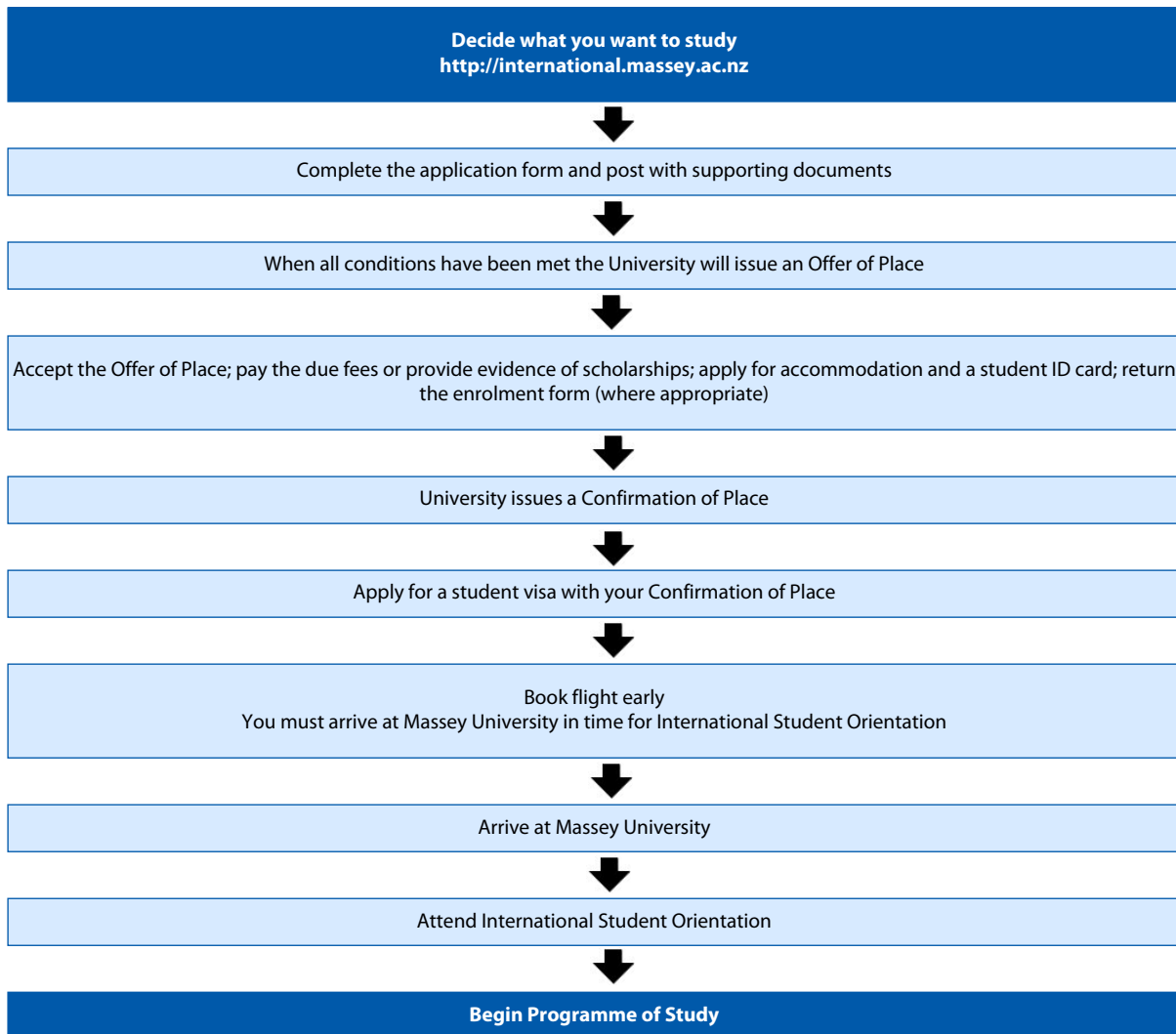




## APPLICATION FOR ADMISSION AS AN INTERNATIONAL STUDENT For students under 18 at the commencement of their study



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.

### APPLICATION CLOSING DATES

**Pre-degree, Diploma and Undergraduate**

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.

