

Please read the accompanying Application Guide before completing this form

OFFICIAL USE ONLY - ID NUMBER

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BARCODE HERE

ID CARD PHOTOGRAPH

Staple a passport-sized photograph to this box and print your name and date of birth on the reverse (this box is not to scale)

**APPLY ONLINE:** Did you know you can apply online instead of completing this form? Save time and paperwork by visiting the website: <http://arion.aut.ac.nz>

**WHO SHOULD COMPLETE THIS FORM?**

- Domestic applicants who are applying to AUT University for the first time
- Undergraduate applicants
- Postgraduate applicants
- Certificate of Proficiency or single paper applicants

**WHO SHOULD NOT COMPLETE THIS FORM?**

- International applicants
- Compact or Certificate of Personal Interest course applicants
- Current or returning AUT University students or past applicants

**SECTION ONE PERSONAL DETAILS**

1.1 Title  Mr  Mrs  Ms  Miss Other

1.2 Surname or family name (as appears on your passport, birth certificate, marriage or civil union certificate)

1.3 First name(s)

1.4 Preferred first name

1.5 Date of birth       1.6 Gender  M  F

1.7 Please provide your NSN/NZQA identification number.  
If unknown, please leave blank:

**SECTION TWO CONTACT DETAILS**

Please ensure this is kept up-to-date at all times and advise us of any changes.

2.1 Email   
*Please note: It is important to supply a valid and current email address as we will contact you via email regarding your application status. Please leave blank if you do not have a valid email address.*

2.2 What is your permanent/home address?

2.3 Unit number/street number and name

2.4 Suburb

2.5 City/Town

2.6 Post code   Tick if this is your main postal address

2.7 What is/will be your address while studying if different to above?

2.8 Unit number/street number and name

2.9 Suburb

2.10 City/Town

2.11 Post code   Tick if this is your main postal address

2.12 Telephone

2.13 Mobile

2.14 Work

2.15 Who is your emergency contact?

2.16 Name

2.17 Telephone

2.18 Relationship to you:

**SECTION THREE CITIZENSHIP**

We require proof of citizenship and eligibility to study for all applications to AUT University for the first time. **Certified documentation is essential.**

3.1 Please tick one box from A, B, C or D below. In the right hand column next to the box you have ticked, please tick and supply a certified copy of one of the following documents with this application form. More information can be found on pages 10 and 11 of the Application Guide.

Please tick **one** box from A, B, C or D Please provide **one** of the following:

A <input type="checkbox"/> New Zealand Citizen	<input type="checkbox"/> New Zealand birth certificate
	<input type="checkbox"/> New Zealand passport
	<input type="checkbox"/> Certificate of NZ citizenship or letter of confirmation
	<input type="checkbox"/> A statement of Whakapapa, stating your full name and date of birth (Please read page 10 of the accompanying Application Guide)
	<input type="checkbox"/> Birth certificate with place of birth stated as Cook Islands, Niue or Tokelau
B <input type="checkbox"/> New Zealand Permanent Resident	<input type="checkbox"/> Passport with New Zealand residence stamp
	My country of citizenship is: <input type="text"/>
C <input type="checkbox"/> Australian Citizen or Permanent Resident	<input type="checkbox"/> Australian birth certificate
	<input type="checkbox"/> Australian passport
	<input type="checkbox"/> Passport with Australian permanent resident stamp
D <input type="checkbox"/> Refugee status	<input type="checkbox"/> A document from New Zealand Immigration Service as evidence of your application for refugee status (English Language courses only)

Note: Applicants whose name is different from that which is stated on a birth certificate or passport must also provide evidence of the legal name change.

**SECTION FOUR UNDERGRADUATE PROGRAMME SELECTION**

Please answer section four if you are intending to apply for an **undergraduate qualification only**. This includes applications at certificate, diploma, graduate certificate, graduate diploma or bachelors level. If you are applying for individual papers or a Certificate of Proficiency please go to question 4.2.

4.1 Please state which **undergraduate** programme(s)/qualification(s) you are applying for at AUT University in order of preference. Programme codes can be found in the AUT Prospectus, Programme Guides or by visiting the website. More information can be found on page 12 of the Guide.

