

Application for Enrolment - International

Please read the instructions below carefully before you complete this enrolment form

INSTRUCTIONS

The purpose of this form is to obtain from you the information we need to assess you for admission into a course/qualification at Imperial. Please fill in the form properly by:

- Completing all sections of the form.
- Printing your answers clearly in pen, or by ticking the box that applies for multi-choice questions.
- Reading the Student Handbook and then signing the form.
- Attaching to the form additional documentation that we require from you

Tick the course(s) you wish to enrol in

| Business | | | |
|--|--------------------------|--|--------------------------|
| National Diploma in Business - Level 5 | <input type="checkbox"/> | National Diploma in Business - Level 6 | <input type="checkbox"/> |
| Diploma in Management – Level 7 | <input type="checkbox"/> | | <input type="checkbox"/> |
| English | | | |
| General English | <input type="checkbox"/> | IELTS Preparation | <input type="checkbox"/> |
| English Plus | <input type="checkbox"/> | | <input type="checkbox"/> |
| Interpreter | | TESOL | |
| Interpreter Course – Level 5 | <input type="checkbox"/> | TESOL Course - Level 4 | <input type="checkbox"/> |

Preferred Course (Intake) Start Date: ____/____/____ Preferred Course period (English Only): ____ weeks

Please note that students are expected to commence classes on the agreed start date. This cannot be changed unless approved by the Principal in writing.

Personal Details

First Name: _____ Surname: _____

Preferred Name (English Name): _____ Gender: Male Female

Date of Birth: ____/____/____ Country of Birth: _____ Citizenship: _____

Passport No.: _____ Visa Number (if in New Zealand): _____

Address: _____

Country: _____ Post Code: _____

Phone: (home): _____ (mob.) _____

Email Address: _____ Marital Status: _____

Emergency Contact Details: [In your home country]

Name: _____ Phone No.: _____

Address: _____

English Level

Beginner Elementary Intermediate Upper Intermediate Advanced

IELTS overall Score (if appeared): _____ Individual score: R: _____ W: _____ S: _____ L: _____

Do you require any language, literacy or numeracy assistance? YES NO

Academic and Vocational Information

What was your MAIN activity or occupation in New Zealand at 1 October last year, if applicable?
You may tick only one box.

| | | | |
|--------------------------|---------------------------------------|--------------------------|---|
| <input type="checkbox"/> | Secondary school student | <input type="checkbox"/> | Self-employed |
| <input type="checkbox"/> | Wage or salary worker | <input type="checkbox"/> | Non-employed or beneficiary (excluding retired) |
| <input type="checkbox"/> | University student | | |
| <input type="checkbox"/> | College of Education student | <input type="checkbox"/> | Polytechnic student |
| <input type="checkbox"/> | Overseas (irrespective of occupation) | <input type="checkbox"/> | House-person or retired |
| <input type="checkbox"/> | Wananga student | <input type="checkbox"/> | PTE (Private Training Establishment) student |

What was the name of the last secondary school you attended? State "overseas", if applicable.

Will this be the first year you have ever enrolled in an education institute in New Zealand or overseas since leaving school? Do not include enrolments in community or hobby classes.

YES NO

Details of any accompanying dependent(s)

First Name: _____ Surname: _____ Relationship: _____

Date of Birth: ____/____/____ Passport No.: _____ Gender: Male Female

Attach a separate sheet with above information, if more than one accompanying dependents.

Employment Details

If you believe you have any relevant employment experience, attach details on a separate sheet.

Accommodation / Airport Pick-up

Do you require accommodation? YES NO

If the answer is YES, please complete and attach the accommodation application form. (Download from www.imperial.ac.nz)

Do you require airport pick-up? YES NO

Health and Insurance

You are required to have appropriate Travel/Medical Insurance for the duration of your course. You will be invoiced for this unless you can provide an English version of your own insurance.

I have my own Insurance and have attached an English translation of this: YES NO
If the answer is NO, please complete and attach the International Student insurance application form.
(Download from www.imperial.ac.nz).

