(60)

กองกลาง สำนักงานอธิการบดี
รับที่ ว - 1413
วันที่ 19 มิ.ย. 2555
เวลา 10.23

บันทึกข้อความ

งานสนับสนุนวิชาการ
เลขที่รับ 3398
วันที่ 21 มิ.ย. 2555
เวลา 13.03 น.

ส่วนราชการ กองพัฒนากิจการต่างประเทศ งานทุนและเจรจาธุรกิจ โทร 2383

ที่ ศธ 0527.01.32(2)/680 วันที่ 15 มิถุนายน 2555

เรื่อง ขอความอนุเคราะห์ส่งเอกสารเพื่อการประชาสัมพันธ์

(1) เรียน ผู้อำนวยการกองกลาง

ตามที่ กองพัฒนากิจการต่างประเทศ ได้รับแจ้งจากสำนักงานคณะกรรมการการอุดมศึกษา ว่าทุนการศึกษาและทุนวิจัย ดังนี้

1. ทุนการศึกษาภายใต้โครงการ NEW ZEALAND ASEAN SCHOLARS AWARDS (NZAS)
2. ทุนวิจัย JIIA Fellowship Program

ในการนี้ กองพัฒนากิจการต่างประเทศ จึงใคร่ขอความอนุเคราะห์ท่าน ประชาสัมพันธ์ทุนดังกล่าวผ่านระบบ E-document ไปยังคณะ/วิทยาลัยเพื่อประชาสัมพันธ์และเสนอชื่อผู้มีคุณสมบัติไปยังกองพัฒนากิจการต่างประเทศ ตามเอกสารแนบท้าย

จึงเรียนมาเพื่อโปรดพิจารณาให้ความอนุเคราะห์

(2) เรียน ผู้อำนวยการกองกลาง
เพื่อโปรดพิจารณา และเห็นควร
มอบคุณนิวัฒนา ดำเนินการ

(นายจักรกฤษณ์ เพื่องปรางค์)
ผู้อำนวยการกองพัฒนากิจการต่างประเทศ

19 มิ.ย. 55

เรียน คณบดีบัณฑิตวิทยาลัย
เพื่อโปรดพิจารณา กองพัฒนากิจการต่างประเทศ ขอความอนุเคราะห์ประชาสัมพันธ์ทุนการศึกษา โครงการ New Zealand Asean Scholars Awards (NZAS) ระหว่างเดือน ม.ค. - ก.พ. 56 และทุนวิจัย JIIA Fellowship Program ตั้งแต่ 1 ต.ค 55 - 31 มี.ค 56 ทั้งนี้ เห็นควรมอบงานสนับสนุนวิชาการ และงานแลนเลิศสากล ประชาสัมพันธ์

มอบคุณศิริพร
19 มิ.ย. 55

มอบงานสนับสนุนวิชาการ และงานแลนเลิศสากล ประชาสัมพันธ์

(นางสาวศิริรัส ดิเรกพิทักษ์)
นักวิชาการศึกษา
รักษาการในตำแหน่งหัวหน้างานสนับสนุนวิชาการ
11 มิ.ย. 55

26/6/2555

27 มิ.ย. 55

มหาวิทยาลัยนเรศวร
รับที่ 004079
วันที่ 12 มิ.ย. 2555
เวลา 11.00

งานหน่วยประสานงานมหาวิทยาลัยนเรศวร
รับที่ 616
วันที่ 11 มิ.ย. 55
เวลา 10 15 น.

กองพัฒนากิจการต่างประเทศ
มหาวิทยาลัยนเรศวร
รับที่ 01624
วันที่ 12 มิ.ย. 2555 เวลา 10 ๐๗
องค์ประกอบที่ ..... ลักษณะที่ .....

ที่ ศธ 0507(4)/ว672

ถึง มหาวิทยาลัยนเรศวร

สำนักงานคณะกรรมการการอุดมศึกษาได้รับแจ้งจากกระทรวงการต่างประเทศว่า สถาบันนานาชาติญี่ปุ่น (Japan Institute of International Affairs: JIIA) ได้เสนอทุนวิจัยประจำปีการศึกษา 2555 (2012 JIIA Fellowship Program) ให้แก่นักวิชาการและนักวิจัยที่เกี่ยวข้องด้านนโยบายต่างประเทศและความมั่นคงที่ปฏิบัติงานในสถาบัน/หน่วยงานด้านการวิจัย และมหาวิทยาลัย เพื่อเดินทางไปทำงานวิจัยในประเทศญี่ปุ่นเป็นระยะเวลาไม่เกิน 6 เดือน (ช่วงเวลาตั้งแต่วันที่ 1 ตุลาคม 2555 ถึง 31 มีนาคม 2556)

ผู้สมัครจะต้องมีคุณสมบัติ ดังต่อไปนี้

(1.) เป็นพลเมืองของประเทศในภูมิภาคอาเซียน เครือรัฐเอกราช (Commonwealth of Independent State: CIS) ตะวันออก หรือประเทศเพื่อนบ้าน

(2.) ต้องเป็นนักวิชาการหรือนักวิจัยที่เกี่ยวข้องด้านนโยบายต่างประเทศและความมั่นคง สำเร็จการศึกษาขั้นต่ำระดับปริญญาโทหรือเป็นนักศึกษาปริญญาเอก

(3.) มีอายุไม่เกิน 45 ปี

(4.) ต้องไม่เคยเป็นผู้รับทุนของ JIIA หรือปัจจุบันอาศัยอยู่ในประเทศญี่ปุ่น

(5.) ต้องได้รับอนุญาตจากหน่วยงานต้นสังกัด

(6.) มีความสามารถในการสื่อสารและจัดทำรายงานเสนอเป็นภาษาญี่ปุ่นหรือภาษาอังกฤษ

(7.) มีสุขภาพแข็งแรง

(8.) ต้องสามารถพำนักอยู่ในญี่ปุ่นติดต่อกันในระหว่างการรับทุน

ทั้งนี้ ผู้สนใจสมัครรับทุนดังกล่าวสามารถศึกษารายละเอียดและจัดส่งใบสมัครได้โดยตรงได้ที่ The Japan Institute of International Affairs, 3F Toranomon Mitsui Bldg., Kasumigaseki 3-8-1, Chiyoda-ku, Tokyo 100-0013 JAPAN (UBL: http://www.jiia.or.jp/en)

จึงแจ้งมาเพื่อโปรดทราบและโปรดเผยแพร่ให้ผู้สนใจทราบโดยทั่วกันด้วย จะขอบคุณยิ่ง

สำนักงานคณะกรรมการการอุดมศึกษา
8 มิถุนายน 2555

เรียน อธิการบดี

เพื่อโปรดพิจารณา สกอ. ได้รับทุนวิจัย ประจำปีการศึกษา 2555 JIIA Fellowship Program ให้แก่นักวิชาการ/นักวิจัย ด้านนโยบายต่างประเทศและความมั่นคงฯ เห็นควรแจ้งกองกลาง เพื่อประชาสัมพันธ์ไปยังคณะ/วิทยาลัย/กองบริหารการวิจัย ผ่านระบบ e-document ผู้สนใจสามารถส่งเอกสารการสมัครไปยัง JIIA/Japan ได้โดยตรง 13 มิ.ย. 55

สำนักยุทธศาสตร์อุดมศึกษาต่างประเทศ
กลุ่มบริหารนโยบายการเปิดเสรีฯ
โทรศัพท์ 0 2610 5398 โทรสาร 0 2354 5570

สิ่งที่ส่งมาด้วย

2012 JIIA Fellowship Program

1. Purpose

The Program awards fellowships by invitation to young scholars and analysts to conduct advanced research at JIIA.

2. Applicants

Scholars and researchers in the field of international political and security issues who work in institutes, think tanks, and universities

3. Duration

Up to six months (between October 1, 2012 and March 31, 2013)

4. Eligibility

(1) We will invite a fellow from ASEAN, CIS, Middle Eastern, or neighboring countries this year.
(2) Applicants must be scholars and researchers in the field of international political and security issues, and be at least Master's degree holders or Ph.D. candidates
(3) Applicants must be no more than 45 years of age.
(4) Persons who either previously received a JIIA Fellowship or who presently reside in Japan are **not** eligible.
(5) Applicants should currently be employed (applicants should get advance permission to be absent from their offices).
(6) Applicants should have the ability to write their reports in English or Japanese.
(7) Applicants must be in good health.
(8) In principle, applicants must be able to stay continuously in Japan during the term of the fellowship.

5. Research Topics

JIIA Fellows (applicants) are expected to conduct research activities at JIIA on topics within JIIA's purview that have some connection to Japan, such as foreign policy and international political issues.

6. Application

A. Applicants should submit the following documents to JIIA in either English or Japanese **by air mail no later than July 13**.

(1) JIIA Fellowship Application Form (Attachment I)
(2) Curriculum vitae
(3) Prospective research proposal: the proposal should outline the applicant's intended research at JIIA; a maximum of 5 pages, typewritten and double-spaced.
(4) Previous achievement list (including topics and dates of research papers and the names of publications or journals)
(5) One recommendation letter: addressed to President, JIIA
(6) Certification of employment
(7) Copy of diploma (certification of the highest level of education reached, not a transcript of your grades)
(8) Three photos (40 mm x 30 mm); one should be attached to the front page of the Application Form.

B. Note that applications and attached documents, including recommendation letters, will not be returned. Applications arriving after the deadline will be invalid.

7. Submit applications to: 2012 JIIA Fellowship Program
The Japan Institute of International Affairs
3F, Toranomon Mitsui Bldg., Kasumigaseki 3-8-1,
Chiyoda-ku, Tokyo 100-0013 JAPAN
(URL http://www.jiia.or.jp/en/)

8. Notification

The results of screening will be announced only to the applicants around the beginning of August 2012.

JIIA cannot discuss the status of any application during the screening process.

9. Instructions for Submitting Documentation

(1) All documentation must be **typewritten** and double-spaced, and must be submitted on **A4-size paper (210mm x 297mm)**. JIIA does not need to receive the original book/journal.

(2) Applications cannot be submitted by e-mail or fax; we recommend you submit them by air-mail using FedEx, DHL, or EMS.

(3) Documentation should **not** be bound or stapled together.

(4) Page numbers should be placed on each page.

(5) The recommendation letters should be sent together with the application form.
Please note that JIIA does not inform recommenders of the screening results.

10. Financial Support

◇ **One-time Benefits**

(1) Airfare: Round-trip economy class airfare to and from Japan, and local transport expenses to and from the nearest airport from the Fellow's office (shortest or most economical route)

(2) Settling-in Allowance etc: ¥160,000

◇**Monthly Benefits**

(1) Stipend: ¥240,000 per month. Periods less than one month long will be calculated on a per diem basis.

(2) Housing Allowance: Actual expenses (maximum ¥130,000 per month) will be paid to an estate agent by JIIA.

11. Obligations

(1) Fellows are to offer interim and final presentations on their papers and to submit final report papers to JIIA.

(2) Fellows interviewed by the media or otherwise offering statements to the press during the term of their fellowships are required as a general rule to specify that they are in Japan on a JIIA Fellowship.

12. Basic Terms and Conditions

(1) The Fellowship is tenable only in Japan. Fellows must reside in Japan continuously during the term of the fellowship.

(2) Fellows may not hold another major grant concurrently with the JIIA Fellowship. Those who have applied successfully for another award for the same proposal will be required to choose one grant. If a candidate is offered any other grant whose term overlaps with that of the JIIA Fellowship, he/she must decline either the JIIA Fellowship or the other grant(s) for the overlapping period.

(3) Fellows should consult with JIIA on the timing of the start of their fellowships.

(4) Fellows may not accept any employment in Japan during the term of their awards, with or without remuneration.

(5) Fellows requiring visas for Japan will be responsible for completing all procedures necessary to obtain these visas. Certification from JIIA will be required, so prior consultation with JIIA is also necessary. You will be issued a "Cultural Activities" visa; Fellows are usually expected to use their private passports.

(6) Candidates selected as Fellows will be required to submit a Medical Certificate before arriving in Japan. The cost of the medical check-up will be borne by the fellowship recipient.

(7) JIIA provides Fellows with a cubicle (about 1.5 m x 1.5 m) having a desk, a domestic-use telephone and a personal computer connected to the Internet.

(8) Fellows will hold the title of Visiting Research Fellow at JIIA (non-diplomatic status) during the period of their fellowships and will be able to attend JIIA open conferences and symposia.

(9) JIIA may ask Fellows to cooperate in JIIA activities, e.g., serve as a presenter at a JIIA Forum, participate in conferences hosted by JIIA, or write an article for JIIA Commentary.

Attachment I

2012 JIIA FELLOWSHIP

Application Form

Photo

Please type or circle

Mr. Mrs. Ms. Dr. Prof.

Name: _____ / _____ / _____

(Family Name) (Middle Name) (First Name)

Date of Birth : 19 ___ / ___ / ___ Nationality : _____

(Year) (Month) (Day)

Sex : Male / Female Marital Status : Married / Single

Place of Birth _____ Religion (optional) : _____

Office (Place of Present Employment) _____

Position: _____ Section: _____

Organization: _____

Office Address: _____

Phone : _____ Fax : _____

E-mail address: _____

Home Address: _____

Phone: _____ Fax: _____ Mobile: _____

E-mail address: _____

Person to be notified in case of emergency

Name (Relationship): _____

Address: _____

Phone: _____ Fax: _____ E-mail address: _____

(E-mail: Where would you like us to contact you? Please choose only one. 1. Office 2. Home)

Specialty / field of expertise: _____

_____

Title of your research proposal which should have a connection with Japan: _____

_____

_____

Titles of previous research papers: _____

_____

_____

_____

_____

How will JIIA be able to contribute to your research? :

When you would like to start the fellowship (Expected arrival date)

1. October 2. Other _____

Language

Native Language: _____ Other Language(s) : _____

Japanese Language Proficiency:	**Reading**	Excellent	Good	Fair
	Speaking	Excellent	Good	Fair
	Writing	Excellent	Good	Fair
English Language Proficiency:	**Reading**	Excellent	Good	Fair
	Speaking	Excellent	Good	Fair
	Writing	Excellent	Good	Fair

Previous Entry into / Stays in Japan (Dates, Purposes, Grants Received) : No Yes time(s)

_____

_____

_____

Passport Data (if available)

Number _____ Issuing Authority _____

Date of Issue Year Month Day _____ Date of Expiration Year Month Day _____

Other Grants for Which You Have Applied : _____

_____

It is acceptable to retype this form as long as all of the items above are included.

I certify that the information given above is correct, and I accept that the Fellowship may be cancelled if said information is discovered to be false.

Signature _____

มหาวิทยาลัยนเรศวร
รับที่ 004080
วันที่ 12 มิ.ย. 2555
เวลา 11.01

วิเทศ

งานหน่วยประสานงานมหาวิทยาลัยนเรศวร
รับที่ 617
วันที่ 11 มิ.ย. 55
เวลา 10.25 น.

กองพัฒนากิจการต่างประเทศ
มหาวิทยาลัยนเรศวร
รับที่ 01563
วันที่ 12 มิ.ย. 2555 เวลา 19.15
องค์ประกอบที่ ..... ดัชนีที่ .....

