



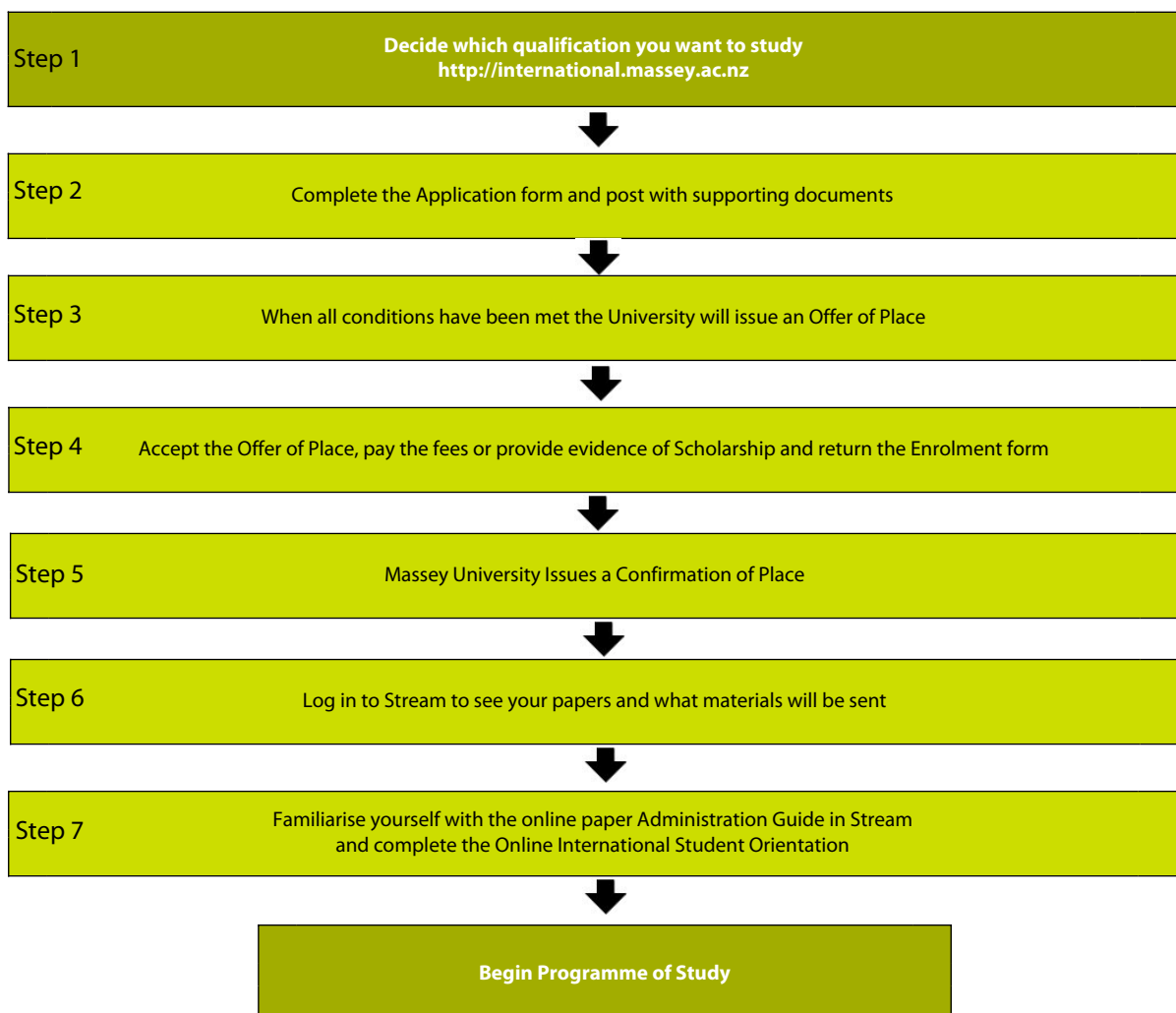
MASSEY UNIVERSITY
NEW ZEALAND

DISTANCE EDUCATION

Application for Admission as an International Student



Application Process Overview



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

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 an internationally 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 New Zealand's High School qualification Year 13 (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 New Zealand's High School qualification Year 12(NCEA Level 2) 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.

ACADEMIC YEAR

Massey University operates a semesterised academic year:

Semester One - February to late June

Semester Two - July to early November

Summer School - November to February

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 8 December* the previous year

Semester 2 (July) applications close 1 May*

Summer School applications close 1 Sept

* Application received after these dates will be considered on a case-by-case basis.

Students who attend Contact Courses in New Zealand (Most Contact Courses are not compulsory for International Distance Education Students)

COMPULSORY MEDICAL AND TRAVEL INSURANCE

International students studying via Distance Education who chose to attend a Contact Course as part of their study will require sufficient medical and travel insurance at the time of attendance.

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>

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>

VISAS/IMMIGRATION

Students are responsible for ensuring they have the relevant visa to attend the Contact Course within New Zealand. Students need to be aware that visas can take time and are encouraged to seek advice from Immigration New Zealand, as soon as possible.

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>

HEALTH AND DISABILITY

Full disclosure of any disability, impairment, long-term injury, or medical conditions is necessary and in an applicants own interests. Through disclosure the University can identify to applicants the support available and determine, through discussion, whether the University can meet a students expectations around disability support.

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 Requests for refunds should be emailed to international@massey.ac.nz.
- 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 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
- 1.5 For each refund granted prior to the completion of the first enrolment period, the University will retain an administration fee of \$530 plus any other costs incurred, associated with Distance Education study. Withdrawal with refund in subsequent enrolment periods will attract a withdrawal fee of \$75.00.
- 1.6 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.
- 1.7 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.

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.

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 Full time study is generally equivalent to one academic year, which is 120 credits of tuition.
- 3.4 Tuition fees do not include attendance at Contact Courses in New Zealand, 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 visa 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	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.
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	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 interntionally recognised tertiary institution
Thailand	Matayom 6 with grade average of 2.5	Successful completion of one year's study at an interntionally 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	Senior Secondary graduation with a Grade 6 average	Successful completion of one year's study at a recognised tertiary institution, or, Secondary School Graduation or National University Entrance Examination with a minimum average of 8 in academic subjects.
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.



Application for Admission as a Distance Learning International Student

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)

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

Email Address

Telephone

Mobile

Emergency Contact Name

Relationship (eg parent/brother)

Telephone

Email Address

Agent stamp and/or Partner Institute

Agent's email address

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

PART B: Anticipated Level of Study (ie part time or Full time)

It is important that you identify your study plan as fees will be calculated based on the information you have provided and the fees will be required to be paid ahead of commencement of study

Full time (for undergraduate studies this typically means 8 papers per year, or 4 papers per semester.)

Part time How many papers will you be studying in your first semester commencing Massey University?

Do you intend to complete a Massey University qualification (eg Bachelors degree)? Yes No

Is your study intended for professional development/personal interest only? Yes No

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

1st choice Major

2nd choice Major

Level of study

Pre-degree

Undergraduate

Graduate Diploma

Postgraduate

PhD

College

Business

Creative Arts

Education

Humanities and Social Sciences

Sciences

When do you intend to begin study?

Semester One (February) Semester Two (July)

Summer School (November)

Year

Name of Massey University academic staff contact (where 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 (including learning disabilities), impairment (including sight/hearing), long-term injury, or chronic medical condition(s) that may impact on your ability to access and participate in university studies/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.

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 your documents supplied as part of the Admissions process.

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

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

Please do not fax