

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

English language			
English for Beginners (Training Scheme) Level 1	<input type="checkbox"/>	English for Elementary Learners (Micro-credential) Level 1	<input type="checkbox"/>
English for Pre-intermediate Learners (Micro-credential) Level 2	<input type="checkbox"/>	English for Intermediate Learners (Micro-credential) Level 2	<input type="checkbox"/>
English for Upper-intermediate Learners (Micro-credential) Level 3	<input type="checkbox"/>	English for Advanced Learners (Micro-credential) Level 3	<input type="checkbox"/>
NZ Certificate			
New Zealand Certificate in Study and Career Preparation (Commerce) - Level 4	<input type="checkbox"/>	New Zealand Certificate in English Language (NZCEL) (Academic)- Level 4	<input type="checkbox"/>
New Zealand Certificate in Study and Employment Pathways (Science) - Level 4	<input type="checkbox"/>		<input type="checkbox"/>
Diploma			
New Zealand Diploma in Construction with strand in Construction Management – Level 6	<input type="checkbox"/>	New Zealand Diploma in Construction with strand in Quantity Surveying - Level 6	<input type="checkbox"/>

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

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:

Name: _____ Phone No.: _____

Address: _____

English Level (Please circle)

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

OR any equivalent English language test score details: _____

For English Language Students, please indicate your English level:

Beginner Elementary Intermediate Upper Intermediate Advanced

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

Accommodation / Airport Pick-up

Do you require accommodation? YES ☐ NO ☐

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.

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.

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 _____

Imperial College of New Zealand has agreed to observe and be bound by **The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (the Code)**. 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.

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, or hand delivered to:

Admissions Team

Imperial College of New Zealand

Imperial House, Level 3, 16 Waverley St, Auckland City, New Zealand 1141

Tel 64 9 377 1395

Email: admissions@imperial.ac.nz

Office Use Only

- ☐ **Correct /latest version of Application form is submitted**
- ☐ **Passport is submitted**
- ☐ **Academic documents are submitted**
- ☐ **Record of English Language Eligibility for international students is submitted**
- ☐ **Eligibility Assessment Form is submitted**

Documents checked by (Staff Signature): _____ **Date:** ____/____/____