ที่ ศธ 0507(3)/ว 673

ถึง มหาวิทยาลัยนเรศวร

ด้วยรัฐบาลประเทศนิวซีแลนด์มีความประสงค์ที่จะมอบทุนการศึกษาภายใต้โครงการ NEW ZEALAND ASEAN SCHOLARS AWARDS (NZAS) จำนวน 4 ทุน ให้แก่ครู/อาจารย์ไทยเพื่อไปศึกษาต่อระดับปริญญาโทหรือประกาศนียบัตรระดับสูงในสาขาการสอนภาษาอังกฤษเป็นภาษาที่สอง (Master's Degree in Teaching English as Second Language : MTESOL or Post Graduate Diploma in Teaching English as Second Language) ใน 5 มหาวิทยาลัยของนิวซีแลนด์ ได้แก่ Victoria University of Wellington, The University of Auckland, The University of Waikato, Auckland University of Technology และ Massey University โดยช่วงระยะเวลาเริ่มรับทุนคือมกราคมหรือกุมภาพันธ์ 2556 รายละเอียดตามเอกสารแนบ 1 และ 2

ในการนี้ **สำนักงานคณะกรรมการการอุดมศึกษาจึงใคร่ขอความร่วมมือจากสถาบันอุดมศึกษาของท่านประชาสัมพันธ์การรับสมัครทุนดังกล่าวให้บุคลากรในสถาบันอุดมศึกษาของท่านทราบ ทั้งนี้ ผู้สนใจสมัครรับทุนต้องส่งแบบฟอร์มสมัครเข้าศึกษาในมหาวิทยาลัยที่ระบุข้างต้นด้วยตนเอง โดยใช้แบบฟอร์มของมหาวิทยาลัยตามเอกสารแนบ 3 และภายหลังจากได้รับหนังสือตอบรับจากมหาวิทยาลัยจึงจะสามารถส่งใบสมัครขอรับทุน NEW ZEALAND ASEAN SCHOLARS AWARDS (NZAS) ได้ โดยผู้สมัครส่งใบสมัครขอรับทุนตามเอกสารแนบ 4 พร้อมเอกสารประกอบการสมัครไปยังสำนักความสัมพันธ์ต่างประเทศ สำนักงานปลัดกระทรวงศึกษาธิการ ด้วยตนเอง หรือทางโทรสารหมายเลข 0 2281 0953 ภายในวันที่ 17 สิงหาคม 2555** สอบถามข้อมูลเพิ่มเติมได้ที่สำนักความสัมพันธ์ต่างประเทศ สำนักงานปลัดกระทรวงศึกษาธิการ หมายเลขโทรศัพท์ 0 2628 5646 ต่อ 117 – 118 หรือที่เว็บไซต์ www.bic.moe.go.th หรือสถานเอกอัครราชทูตนิวซีแลนด์ประจำประเทศไทย ติดต่อคุณจุฑาทิพ ศุภสวัสดิ์กุล หมายเลขโทรศัพท์ 0 2254 2530 ต่อ 27 อีเมล์ juthathip.subhaswasdikul@mfat.govt.nz

จึงเรียนมาเพื่อโปรดพิจารณาดำเนินการต่อไปด้วย จะขอบคุณยิ่ง

เรียน อธิการบดี

เพื่อโปรดพิจารณา สกอ. แจ้งทุนรัฐบาลนิวซีแลนด์ ภายใต้โครงการ NEW ZEALAND ASEAN SCHOLARS AWARDS จำนวน 4 ทุน เพื่อศึกษาต่อในระดับปริญญาโทและประกาศนียบัตรระดับสูงในสาขาการสอนภาษาอังกฤษเป็นภาษาที่สอง เห็นควรแจ้งกองกลางเพื่อประชาสัมพันธ์ไปยังคณะ/วิทยาลัย ฝ่ายระบบ e-doc เพื่อเสนอชื่อผู้มีคุณสมบัติไปยังกองพัฒนากิจการต่างประเทศ พร้อมเอกสารประกอบการสมัคร และสำเนา จำนวน 1 ชุด ภายในวันที่ 14 สิงหาคม 2555

สำนักงานคณะกรรมการการอุดมศึกษา
8 มิถุนายน 2555

สำนักงานคณะกรรมการการอุดมศึกษา

13 มิ.ย. 55

13 มิ.ย. 55

13 มิ.ย. 55

มอบหลวงดำเนินการต่อไปด้วยนี้
แจ้งคณะกรรมการศึกษาทราบ
และแจ้งเวียนคณะ/วิทยาลัย
14 มิ.ย. 55

สำนักยุทธศาสตร์อุดมศึกษาต่างประเทศ
กลุ่มส่งเสริมการใช้ประโยชน์ทรัพยากรอุดมศึกษาระหว่างประเทศ
โทร. 0 2610 5401 โทรสาร 02 354 5570

สกอ.
รับที่ 14961
วันที่ 07 มิ.ย. 2555 14.54

บันทึกข้อความ

ส่วนราชการ สำนักงานปลัดกระทรวงศึกษาธิการ สำนักความสัมพันธ์ต่างประเทศ โทร ๐ ๒๖๒๘ ๕๖๔๖
ที่ ศธ ๐๒๐๕/ ๔๔๕๔ วันที่ ๗ มิถุนายน ๒๕๕๕
เรื่อง รัฐบาลประเทศนิวซีแลนด์มอบทุนการศึกษาให้แก่ครูไทยไปศึกษาต่อระดับปริญญาโทหรือประกาศนียบัตรระดับสูงในสาขาการสอนภาษาอังกฤษเป็นภาษาที่สอง

สกอ.
เลขที่รับ 1927
วันที่ 7 มิ.ย. 2555
เวลา 15.32 น.

เรียน เลขาธิการคณะกรรมการการอุดมศึกษา

ด้วยรัฐบาลประเทศนิวซีแลนด์มีความประสงค์จะมอบทุนการศึกษา จำนวน ๔ ทุน ให้แก่ครูไทย เพื่อไปศึกษาต่อระดับปริญญาโทหรือประกาศนียบัตรระดับสูงในสาขาการสอนภาษาอังกฤษเป็นภาษาที่สอง (Master's Degree in Teaching English as Second Language : MTESOL or Post Graduate Diploma in Teaching English as Second Language) ใน ๕ มหาวิทยาลัยของนิวซีแลนด์ ได้แก่ Victoria University of Wellington, The University of Auckland, The University of Waikato, AUT University และ Massey University ทุนดังกล่าวเป็นการดำเนินการภายใต้โครงการ New Zealand-ASEAN Scholar Awards (NZAS) เพื่อสนับสนุนนโยบายส่งเสริมการเรียนการสอนของกระทรวงศึกษาธิการ โดยช่วงระยะเวลาเริ่มรับทุนคือเดือนมกราคม หรือ กุมภาพันธ์ ๒๕๕๖

สำนักงานปลัดกระทรวงศึกษาธิการ จึงขอความร่วมมือจากหน่วยงานของท่านในการประชาสัมพันธ์เผยแพร่ทุนดังกล่าวให้บุคลากรในสังกัดทราบ โดยมีรายละเอียดของทุนดังแนบ ทั้งนี้ขอเรียนว่าผู้ที่ประสงค์จะสมัครรับทุนดังกล่าวจะต้องส่งแบบฟอร์มสมัครเข้าศึกษาในมหาวิทยาลัยที่ระบุข้างต้นด้วยตนเอง โดยใช้แบบฟอร์มของมหาวิทยาลัยดังแนบ และภายหลังจากได้รับหนังสือตอบรับจากมหาวิทยาลัยแล้ว จึงจะสามารถส่งใบสมัครขอรับทุนได้ โดยส่งใบสมัครไปยังสำนักความสัมพันธ์ต่างประเทศ สป. ด้วยตนเอง หรือ ทางโทรสารหมายเลข ๐๒ ๒๘๑๐๙๕๓ **ภายในวันที่ ๑๗ สิงหาคม ๒๕๕๕**

จึงเรียนมาเพื่อโปรดพิจารณาดำเนินการต่อไปด้วย จะขอบคุณมาก

(นางสาวจุไรรัตน์ แสงบุญนำ)
รองปลัดกระทรวง ปฏิบัติราชการแทน
ปลัดกระทรวงศึกษาธิการ

กลุ่มส่งเสริมใช้ประโยชน์

ทุนการศึกษา NEW ZEALAND ASEAN SCHOLARS AWARDS ประจำปี พ.ศ. ๒๕๕๖

รัฐบาลนิวซีแลนด์ประกาศรับสมัครผู้สนใจรับทุนเพื่อไปศึกษาต่อในหลักสูตรปริญญามหาบัณฑิต สาขาการสอนภาษาอังกฤษเป็นภาษาที่สอง หรือ หลักสูตรประกาศนียบัตรระดับสูงในสาขาการสอนภาษาอังกฤษเป็นภาษาที่สอง (Master's Degree in Teaching English as Second Language : MTESOL) or (Post Graduate Diploma in Teaching English as Second Language) ในปีการศึกษา ๒๕๕๖ จำนวน ๔ ทุน โดยรัฐบาลนิวซีแลนด์ได้กำหนดรายชื่อมหาวิทยาลัยที่มีชื่อเสียงด้านการเรียนการสอนภาษาอังกฤษในประเทศนิวซีแลนด์จำนวน ๕ แห่ง ดังนี้ Victoria University of Wellington, University of Auckland, University of Waikato, Auckland University of Technology และ Massey University

รายละเอียดของทุน ประกอบด้วย

๑. ค่าเล่าเรียนตลอดหลักสูตร

๒. ค่าใช้จ่ายในการจัดทำหนังสือตรวจลงตราเข้าประเทศ

๓. ค่าใช้จ่ายในชีวิตประจำวัน

๔. ค่าใช้จ่ายเมื่อแรกถึงเพื่อการปรับตัว (An establishment allowances)

๕. ค่าบัตรโดยสารเครื่องบินไปและกลับ

ระยะเวลาการรับทุน

ระยะเวลาการรับทุนขึ้นอยู่กับระยะเวลาที่กำหนดตามหลักสูตรของแต่ละมหาวิทยาลัย

คุณสมบัติของผู้รับทุน

๑. อายุไม่เกิน ๔๐ ปี

๒. ถือสัญชาติไทยและต้องอาศัยอยู่ในประเทศไทยเป็นระยะเวลาอย่างน้อยสองปีก่อนการสมัคร

๓. เป็นครู/อาจารย์ในสถานศึกษาของรัฐบาล

๔. สำเร็จการศึกษาระดับปริญญาตรีเป็นอย่างน้อย ในสาขาที่เอื้อต่อการเรียนการสอนภาษาอังกฤษ

๕. ไม่เคยได้รับสัญชาตินิวซีแลนด์หรือออสเตรเลียและไม่มีคู่สมรสที่ถือสัญชาติออสเตรเลียหรือนิวซีแลนด์หรือเป็นผู้พำนักถาวรในประเทศข้างต้น

๖. ไม่เคยได้รับทุนรัฐบาลใดๆ จากประเทศนิวซีแลนด์และออสเตรเลียในช่วงเวลา ๒๔ เดือนก่อนการสมัคร

๗. ไม่ใช่ผู้กำลังแสวงหาทุนสนับสนุนเพื่อศึกษาต่อในหลักสูตรที่กำลังศึกษาอยู่

๘. ไม่เคยได้รับปริญญาบัตรในหลักสูตรการสอนภาษาอังกฤษเป็นภาษาที่สองหรือปริญญาอื่นๆ ที่ใกล้เคียงกัน

๙. สามารถรับทุนและเดินทางไปศึกษาต่อได้ในปีการศึกษาที่กำหนด

๑๐. มีผลการทดสอบภาษาอังกฤษ IELTS ในแบบวิชาการ (Academic) ในระดับ ๖.๕ ขึ้นไปในคะแนนรวม และมีคะแนนแยกตามแต่ละทักษะไม่ต่ำกว่า ๖ (หรือผลคะแนนทดสอบภาษาอังกฤษขั้นต่ำตามที่มหาวิทยาลัยที่สมัครกำหนด) โดยผลการทดสอบภาษาอังกฤษ IELTS ต้องมีอายุไม่เกิน ๒๔ เดือน นับจนถึงวันที่สมัคร (อาจยื่นภายหลังได้แต่ต้องก่อนการสัมภาษณ์รอบที่ ๒ กับสถานเอกอัครราชทูตนิวซีแลนด์)

๑๑. ผู้สมัครจะต้องได้รับหนังสือตอบรับเข้าศึกษาต่อโดยไม่มีเงื่อนไข (Offer of Placement) จากมหาวิทยาลัยที่รัฐบาลนิวซีแลนด์กำหนดก่อนการปิดการรับสมัคร

หลักเกณฑ์ของผู้รับทุน

๑. ผู้สมัครต้องศึกษาตามหลักสูตรที่กำหนดไว้ในเอกสารการรับทุนซึ่งไม่อาจเปลี่ยนแปลงได้เว้นแต่จะมีหนังสืออนุมัติจากกระทรวงการต่างประเทศและการค้าของนิวซีแลนด์เท่านั้น

๒. ผู้ได้รับทุนจะต้องมีผลการเรียนในระดับที่เป็นที่น่าพึงพอใจตามเกณฑ์การประเมินผลที่ระบุโดยกระทรวงการต่างประเทศและการค้าของนิวซีแลนด์และมหาวิทยาลัยที่ไปศึกษาต่อ มิฉะนั้นอาจถูกยกเลิกการให้ทุน

๓. ผู้รับทุนจะต้องเคารพและปฏิบัติตามกฎหมายและกฎระเบียบต่างๆ ของประเทศนิวซีแลนด์ตลอดระยะเวลาที่อยู่ในประเทศนิวซีแลนด์

๔. รัฐบาลนิวซีแลนด์จะไม่รับผิดชอบต่อการกระทำใดๆ ของผู้รับทุนในระหว่างการรับทุนการศึกษา

๕. ผู้รับทุนไม่สามารถยื่นคำร้องขอสมัครเป็นผู้มีถิ่นพำนักถาวรของนิวซีแลนด์หรือประเทศอื่นๆ ในระหว่างที่รับทุนการศึกษาหรือภายหลังจากที่จบการศึกษาแล้วสองปี

๖. ผู้รับทุนที่ศึกษาตามหลักสูตรจนสำเร็จแล้วจะต้องเดินทางกลับประเทศไทย (พร้อมทั้งคู่สมรสและบุตร) และพำนักอยู่ในประเทศเป็นระยะเวลาไม่ต่ำกว่า ๒ ปี เพื่อนำความรู้ที่ได้ศึกษาไปนั้นไปทำประโยชน์ให้แก่ประเทศ ทั้งนี้จะไม่สามารถยื่นคำร้องขอตรวจลงตราเพื่อพำนักอยู่ในประเทศนิวซีแลนด์ได้ภายในระยะเวลา ๒ ปีหลังจากจบการศึกษาแล้ว

ขั้นตอนการรับสมัคร

๑. ผู้ประสงค์จะขอรับทุนต้องส่งใบสมัครเข้าศึกษาต่อโดยตรงไปยังมหาวิทยาลัยใดมหาวิทยาลัยหนึ่งใน ๕ แห่งที่กำหนดโดยใช้แบบฟอร์มใบสมัครของมหาวิทยาลัยนั้นๆ (อาจสมัครมากกว่าหนึ่งมหาวิทยาลัยได้) และทำการกรอกข้อมูลให้สมบูรณ์พร้อมทั้งส่งใบสมัครและเอกสารประกอบ

การสมัคร ตลอดจนติดตามความคืบหน้าของการสมัครไปยังมหาวิทยาลัยนั้นๆ ด้วยตนเอง (สามารถดาวน์โหลดใบสมัครได้ที่เว็บไซต์ www.bic.moe.go.th)

๒. เมื่อได้รับหนังสือตอบรับเข้าศึกษาต่อโดยไม่มีเงื่อนไขจากมหาวิทยาลัยแล้ว (Offer of Placement) ขอให้ดาวน์โหลดใบสมัครเพื่อรับทุนการศึกษา NEW ZEALAND ASEAN SCHOLARS AWARDS ฉบับของกระทรวงศึกษาธิการ จากเว็บไซต์ www.bic.moe.go.th แล้วทำการกรอกข้อมูลและจัดเตรียมเอกสารประกอบการสมัครให้เรียบร้อย และจัดส่งทางโทรสารมาที่หมายเลข ๐๒ ๒๘๑ ๐๙๕๓ หรือนำส่งด้วยตัวเองที่สำนักความสัมพันธ์ต่างประเทศ สำนักงานปลัดกระทรวงศึกษาธิการ **ภายในวันที่ ๑๗ สิงหาคม ๒๕๕๕**

๓. ประกาศรายชื่อผู้มีสิทธิ์สัมภาษณ์เพื่อรับทุนขั้นต้นในวันที่ ๒๔ สิงหาคม ๒๕๕๕ และจะทำการสัมภาษณ์ผู้สมัครที่มีสิทธิ์รับทุนขั้นต้นในที่ ๓๑ สิงหาคม ๒๕๕๕

๔. ผู้สมัครรับทุนที่ผ่านการคัดเลือกขั้นต้นจากกระทรวงศึกษาธิการแล้ว จะต้องเข้ารับการสัมภาษณ์ในรอบที่ ๒ กับสถานเอกอัครราชทูตนิวซีแลนด์ประจำประเทศไทยเพื่อคัดเลือกหาผู้เหมาะสมที่จะได้รับทุนจริงจำนวน ๔ คน ต่อไป

เอกสารประกอบการสมัคร

๑. สำเนาสูติบัตร (ภาษาอังกฤษ)

๒. สำเนาใบเปลี่ยนชื่อ (ภาษาอังกฤษ) ถ้ามี

๓. สำเนาหน้าหนังสือเดินทาง

๔. สำเนาใบระเบียนผลการศึกษาในระดับปริญญาตรี (ภาษาอังกฤษ)

๕. สำเนาใบปริญญาบัตร (ภาษาอังกฤษ)

๖. หนังสือรับรองการทำงาน (ภาษาอังกฤษ)

๗. เอกสารประวัติย่อ (Curriculum Vitae) ที่ระบุประวัติการศึกษาและประสบการณ์การทำงานโดยย่อ (ภาษาอังกฤษ)

๘. หนังสือแนะนำและรับรองความประพฤติของผู้รับทุนที่ออกอย่างเป็นทางการ จำนวน ๓ ฉบับ โดยผู้รับรองควรเป็นหัวหน้างานปัจจุบันหรืออาจารย์ที่ปรึกษา (ภาษาอังกฤษ) หนังสือรับรองต้องมีอายุไม่เกิน ๒๔ เดือนก่อนการสมัคร