Do you have any medical condition? YES NO
If the answer is YES you must provide details of your medical condition. Please attach this to your application.

Information to support your Application

Have you received Student Handbook? YES/NO

Do you understand the course contents? YES/NO

Do you understand the requirement of Valid Insurance? YES/NO

By Law students are required to have current travel and medical insurance covering the period of study until the expiry of Student Visa. ICNZ can advise about policies available. You need to provide evidence of valid insurance before enrolment.

• Why you wish to study for this course/qualification: _____

• Describe how the course/qualification will assist you in your career pathway: _____

Education Agent Details

If you were referred by an education agent, provide the information below.

Agent Name/ Business name: _____

Student Declaration

I declare that to the best of my knowledge all the information supplied on, and with, this pre-enrolment form is true and complete, I agree to abide by the conditions described above, and I consent to the disclosure of personal information as described above. I declare that I read and understand all the information in the Student Handbook.

Name of Applicant (Printed in Capital Letters) _____

Signature of Applicant _____ Date _____

➤ Please make sure that you read the **Student Handbook** and then sign above ◀

You can also read the Student Handbook online at www.imperial.ac.nz

Imperial College of New Zealand has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students. Copies of the Code are available from the NZQA website www.nzqa.govt.nz

Privacy – ICNZ collects and stores information from this form to comply with the requirements of/and where applicable:

- the Ministry of Education (student statistical returns),
- New Zealand Qualifications Authority (Record of Learning registration and Unit Standard outcomes),
- Tertiary Education Commission (funding returns),
- Industry Training Organisations (funding and academic outcomes),
- Ministry of Social Development (confirmation of enrolment and academic outcomes),
- Inland Revenue Department (student loan interest rebate),
- Department of Immigration (if you are not a New Zealand citizen or permanent resident) and
- Agencies who support particular students through scholarships and prizes, payment of fees or other awards (if you are a recipient of one of these awards).

The information is also used to select students for qualifications, to manage internal administrative processes, and for internal reporting.

Information about students may be supplied to, and sought from, other educational organisations for the purpose of verifying academic records.

In addition, when required by statute, the College releases information to Government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).

In signing this enrolment form you authorise such disclosure on the understanding that the Organisation will observe the general conditions governing the release of information, as set out in the Privacy Act 1993 and the Post-compulsory Unique Identifier Code of Practice.

You may see any information held about you and amend any errors in that information. To do so, contact the Admissions Officer.

NB: The Privacy Act came into force on 1 July 1993 with the stated aim of protecting the privacy of natural persons. It requires the Organisation to collect, hold, handle, use and disclose personal information in accordance with the twelve information privacy principles in the Act. <http://www.privacy.org.nz/privacy-act>

Fees – In signing this enrolment form you undertake to pay all fees as they become due, and to meet any late fees and collection charges associated with debt recovery. The Organisation's policy on withdrawal and refund of fees may be obtained from the Admissions Officer.

Rules – In signing this enrolment form you undertake to comply with the published rules and policies of the Organisation with regard to attendance, academic progress, standard of dress, health and safety, and behaviour.

Completed Application along with **supporting documents** can be mailed, emailed, faxed or hand delivered to:

Admission Officer
Imperial College of New Zealand
Imperial House, Level 3, 16 Waverley St, Auckland City, New Zealand 1141

Postal Address: PO Box 6950, Wellesley Street Auckland City, 1141
Tel 64 9 377 1395, **Fax** 64 9 377 1393
Email: admissions@imperial.ac.nz

Documents to be attached with the Application for Enrolment

(Attach certified translated copy of documents not in English)

- Passport bio-data pages of all applicants
- Insurance documentation in English, if applicable
- Medical condition, if any
- IELTS Results
- Evidence of highest qualifications
- Related work experience, if any
- Agent's initial interview checklist, if applicable

| <i>Office Use Only</i> | |
|--|--|
| Documentation received & Entered by _____ _____/_____/_____ | Approved by _____ _____/_____/_____ |