach the IELTS level required for degree study and wish to transfer to another institution, your remaining portion of fees (with 30% administration charge deducted) will be paid directly to that institution. An unconditional Offer of Place will be required for this transfer to be arranged.
- If you are taking a semester-based programme and gain New Zealand permanent residency, you will not receive a refund of fees for the semester in which permanent residency is granted. However, in following semesters you will be treated as a New Zealand permanent resident and refunded any international fees paid for those semesters.
- Exceptional circumstances of a compassionate nature, as approved by Whitireia, may necessitate you to withdraw from your programme. In these circumstances, the amount of fees refunded will be at the discretion of Whitireia. Supporting information must be supplied in writing.
- If you receive a deferment, you are not subsequently entitled to apply for a refund.
- Refunds are paid in New Zealand dollars or a nominated currency by cheque or bank draft sent to one of the following:
 - the applicant's registered address (in country of origin), or
 - another tertiary institution
- Under special circumstances, the refund can be paid directly into a nominated bank account.
- All refunds incur a bank/administration charge.

For more details refer to the Whitireia Quality Management System (QMS) Student Admission Policy (2.2).

Disclaimer

Whitireia reserves the right to cancel or postpone any of the courses and/or programmes and shall not be liable for any claim other than the proportion of course/programme fees which the cancelled portion bears. Some courses and programmes may be dependent upon formal approval, Ministry of Education funding allocation and number of enrolments.

13. Declaration

I declare that, to the best of my knowledge, all the information supplied on and with this Application to Enrol form is true and correct. I agree to abide by the conditions and I consent to the disclosure of personal information as described below. I acknowledge that my enrolment is not complete until I have provided all relevant personal information, established my age and identity, and paid all the relevant fees and charges in accordance with the Whitireia terms and conditions of enrolment.

Rules

In signing this Application to Enrol form, I undertake to comply with the published rules and policies of Whitireia. I accept that attendance at any class will make me liable for all fees and charges.

Fees

In signing this Application to Enrol form, I undertake to pay all fees as they become due, and to meet any late fees and collection charges associated with debt recovery. The Whitireia policy on withdrawal and refund of fees have been read and understood.

Immigration

I understand that Immigration New Zealand will be notified if attendance and progress is below minimum standards. I authorise Immigration New Zealand and the Department of Labour to provide Whitireia 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.

Signature

Date

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

14. What to do now

If you are applying to study in Auckland, please return your completed form to:

Whitireia New Zealand
International Information & Enrolments
DX Box: CX10126
Level 2, 450 Queen Street
Auckland 1010
New Zealand
auckland@whitireia.ac.nz

If you are applying to study in Porirua, Kāpiti or Wellington, please return your completed form to:

Whitireia New Zealand
International Information & Enrolments
DX Box: SX33459
3 Wi Neera Drive
Porirua City 5240
New Zealand
international@whitireia.ac.nz