๙. สำเนาหนังสือตอบรับเข้าศึกษา (Offer of Placement) จากมหาวิทยาลัยที่กำหนดข้างต้น

๑๐. สำเนาผลการทดสอบภาษาอังกฤษ IELTS (ในแบบวิชาการ) ที่มีผลคะแนนตามที่ระบุข้างต้น และต้องมีอายุไม่เกิน ๒๔ เดือน ก่อนการสมัคร (ถ้ามี)

๑๑. ความเรียงภาษาอังกฤษที่มีความยาวไม่ต่ำกว่า ๕๐๐ คำ โดยให้เขียนในหัวข้อทักษะความรู้ที่คาดหวังจากการได้รับทุนและการนำความรู้ที่ได้มาใช้ประกอบและส่งเสริมการทำงานและเพื่อส่งเสริมการพัฒนาทางเศรษฐกิจและสังคมของประเทศไทย

หมายเหตุ

ในกรณีที่เป็นผู้สมรสแล้ว ผู้รับทุนสามารถพาคู่สมรสติดตามไปอาศัยอยู่ด้วยได้หรืออาจจะทำงานในระหว่างอาศัยอยู่ด้วยได้ (แต่จำกัดระยะเวลาในช่วงที่รับทุนเท่านั้น) โดยให้ขอตรวจลงตราเข้าประเทศนิวซีแลนด์ในแบบ Working Visa

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สอบถามข้อมูลเพิ่มเติมได้ที่ สำนักความสัมพันธ์ต่างประเทศ สำนักงานปลัดกระทรวงศึกษาธิการ หมายเลขโทรศัพท์ ๐๒ ๖๒๘ ๕๖๔๖ ต่อ ๑๑๗ – ๑๑๘ หรือที่เว็บไซต์ www.bic.moe.go.th หรือสถานเอกอัครราชทูตนิวซีแลนด์ประจำประเทศไทย ติดต่อคุณจุฑาทิพ ศุภสวัสดิ์กุล หมายเลขโทรศัพท์ ๐๒ ๒๕๔ ๒๕๓๐ ต่อ ๒๗ อีเมล์ juthathip.subhaswasdikul@mfat.govt.nz

ใบสมัครและหลักเกณฑ์การสมัครหลักสูตรปริญญาโท Master of Arts in Tesol

Victoria University of Wellington

ผู้ประสานงานซึ่งสามารถติดต่อตรงเพื่อสอบถามเรื่องการสมัคร

Ms.Sue O'Donnell

sue.odonnell@vuw.ac.nz

ANNEX D

Admission requirements of Master of Arts in TESOL at Victoria University of Wellington

Degree name	Duration	Academic requirements for admission	Professionnal experiences requirement for admission	English language proficiency requirement for admission
Master of Arts in TESOL	One year full-time study	Have a good and relevant bachelor's degree, or equivalent qualitifcation) from a recognised institution	Have at least two years of teaching experince, preferably but not necessarily in the teaching of English as another language	1. IELTS (Academic test paper) with minimum overall score of 6.5 and a minimum score of 6.0 in each individual band..Must be the academic test paper OR
				2. TOEFL paper based test with minimum score of 575 and and a Test of Written English of 5.0 OR
				3. TOEFL computer based test with a minimum score of 237, or TOEFL internet-based test with a minimum score of 90. With preferably a writing score of 20 OR
				4. Cambridge - CAE grade B

For more information, please visit the website of University at www.victoria.ac.nz

VICTORIA UNIVERSITY OF WELLINGTON • NEW ZEALAND

APPLICATION TO STUDY AS AN INTERNATIONAL STUDENT

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 the degree explorer at **www.victoria.ac.nz/international/Tools/careerdegree.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/fgr**

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 will need a student visa. Your nearest New Zealand Diplomatic Office can provide you with the necessary information and the forms to complete.

When applying for a student visa, you must show the letter from the University confirming your Offer of Admission and a receipt showing you have paid your tuition fees in full. You must also prove you have sufficient funds to support yourself during your time in New Zealand. Note there may be different requirements for different countries.

Retaining a student visa may be subject to academic requirements such as minimum course attendance and progress.

For full details of visa requirements, reporting requirements and advice on rights to employment in New Zealand while studying, see **www.immigration.govt.nz**

Medical and Travel Insurance

All international students must have current and appropriate medical and travel insurance while studying 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**

Victoria University offers Studentsafe-University for its 2012 students. Studentsafe-University 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**

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. Any residual is used for study awards and international student scholarships. To find out more, see **www.victoria.ac.nz/international/current-students/insurance.aspx** or email **vi-insurance@vuw.ac.nz**

The Accident Compensation Corporation (ACC) provides accident insurance for all temporary visitors to New Zealand, but you may still be liable for all other medical and related costs – see **www.acc.co.nz**

ENTRY REQUIREMENTS

To study at Victoria University of Wellington as an international student you will need a good command of the English language and a good record of academic achievement.

Undergraduate Study

ENGLISH LANGUAGE REQUIREMENTS

- TOEFL 550, or 213 on the computer-based test; or 80 on the internet-based test; or
- IELTS overall band of 6 with no sub-score below 5.5; or
- CAE grade C; or
- a minimum of three ratings of 4 and one rating of 3 in the Victoria University English Proficiency Programme test – see Pathways Programmes in the *Victoria International Prospectus*, page 34.

ACADEMIC REQUIREMENTS

See qualifications for entry table on page 3.

If you have studied a university foundation programme outside of New Zealand, it must be recognised by Victoria and you will need to have successfully completed the programme with at least a 75% average or equivalent. Applications are assessed on a case-by-case basis.

ACADEMIC CREDIT TRANSFER/EXEMPTIONS

Undergraduate applicants who already have a tertiary-level qualification or even part of one may be eligible for academic credit transfer and/or exemptions from required courses at Victoria. Please note that academic credit transfer and exemptions are not applicable for postgraduate applications.

The assessment process usually takes up to six weeks, so you are strongly encouraged to apply for this with your initial International Student Application to study at Victoria.

Academic credit transfer recognises previous study at another recognised institution and adds university points (credit) to a degree at Victoria University. Credit transfer can make a difference to the number of courses required to complete a degree. In some cases, it may be possible to complete a degree in two years, instead of three.

Any student who has more than the minimum entrance requirements for an undergraduate degree can apply for credit transfer on their application form. Full official documentation from previous studies must be provided, including an original academic transcript, signed and dated by the issuing institution, or a certified copy of the original. Detailed course descriptions of previous study are also required.

If you have already completed a course that is equivalent to one that is required at Victoria for a prerequisite, major or degree, you can apply for an exemption so that you do not have to take it again.
An exemption does not necessarily carry credit or points. To apply, please include detailed course descriptions of previous study with your application form.

Postgraduate Study and Research

ENGLISH LANGUAGE REQUIREMENTS

- TOEFL 575 with (preferably) a TWE of 5, or 237 on the computer-based test; or
- 90 on the internet-based test with a minimum of 20 in writing; or
- IELTS overall band of 6.5, no sub-score below 6; or
- CAE grade B; or
- a minimum of two ratings of 5 and two ratings of 4 in the Victoria University English Proficiency Programme test – see Pathways Programmes in the *Victoria International Prospectus*, page 34.

ACADEMIC REQUIREMENTS

Academic entry requirements for Victoria's postgraduate programmes vary. You will need to have successfully completed a New Zealand Bachelor's degree or its overseas equivalent from a recognised tertiary institution; and, for some programmes, evidence of relevant work/research experience may be necessary.

In general, for applicants who have a Bachelor's degree graded in a GPA system, the GPA should be at least 3.0 out of 4.0. For applicants with a Bachelor's degree graded in the British system, including India, the Bachelor's degree must be in the first or upper second class. Please note some programmes may require a higher entry requirement.

In addition to this application, applicants should include:

- Graduation certificates and full academic transcripts.
- Official outlines for most of the advanced courses completed in Bachelors degree, where available.
- Two Academic References.
- Your Curriculum Vitae.
- A study plan or research proposal.

IMPORTANT NOTES FOR ALL STUDENTS

ACADEMIC AND ENGLISH LANGUAGE REQUIREMENTS

The above are the MINIMUM English language and academic requirements for admission to Victoria University of Wellington.
Where places on a degree programme are limited, higher entry requirements may be applied at the discretion of the University.

ENGLISH LANGUAGE REQUIREMENTS

- **When you apply for admission at Victoria, please provide a copy of your latest IELTS or TOEFL test score if available. Note that test results are only valid for two years.**
- **You may be exempt from the English language requirements if your previous studies were undertaken in a native English speaking country. However, this still may not guarantee entry to the University without an IELTS or TOEFL test score.**
- **Teaching degree programmes require a minimum IELTS overall band of 7.0 with no subscore below 7.0.**

MINIMUM ACADEMIC REQUIREMENTS FOR UNDERGRADUATE ADMISSION

New Zealand	Entry from NCEA. At least 42 credits at level 3 or higher. This must include at least 14 credits at level 3 or higher, in each of two subjects from the approved subject list, PLUS a further 14 credits at level 3 or higher taken from no more than two additional domains or approved subjects, AND Numeracy: At least 14 credits at level 1 or higher in Maths or Pāngarau on the National Qualifications Framework. AND Literacy: At least 8 credits at level 2 or higher in English or Te Reo Māori; 4 credits must be in reading and 4 in writing
	Successful completion of the NZ Diploma in Business OR successful completion of one year of full-time study toward the NZ Diploma in Business with a B- average
	Successful completion of the Victoria University of Wellington Foundation Programme OR Successful completion of a New Zealand university foundation programme – for grade requirements contact the Admissions team
	Successful completion of a diploma rated Level 4 or higher by NZQA and taught by a New Zealand polytechnic or university OR Successful completion of one year of full-time study towards such a diploma, with at least a B- average
Australia	Completion of Year 12 with an ATAR of at least 75
Bangladesh	Higher Secondary or Intermediate Certificate with a minimum score of 700, plus one year of study at a recognised institution*
Brazil	Successful completion of one year of tertiary study at a recognised university*
Canada	Average of 65% across six subjects (including English) in the Grade 12 High School Diploma – requirements may vary from Province to Province. Ontario Secondary School Diploma with a minimum average of 65% in six subjects in Grade 12
China PRC	Senior High School Graduation minimum 75%, plus one year of Bachelor's study at a recognised institution* OR Successful completion of a two-or-three year diploma from a recognised institution*
Denmark	Successful completion of Studentereksamen or Højere Forberedelseseksamen
Fiji	A score of 250 or higher in the Fiji 7th Form Certificate with passes in 4 subjects. OR Seven passes in the University of the South Pacific Foundation year with a minimum of C in Communication
Finland	Certificate of Matriculation plus the Upper Secondary School Certificate – a grade of 8 or better in English in the Certificate fulfils the English language requirement
France	Baccalauréat
Germany	Abitur/Zeugnis der Allgemeinen Hochschulreife
Hong Kong	Three Hong Kong Advanced Level passes at grade C or higher
India	At least a 75% average in Year 12 CBSE, HSC, or ISC. A grade of 65% in English fulfils the English language requirement
Indonesia	SMU 3 with a Grade Point Average of 7.0 and one year of study at a recognised institution* OR SMU 3 with a Grade Point Average of 8.0 or higher
International Baccalaureate	Achievement of the Diploma
Iran	Iranian High School Diploma Grade 15 or higher, plus one year of study at a recognised institution*
Japan	Completion of the High School Diploma with an average of 3.5 or better
Kiribati	Successful completion of the South Pacific Form Seven Certificate and achieve three or more B grades.
Korea	At least 80% in the Korean University entrance examination OR High School Diploma plus one year of successful study at a recognised university*
Malaysia	Three passes in STPM exam at C or better OR A maximum score of 18 points over 6 academic subjects in the UEC OR Three Advanced Level passes at grade C or better, OR Successful completion of an Australian Matriculation programme with an ATAR of at least 75 OR Successful completion of a Canadian Matriculation programme with an average of 65% across six subjects in Grade 12 OR Achievement of the International Baccalaureate Diploma. To fulfil the English language requirements: STPM English grade of B or higher; SPM English grade of A+, A or A- (or A1 or A2); UEC English grade of B4 or higher
Nepal	Bachelor degree with upper second division
Netherlands	VWO Gymnasium A or B
Norway	Vitnemål fra den Videregående. A grade of 4 or higher in English fulfils the English language requirement
Pakistan	One year of Bachelor's study at a recognised institution*
Philippines	At least two years' study at a recognised university* with an average grade of at least B-/2.0
Samoa	Eight passes in the University Preparatory Year (UPY) with a B average including Foundation English 2 (minimum C1 pass)
Saudi Arabia	Successful completion of one year of Bachelor's study at a recognised university OR Successful completion of a two- or three-year Diploma from a recognised tertiary institution
Singapore	Three H2 Level passes at grade C or better OR 18 points where A=10, B=8, C=6 etc
Sri Lanka	Three Advanced Level passes at grade C or better
Sweden	Successful completion of Avgångsbetyg, or Slutbetyg from a Gymnasium. A Slutbetyg grade of 4 – VG in English fulfils the English language requirement
Taiwan	B+ average in the Senior High School Diploma, plus one year of study from a recognised institution*
Thailand	M6 with a GPA of 3.2 or higher OR one year of study from a recognised institution* with a GPA of 2.5 or higher
United Kingdom	Three Advanced Level passes at grade C or better
USA	High School Diploma plus SAT score higher than 1650 with at least 500 in each of 'critical reading', 'math' and 'writing' OR An ACT score of 24 or higher
Vietnam	Tot nghiep pho thong or 'Universal Graduation' with a Grade of Kha or 'Good' (7+ out of 10), plus one year's successful study at a recognised post-secondary institution* OR Gain 8 out of 10 or higher in the Universal Graduation

*To find out if yours is a "recognised institution", contact Victoria International Admissions at http://victoria-help.custhelp.com

VICTORIA UNIVERSITY OF WELLINGTON • NEW ZEALAND

INTERNATIONAL STUDENT APPLICATION FORM

TE WHARE WĀNANGA O TE ĀTEKO O TE IKA A MAUI VICTORIA UNIVERSITY OF WELLINGTON

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/fgr

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

E-mail 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 may delay postage time.

Nationality (as shown on student passport)

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

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.

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 (see note above*)

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 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 — Major(s)

1st Choice:

2nd Choice:

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

Results pending?
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

☐ 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

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 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 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.

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**

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, VUWSA subscription and 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**

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**. 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**

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**

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**

Please note that all policies are subject to change, so please refer to **www.victoria.ac.nz/international/services/policies.aspx**

ใบสมัครและหลักเกณฑ์การสมัครหลักสูตรปริญญาโท Master of Arts in (Applied) (MA Applied)

University of Waikato

ผู้ประสานงานซึ่งสามารถติดต่อตรงเพื่อสอบถามเรื่องการสมัคร

Ms.Elle Freestone

ellefree@waikato.ac.nz

ANNEX D

Admission requirements of Master of Arts (Applied) (MA Applied) at University of Waikato

Degree name	Duration	Academic requirements for admission	Professionnal experiences requirement for admission	English language proficiency requirement for admission
Master of Arts (Applied) (MA Applied)	One year full-time study. Another one year may require to complete the Postgraduate Diploma in Applied Linguistics (PGDip - SLT) in order to proceed to the MA Applied	A university degree, preferably in linguistics, education, or some related area, or Diploma of Teaching, plus a Waikato PGDipSLT (or equivalent)	Of advantage would be some experience in language teaching	1. IELTS (Academic) with score of 6.5 and a minimum score of 6.0 in each individual band OR
		Achieve B+ average in the Postgraduate Diploma (or equivalent)		2. TOEFL Paper-based test with score of 600 including a Test of Written English of 5.0

For more information, please visit the website of University at www.waikato.ac.nz

หลักเกณฑ์การสมัครหลักสูตรปริญญาโท Master of Teaching English to Speakers of Other Languages (MTESOL)

University of Auckland

ผู้ประสานงานซึ่งสามารถติดต่อตรงเพื่อสอบถามเรื่องการสมัคร

Mr.David Baker

d.baker@auckland.ac.nz

- **ผู้สนใจสมัครเข้าเรียนที่** the University of Auckland **ต้องสมัครผ่านทางระบบออนไลน์ของมหาวิทยาลัยเท่านั้น**

ANNEX D

Admission requirements of Master of Teaching English to Speakers of Other Languages (MTESOL) at the University of Auckland

Degree name	Duration	Academic requirements for admission	Professionnal experiences requirement for admission	English language proficiency requirement for admission
Master of Teaching English to Speakers of Other Languages (MTESOL)	One year full-time study OR up to four years part-time	1. Bachelor of Arts (Honours) or equivalent in a relevant subject OR Bachelor of Arts or equivalent with a major in a relevant subject and a professional qualification in teaching equivalent to one year's advanced study. This criteria requires at least two years' relevant professional experience	1. At least two years' relevant professional experience	1. Must have passed a course in the description of the English language (such as LANGTCHG 740 Teachers) OR
		2. Bachelor of Arts or equivalent with a major in a relevant subject. This criteria requires at least three years' relevant professional experience	2. At least three years' relevant professional experience	2. Must have achieved the standard of IELTS (Academic) 6.5 or equivalent OR
				3. Applicants who have not completed two years of full-time study in an English medium institution will be required to provide an IELTS score or equivalent

For more information, please visit the website of University at www.auckland.ac.nz

Application to enrol form for new international students

- This application form is for international students who are NEW to the University of Waikato. Complete this form or apply online at www.waikato.ac.nz/enrol/
- For further information refer to the International Prospectus, the website www.waikato.ac.nz/international or email international@waikato.ac.nz
- MPhil, PhD, MBA, Teacher Education and Computer Graphic Design applicants must also complete supplementary forms. Application deadlines: 1 December (year before) for entry in Semester A (February) 1 May (same year) for entry in Semester B (July)
- MPhil / PhD / EdD / SJD will be accepted throughout the year

THE UNIVERSITY OF WAIKATO
Te Whare Wānanga o Waikato

Intended year of study

ID Number

SECTION 1 - YOUR DETAILS

You must supply a verified copy of your birth certificate or passport and evidence of any change of name ◯ Enclosed

Family name (Your legal surname)

First name (Your legal first name)

Second name(s)

Previous name(s)

This was my ◯ Family Name ◯ First Name

Preferred name(s)

This is my ◯ Family Name ◯ First Name

Gender ◯ Male ◯ Female

Date of birth Day Month Year

Will you be resident in New Zealand for the period of your study?

