



## **University Admissions: Request for supplementary information**

Thank you for applying to AUT University. So that we can continue to evaluate your application, we need some more information from you.

Based on the information you have already supplied, it appears that you do not have the sufficient academic qualifications for us to evaluate your suitability for your chosen programme(s) of study.

Please complete this form in as much detail as you can. We will use the information you provide on this form to assess your suitability for tertiary-level study and whether you are capable of successfully completing the programme you have applied for.

### **How to complete this form:**

You can hand-write your responses to the questions on this form, or copy and paste or re-type this document in a word processing application. If you re-type this document, please type your answers to the numbered questions in the same order as this form.

You can also download this form at: [www.aut.ac.nz/supplementary-information](http://www.aut.ac.nz/supplementary-information)

You may have already supplied information to some of the questions in this form. For example, if you supplied your curriculum vitae (CV) with your application for enrolment, we will already have details of your employment history. If you have already supplied information to some of the questions in this form, you can leave that question blank.

**1. Please write a paragraph about why you have applied for this programme.**

You might consider writing about what you hope to learn by studying this programme, how this study will develop your career, or whether you have a personal interest in this area of study. If you have applied for more than one programme, please complete this question for each of the programmes.

**2. Please outline your work and education history since you left secondary school.**

This may include tertiary-level study, professional work experience, training, workshops or any other experience you think may be relevant to your application.

**3. Please provide details of any previous tertiary-level study and include a certified copy of your academic results.**

"Tertiary-level study" includes study at a university, polytechnic, college of education, technical institute, wānanga or private training establishment.

**4. Please provide details of your employment history.**

Include the start and end dates of your employment, your position and the name of your employer, and a description of your role, responsibilities and achievements.

**5. Please provide details of your secondary school results.**

Even if you have not studied at secondary school for some time, providing this information helps us to assess your suitability for tertiary-level study.

**6. Please provide information about anything else you think may support your application.**

This may include volunteer work with charities or community organisations, achievements, awards or recognitions, or published work, for example.

**Where to send this form:**

By email:           admission.documents@aut.ac.nz

By fax:             (09) 921 9985

By post:           Admissions  
Auckland University of Technology  
Private Bag 92006  
Auckland 1142

Please include your full name and student ID number (if known) on all correspondence and documents you send us.

**For information or assistance completing this form:**

If you need more information or assistance completing this form, please contact our Student Information Centre.

Helpline:           (09) 921 9779

Online help:       [www.aut.ac.nz/studentinfo](http://www.aut.ac.nz/studentinfo)

Please note that Student Information Centre staff are not able to give tips or advice on how to respond to the questions in this form.