**PREFERENCE 1**

PROGRAMME TITLE:	<input type="text"/>
MAJOR:	<input type="text"/>
PROGRAMME CODE:	START DATE: month/year

**PREFERENCE 2**

PROGRAMME TITLE:	<input type="text"/>
MAJOR:	<input type="text"/>
PROGRAMME CODE:	START DATE: month/year

**PREFERENCE 3**

PROGRAMME TITLE:	<input type="text"/>
MAJOR:	<input type="text"/>
PROGRAMME CODE:	START DATE: month/year

**PREFERENCE 4**

PROGRAMME TITLE:	<input type="text"/>
MAJOR:	<input type="text"/>
PROGRAMME CODE:	START DATE: month/year

Please go to section six

## SECTION FOUR (CONTINUED)

If you are applying for individual papers or a **Certificate of Proficiency only** please state below. Please leave blank if you are not applying for a Certificate of Proficiency or individual papers and **go to section six**. More information can be found on page 12 of the Application Guide.

4.2 Please state which **papers** you are applying for at AUT University

AREA OF STUDY:			
PAPER NAME:			
PROGRAMME CODE:	START DATE:	month/year	

  

AREA OF STUDY:			
PAPER NAME:			
PROGRAMME CODE:	START DATE:	month/year	

  

AREA OF STUDY:			
PAPER NAME:			
PROGRAMME CODE:	START DATE:	month/year	

Please go to section six

## SECTION FIVE POSTGRADUATE PROGRAMME SELECTION

Please answer section five if you are intending to apply for a **postgraduate qualification only**. This includes applications at postgraduate certificate, postgraduate diploma, bachelors degree with honours, masters or doctoral level.

More information can be found on page 13 of the Application Guide.

5.1 Please state which **postgraduate** qualification(s) you are applying for at AUT University in order of preference.

### PREFERENCE 1

PROGRAMME TITLE:			
MAJOR/SCHOOL:			
PROGRAMME CODE:	START DATE:	month/year	

### PREFERENCE 2

PROGRAMME TITLE:			
MAJOR/SCHOOL:			
PROGRAMME CODE:	START DATE:	month/year	

Please go to section six

## SECTION SIX DETAILS OF STUDY

6.1 Do you wish to study full time or part time? Please tick preference only where there is a choice indicated in the Prospectus or Programme Guides.

Full time  Part time

6.2 Where do you wish to study? Please tick preference only where there is a choice indicated in the Prospectus or Programme Guides.

City  North Shore  Manukau  Distance

6.3 Do you wish to present any of your assignment or assessment responses in Te Reo Māori o Aotearoa?

Yes  No

6.4 What year do you expect to complete the programme you are applying for in order to graduate with your qualification (for your first preference)?

## SECTION SEVEN UNIVERSITY ENTRY REQUIREMENTS

Please answer section seven only if you are applying for **one of the following qualifications**:

- Bachelors degree
- Graduate certificate
- Graduate diploma
- Individual papers at degree level

If you are **not** applying for one of the above qualifications - **please go to section eight**. More information can be found on page 15 of the Application Guide.

7.1 Please select the admission category under which you are applying to AUT University.

NCEA Level 3  Discretionary Entrance  
 Admission at entrance level  Bursary Entrance  
 Special Admission

## SECTION EIGHT PREVIOUS EDUCATION

Please note: It is important for ALL applicants to complete section eight as this information is required by the Ministry of Education.

8.1 Please state the secondary schools you have attended while in New Zealand or overseas:

	SECONDARY SCHOOL	START YEAR	END YEAR
1			
2			
3			

8.2 Did you attend **secondary school** within the last 10 years?

Yes  No - **go to question 8.5**

8.3 Are you currently waiting for results?

Yes  No

8.4 Please attach a certified copy of your last official school results (School Certificate, Sixth Form Certificate, Bursary, NCEA, CIE, IB results).

I have attached certified copies of my official school results  
*Note: This does not apply if you have a tertiary transcript or are applying under Special Admission.*

If you are a school leaver or still at school, a copy of your most recent school report must accompany this application.