◯ Yes ◯ No

Citizenship

◯ Please state country of citizenship and attach a verified copy of your passport

_____ ◯ Enclosed

Ethnic Identity

To which ethnic group(s) do you belong? Tick up to three boxes

- ◯ African
- ◯ Australian
- ◯ British / Irish
- ◯ Cambodian
- ◯ Chinese
- ◯ Cook Island Māori
- ◯ Dutch
- ◯ Fijian
- ◯ Filipino
- ◯ German
- ◯ Greek
- ◯ Indian
- ◯ Italian
- ◯ Other Asian
- ◯ Other European
- ◯ Other Pacific Island Groups
- ◯ Other Southeast Asian
- ◯ Other
- ◯ New Zealand European / European / Pakeha
- ◯ New Zealand Māori Iwi (optional) _____
- ◯ Japanese
- ◯ Korean
- ◯ Latin American
- ◯ Middle Eastern
- ◯ Niuean
- ◯ Polish
- ◯ Samoan
- ◯ South Slav
- ◯ Sri Lankan
- ◯ Tokelauan
- ◯ Tongan
- ◯ Vietnamese

National Student Number (NSN) (If known)

Postal address

The University will use this address to contact you at all times. Plesae advise the Student Information Centre (call 0800 WAIKATO) when your contact details change.

Number and Street

Suburb

City Post code

State

Country

Telephone

Cell phone

Fax

Email

You will be issued with a university email account once your enrolment is complete.

Emergency contact details

Name

Number and Street

Suburb

City Post code

Telephone

Agency or University / School Partner

Name

Number and Street

Suburb

City Post code

State

Country

Telephone

Fax

Cellphone

Email

Agency / University / School Stamp

SECTION 2 - SECONDARY SCHOOL RECORD

Name of School _____ Country _____

Highest Secondary School qualification _____ Date completed _____ (Month) _____ (Year)

◯ I am currently attempting a final year qualification. Date results will be available _____ (Month) _____ (Year)

Name of Examination _____

A verified copy of the results is required

SECTION 3 - ENGLISH LANGUAGE PROFICIENCY

Please tick all options that apply to you.

◯ English is my first language

◯ English was the medium of instruction of my previous _____ (years) study. **Documentary evidence required**

◯ I have taken an English proficiency test (IELTS or TOEFL or equivalent)

Test date _____ English test name _____

Overall result (if known) _____ Writing band (if known) _____

An ORIGINAL copy of results is required - refer to checklist

◯ I will take an English proficiency test on _____ (date)

◯ I am currently in level _____ of English language study at _____ (Institution / School)

◯ I have attached a letter from my English Language teacher or academic professor

SECTION 4 - TERTIARY STUDY RECORD

Is this application for your first year at a tertiary institution? ◯ Yes (go to Section 5) ◯ No (complete this section)

Complete details if you are enrolling or have previously enrolled at another university, college of education, polytechnic, wananga, or private training establishment in New Zealand or overseas. ◯ Verified copy of academic records attached.

Year	Institution	Country	Qualification	Years enrolled		Qualification completed	
				From	To	Yes ✓	Year

Please note, Credit is only available at undergraduate (Bachelor) level. If you are applying for an undergraduate programme and have previously studied at a tertiary institution, you may be eligible for credit from your previous study. The following link details the process for formally applying for credit to the University of Waikato: http://www.waikato.ac.nz/sasd/enrolment/credit.shtml. Credit is not usually available for Foundation Studies, Graduate and Post graduate Certificates and Diplomas.

SECTION 5 - MAIN ACTIVITY

Indicate your main activity on 1 October last year. **Tick only one**

◯ Secondary school student ◯ Self-employed ◯ College of education student ◯ Wānanga student

◯ Unemployed or other beneficiary ◯ University student ◯ Houseperson or retired ◯ Private training establishment student

◯ Wage or salary earner ◯ Polytechnic student ◯ Overseas

SECTION 6 - DISABILITIES

Do you live with long term affects of injury, illness or disability? ◯ Yes ◯ No

For further information visit www.waikato.ac.nz/disability.

Type of disability. **Tick as applicable**

◯ Blind ◯ Medical ◯ Specific learning disability

◯ Deaf ◯ Mental health ◯ Speech

◯ Head injury ◯ Physical / mobility ◯ Temporary

◯ Hearing impaired ◯ RSI / OOS (Occupational Overuse) ◯ Visually impaired

◯ Other, please describe _____

Choice of Qualification

THE UNIVERSITY OF WAIKATO
Te Whare Wānanga o Waikato

APPLICANT'S INFORMATION

Full name _____

ID Number (if known) | | | | | | | |

SECTION 7.1 - FIRST CHOICE OF QUALIFICATION

Proposed start date Year _____ ◯ Summer School, January ◯ Semester A, February ◯ Semester B, July

Exchange / Study Abroad students please indicate which semesters ◯ Semester A ◯ Semester B ◯ Semesters A + B

Qualification:	
School of Studies or Faculty:	
Major / Field / Subject : 1	
2	

Do you expect to complete your qualification this year? ◯ Yes, I need _____ papers or _____ points to complete. ◯ No

Do you want to apply for credit for papers taken at another university or tertiary institution? ◯ Yes ◯ No

SECTION 7.2 - SECOND CHOICE OF QUALIFICATION

In case you are unsuccessful in your first choice of qualification, please give an alternative choice.

Qualification:	
School of Studies or Faculty:	
Major / Field / Subject : 1	
2	

SECTION 8 - DECLARATION

I declare that the information I have provided in this application and in any attached documentation is true and correct and that I have personally completed the form and am the sole author of the student statement and resume. I have not withheld any information which could have a bearing on my enrolment or the conditions of my enrolment.

I understand that all documents submitted with this application become the property of the University of Waikato and will not be returned to applicants. I agree to supply any further documentation requested by the University of Waikato for the purpose of my enrolment.

I have read the statement regarding the Privacy Act 1993 and I understand that the University of Waikato will hold, use and disclose information which I have provided as explained in that statement. I also understand that I have the right to have access to information about me held by the University of Waikato and to request correction of that information, in the terms provided for under the Privacy Act 1993. Relevant information may be disclosed to my parents, caregivers, agent and/or hornestay family. Students over 18 years - I consent to my academic results being provided to my parents and/or to an institution at which I am enrolled or their authorised agency.

Some personal information will be used by the Ministry of Education in an authorised information matching programme for the purposes of the National Student Index. I agree to comply with the Code of Practice for the Pastoral Care of International students.

All International Students in New Zealand are required to have travel and medical insurance for the duration of their studies.

Signature _____ Date _____

SECTION 9 - PAYMENT OF FEES

How do you intend to pay for your studies? The University of Waikato cannot provide financial assistance.

◯ Private funds ◯ Exchange agreement

◯ Study abroad agreement ◯ Scholarship (Please also complete section below)

Other (please state) _____

Have you been awarded any scholarship/s ◯ Yes ◯ No

Name of scholarship _____

or

Will you be applying for scholarship /s ◯ Yes ◯ No

Name of scholarship (if known) _____

If your scholarship is unsuccessful do you still wish to be considered for study as a privatley funded student?

◯ Yes ◯ No

If you have been awarded a scholarship, you are required to provide evidence of the award, such a a letter of notification from your sponsoring agent.

SECTION 10 - INFORMATION IN SUPPORT OF YOUR APPLICATION

THIS SECTION IS COMPULSORY

Please write a statement (100-300 words) explaining why you are interested in your proposed programme of study. If you have relevant work or life experience, provide an outline of this experience. This information is used to assist the School of Studies / Faculty when making selection decisions. Ensure that your statement is relevant to both your first and second choice of qualification. Please detail any outstanding extra curricular activities such as sporting, cultural, or community achievements and scholarships.

You can substitute a separate document for this page if you wish.

Note:

- **New Teacher Education applicants do not complete this section. Please go to Section 10 in the Teacher Education Supplementary form.**
- Bachelor of Computer Graphic Design applicants need to complete a 500 to 600 word typed statement outlining your life experiences and your future goals and aspirations.
- Bachelor of Law applicants need to complete a 200 - 300 word written statement.
- Master of Philosophy, Doctor of Philosophy and Master of Business Administration applicants need to complete the MPhil, PhD, MBA supplementary form.

Important Information

Code of Practice for the Pastoral Care of International Students

The University of Waikato has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at www.minedu.govt.nz/goto/international

Fees and Costs

International students are required to pay a tuition fee for each course they are enrolled in. These fees are listed in the International Prospectus and online at http://www.waikato.ac.nz/sasd/enrolment/fees.shtml. In addition, students are required to pay course material charges, a Campus Services Ltd Levy, Waikato Students' Union fee, a Health and Counselling levy and other administrative charges. Students are also required to have an additional NZ$10,000 – NZ$15,000 per year for living expenses for each year of study.

Fees Protection Policy

The University is governed by the Public Finance Act, the Education Act and University Council regulations in regard to student fees. An individual fee account is maintained for each enrolled student. In the event that the University is not able to offer an academic programme for the semester intake indicated on the student's Offer of Place, any funds due to the individual will be refunded.

Refund Policy

Pre-paid tuition fees

International students are required by the New Zealand Immigration Service to pre-pay one year's tuition fees to the University of Waikato in order to be granted a student visa. This policy details the process for refunding these funds if (i) the student travels to New Zealand and does not complete their enrolment, or (ii) completes the first semester of study and does not enrol in the second semester of study and they have a student permit valid for one year. All students must apply in writing for a refund of their pre-paid tuition fees to the Director, Student and Academic Services Division. An administration charge of 10%, including GST, is withheld from the refund of pre-paid tuition fees for students not enrolling at the University of Waikato. Full details of this policy should be read and understood before payment is made. Full details are available online at http://calendar.waikato.ac.nz/admission/internationalstudents.html

Refunds after completing enrolment

To receive a refund of tuition fees after students have completed their enrolment, students need to apply to their School of Studies by 5.00pm on the following deadlines: Summer School – the first Friday of the relevant teaching period; A semester papers – the second Friday of A semester; B semester papers – the second Friday of B semester. Full details of this policy are available online at http://calendar.waikato.ac.nz/admission/changeofenrolment.html

Enrolment Regulations

Prior to enrolling at the University of Waikato, all students must have read and understood the enrolment regulations at the University of Waikato. These can be found on the University's website at http://calendar.waikato.ac.nz/admission/index.html

Termination of Enrolment

At the time they enrol, students are required to sign a Student Declaration agreeing to abide by the regulations of the University of Waikato as published in the University of Waikato Calendar. The Student Discipline Regulations provide the framework for addressing alleged breaches of University regulations by students and for applying penalties where breaches are substantiated. Full details of these regulations should be read and understood at the time of enrolment. Full details are available online at http://calendar.waikato.ac.nz/policies/discipline.html

Student Visas and Permits

All international students must hold a valid student permit for the duration of their studies. Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on the website at www.immigration.govt.nz.

Medical and Travel Insurance – Compulsory

Eligibility for Health Services in New Zealand

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, and can be viewed on their website at www.moh.govt.nz

Purchasing your Medical and Travel Insurance Policy

All international students in New Zealand must have medical and travel insurance. This is a requirement of the New Zealand Ministry of Education's Code of Practice for the Pastoral Care of International Students (the Code).

How can I get appropriate insurance cover?

1. You can buy insurance through the University. We have arranged an insurance programme specifically for international students with Marsh Limited, one of the world's largest insurance broking companies.
2. Alternatively you may purchase a policy of your choice provided that it complies with the Code's requirements.

Buying insurance through the University

No application form is required for cover under the Studentsafe–University Insurance Programme. If you have not arranged alternative insurance cover all you need to do is pay the Studentsafe–University Premium, along with the University enrolment fees and you will be automatically covered, provided you do not have any pre-existing conditions that would exclude you from receiving cover. The annual premium in 2006 is $420. Further information on the Studentsafe-University insurance programme is available at: www.waikato.ac.nz/international/.

You will be covered for minor unforeseen events which occur on your way to New Zealand, e.g. lost baggage or flight delays. Please keep your receipts and any necessary information and see a Student Advisor at the International Centre on your arrival at the University. Note: to be eligible for this special travel cover, you must travel to New Zealand within 31 days of your course start date.

Insurance policies purchased in your home country

Our experience is that most overseas insurance policies do not meet the Code's requirements for cover so please check with a Student Advisor at the International Centre before purchasing a policy from your home country. You will need to ask the overseas insurance supplier to complete the checklist form available on the University's website or upon request from the International Centre, and bring this checklist with you to enrolment. You will also need to bring the full policy document to enrolment so that we can verify that it is approved in accordance with the Code and valid for the duration of your student permit. If you purchase a policy that does not meet the Code standards you will be required to purchase either the Studentsafe-University policy or another that does meet the Code requirements before you can enrol.

Accident Insurance

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

Orientation

All international students are required to attend an Orientation session prior to commencing study. Orientation is held the week prior to the start of classes in both semesters. During Orientation students will enrol in their courses, familiarize themselves with the University campus and learn about resources available to make their study successful.

Return completed form with all verified copies / original documents to:

Postal address:
The International Centre
The University of Waikato
Private Bag 3105
Hamilton
New Zealand
Fax +64 7 838 4269
Email:
international@waikato.ac.nz

Courier address:
The International Centre
The University of Waikato
Student Union Building
Level 1, Gate 1
Knighton Road
Hamilton
New Zealand

SECTION 11

Where have you heard about the University of Waikato in the past 12 months?

◯ Advertisement	◯ Embassy/Trade office	◯ Friend/Family	◯ Other Institution	◯ Seminar
◯ Agent	◯ Education Fair/Expo	◯ Internet	◯ Other University	◯ Waikato visit
◯ Brochure	◯ English Language School	◯ Newspaper article	◯ School/College	◯ Other _____

What is a verified document?

A verified copy is a photocopied document signed by someone of suitable standing such as a Justice of the Peace, Solicitor, Barrister or Court Registrar.

This person will need to see the original document and will check that the photocopy is a genuine, unaltered copy. They will then sign, date and stamp the photocopy with an official stamp, or will write *"certified original sighted and this is a true copy of that original"*.

University staff at the Student Information Centre can also verify your documents.

NOTE: You cannot send in a photocopy of a verified copy or fax a verified copy. We need the original version of the verified copy ie, the verification name, signature and date, must be original. The University does not send back these documents. Once received, they become part of your University record.

Please do not submit original documents, keep them for your own personal records.

You must attach documentary evidence (in English) of all qualifications, including results of studies currently being undertaken.
If photocopies are provided, they must be **verified / notarised.** Verified / notarised copies must:
1. be stamped with an offical seal or stamp
2. bear the printed name and signature of the person verifying the copy; and
3. have the date when the copy was verified.

CHECKLIST

Foundation Studies	Bachelors Degree	Graduate Studies	
◯	◯	◯	Completed and signed my application form
◯	◯	◯	Verified copy of my passport (or birth certificate)
◯	◯	◯	Student statement
		◯	Curriculum Vitae / Resume
◯	◯	◯	Original evidence of English language proficiency (either IELTS, TOEFL, or equivalent)
◯	◯		Verified or original copy of secondary school results (high school transcripts)
	◯	◯	Verified or original copy of my academic transcripts for each year of tertiary study. (If you wish to apply for credit for any previous study you will have to provide ORIGINAL academic transcripts. You may also be required to provide full course descriptions for previous tertiary study.)
◯	◯	◯	Verified graduation certificate or proof of graduation for each level of education completed
		◯	Two letters of recommendation (from work and/or academic references to be written on company or school/university letterhead.)

