

Application for Admission to Victoria University as a Study Abroad or Exchange Student



All sections of the Application for Admission must be completed and be written clearly using an ink pen.

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 bilateral 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.)

- C.** As a Study Abroad student applying through a Study Abroad Provider, 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 (February–July) Year:
- Trimester 2 (July–November) Year:

2. 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)

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

Most support is free for international students, but you may have to pay for specific support or services.

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 Study Abroad student

Write your name, position and contact details

Given name

Family name

Position

Address

Telephone

Fax

Email

Signature

4. Proficiency in English

To study at Victoria you **MUST** be proficient in English.

For details of requirements, see www.victoria-international.ac.nz.

Documentary evidence of the following information is required with this application.

- 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 (IELTS or TOEFL)

Date test taken/to be taken

English test name

Results (if known)

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, complete and incomplete.

Name of Qualification	Institution	Country	Date Begun	Date Completed

6. 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:

- a. 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;
- b. 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;
- c. that I have the right to see and correct if necessary the information I have provided;
- d. that my application can not proceed without my consent to the foregoing conditions.
- e. 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 reserves the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information.

I acknowledge that if I provide incorrect or incomplete information this may result in the cancellation of my offer and/or my enrolment. 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.

Signature

Date

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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