8.5 What is the highest level of achievement you hold from a secondary school? Please tick one only.

- No formal secondary school qualifications  
 14 or more credits at any level  
 NCEA Level 1 or School Certificate  
 NCEA Level 2 or Sixth Form Certificate  
 University Entrance (prior to 1986)  
 NCEA Level 3 or Bursary or Scholarship  
 International Baccalaureate  
 Cambridge International Examinations  
*Please write your CIE candidate code (if known):*

       

Other overseas qualification:

8.6 Have you ever been enrolled in a **tertiary institution** in New Zealand or overseas?

Yes  No - **go to section nine**

8.7 Please state the tertiary institutions you have attended while in New Zealand or overseas including the start and finish dates. Please state the name of the qualification you attempted and indicate whether you successfully completed this qualification.

	INSTITUTION	START	FINISH
1		yyyy	yyyy
	QUALIFICATION ATTEMPTED:		
	DID YOU COMPLETE THE ABOVE QUALIFICATION?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2		yyyy	yyyy
	QUALIFICATION ATTEMPTED:		
	DID YOU COMPLETE THE ABOVE QUALIFICATION?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3		yyyy	yyyy
	QUALIFICATION ATTEMPTED:		
	DID YOU COMPLETE THE ABOVE QUALIFICATION?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

8.8 What was the first year that you were enrolled in a tertiary institution?

8.9 What is the highest tertiary qualification you hold? Please tick one:

- No tertiary qualification  
 Vocational qualification (Trade, NZ Certificate)  
 Polytechnic diploma/certificate  
 University undergraduate diploma/certificate  
 Bachelors degree  
 Postgraduate qualification  
 Other

8.10 Please attach a certified copy of your official record or academic transcript with subjects undertaken, results and details.

I have attached a certified copy of my academic transcript

## SECTION NINE WORK AND RELEVANT EXPERIENCE

9.1 Please state any relevant employment experience that may support your application, for example, volunteer work.

EMPLOYER	START DATE	FINISH DATE
1		
POSITION/NATURE OF WORK:		
2		
POSITION/NATURE OF WORK:		
3		
POSITION/NATURE OF WORK:		

9.2 Please state any relevant workshops, courses or seminars you have attended that may support your application.

NAME OF COURSE/WORKSHOP	START DATE	FINISH DATE
1		
2		
3		

## SECTION TEN ETHNICITY AND LANGUAGE

10.1 Please indicate which ethnic group(s) you belong to. You may tick up to three options:

- |                                                 |                                            |                                            |
|-------------------------------------------------|--------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> NZ European/<br>Pākehā | <input type="checkbox"/> New Zealand Māori | <input type="checkbox"/> Cook Island Māori |
| <input type="checkbox"/> Samoan                 | <input type="checkbox"/> Tongan            | <input type="checkbox"/> Niuean            |
| <input type="checkbox"/> Tokolauan              | <input type="checkbox"/> Fijian            | <input type="checkbox"/> African           |
| <input type="checkbox"/> British/Irish          | <input type="checkbox"/> Dutch             | <input type="checkbox"/> Greek             |
| <input type="checkbox"/> Polish                 | <input type="checkbox"/> South Slav        | <input type="checkbox"/> Italian           |
| <input type="checkbox"/> German                 | <input type="checkbox"/> Australian        | <input type="checkbox"/> Filipino          |
| <input type="checkbox"/> Cambodian              | <input type="checkbox"/> Vietnamese        | <input type="checkbox"/> Chinese           |
| <input type="checkbox"/> Indian                 | <input type="checkbox"/> Sri Lankan        | <input type="checkbox"/> Japanese          |
| <input type="checkbox"/> Korean                 | <input type="checkbox"/> Middle Eastern    | <input type="checkbox"/> Latin American    |

Not stated

Please specify in the below boxes if applicable

Other Pacific Peoples

Other European

Other Southeast Asian

Other Asian

Other

10.2 If you are of Māori descent, please state the name of your iwi. You may enter more than one iwi. If you do not know your iwi, please write 'Don't know'.