ใบสมัครและหลักเกณฑ์การสมัครหลักสูตรปริญญาโท Master of Teaching English to Speakers of Other Languages Leadership (MTESOLLEAD)

Massey University

ผู้ประสานงานซึ่งสามารถติดต่อตรงเพื่อสอบถามเรื่องการสมัคร

Ms.Diana Kessier

D.M.Kessier@massey.ac.nz

ANNEX D

Admission requirements of Master of Teaching English to Speakers of Other Languages Leadership (MTESOLLead) at Massey University

Degree name	Duration	Academic requirements for admission	Professionnal experiences requirement for admission	English language proficiency requirement for admission
Master of Teaching English to Speakers of Other Languages Leaderhsip (MTESOLLead)	Two years (four semesters) of full-time study, OR up to six years part-time	Have completed a university degree and have been granted admission to postgraudate study as entitled to proceed to the degree of Master of Teaching English to Speakers of Other Languages Leadership	Have satisfied the Academic Board that the applicant has sufficient background of professional experience to be likely to benefit from the course	1. Have achieved IELTS (Academic) with minimum overall band score of 6.5 with a minimum score of 6.0 in each individual band OR
				2. TOEFL paper-based test with minimum score of 575 and a Test of Written English 4.0, or TOEFL computer-based test with minimum score of 232 and a Test of Written English 4.0

For more information, please visit the website of University at www.massey.ac.th

MASSEY UNIVERSITY
NEW ZEALAND

Please complete this form electronically, print, sign, and send to Massey International

APPLICATION FOR ADMISSION AS AN INTERNATIONAL STUDENT

Decide what you want to study
http://international.massey.ac.nz

↓

Complete the application form and post with supporting documents

↓

When all conditions have been met the University will issue an Offer of Place

↓

Accept the Offer of Place; pay the due fees or provide evidence of scholarships; apply for accommodation and a student ID card; return the enrolment form (where appropriate)

↓

University issues a Confirmation of Place

↓

Apply for a student visa with your Confirmation of Place

↓

Book flight early
You must arrive at Massey University in time for International Student Orientation

↓

Arrive at Massey University

↓

Atténd International Student Orientation

↓

Begin Programme of Study

For more information visit http://international.massey.ac.nz

ACADEMIC YEAR

Massey University operates a semesterised academic year:

Semester One - February to late June
Semester Two - July to early November

The main intake for all programmes is Semester One (February). It is also possible to begin some programmes in Semester Two (July). Refer to University publications or http://international.massey.ac.nz for details.

PhD candidates can begin at any time during the academic year by arrangement with the academic supervisor once admission has been granted.

APPLICATION CLOSING DATES

Pre-degree, Diploma, Undergraduate and Postgraduate programmes:

Semester One (February) applications close 7 December* the previous year

Semester 2 (July) applications close 1 May*

* Application received after these dates will be considered on a case-by-case basis and are subject to programme and campus availability.

English Language

Classes start every 4 weeks and applications can be submitted at any time.

PhD Candidates

Candidates are not restricted to semester intakes and can apply at any time.

VERIFICATION OF DOCUMENTS

To verify documents photocopy both sides of each page of the original document and use an official company stamp (in English) including, "This is a true copy of the original", on the front of each page. To complete the verification, documents must be signed and dated by an authorised person, eg, a notary public, a justice of the peace, a solicitor, a commissioner of oaths, an official of the issuing authority or an approved Massey University agent. The signature and company stamp must be an original and copies are not acceptable. Documents in languages other than English are to be translated into English by a certified translator and verified in English. Applicants who have had a name change must provide verified evidence of that change, eg, a deed poll or marriage certificate.

ADMISSION CRITERIA

To be admitted into a Massey University programme applicants need to meet both the academic and English language requirements. The criteria listed here is for general admission only and some programmes have additional requirements and/or require a higher level of English language. For details please visit http://international.massey.ac.nz

ACADEMIC ADMISSION

PhD
Admission to Doctoral study requires a high calibre Masters or Bachelor with Honours degree with demonstrated research skills.

Postgraduate
Admission into a postgraduate programme requires an appropriate undergraduate degree from a recognised tertiary institution.

Graduate Diploma
Admission to a Graduate Diploma requires successful completion of a three year diploma or undergraduate degree from a recognised tertiary institution.

Undergraduate
Successful applicants will have achieved the equivalent to Year 13 in New Zealand (NCEA level 3 University Entrance). Refer to the last page of this document for a guide to entry requirements by country.

Pre-degree
Successful applicants from outside New Zealand will have achieved the equivalent to successful completion of Year 12 in New Zealand. Refer to the last page of this document for a guide to entry requirements by country.

Credit Assessment (recognition of prior learning)
Applicants may request an assessment for recognition of previous tertiary study by ticking the Credit section on the application form. There is no additional fee when the credit is assessed at the same time as the application for admission. Credit applies to undergraduate study only and course outlines must be provided.

ENGLISH LANGUAGE REQUIREMENTS

The minimum English language requirements for admission to Massey University are:

Postgraduate (including PhD)
Academic IELTS 6.5 (no band less than 6.0), or,
TOEFL 575 (paper), TWE 4.0, or,
TOEFL 232 (computer), ER 4.0, or,
iBT 90 (internet), with writing score of 20.

Undergraduate (including Graduate Diplomas)
Academic IELTS 6.0 (no band less than 5.5), or,
TOEFL 550 (paper), TWE 4.0, or,
TOEFL 213 (computer), ER 4.0, or,
iBT 80 (internet), with writing score of 19.

Pre-degree (including Certificate of Foundation Studies)
Academic IELTS 5.5 (no band less than 5.0), or,
TOEFL 525 (paper) or,
TOEFL 196 (computer) ER 4.0, or,
iBT 70 (internet), with writing score of 18.

Note:
1. English language test results are valid for two years only.
2. Applicants with TOEFL/iBT results please request ETS to send the results directly to Massey University. The institutional code is 9480.

The information in this section applies to international students studying in New Zealand only.

COMPULSORY MEDICAL AND TRAVEL INSURANCE

International students (including group students) are required to provide evidence of appropriate insurance and current medical and travel insurance while studying in New Zealand. This insurance must provide cover for pre-existing medical conditions and the costs of any support requirements.

For a list of approved options visit http://international.massey.ac.nz

HEALTH AND DISABILITY

Full disclosure of any disability, impairment, long-term injury, or chronic medical conditions is necessary so that the University can assess its ability to support international students during their study in New Zealand.

ELIGIBILITY FOR HEALTH SERVICES

Most international students are not entitled to publicly funded health services while in New Zealand. If a student receives medical treatment during their visit they will 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, and can be viewed on the website at http://www.moh.govt.nz

ACCIDENT INSURANCE

The Accident Compensation Corporation (ACC) provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but students will still be liable for all other medical and related costs. Further information can be viewed on the ACC website at http://www.acc.co.nz

STUDENT VISAS/IMMIGRATION

To apply for a student visa you will need to present a Confirmation of Place to your nearest Immigration New Zealand office, New Zealand Embassy or High Commission.

Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements, are available through the Immigration New Zealand website at http://www.immigration.govt.nz

CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS

Massey University 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 the University or from the New Zealand Ministry of Education website at http://www.minedu.govt.nz/international

MASSEY UNIVERSITY
NEW ZEALAND

Please complete this form electronically, print, sign, and send to Massey International

APPLICATION FOR ADMISSION AS AN INTERNATIONAL STUDENT

DIPLOMAS, DEGREES and DOCTORAL Programmes: (Complete Part A, C, D and E) ENGLISH LANGUAGE Programmes: (Complete Part A, B, D and E)

PART A: Personal Details of Applicant

Massey University student identification number (if already allocated)

NSI number (if you have previously studied in New Zealand)

Surname/Family name (as shown on passport)

Given names (as shown on passport)

Preferred name

Date of birth (dd/mm/yyyy)

Gender Male Female

Citizenship (as shown on passport)

Ethnic group (if different from Citizenship)

Current postal address (Please use 4 lines only)

Email

Telephone

Mobile

Permanent address (in your home country) if different from postal address

Emergency Contact Name

Relationship (eg parent/brother)

Telephone

Email

Agent stamp
(only relevant if applying through an agent)

Agent's email address

Agents must include the applicant's email in the personal details section.

PART B: English Language Programmes (complete this section only if you intend to study English Language)

How long will you study (4 weeks minimum)

Which month do you intend to start your English Programme?

Preferred campus

Albany (Auckland)

Palmerston North

Wellington

PART C: Diplomas, Degrees, Doctoral study (list programmes in order of preference)

1st choice

Major

2nd choice

Major

Level of study

- Foundation Studies
- Pre-degree
- Undergraduate
- Graduate Diploma
- Postgraduate
- PhD

College

- Business
- Creative Arts
- Education
- Humanities and Social Sciences
- Sciences

Preferred Campus

- Albany (Auckland)
- Palmerston North
- Wellington
- Other

When do you intend to begin study?

- Semester One (February)
- Semester Two (July)
- Year
- Other

Do you intend to complete a Massey qualification? Yes No

Name of Massey University academic staff contact (where applicable)

Name of Institutional Agreement/Cohort (if applicable)

Academic Background

Please provide verified official documentation of academic transcripts for all qualifications.

Senior High School/NZ Secondary School or Foundation Study

Name of School	Country	Qualification	Date Started	Date finished

Higher Education

Name of Institution	Country	Qualification	Date Started	Date finished

Credit (for undergraduate programmes only)

Do you wish to have previous study assessed for recognition of credit towards a Massey University degree? Yes No

Your application must include an official outline and course descriptions of all study.

What is your intended career?

Will your chosen Massey University programme help you achieve your career goals? Yes No

---

English language proficiency (evidence to be attached to application)

Applicants who have completed a qualification in a country where English is the first language are exempt from providing English language test results.

I will take/have taken	Date to be taken	Result if known

PART D: How will your study be financed

Personal funds U.S. Federal loan Home government scholarship CSN loan NZAID Other

---

PART E: Health and Disability

Do you have any disability, impairment (including learning disabilities), long-term injury, or chronic medical condition(s) that may impact on your ability to study and/or participate in university activities? Yes No

If so, please provide a report from a registered health professional so we can assess our ability to support you during your study in New Zealand.

Please ensure you have attached the following documents

- Verified evidence of citizenship (birth certificate or identity page of current passport)
- Verified copies of academic transcripts with a grading scale
- Verified copies of graduation certificate (where applicable)
- Course outlines if applying for credit assessment
- English language test results (where applicable)
- CV and research proposal for PhD applicants
- Portfolio for Creative Arts applications
- Formal evidence of any scholarships awarded
- Evidence of loan application/approval (where applicable)
- A report from a registered health professional (where applicable)

Please note: Massey University does not retain hard copies of documents supplied as part of the Admissions process.

Please advise if you would like the original hard copies of your documents returned.

The submission of false information or forged documentation in support of this application will automatically disqualify a student from enrolment. Massey University 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 New Zealand Police will also be informed. The submission of this Application for Admission will be deemed to be acceptance of these terms and constitutes consent to disclosure for the purposes of Privacy Principle 11 of the Privacy Act 1993.

Signature of applicant _____ Date

Please print, sign and return by post, this form and all supporting documentation.

Print, sign and send Form

please do not fax

By Airmail:
International Office
Massey University
Private Bag 11 222
Palmerston North 4442
New Zealand

By Courier:
International Office
Massey University
Tennent Drive (off Courtyard Car Park)
Palmerston North 4442
New Zealand

ACADEMIC ENTRY REQUIREMENTS

The information listed is a guide only and all applications are assessed on a case by case basis.
If your qualification is not listed please submit an application with verified copies of your transcripts so that your application can be assessed.

COUNTRY	FOUNDATION & DIPLOMA	UNDERGRADUATE DEGREE
Australia	Successful completion of Year 12 with a minimum TER of 50	Successful completion of Year 12 with minimum TER or equivalent of 74
Canada	Grade 12 certificate	General: High School graduation with minimum achievement of 65% Ontario: Secondary Diploma with a minimum average 65%in grade 12; CEGEP one year with 65% across 6 subjects including English.Higher levels of achievement will be required for limited entry courses. All other qualifications will be considered on a case by case basis.
China	Year 3 certificate of graduation, minimum 70%	Applications who have completed Senior High Schoolgraduation plus: One year successful study at bachelor level; or Successful completion of a 2-year diploma at a recognised university.
Denmark		Studentereksamen
Fiji	Fiji School Leaving Certificate 65% in 4 academic subjects	Fiji Form 7 Certificate: aggregate over 4 subjects 250 marks out of 400, with a minimum of 50 in English, or USP foundation year, 7 passes with a minimum of C in either of the Communication Skills papers
Germany	Mittlere Reife / Realschulabschluss	Successful completion of Senior High School (Zeugnis der Allgemeinen Hochschulreife - Abitur)
Hong Kong	HK Certificate of Education, minimum 4 x D passes	Three Hong Kong Advanced Level passes with one at Grade C or higher in academic subjects
India	All India Senior Secondary Higher Secondary School Certificate (HSC) (Year 12), minimum 65% over 4 academic subjects	Higher Secondary School Examination or All-India Senior School Certificate with 75% in each of 4 academic subjects and 70% in English
Indonesia	SMU 7.0	1 year successful study at an internationally recognised Indonesian university, or, have achieved SMU with a minimum GPA of 8.5.
Japan	Upper Secondary School Leaving Certificate (Kotogakko Sotsugyo Shomeisho) with a C average	Associate degree/diploma from a Junior College (Jun-Gakushi) with a B (3.5) average
Malaysia	SPM: Grade 4 average in 5 subjects, or, UEC: Grade 6 average over 5 subjects	STPM with 3 passes with one C or better, or, UEC with a maximum of 15 points over 6 academic subjects excluding English but including 1 of Chemistry, Physics or Advanced Mathematics, or, GCE A levels with at least 3 results with 1 grade at Level C or above, or, SAM (or equivalent) with a minimum tertiary entrance rank of 74
New Zealand	Completion of Year 12 with a minimum of 50 NCEA credits at Level 2 in approved subjects including at least 14 credits at Level 1 or higher in Mathematics and 14 credits at Level 1 or higher in English	42 credits at NCEA Level 3 or above, including a minimum of 14 credits at Level 3 in each of 2 approved subjects, with an additional 14 credits at Level 3 from no more than 2 additional domains on the NQF or approved subjects; plus, 8 credits at Level 2 or higher in English (4 credits in Reading, and 4 credits in Writing); and 14 credits at Level 1 or higher in Mathematics
Norway		Successful completion of Videregaende Skole
Oman	General Secondary School Leaving Certificate with 70% average in best 5 subjects (excluding Arabic/Islamic Education) and 70% in math	Successful completion of a two year diploma from an internationally recognised tertiary institution
Pakistan	Secondary School Certificate with 60% average (B grade or Division 1)	Successful completion of one year's study at an internationally recognised tertiary institution
Papua New Guinea	Higher School Certificate with Grade B in 5 academic subjects	Successful completion of one year's study at an internationally recognised tertiary institution
Philippines	Secondary School with Superior Grades (grade B) in Year 4	Successful completion of one year's study at an internationally recognised tertiary institution

COUNTRY	FOUNDATION & DIPLOMA	UNDERGRADUATE DEGREE
Russia	Certificate of Secondary Education with a Grade 4 average	Successful completion of one year's study at an internationally recognised tertiary institution
Saudi Arabia	General Secondary Education Certificate with a Very Good grade (75%) over 4 best academic subjects	Successful completion of either an undergraduate diploma or an associate degree at a recognised tertiary institution
Singapore	GCE O-level Grade B4 over 4 subjects	A minimum of 2 H2 passes and a third pass at H1 or H2 level, plus at least an E grade in N-level/O-level Mathematics or Additional Mathematics; or, Successful completion of NUS High School Diploma or Pre 2006: GCE A-levels with three passes and a minimum of one at C grade.
Solomon Islands	Completion of Secondary School with a B average	USP foundation year, 7 passes with a minimum of C in Communication
South Africa	Completion of the National Senior Certificate with a minimum of 4 grade 3 passes	Successful completion of the National Senior Certificate .
South Korea	High school diploma with a C average	Korean CSAT with a minimum score of 80%, or, High School Diploma with a B average (80-84%) in academic subjects
South Pacific Countries	Completion of South Pacific Form 7 Certificate	South Pacific Form 7 Certificate: 3 or more B grades in academic subjects with a minimum of Grade 5 in PSSC English and Grade 6 in PSSC maths
Sri Lanka	GCE O-levels with credit grade in 4 subjects	GCE A-levels with a minimum of three credit passes
Sweden		Successful completion of Avgangsbetyg or Slutbetyg
Taiwan	Senior High School with a C average	Successful completion of one year's study at an interntaionally recognised tertiary institution
Thailand	Matayom 6 with grade average of 2.5	Successful completion of one year's study at an interntalonallyrecognised tertiary institution
Tonga	Successful completion of Form 7	Successful completion of the USP Foundation Programme
UK	GCSE with 2 x B and 2 x C grades	GCE A-levels with three passes and a minimum of one at C grade
USA	High School Diploma	High School Diploma with a C grade average plus SAT with a minimum score of 550 in both verbal and math, or, ACT composite score of 22
Vietnam	Upper Senior Secondary graduation with a Grade 6 average	Successful completion of one year's study at a recognised tertiary institution
International Qualifications	International Baccalaureate (IB) with aggregate 21 in 6 subjects (average 3.5 on 1-7 scale)	International Baccalaureate (IB) with successful completion of a minimum 24 points
	Cambridge International Examination or Advanced International Certificate of Education (CIE / AICE) with pass grades in 4 academic subjects	If taken in New Zealand: Cambridge International Examination or Advanced International Certificate of Education (CIE / AICE) A or AS levels: a minimum of 120 points on the UCAS tariff and a minimum D grade in each of at least 3 subjects. Plus a minimum E grade in AS English and a D grade in IGCSE mathematics Taken in countries other than New Zealand: 3 A-levels including at least 1 C grade or better. A result in General Studies cannot be included among the 3 on which the application is based.