### 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

### 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.

## ENGLISH LANGUAGE REQUIREMENTS

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

### 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 (including any medical or learning needs), long-term injury, or chronic medical conditions is needed so that Massey 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>

For students who are under 18 at the time of commencement of their study, there are additional requirements that must be met within the Code of Practice for the Pastoral Care of International Students including the type of accommodation, as well as parents signing all documentation relating to the admission and enrolment of the student. Accommodation options are:

- Homestay
- Living with parents\*
- Living with designated caregiver (other than parents)\*

\* (subject to Massey University approval prior to Offer of Place being issued)

## 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](mailto: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

## 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 School graduation plus: One year successful study at bachelor level; or Successful completion of a 2-year diploma at a recognised university or GaoKao, Tier 1 Scores
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; or HKDSE (Hong Kong Diploma in Secondary Education) with at least 3 subjects achieved at Level 4 or higher, including English Language and 2 elective subjects.
India	All India Senior Secondary Higher Secondary School Certificate (HSC) (Year 12), minimum 65% over 4 academic subjects OR All India Senior Secondary Higher Secondary School Certificate (HSC) (Year 12), minimum 75% over 3 academic subjects	Higher Secondary School Examination or All-India Senior School Certificate with 75% in each of 4 academic subjects
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 Videregående 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 2 x B and 2 x C passes	Successful completion of the National Senior Certificate with a minimum D grade in English
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 Avgångsbetyg or Slutbetyg
Taiwan	Senior High School with a C average	Successful completion of one year's study at an internationally recognised tertiary institution
Thailand	Matayom 6 with grade average of 2.5	Successful completion of one year's study at an internationally recognised 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)  Cambridge International Examination or Advanced International Certificate of Education (CIE / AICE) with pass grades in 4 academic subjects	International Baccalaureate (IB) with successful completion of a minimum 24 points  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.

\* Entry into some programmes have higher entry criteria and/or additional conditions

\* We may consider qualifications outside those listed above, we encourage you to provide your complete academic background when applying

\* Admission requirements for countries not listed above will be assessed on a case by case basis.



# APPLICATION FOR ADMISSION AS AN INTERNATIONAL STUDENT

## For students under 18 at the commencement of their study

PREDEGREE, DIPLOMAS and DEGREE Programmes: (Complete All sections) ENGLISH LANGUAGE Programmes: (Complete Part A, B, C, D, F and G)

### 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 (If other than parent)

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: Parent Contact Details

The Code of Practice for the Pastoral Care of international students requires Massey University to obtain the contact details of parents. Please complete the information below:

Mother's Name  Father's Name

Current postal address (Please use 4 lines only)

Current postal address (Please use 4 lines only)

Telephone  Telephone

Email  Email

### PART C: Accommodation

All international students under 18 years of age must live in Massey University approved accommodation. All Massey University approved accommodation, including homestay accommodation, is compliant with the Code of Practice for the Pastoral Care of International Students. Please advise below the type of accommodation you will be seeking.

Homestay  Living with parents\*  Living with designated caregiver (other than parents)\*

\*(subject to Massey University approval prior to Offer of Place being issued)

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

How long will you study (4 weeks minimum)

Preferred campus

Albany (Auckland)

Palmerston North

Wellington

Which month do you intend to start your English Programme?

Have you ever undertaken English Language Study in New Zealand  Yes  No

If you have studied English Language course in New Zealand, please complete the following:

Name of School

Date Started

Date Finished

Please provide evidence of this study.

**PART E: 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 academic transcripts for all qualifications including incomplete study.

**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

Have you previously studied at any educational institute in New Zealand  Yes  No

If you have studied previously in New Zealand, please complete the following:

Name of School

Date Started

Qualification

Date Finished

Name of School

Date Started

Qualification

Date Finished

Please provide evidence of this study.

**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 F: How will your study be financed**

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

**PART G: Health and Disability**

Do you have any disability, impairment (including any medical or learning needs), 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)
- CV and research proposal for PhD applicants
- Verified copies of academic transcripts with a grading scale
- Portfolio for Creative Arts applications
- Verified copies of graduation certificate (where applicable)
- Formal evidence of any scholarships awarded
- Course outlines if applying for credit assessment
- Evidence of loan application/approval (where applicable)
- English language test results (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 Admssions process.

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

I/We, \_\_\_\_\_ (parent(s) name(s), parent(s) of \_\_\_\_\_ (students' name), accept the terms and conditions outlined in this application on behalf of our child

Parent Signature <input type="text"/>	Parent Signature <input type="text"/>
Parent Name <input type="text"/>	Parent Name <input type="text"/>

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

**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

Date

**please do not fax**