10.3 Is English, Māori or New Zealand Sign Language your first language?

- Yes - go to section eleven  No

10.4 If you answered no above, what is your first language?

10.5 Have you gained any qualifications taught in English from a New Zealand secondary school or tertiary institution?

- Yes - go to section eleven  No

10.6 If English, Māori or New Zealand Sign Language is **not** your first language and you have **not** gained a qualification at a New Zealand secondary school or tertiary institution, you will need to have completed one or more of the following tests within the last two years: IELTS (academic), TOEFL or Cambridge Certificate. *More information can be found on page 23 of the Application Guide.*

10.7 If you have completed one of the above tests you must attach a certified copy of your results (not required if applying for an English Language programme).

## SECTION ELEVEN STATISTICAL INFORMATION

11.1 What was (or will be) your main activity on the 1st October 2009?

- |                                                                   |                                               |
|-------------------------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Secondary school student                 | <input type="checkbox"/> Wage/salaried worker |
| <input type="checkbox"/> College of Education student             | <input type="checkbox"/> University student   |
| <input type="checkbox"/> Non-employed/beneficiary (excl. retired) | <input type="checkbox"/> Houseperson/retired  |
| <input type="checkbox"/> Wānanga student                          | <input type="checkbox"/> Self employed        |
| <input type="checkbox"/> Polytechnic student                      | <input type="checkbox"/> Overseas             |
| <input type="checkbox"/> Private Training Establishment student   |                                               |

11.2 Why did you decide to study at AUT University (please tick one)

- AUT University's reputation in your chosen programme(s)
- AUT University's reputation as a university
- Information from a secondary school careers advisor
- Information from a family member or friend
- Information from an AUT University staff member
- Information from an employer
- Only AUT University offers your chosen programme
- AUT University is close to your home/location
- AUT University offered you study assistance (e.g. fees scholarship)
- Your application to study at another university was unsuccessful
- Other - please state:

## SECTION TWELVE IRD NUMBER

Supplying your IRD number is voluntary. This is requested so the Ministry of Education can share information with IRD regarding student enrolments.

12.1 Please insert your IRD number (if known)

More information can be found on page 24 of the Application Guide.

## SECTION THIRTEEN DISABLED STUDENTS AND DEAF STUDENTS

This section is not compulsory, however information provided will help us to improve our services.

13.1 Do you live with the effects of significant injury, long term illness, or disability?

- Yes  No - please go to section fourteen

13.2 If yes, please indicate by ticking the appropriate box below.

- |                                                                     |                                             |
|---------------------------------------------------------------------|---------------------------------------------|
| <input type="checkbox"/> Deaf                                       | <input type="checkbox"/> Hearing impairment |
| <input type="checkbox"/> Blind                                      | <input type="checkbox"/> Vision impairment  |
| <input type="checkbox"/> Specific learning disability               | <input type="checkbox"/> Medical            |
| <input type="checkbox"/> Head Injury                                | <input type="checkbox"/> Mental health      |
| <input type="checkbox"/> Mobility/physical                          | <input type="checkbox"/> Speech impairment  |
| <input type="checkbox"/> Temporary impairment                       |                                             |
| <input type="checkbox"/> Other - please state: <input type="text"/> |                                             |

More information can be found on page 25 of the Application Guide.

## SECTION FOURTEEN SCHOLARSHIP INFORMATION

14.1 Have you been awarded a scholarship for your intended programme of study?

- Yes - go to question 14.2  No - go to section fifteen

14.2 If you answered yes to question 14.1, please state the name of the scholarship below:

Please note – this is not an application for a scholarship. For more information please see page 26 of the Application Guide.

## SECTION FIFTEEN

## STUDENT DECLARATION

## ALL STUDENTS MUST READ THE FOLLOWING INFORMATION AND SIGN

- I agree to abide by the statutes, regulations and policies of the Auckland University of Technology ("the University").
- I have read and understood the outline of how the Privacy Act (see page 37 of the Application Guide) will be applied in the University, as set out in the Application Guide, and I authorise the University to collect, use and disclose personal information about me in accordance with that outline and the Privacy Act 1993.
- I authorise any agency holding the source of any information I have provided on this form to release that information to the University upon request.
- I agree that it is an essential term of my agreement with the University that the information I have supplied in this form and any attached documentation is true and complete and I acknowledge that the University may suspend my enrolment if false information has been supplied or required information is not supplied by the due date.
- I understand that the University may contact me via email, text messages, phone or by post for communications regarding AUT, my enrolment, AuSM activities (students' association) or student services.