MASSEY UNIVERSITY POLICIES

1. REFUND GUIDELINES (To be read in conjunction with the Massey University Calendar Statutes http://calendar.massey.ac.nz)

1.1 In accordance with the University's Fees Regulations and Immigration New Zealand policy, refunds of tuition fees paid shall be made to students who withdraw from their paper(s) before 10% of the study period has passed, eg, two weeks for a single semester paper and four weeks for a double semester paper.

1.2 Prior to arrival on campus, requests for refunds should be emailed to international@massey.ac.nz. After arrival on campus, requests for refunds must be received on an International Student Refund Request form available from International Student Support staff at each campus. The date of withdrawal is deemed to be the date on which the application to withdraw is received by the University.

1.3 At the University's discretion, refunds granted will be made to: a nominated account in the students' home country; to the credit card used to make payment; or, when the University has sighted an Offer of Place from another institution, the funds will be paid directly to the relevant institution. Fees paid by scholarship or other third party may be refunded to that party. Students under 18 years of age must provide evidence of parental approval prior to withdrawal or refund being granted.

1.4 A student who gains New Zealand residency before 10% of the study period has passed will be refunded the difference between the international and domestic fees for those papers.

1.5 A student who withdraws before 10% of the student period has passed will be refunded the non-tuition fees. Insurance premiums will not be refunded if a claim has been made

1.6 For each refund granted prior to the completion of the first enrolment period, the University will retain an administration fee of $530. Withdrawal with refund in subsequent enrolment periods will attract a withdrawal fee of $75.00. In all cases, Immigration New Zealand will be advised that the student has withdrawn.

1.7 Any commission paid by Massey University to an education agent relating to the admission of the student will be deducted from the amount of any refund payable to the student where withdrawal occurs prior to completion of the first year of study.

1.8 Responsibility for authorising refunds for any student enrolled at Massey University is delegated by the Registrar to the International Director. Appeals related to fee refunds should be sent in writing to the International Director.

2. FEES PROTECTION POLICY

2.1 Massey University is governed by the Public Finance Act, the Education Act, and University Council regulations in regard to student fees. An individual fee account is maintained for each enrolled student.

2.2 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 confirms that Massey University has the financial resources available to refund fees to students enrolled in any cancelled programme or course.

2.3 If a programme or course was unable to proceed due to destruction or damage to buildings, plants and equipment or other tangible assets, fees may be refunded to the students affected from insurance proceeds. In this case the fees refund would be covered by the University's Industrial Special Risks policy and be classified as a consequential loss. Under such conditions the University may be unable to meet the normal timeframes for Fee Refunds.

3. TUITION FEES

3.1 Tuition fees stated on the Offer of a Place are an estimate only and the student agrees to pay the tuition fees in full once enrolment has been finalised. The final fees will depend on the number of papers taken and the category from which the selection is made.

3.2 Tuition fees are subject to annual adjustment by Council and the student agrees to pay the tuition fees as set each year. The student must ensure that they have sufficient funds available before commencing a programme of study.

3.3 One academic year (February to November) is generally equivalent to 120 credits of tuition.

3.4 Some programmes require more than 120 credits to be completed in a year. This will also increase the tuition fee for that year of study.

3.5 Tuition fees do not include accommodation, living expenses textbooks, field trips, other course related or incidental expenses. For more information please visit http://international.massey.ac.nz

4. NON-TUITION FEES

4.1 Non-Tuition fees are calculated by academic year, not by semester. Where a student's study spans two academic years, eg. commencing in Semester Two and continuing through to Semester One of the following year, the student will be liable for the annual non-tuition fees in each academic year.

4.2 Non-tuition fees include the Enrolment Fee, Student Services Levy, campus charges, Alumni fee, Students' Association fees and Building Levy, and are subject to annual adjustment.

5. PAYMENTS OF FEES

5.1 The student must pay tuition fees and other University related fees to the University directly and not to any recruitment agent or other party. This is part of Massey University's fee protection policy.

5.2 There may be a bank fee charged by the University's bank which is payable by the student.

CHECKLIST

Have you ATTACHED the following documentation to your application form?

- A verified/notarised copy of your birth certificate or passport (include the student or work permit if you have one already)
- Officially translated and verified/notarised copies of all academic transcripts and graduation certificates (also include verified copies of these documents in the original language)
- Evidence of English language (request originals to be sent directly from the testing centre if you have taken or intend to take TOEFL or iBT)
- Course outlines if you are applying for credit (this applies to undergraduate programmes only)
- Other supporting documents for PhD or Postgraduate applications, eg, CV and research proposals as required.
- A disability/health statement if you answer 'Yes' to either of the questions in Part E of the application form
- Portfolio for Creative Arts applications

ใบสมัครและหลักเกณฑ์การสมัครหลักสูตรปริญญาโท Master of Professional Language Studies – Language Teaching (MPLS–TL)

Auckland (AUT) University of Technology

ผู้ประสานงานซึ่งสามารถติดต่อตรงเพื่อสอบถามเรื่องการสมัคร

Ms.Madeline Banda

Madeline.banda@aut.ac.nz

ANNEX D

Admission requirements of Master of Professional Language Studies - Language Teaching (MPLS - LT) at Auckland University of Technology

Degree name	Duration	Academic requirements for admission	Professionnal experiences requirement for admission	English language proficiency requirement for admission
Master of Professional Language Studies - Language Teaching (MPLS - LT)	1 year full-time study, OR up to 3 years part-time	1. Have completed one of the following qualifications:	All applicants must have at least one year of relevant professional experience	Non-native English speakers require an Academic IELTS of 6.5 overall, with not less than 6 in each band and not less than 7 in speaking and writing
		a) a relevant 4 year bachelor's degree OR		
		b) a relevant bachalor's degree with honours OR		
		c) a relevant post graudate diploma OR		
		d) a bachelor's degree on graduate diploma and a relevant professional qualification approved by the dea (or representative to be equivalent to one year of advanced study)		
		2. In case applicant completed his/her application in (d), they have to also achieve a merit standard		

For more information, please visit the website of University at www.aut.ac.th

INTERNATIONAL STUDENT APPLICATION

AUT UNIVERSITY
AUCKLAND, NEW ZEALAND

OFFICIAL USE ONLY - ID NUMBER

BARCODE HERE

ID CARD PHOTOGRAPH

Please attach a copy of your photograph here and sign across it to certify the photograph is a true likeness of you.

WHO SHOULD COMPLETE THIS FORM?

- International applicants to undergraduate or postgraduate study at AUT University
- Permanent residents of Cook Islands, Tokelau or Niue

WHO SHOULD NOT COMPLETE THIS FORM?

- Domestic applicants
- Citizens and Permanent Residents of New Zealand and Australia
- Citizens with place of birth stated as Cook Islands, Tokelau or Niue
- Existing International students at AUT University
- Study abroad/exchange applicants
- Applicants with refugee status

SECTION ONE - APPLICANT'S PERSONAL DETAILS

You must attach a *certified copy* of your birth certificate or passport. If you have changed your name please attach evidence (e.g. certified copy of marriage certificate).

1.1 Title ☐ Mr ☐ Ms ☐ Mrs ☐ Miss Other ☐

1.2 Surname or family name (as appears on your passport, birth certificate or marriage certificate)

1.3 First name(s)

1.4 Preferred first name

1.5 Date of birth

1.6 Gender ☐ Male ☐ Female

1.7 Country of citizenship

1.8 Ethnicity

1.9 Have you or do you intend to apply for Permanent Residency (PR) in New Zealand? ☐ Yes ☐ No

If yes, please read the International student refund policy relating to obtaining Permanent Residency:
www.aut.ac.nz/international-refunds

1.10 Please provide your NSI/NZQA record of learning identification number.
If unknown, please leave blank:

SECTION TWO - APPLICANT'S CONTACT DETAILS

Please no agent details in this section - see section four.

2.1 What is your main contact address? Please note: All applicants must enter these details. This address will be used for all correspondence unless an AUT registered agent has been appointed. You may also be contacted by text, email, telephone or mail. Please ensure this is kept up-to-date at all times and advise us if it changes. If you apply through an AUT University registered agent, all correspondence relating to your application will be forwarded to that agent.

2.2 Street number and name

2.3 Suburb

2.4 City/Town

2.5 Post code

2.6 Country

2.7 Telephone

2.8 Mobile

2.9 Email

SECTION THREE - ALTERNATIVE CONTACT DETAILS

3.1 Alternate/permanent address (e.g. parents, relatives - this will be used if we cannot contact you at your main address):

3.2 Street number and name

3.3 Suburb

3.4 City/Town

3.5 Country

3.6 Telephone

3.7 Who is your emergency contact?

3.8 Name

3.9 Telephone

3.10 Relationship to you?

SECTION FOUR - FOR AUT REGISTERED AGENTS ONLY

Please complete section four if applying through an agent. If not, please go to section five. Please note - we have the contact details for all AUT registered agents. If you apply through an AUT registered agent, all correspondence relating to your application will be forwarded to that agent.

4.1 What is the name of the agency and code?

4.2 Place agent stamp here:

FOR AGENCY ONLY

Note: Original certified copies of documents are preferred, however photocopies, facsimilies or emailed scanned documents are acceptable if of a high quality and are legible. You may be required to produce original certified documents upon request for audit purposes and/or if the electronic copies you have supplied are illegible. See "how to certify your documents" on page 3.

SECTION FIVE - PROGRAMME SELECTION

5.1 Please state your preferred programme of study in order of preference. If you are unsure of the programme code, please leave that section blank. Please note we will assess your programmes one-by-one in the order you list them here.

PREFERENCE 1

PROGRAMME TITLE:			
MAJOR:			
PROGRAMME CODE:		START DATE:	

PREFERENCE 2

PROGRAMME TITLE:			
MAJOR:			
PROGRAMME CODE:		START DATE:	

PREFERENCE 3

PROGRAMME TITLE:			
MAJOR:			
PROGRAMME CODE:		START DATE:	

Please go to section six

SECTION SIX: ACADEMIC BACKGROUND

6.1 Please complete all of the below:

OVERSEAS SENIOR HIGH SCHOOL/NZ SECONDARY SCHOOL, FOUNDATION STUDY OR LANGUAGE SCHOOL:

NAME OF SCHOOL:			
COUNTRY:			
QUALIFICATION:			
YEAR START:		YEAR FINISH:	

NAME OF SCHOOL:			
COUNTRY:			
QUALIFICATION:			
YEAR START:		YEAR FINISH:	

HIGHER EDUCATION

NAME OF INSTITUTION:			
COUNTRY:			
QUALIFICATION:			
YEAR START:		YEAR FINISH:	

NAME OF INSTITUTION:			
COUNTRY:			
QUALIFICATION:			
YEAR START:		YEAR FINISH:	

Certified documentation of academic results for all qualifications must be provided.

6.2 Are you currently waiting for results?

☐ Yes ☐ No

SECTION SEVEN: WORK AND RELEVANT EXPERIENCE

7.1 Please state any relevant employment experience that may support your application (postgraduate students only).

EMPLOYMENT DATES:	NAME OF EMPLOYER:
POSITION/TYPE OF WORK:	

EMPLOYMENT DATES:	NAME OF EMPLOYER:
POSITION/TYPE OF WORK:	

EMPLOYMENT DATES:	NAME OF EMPLOYER:
POSITION/TYPE OF WORK:	

SECTION EIGHT: ENGLISH PROFICIENCY

If English is not your first language you will need to have completed one or more of the following tests within the last two years: IELTS (academic), TOEFL or Cambridge Certificate.

8.1 What is your first language?

8.2 If English is not your first language, please tick one of the following boxes that applies to you

☐ I have completed an English language test (attached)

☐ I will provide my English language test results at a later date

☐ English was the medium of instruction of my previous ☐ years of study. I have attached documentary evidence

☐ I have completed or am completing study at AUT International House

☐ I have completed or am completing study in an AUT approved Foundation Programme

SECTION NINE: STATISTICAL INFORMATION

9.1 How did you hear about AUT University? Please tick one:

☐ AUT International House ☐ Agent

☐ Embassy/NZ Trade and Enterprise ☐ Family member

☐ Friends ☐ Advertisement

☐ Education Fair/Expo ☐ NZ High School

☐ Other NZ education provider ☐ Internet

☐ English language school ☐ Other

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

☐ Living outside of New Zealand ☐ Living in New Zealand

If living in New Zealand, please specify:

☐ Secondary school student ☐ Tertiary student

☐ Wage/salaried worker ☐ Non-employed

SECTION TEN: DISABLED STUDENTS AND DEAF STUDENTS

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

☐ Yes ☐ No

10.2 If yes, please indicate by ticking the appropriate box below.

☐ Deaf ☐ Hearing impairment

☐ Blind ☐ Vision impairment

☐ Specific learning disability ☐ Medical

☐ Head Injury ☐ Mental health

☐ Mobility/physical ☐ Speech impairment

☐ Temporary impairment

☐ Other - *please state:*

If you need additional resources or support there are additional costs. Please contact the Disability Resource Service: disability.office@aut.ac.nz

SECTION ELEVEN: FUNDING

11.1 Please indicate how you expect your fees to be paid

☐ Privately (yourself, family or other private sponsor)

☐ Full scholarship (full tuition and medical insurance scholarship)

11.2 If by scholarship, please provide details/name of scholarship:

Home Government:

Other:

SECTION TWELVE: STUDENT CHECK LIST

Please send certified copies only. Have you:

☐ Completed all sections in this form

☐ Enclosed certified copies of your official academic transcripts including graduating certificates and explanation of the grading system, and an English translation (if applicable).

☐ Attached a passport sized photograph for your ID card (an ID card cannot be produced without a photo)

☐ Enclosed a certified copy of your current passport or birth certificate

☐ Enclosed a certified copy of your official English Language test results

☐ Enclosed other supporting documentation related to your application

☐ Checked the application closing deadlines online at: www.aut.ac.nz/international/deadlines

☐ Read the declaration and signed and dated this application form

SECTION THIRTEEN: STUDENT DECLARATION

ALL STUDENTS MUST READ THE FOLLOWING INFORMATION AND SIGN

a. I agree to abide by the statutes, regulations and policies of the Auckland University of Technology ("the University").

b. I declare that the information I have supplied on this form and any attached documentation to be true and complete and that I have personally completed the form and am the sole author of the student statement and resume. I have not withheld information which could have a bearing on my enrolment or the conditions of my enrolment. I acknowledge that the University may suspend or terminate my enrolment if false information has been supplied or required information is not supplied by the due date. The University reserves the right to inform all other New Zealand Universities, Immigration New Zealand, and the Police, of such cases, including the student's name and date of birth.

c. I understand that all documents submitted with this application become the property of the University and will not be returned to applicants. I agree to supply further documentation requested by the University for the purpose of my enrolment.

d. I have read and understood the outline of how the Privacy Act will be applied in the University, as set out in the privacy section (see over) of the Application form, and I authorise the University to collect, use and disclose personal information about me in accordance with that outline and the Privacy Act 1993

e. I authorise the University to release information regarding my application to Immigration New Zealand (INZ) and the Department of Labour where the University considers the information relevant to my immigration status.

f. I authorise any agency holding the source of any information I have provided on this form to release that information to the University upon request.

g. I have read and understood the University refund policy for International students.

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

i. I understand that the University may contact me via email, text messages, phone or by post for communications regarding my enrolment, or student services at the University.

