

To be considered for participation in the Massey University student exchange programme, all applicants must complete this application form and submit it to the Massey University International Office. For full information about the programme, including eligibility requirements and details of the application process, visit massey.ac.nz/studentexchange

We recommend you use Adobe's free 'Reader' software to complete this form on-screen. Many web browsers do not allow you to save a completed PDF.

1. Personal details

MASSEY UNIVERSITY STUDENT ID NUMBER

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NAME

Please write your full legal name.

Surname: _____

First name(s): _____

Preferred name: _____

CITIZENSHIP

Country or countries in which you hold citizenship:

If you are not a New Zealand citizen, are you a New Zealand Permanent Resident? Yes No

CURRENT ADDRESS

Street address: _____

Suburb: _____

Town/city: _____

Postcode: _____ Country: _____

CONTACT DETAILS

E-mail: _____

Cellphone: _____

EMERGENCY CONTACT

Please name the person you would like us to contact in an emergency.

Name: _____

Relationship: _____

Phone: _____

2. Programme of study

MASSEY UNIVERSITY DEGREE FOR WHICH YOU ARE ENROLLED

Degree: _____

Major(s): _____

Minor(s): _____

Current year of study (eg 'second'): _____

CAMPUS

Albany Manawatū Wellington Distance

3. Your proposed exchange

Select the semester at Massey when you plan to start your exchange:

Year: _____ Semester One Semester Two

Intended duration of exchange:

One semester Two semesters (a full year)

Preferred host university (Can be a **Limited Placement University** [↗](#)):

Second choice university (May not be a Limited Placement University):

Third choice university (May not be a Limited Placement University):

4. Referees

List two people who have agreed to act as referees. We will email you the Referee Form once you have cleared the initial screening. You are responsible for sending the form to your referees and ensuring they submit it to studyabroad@massey.ac.nz once completed.

REFEREE ONE

Name: _____

Association with you: _____

Email: _____

REFEREE TWO

Name: _____

Association with you: _____

Email: _____

(Form continues on the next page)

5. Additional Information

GOOD CHARACTER

Students who participate in the student exchange programme are regarded as ambassadors for Massey University and for New Zealand while studying overseas. Exchange students must be of good character. Please answer the following question honestly.

Have you ever been convicted of a crime in New Zealand (excluding those convictions protected from disclosure by the Criminal Records [Clean Slate] Act 2004) or any other country, or are there any charges pending against you? Yes No

If you answered 'Yes', please provide details on a separate sheet of paper.

DISABILITIES

Do you have any disability, impairment, long-term injury, chronic medical condition or special learning needs? Yes No

If so, please attach a statement about any equipment or support needs you may have. Please note that this information will not affect the outcome of your application, but enables us to ensure that any special needs can be accommodated at your host university.

6. Declaration

I consent to:

- The disclosure of personal information I have provided on this form to staff within the University for the purpose of assessing my application;
- The Student Exchange Selection Committee or their nominees obtaining any personal information about me – including my academic record – which is required for the purpose of this application.
- I agree to promptly notify the Student Exchange Selection Committee of any changes to the information provided on this application form.
- I declare that the information I have provided is true and correct, and I have not withheld any information that may have a bearing on this application.

Date signed:

| |
|-----|
| Day |
|-----|

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|-------|
| Month |
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|------|
| Year |
|------|

Signature of applicant:

7. Supporting documents and checklist

Please provide the following supporting documents with your application:

- A copy of the photo page of your passport. If you do not have a passport, enclose a recent photo of yourself.
- A personal statement of 500 to 750 words outlining your academic and personal interests and goals, your reasons for applying for the exchange programme and selecting your first choice university, and why you believe you would make a good ambassador for Massey and New Zealand.
- A disability statement about any equipment or support needs you may have (if applicable)
- Details about any criminal convictions or charges if you ticked 'Yes' in the 'Good character' section of Question 5.

Email your completed form and supporting documents to:

studyabroad@massey.ac.nz

8. Application deadlines

Exchanges beginning in Semester One: **15 June (Year prior)**

Exchanges beginning in Semester Two: **1 September (Year prior)**

Please refer to the student exchange website for application extended deadlines: **massey.ac.nz/studentexchange**

HOW TO APPLY FOR THE STUDENT EXCHANGE PROGRAMME

- Contact a Student Mobility Coordinator for information and advice
- Check the eligibility requirements and application deadlines
- Choose the universities to list on your application
- Submit Massey's Outbound Exchange application
- Seek academic advice once your application has been approved
- Interview with the Selection Committee
- Apply to attend your host university

Email your completed form and supporting documents to:
studyabroad@massey.ac.nz