*Note: AUT does not accept photocopied, scanned or faxed signatures:*

Your signature:

Date:



## SECTION SIXTEEN

## FEES AND REFUND INFORMATION

The following information is a summary of the domestic refund policy. For more information on AUT policies please refer to the website at: [www.aut.ac.nz/students/student\\_services/policies/](http://www.aut.ac.nz/students/student_services/policies/)

- Under all circumstances enrolment changes/withdrawals must be made formally in writing to the Faculty
- If AUT University cancels a course, fees will be refunded in full

CHANGE OF APPLICATION	REFUND	ADMIN CHARGE	RESULT RECORDED
Prior to 7 days before class start	100%	Nil	No result recorded
Within 7 days before class start	90%	\$10 per paper	No result recorded
Completed less than 10% of class	80%	\$10 per paper	Withdrawn result recorded
Completed between 10% and 75% of class	Nil	Nil	Withdrawn result recorded
After 75% of class completed	Nil	Nil	Did not complete result recorded

- Refunds may be given outside of the normal criteria for extraordinary circumstances. This will require the approval of both the Head of School and the Academic Registrar. All requests must be made in writing

\* A \$10.00 paper administration fee will be charged in some cases.

## STATUTES, REGULATIONS AND POLICIES

Where the information contained in this form conflicts with that of the AUT University Calendar, the Calendar information will take precedence over information in this form at all times.

Copies of the statutes, regulations and policies are available in the AUT University Calendar, AuSM offices, desk copy at the North Shore and City Campus Libraries and online at:

[www.aut.ac.nz/calendar](http://www.aut.ac.nz/calendar)

## STUDENT CHECK LIST — COMPLETE THE FOLLOWING ...

- Read the Application Guide
- Complete all appropriate sections in this form
- Attach **certified** photocopies of documents proving student eligibility (do not send originals, only certified copies — please read page 11 in the accompanying Application Guide carefully)
- Attach a passport-sized photograph for your ID card (an ID card cannot be produced without a photo)
- Attach academic results/school results/academic transcripts (do not send originals, only certified copies)
- Sign and date this form

## WHERE TO SEND THIS FORM

Please return this form to: Admissions  
Registry Services  
AUT University  
Private Bag 92006  
Auckland 1142

## WHAT HAPPENS NOW?

After you have completed your application and this has been received by Registry Services, you will be sent a letter acknowledging your application. You will be contacted by AUT University if further information is required.

## INTERVIEWS AND ADDITIONAL DOCUMENTATION

Depending on the faculty and programme you have applied for, you may also need to supply additional information (portfolio, curriculum vitae) or attend an interview. You will be contacted by the University if this is the case.

## CHECKING THE STATUS OF YOUR APPLICATION

Check the status of your application online at: <http://arion.aut.ac.nz>

## WHAT CAN DELAY AN APPLICATION?

- Incomplete application form received
- The application form is not signed or dated
- Required documentation has not been supplied
- Required documentation has not been certified
- Awaiting academic transcript/results

## OFFER OF PLACE

If your application is successful you will receive an Offer of Place. It is important that you respond by the specified date as offers do expire and you may lose your place on the programme.

You can accept an Offer of Place online at <http://arion.aut.ac.nz>. You may also receive a Conditional Offer of Place that will state conditions which need to be met before a formal Offer of Place can be issued.

## RECOGNITION OF PRIOR LEARNING (RPL)

You are able to apply for RPL to many of AUT's programmes. *More information can be found on page 29 of the Application Guide.*

## FEES INFORMATION

By signing and returning the Offer of Place (post or online) you are formally accepted into a programme of study and therefore liable for the associated fees.

## FOR MORE INFORMATION

If you need help or assistance in filling out this form, please contact the Student Information Centre. Our friendly staff will be able to assist you through the application process and answer any queries you may have.

Phone: (09) 921 9779  
Online: [www.aut.ac.nz/studentinfo](http://www.aut.ac.nz/studentinfo)

City Campus  
Level 2 (ground entry), WA Building  
55 Wellesley Street East, Central City, Auckland

North Shore Campus  
AG Building  
90 Akoranga Drive  
Northcote, North Shore City