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:

Parent's/guardian's signature:

Date:

If the applicant is not able to sign above, an authorised person or AUT registered agent may sign on applicant's behalf (not applicable for applicants under the age of 18 years)

Name of person:

Signature:

Date:

Your relationship to the applicant:

WHERE TO SEND THIS FORM

Postal address:

Registry Services
AUT University
Private Bag 92006
Auckland 1142
New Zealand

Physical address/courier address:

AUT University
Level 2 (ground entry), WA Building
55 Wellesley Street East
Auckland Central
New Zealand

FOR MORE INFORMATION

Phone: +64 9 921 9779 Email: int.app@aut.ac.nz

Web: www.autinternational.info

APPLICATION AND ENROLMENT PROCESS

Step One

Before you begin, make sure that you plan ahead and give yourself a realistic amount of time to prepare for your intended start date. It is a good idea to research the programmes of study you are interested in, what they involve, and what will be expected of you throughout your studies. Check the application closing deadlines online at: www.aut.ac.nz/international/deadlines

Step Two

To study at AUT you will need to apply either directly to the University or through an AUT Registered Agent. Applicants must complete this International Student Application form, ensuring all sections are completed in full, and that the programme of choice is clearly indicated. You will need to supply all the required certified documentation otherwise this will delay your application.

Step Three

When we receive your application you will receive an acknowledgement email/letter. Complete applications for undergraduate programmes may take up to one week to assess. Complete applications for postgraduate programmes may take up to six weeks to assess. Applications for programmes with additional requirements or seeking credit transfer will take longer to assess.

Step Four

Successful applicants will receive an Offer of Place letter, which will give advice on tuition fees, learner services levy, enrolment fee, insurance fees, and date of payment.

Step Five

The applicant can accept the offer by signing the acceptance of offer form and returning a copy to Registry Services.

When your fees have been received, a receipt will be issued. This must be presented to the nearest Immigration New Zealand office with a copy of your Offer of Place in order to obtain a student permit/visa. Your student permit/visa must be presented to Registry Services to help complete enrolment.

In the case that all places in the programme are taken at the time you decide to pay the fees and accept the Offer of Place, we will offer you a place in the next available intake.

Step Six

Congratulations. It is now time to prepare for your travel, orientation and life as a student in New Zealand.

HOW TO CERTIFY YOUR DOCUMENTS

Legal certification (proof that a photocopy is a true copy of the original document) must be provided and is very important. This can be done in several ways:

If overseas: Take the original document and a photocopy of it to an AUT Registered Agent or your country's equivalent to a:	If in New Zealand: Bring the original document to AUT and show it to either Student Information Centre, departmental/faculty administration staff or the International Centre. A copy will be made and signed by the staff member as being a true and accurate copy OR take the original document and a photocopy of it to a:
• Justice of the Peace	• Justice of the Peace
• Notary Public	• Notary Public
• Member of Parliament	• Member of Parliament
• Judge	• Barrister, solicitor,
• Any person authorised by the law of your country to administer an oath	• Registrar, or Deputy Registrar of the Courts

All documents must be legible and have "Certified true Copy of the Original" stated on the document, the full name, signature and title/position of the person certifying the documents, and an official stamp. Send in the certified photocopied documents with your application form.

All documents must be certified.
If you do not do this it can cause lengthy delays and you cannot be enrolled.
Please don't send original documents as they will not be returned.

Please note: If your transcript/qualification/graduation/completion evidence is in a language other than English, you must provide a certified copy of both the original version and the official original English translation.

The University may suspend or terminate your enrolment if any falsified documents are discovered during the application or enrolment process, or during your study

PRIVACY

The personal information collected at the time of your enrolment will be held on the student administration database and will be made available only to authorised staff of the University. Some personal information (typically your name, current address, date of birth and academic details) from this database may be made available to external organisations.

AUT University undertakes to collect and maintain student personal information in a manner consistent with the principles outlined in the Privacy Act 1993.

USES OF INFORMATION COLLECTED

Personal information collected will be available to those members of the University staff responsible for:

- Your enrolment
- Providing student services
- Establishing and maintaining your records
- Maintaining order and discipline
- Providing tuition, appropriate academic advice and support
- Providing University activities and events

ORGANISATIONS WHICH MAY USE THE INFORMATION*

- Student Association (AuSM)
- Alumni Association
- Ministry of Education
- Immigration New Zealand (INZ)
- Tertiary Education Commission (TEC)
- Education Training and Support Agency
- New Zealand Qualifications Authority (NZQA)
- Industry Training Organisations
- Contributing secondary schools and other tertiary institutions
- New Zealand Vice-Chancellors Committee (NZVCC)
- Clinical Training Agency
- Agencies that support students with scholarships and prizes
- Professional Councils/Boards
- Course moderation bodies

*The information collected will not be released to all of these potential users, but may be released on request. Note. Your name, date of birth and residency as entered on this application for enrolment form 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: nsi.education.govt.nz

RECOGNITION OF PRIOR LEARNING/CREDIT FOR PRIOR LEARNING

If you believe you are entitled to credit for your previous studies please complete the Recognition of Prior Learning (RPL) form available from: www.aut.ac.nz/international/downloads

Credit is not awarded automatically. You must apply if you think you are eligible. The deadline dates for submission of credit applications are:

- 5 February: For assessment prior to the start of semester 1
- 1 July: For assessment prior to the start of semester 2

Tertiary study from New Zealand and/or an overseas qualification must be assessed as equivalent in content and standard to papers taught at AUT.

An application for credit must include an official outline of the qualification studied as well as specific descriptions of programme content and individual papers studied as published by the institution (course syllabus). The application must be supported by certified copies of original documents. Please note: there may be a charge for assessment of RPL.

CODE OF PRACTICE

AUT 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 the Institution or from the New Zealand Ministry of Education website at: www.minedu.govt.nz

STATUTES, REGULATIONS AND POLICIES

Where the information contained in this form conflicts with that of the AUT University Academic Calendar, the Academic Calendar information will take precedence over information in this form at all times.

Copies of the statutes, regulations and policies are available in the AUT University Calendar, AuSM offices, desk copy at the North Shore and City Campus Libraries and online at: www.aut.ac.nz/calendar

FEES INFORMATION

- The fees for programmes of study offered to international students are generally set in the second quarter of the preceding academic year.
- Tuition Fees are set annually by the university council and are for the calendar period of January to December.
- The international fee for one year of full time study will be advised in the Offer of Place. The fees stated will be applicable only to the calendar year (January-December) in which the programme is commenced. If the programme extends for one or more semesters in a subsequent calendar year(s) the student will be required to pay all fees applicable for that calendar year (s).
- Please note that the Offer of Place is valid for the entire period of study in a programme provided that the student has a current permit/visa. All students must keep a copy of the Offer of Place for their records.
- Immigration New Zealand (INZ) requires that international students undertake full time study to comply with the conditions of their student permit. Full time study at Auckland University of Technology is deemed to be 120 points per year, or 60 points per semester.
- All international students are required to pay a non-refundable NZ$150 enrolment fee for their first year of study only.
- All first year international students must pay all fees as detailed in the Offer of Place by the stated due date. The fees noted on the offer will be tuition fees, learner services levy, enrolment fee and medical and travel insurance fee.
- A student will not be enrolled at Auckland University of Technology until all fees are paid in full. If the tuition fees are not paid in full by the required date then the student will be withdrawn from the programme. Immigration New Zealand (INZ) will be advised that the student is no longer studying at Auckland University of Technology.
- If you are making a payment via a scholarship or financial guarentee, evidence of fees to be paid must be provided for the full programme of study one month prior to the start of the semester.
- If an international student is studying more than 120 points per year or 60 points per semester, additional tuition fees will be payable based on the number of additional credit points studied.
- If the fee calculated at the time of enrolment into papers is less than that detailed on the offer of place, any credit balance on the student's account will be held by the University and applied to a subsequent enrolment. The amount of the credit balance is not available as a refund and any credit balance that remains outstanding for a period of more than two years or more will be forfeited.

Note about returning international students:

- All returning international students are required to pay the fee calculated on their invoice which is based upon the enrolment into papers in their chosen programme of study.
- For international students other than in their first year of study, tuition fees, learner services levy and the medical and travel insurance fee (if insurance arranged through AUT) must be paid two weeks prior to the start of the semester.
- A copy of the Protocol for Payment and Refund of Fees can be found at: www.aut.ac.nz/international-refunds

REFUND SUMMARY

For information on the Protocol for Payment and Refund of Fees, please visit: www.aut.ac.nz/international-refunds

DATE OF REFUND REQUEST	EFFECT	REFUND DUE	ADMINISTRATION FEE	ACADEMIC RESULT
Up to 7 days before the start of the programme	Cancellation	100% (less admin fee)	NZ $300.00	No result recorded
From 7 days prior to the start of the programme until 11 days after the start of the programme	Withdrawal	90% (less admin fee)	NZ $300.00	No result recorded
From 12 days after the programme start date but before 75% of class duration completed	Withdrawal	NIL	NIL	Withdrawn result recorded
After 75% of class duration completed	No change	NIL	NIL	Did not complete result recorded

Please note: The date the International Student Refund Application is received by Registry will be the date used to calculate a refund - not the last day of attendance at class. A refund will take a minimum of three weeks to process. The University reserves the right to request additional supporting information before any refund request is considered. The $150 enrolment fee is non-refundable in all circumstances.

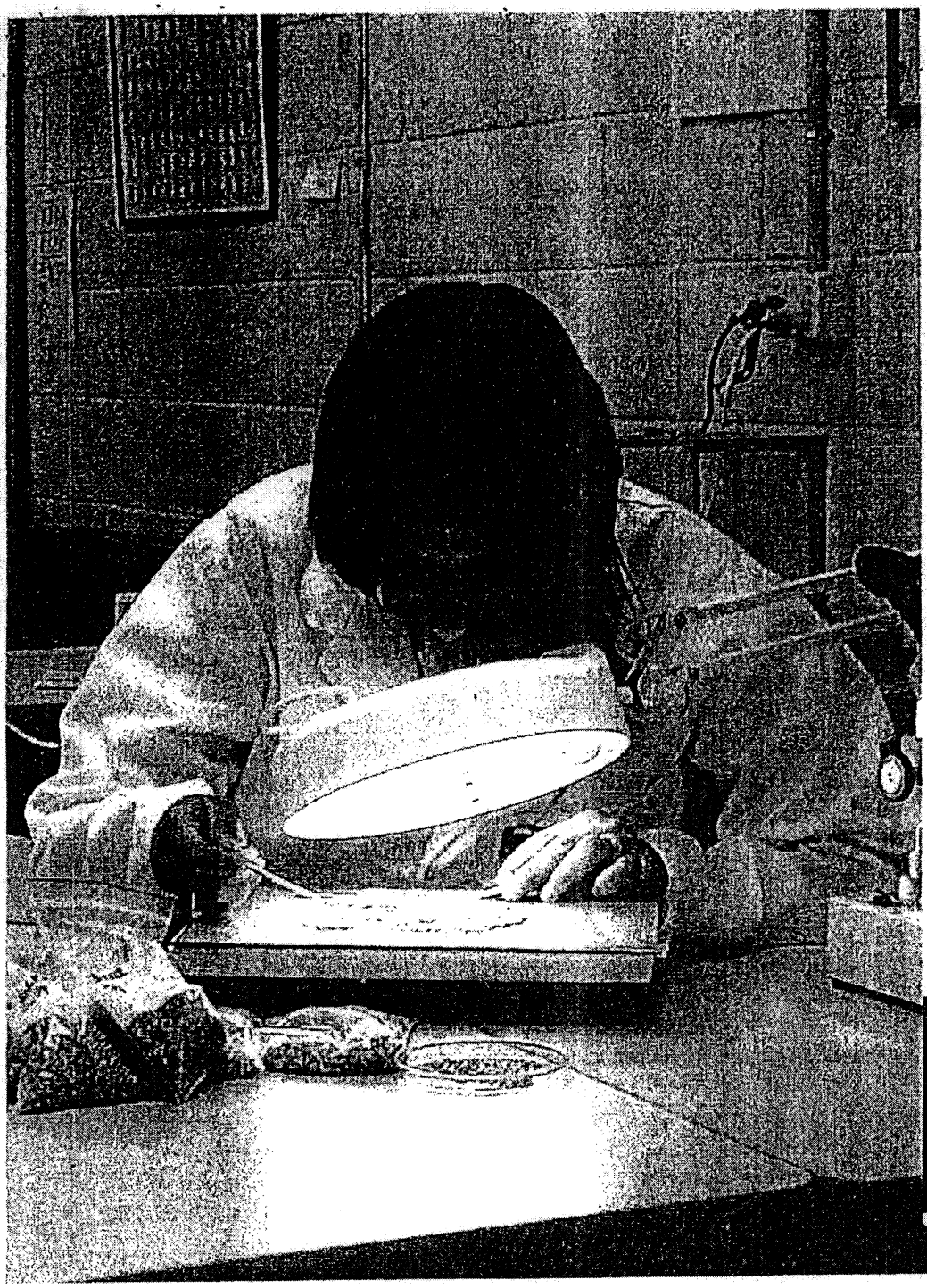
MFAT USE ONLY

Applicant name:

Country:

Scholarships scheme:

Date:



NEW ZEALAND
MINISTRY OF FOREIGN AFFAIRS & TRADE
Aid Programme

application form for

NEW ZEALAND ASEAN SCHOLARS AWARDS

NEW ZEALAND ASEAN SCHOLARS AWARDS

New Zealand ASEAN Scholars awards empower individuals with the knowledge, skills and qualifications to contribute to economic, social and political development within ASEAN nations. Scholarship recipients are required to return to their home country within 14 days of completing their scholarship to work for a minimum period of two years in order to achieve this.

APPLICATION CHECKLIST

It is important that you correctly fill out all relevant sections in this application form and include all relevant documents listed below. Applications with unanswered questions or incomplete documentation will not be considered for a scholarship.

Supporting documents provided with this application must be **certified true copies of original documents** with the official stamp and signature of a Justice of the Peace, Solicitor, Notary Public, an official from the New Zealand Diplomatic Post, or another authorised official. Where original documents are not in English, you must provide certified true copies of official English translations.

All New Zealand ASEAN Scholars award applicants must provide TWO copies of this application form (one original copy and one photocopy), completed in English. Each copy of the application form must include:

- ☐ A signed application declaration on page 11.
- ☐ A certified copy of your birth certificate (in English).
- ☐ A certified copy of official evidence of any name change (in English).
- ☐ A certified copy of the personal pages of your passport.
- ☐ For applicants applying for undergraduate study only (where eligible), a certified copy of your official secondary school results and the grading schedule for each qualification (in English).
- ☐ For all applicants applying for postgraduate study, a certified copy of the academic transcript for all tertiary qualifications and the grading schedule for each qualification (in English).
- ☐ A certified copy of the completion or graduation certificate for each tertiary qualification that you have completed (in English).
- ☐ The **original** international English proficiency test result, e.g. IELTS or TOEFL. Photocopies will not be accepted. Test results must be no more than 24 months old by the commencement of study.
- ☐ If you are employed, a current job description confirming your position and outlining your responsibilities and duties.
- ☐ A **current** (dated) curriculum vitae - a brief history of your education, work experiences and skills.
- ☐ Three references (no more than 24 months old) on official letterhead, supporting your scholarship application to study in New Zealand. References should be provided from your current employer and a former lecturer (or school principal for undergraduate applicants), and where possible, a relevant government or community-based organisation.
- ☐ A 500 word statement describing the specific skills and knowledge you want to gain from your proposed study and how this will contribute to your current and/or future job.
- ☐ A 500 word statement describing how your proposed area of study will enable you to contribute to the social or economic development of your home country.
- ☐ *For Masters and Doctoral research students*, a 500 word statement outlining your proposed research topic.

FURTHER INFORMATION

Information on the New Zealand ASEAN Scholars award, including the application process, deadlines and the list of participating New Zealand education institutions, is available from the nearest New Zealand Embassy. Details are also available on the scholarships pages of the New Zealand Ministry of Foreign Affairs and Trade's New Zealand Aid Programme website: http://www.aid.govt.nz/funding-and-contracts/scholarships

SECTION ONE: PERSONAL INFORMATION			
Please note that your family name and other names should be the same as the official names in your passport or birth certificate.			*Attach a recent passport sized photograph of yourself*
First name(s)			
Family name (surname)			
Gender	☐ Male ☐ Female		
Date of birth	*(dd/mm/yyyy)*		
Place of birth			
Country of citizenship			*Please list second country if you have dual citizenship*
2nd country of citizenship			
Do you have permanent residency status in any other country?	☐ Yes ☐ No		
	If yes, please list:		
Have you applied for permanent residency status in any other country?	☐ Yes ☐ No		
	If yes, please list:		
Passport number		Passport expiry	
Do you suffer from any illness or disability that might affect your ability to participate in the proposed study programme (for example, psychiatric condition, asthma, diabetes, significant visual impairment, motor disability or significant hearing loss)? A 'Yes' answer will not affect your chances of successfully obtaining a scholarship.			☐ Yes ☐ No
If you have answered 'Yes', please provide brief details of the illness or disability and any special requirements or support you may require to complete your study programme on a separate sheet of paper. Please attach a copy of your doctor's assessment of your needs.			

Applicant contact details: The scholarship application process takes several months. Please give an address where you can be contacted when a decision is reached. You may not be offered a scholarship if you cannot be contacted.	
Number and street name	
PO Box number	
Suburb/village	
Town/city	
District/Province	
Country	
Post code	

Home telephone number	
Work and/or cell-phone number	
Email address (enter more than one if relevant)	

Emergency contact details: Name someone we can contact in an emergency	
Name	
Relationship to you	
Number and street name	
Suburb/village	
Town/city	
Country and post code	
Home telephone number	
Work and/or cellphone number	
Email address	

SECTION TWO: DEPENDANTS

Please note that the scholarship does not provide financial support for your dependants. In order to qualify for a reunion airfare or to have your dependants accompany you to New Zealand however, you must complete the information below. Please attach a separate sheet of paper if you have additional dependants to those below.

If you intend to have your dependants accompany you on scholarship to New Zealand, please note the following:

1. You are responsible for supporting your dependants for the duration of their stay in NZ.
2. Family entry is subject to meeting Immigration NZ's entry requirements.
3. Spouses/partners may apply for a non-labour market tested work permit.
4. Dependant school aged children have domestic access to New Zealand schools.
5. Families have access to the New Zealand health system as if they were New Zealand citizens.

Family status	☐ Single	☐ Single with children	☐ Married
	☐ Engaged	☐ De facto relationship / have a partner	

Dependants details

Full name (first & family)	Gender (M/F)	Date of birth	Relationship	Joining you in NZ?

SECTION THREE: STUDY HISTORY

You must provide a certified copy of the academic transcript and completion certificate for each qualification you have completed/are completing. You must also include a certified copy of the grade assessment schedule for each qualification.

Provide the following information for all completed and partially completed senior secondary (for undergraduate applicants only), vocational or tertiary qualifications. List the most recently completed qualification first.

Qualification			
Major subject			
Education institution			
Institution location			
Start date (month/year)		End date (month/year)	
Qualification			
Major subject			
Education institution			
Institution location			
Start date (month/year)		End date (month/year)	
Qualification			
Major subject			
Education institution			
Institution location			
Start date (month/year)		End date (month/year)	
Qualification			
Major subject			
Education institution			
Institution location			
Start date (month/year)		End date (month/year)	
List any of the qualifications that have been studied by distance education			
List details of any relevant academic distinction or prizes			
List any scholarships you have previously received funded by the New Zealand Government. Include the name and duration of the scholarship/s, the qualification or course undertaken, and the date completed.			

SECTION FOUR: CURRENT STUDY

List your current occupation *(if 'working' or 'not studying or working' is selected, go to Section Five)*	☐ Working (full-time)		☐ Working (full-time) and studying at tertiary level (part-time)
	☐ Working (full-time) and studying at tertiary level (full-time)		☐ Studying at tertiary level
	☐ Studying at secondary school		☐ Not studying or working
If you are studying now, list the level at which you are studying	☐ Secondary school	☐ University foundation year	☐ Tertiary training / technical certificate
	☐ Undergraduate diploma	☐ Bachelors degree	☐ Postgraduate diploma
	☐ Masters degree	☐ Doctorate (PhD)	
Qualification name			
Major subject(s)			
Start date		Proposed end date	
Length of qualification			
Education institution name			
Institution location (town/city and country)			
Are you on a scholarship now? If yes, complete details below			☐ Yes ☐ No
Sponsor name			
Scholarship name			

SECTION FIVE: COMMUNITY EXPERIENCES

List any voluntary, community or public activity in which you have recently been involved that is relevant to your application. Please attach an additional sheet of paper if required.

Organisation			
Role or type of involvement			
Start date (month/year)		End date (month/year)	
Organisation			
Role or type of involvement			
Start date (month/year)		End date (month/year)	

SECTION SIX: WORK HISTORY

This section covers your work history and current work situation. If you are:

- ☐ Currently employed or have recently been employed, please answer the questions in this section. You must provide an up-to-date curriculum vitae and current job description with this application.
- ☐ Not currently employed and have no previous work experience, go to Section Eight.

Current position title	
Organisation	
Start date (month/year)	

If you are employed now, use the table in Annex 1 (pages 12-14) to identify one employment sector and one category most similar to your current area of work, and list below.

Employment sector	
Category	

If there are no employment sectors or categories identified in the table provided that are relevant to your current job, please state your specific sector/category below.

Other employment sector	
Other category	

What type of organisation do you work for?	☐ Local Government	☐ Community/Non-Government Organisation	☐ Private company
	☐ Central Government	☐ International NGO	☐ Self-employed
	☐ Multilateral Agency	☐ Other (please state):	

Briefly describe the work of your organisation.	
Will you return to your current job after your study?	☐ Yes ☐ No

If you answered 'no' or you are not currently working, what is your prospective employment on your return home?

Name of Job	
Organisation	

SECTION SEVEN: EMPLOYER ENDORSEMENT	
If you are working, this section must be completed (in English) by your employer or an authorised officer from your place of employment. If you are self-employed, you may answer the questions yourself.	
Endorsed by Organisation	
Telephone Number	
Email address	
Why do you recommend this applicant?	
Describe below the specific skills you expect the applicant to gain from the proposed study.	
Skills 1	
Skills 2	
Skills 3	
Skills 4	
After the study would this person have a new position in your organisation?	
☐ Yes ☐ No	If yes, what position:
Authorising official's full name	
Position	
Signature	
Date (dd/mm/yyyy)	
Official Stamp	

SECTION EIGHT: ENGLISH LANGUAGE COMPETENCY

You are required to meet the English language proficiency criteria of the education institution you are applying to or have nominated for study.

Is English your first language?	☐ Yes ☐ No If you answered No, please complete this section. If you answered Yes, please go to Section Nine.		
Have you been taught in the medium of English?	☐ Yes ☐ No		
If 'yes', tick the boxes at the level you have been taught in English	☐ Senior secondary school	☐ Undergraduate or postgraduate level	☐ While training for my job

Include details below of any IELTS (International English Language Testing System) academic tests you have undertaken. Please also attach the original copy of the results to this application form.

IELTS date of test		IELTS overall score	
IELTS listening band		IELTS reading band	
IELTS writing band		IELTS speaking band	

Include details.TOEFL (Test of English as a Foreign Language) test you have undertaken. This should be EITHER an Internet-based TOEFL score OR a Paper-based TOEFL score. Please also attach the original copy of the results to this application form.

TOEFL date of test		Test of Written English (TWE).score	
Internet-based TOEFL score		Paper-based TOEFL score	

SECTION NINE: PROPOSED STUDY PROGRAMME

List your first and second choice of qualification that you want to study in New Zealand. Include the major subject/s (e.g. Master of Science, major subject Environmental Science). Choose carefully as if you are accept a New Zealand ASEAN Scholars award, you will not be permitted to make changes.

First Choice Qualification	
Major Subject/s	
Education Institution	
Second Choice Qualification	
Major Subject/s	
Education Institution	

Use the table in Annex 1 (pages 12-14) to identify one employment sector and one category most similar to your intended area of work upon completion of your study, and list below.

Employment sector	
Category	

If there are no employment sectors or categories identified in the table provided that are relevant to your intended area of work, please state your specific sector/category below.

Other employment sector	
Other category	

SECTION TEN: RELEVANCE OF STUDY TO DEVELOPMENT OF YOUR HOME COUNTRY

Please be as specific as possible as your answers to these questions will be a major consideration of your eligibility for a New Zealand ASEAN Scholars award.

10.1 **All applicants to provide:** On a separate sheet of paper, in no more than 500 words, describe the specific skills and knowledge you want to gain from your proposed study and how this study will contribute to the role and responsibilities of your current and/or future job.

10.2 **All applicants to provide:** On a separate sheet of paper, and in no more than 500 words, describe specifically how your proposed study and/or research will enable you to contribute to the social or economic development of your home country. Reference to any existing national skills shortages or labour needs in your home country will strengthen your application.

10.3 **Research Masters and PhD applicants only:** On a separate sheet of paper, and in no more than 500 words, provide an outline of your proposed research topic, research question and objectives, methodology, and timeline; and justification for home-located research. You should clearly demonstrate the significance and application of the proposed research topic to the development of your home country.

SECTION ELEVEN: WHERE YOU HEARD ABOUT THE NEW ZEALAND ASEAN SCHOLARS AWARDS

Tick the box that most accurately represents where you first heard about the New Zealand ASEAN Scholars awards:

- ☐ The New Zealand Aid Programme website (www.aid.govt.nz)
- ☐ Event attended or hosted by the New Zealand Embassy in your country
- ☐ Website/blog of the New Zealand Embassy in your country
- ☐ Social media (such as a New Zealand Embassy Facebook page)
- ☐ A New Zealand university
- ☐ A university in your country
- ☐ Newspaper
- ☐ Online advertising
- ☐ Employer – private sector
- ☐ Employer – government sector
- ☐ Business association
- ☐ Education agency
- ☐ Friends or family
- ☐ Other (please state): _____

SECTION TWELVE: NEW ZEALAND ASEAN SCHOLARS AWARD DECLARATION

Conditions of Scholarship

If your application is successful and you are offered a New Zealand ASEAN Scholars award, you will be asked to sign a declaration which confirms that you understand and agree to certain conditions before accepting the scholarship. Some of these conditions are listed below. Contact the New Zealand Embassy for a full listing of these conditions.

In accepting, you will be asked to:

- agree to the study programme included in the Letter of Scholarship Offer and the fact that this must not be changed without the prior written approval of MFAT;
- agree to achieve satisfactory academic progress in your studies in accordance with the continuation criteria set by MFAT and the Education Institution or your scholarship may be terminated;
- agree to obey the laws of New Zealand and maintain an acceptable standard of conduct while in New Zealand;
- agree that the New Zealand Government is not responsible for any of your actions during the term of your scholarship;
- agree that you will not apply for permanent residency of [any country/New Zealand] during the scholarship period or within two years of scholarship completion;
- agree that you and your spouse/partner and dependant children (if relevant) will leave New Zealand upon completion of your study programme and return directly to your home country for a minimum period of two years, in order to utilise the knowledge you have gained through your scholarship to contribute toward the social and/or economic development of my home country;
- agree that you and your spouse/partner and dependant children (if relevant) will not apply for a visa (excluding a short term visitor visa) to re-enter New Zealand within two years of scholarship completion.

Declaration

I confirm and declare that:

a) I agree to the release of information in this application form and information relating to the scholarship or study to relevant authorities, in accordance with the New Zealand Privacy Act 1993, to enable placement in an education institution, consideration for a scholarship, collection of academic progress reports and results, and the ongoing administration and monitoring of the scholarship;

b) I agree to the exchange of information between MFAT and authorities such as Immigration New Zealand (regarding your immigration status) or any other relevant government agency (e.g. New Zealand Inland Revenue or the New Zealand Qualifications Authority);

c) I am not aware of any medical, personal or other circumstances (e.g. disability, illness, family or financial matters), which might prevent me from completing my study within the scholarship term;

I declare that the information provided about and by me in this application for a New Zealand ASEAN Scholars award is true, complete and correct to the best of my knowledge. I acknowledge that supplying false or misleading information is a serious offence under the New Zealand Crimes Act 1961 and will result in the New Zealand Ministry of Foreign Affairs and Trade (MFAT) withdrawing a scholarship, if offered.

Full Name	
Signature	
Date	*dd/mm/yyyy*

ANNEX 1: EMPLOYMENT SECTORS (to be used for Sections Six and Nine)

Employment Sector	Category	Employment Sector	Category
1.0 Agriculture	1.1 Agricultural policy and administrative management 1.2 Agricultural development 1.3 Agricultural land resources 1.4 Agricultural water resources 1.5 Agricultural inputs *(supply of seeds, fertilisers, machinery)* 1.6 Food crop production 1.7 Industrial crops/export crops 1.8 Livestock / veterinary services 1.9 Agrarian reform 1.10 Agricultural extension *(non-formal training)* 1.11 Agricultural education / training 1.12 Agricultural research 1.13 Agricultural services *(agribusiness, supply chain management, marketing, transportation, storage)* 1.14 Plant / post-harvest protection and pest control 1.15 Agricultural financial services 1.16 Agricultural co-operatives	**2.0 Banking and financial services**	2.1 Financial policy and administrative management 2.2 Monetary institutions *(central banks)* 2.3 Informal / semi formal financial intermediaries *(micro credit, savings and credit co-operatives)* 2.4 Education / training in banking and financial services
3.0 Business and other services (private sector)	3.1 Business support services and institutions *(incl. private sector: management, accounting, HRM, e-commerce, international management)* 3.2 Privatisation	**4.0 Communications**	4.1 Communications policy and administrative management 4.2 Telecommunications 4.3 Radio/television/print media 4.4 Information and Communication Technology
5.0 Conflict prevention and resolution, peace and security	5.1 Security system management and reform 5.2 Civilian peace-building, conflict prevention and resolution	**6.0 Construction**	6.1 Construction policy and administrative management *(incl. architecture)*
7.0 Education	7.1 Education policy and administrative management 7.2 Education facilities and training 7.3 Teacher training 7.4 Educational research 7.5 Primary education *(incl. special / inclusive education)* 7.6 Basic life skills for youth and adults	**8.0 Humanitarian aid**	8.1 Disaster prevention and preparedness

	7.7 Early childhood education 7.8 Secondary education 7.9 Vocational training 7.10 Higher education *(incl. TESOL)* 7.11 [Post-secondary] Advanced technical and managerial training		
9.0 Energy generation and supply	9.1 Energy policy and administrative management 9.2 Power generation / non-renewable sources 9.3 Power generation / renewable sources 9.4 Electrical transmission / distribution 9.5 Hydro-electric power plants 9.6 Geothermal energy 9.7 Solar energy 9.8 Biomass 9.9 Energy education / training 9.10 Energy research	**10.0 Environment**	10.1 Environmental policy and administrative management 10.2 Biosphere protection *(pollution management, climate change)* 10.3 Bio-diversity *(incl. conservation)* 10.4 Flood prevention / control 10.5 Environmental education / training 10.6 Environmental research
11.0 Fishing	11.1 Fishing policy and administrative management 11.2 Fishery development *(stock protection, conservation, aquaculture)* 11.3 Fishery education / training 11.4 Fishery research 11.5 Fishery services *(harbours, markets, transport)*	**12.0 Forestry**	12.1 Forestry policy and administrative management 12.2 Forestry development 12.3 Forestry education / training 12.4 Forestry research 12.5 Forestry services
13.0 Government and civil society	13.1 Economic and development policy/planning *(incl. indigenous people's issues, poverty analysis, evaluation)* 13.2 Public sector financial management 13.3 Legal and judicial development 13.4 Government administration 13.5 Strengthening civil society (*community development)* 13.6 Elections 13.7 Human rights 13.8 Free flow of information 13.9 Gender / women's equality organisations and institutions	**14.0 Health**	14.1 Health policy and administrative management 14.2 Medical education / training 14.3 Medical research 14.4 Medical services *(laboratories, mental health care, dental services etc)* 14.5 Basic health care 14.6 Basic health infrastructure 14.7 Basic nutrition 14.8 Infectious disease control 14.9 Health education *(health promotion/awareness)* 14.10 Health personnel development *(incl. nursing)* 14.11 Population policy and administrative management 14.12 Reproductive health care *(incl. maternal health)* 14.13 Family planning

			14.14 STD control including HIV/AIDS 14.15 Personnel development for population and reproductive health care services
15.0 Industry (related to production/ manufacturing)	15.1 Industrial policy and administrative management 15.2 Industrial development 15.3 Small and medium-sized enterprises (SME) development 15.4 Cottage industries and handicraft 15.5 Agro-industries *(staple food processing)* 15.6 Forest industries 15.7 Engineering 15.8 Transport equipment industry 15.9 Technological research and development *(incl. industrial standards, food safety standards)*	**16.0 Mineral resources and mining**	16.1 Mineral / mining policy and administrative management 16.2 Mineral prospection and exploration
17.0 Multi-sector/cross-cutting	17.1 Urban development and management 17.2 Rural development 17.3 Research / scientific institutions	**18.0 (Other) Social infrastructure and services**	18.1 Social welfare services 18.2 Employment policy and administrative management 18.3 Housing policy and administrative management 18.4 Low-cost housing *(slum clearance, squatter settlements)* 18.5 Culture and recreation 18.6 Statistical capacity building 18.7 Narcotics control 18.8 Social mitigation of HIV/AIDS
19.0 Tourism	19.1 Tourism policy and administrative management *(incl. eco-tourism)*	**20.0 Trade policy and regulations**	20.1 Trade policy and administrative management 20.2 Trade facilitation 20.3 Regional trade arrangements 20.4 Multi-lateral trade negotiations 20.5 Trade education / training
20.0 Transport and storage	20.1 Transport policy and administrative management 20.2 Road transport 20.3 Water transport 20.4 Air transport 20.5 Storage 20.6 Education and training in transport and storage	**21.0 Water supply and sanitation**	21.1 Water resources policy and administrative management 21.2 *(Inland)* Water resources protection 21.3 Water supply and sanitation – large systems 21.4 Basic drinking water supply and basic sanitation 21.5 River development 21.6 Waste management / disposal