

# Application to enrol form for new students (PhD / MPhil)

- This Application Form is for students who are NEW to the University of Waikato. Complete this form or apply online at [www.waikato.ac.nz](http://www.waikato.ac.nz)
- The Application Guide and University of Waikato Prospectus provide information regarding qualifications. You can phone 0800 WAIKATO (0800 924 528) to obtain a copy or for further information and advice.
- Teacher Education and Computer Graphic Design applicants must also complete supplementary forms.
- International students need to contact the Student Information Centre on 64-7-838 4176 for the Application Form for New International Students, email: [enrol@waikato.ac.nz](mailto:enrol@waikato.ac.nz), or go to: [www.waikato.ac.nz/international/](http://www.waikato.ac.nz/international/) or apply online at [www.waikato.ac.nz](http://www.waikato.ac.nz)



THE UNIVERSITY OF  
**WAIKATO**  
*Tē Whare Wānanga o Waikato*

- Domestic/PR  
 New PhD/MPhil

Intended year of study

ID Number

## SECTION 1 - YOUR DETAILS

You must attach a verified copy of your birth certificate or passport and evidence of any change of name  Enclosed

Family name   
(Your legal surname)

First name   
(Your legal first name)

Second name(s)

Previous name(s)   
This was my  Family Name  First Name

Preferred name(s)   
This is my  Family Name  First Name

Gender  Male  Female

Date of birth   
Day Month Year

Will you be resident in New Zealand for the period of your study?  
 Yes  No

### Ethnic Identity

To which ethnic group(s) do you belong? Tick up to three boxes

- New Zealand European / European / Pakeha  
 New Zealand Māori Iwi (optional) \_\_\_\_\_

- African  Japanese  
 Australian  Korean  
 British / Irish  Latin American  
 Cambodian  Middle Eastern  
 Chinese  Niuean  
 Cook Island Māori  Polish  
 Dutch  Samoan  
 Fijian  South Slav  
 Filipino  Sri Lankan  
 German  Tokelauan  
 Greek  Tongan  
 Indian  Vietnamese  
 Italian  
 Other Asian  
 Other European  
 Other Pacific Island Groups  
 Other Southeast Asian  
 Other

National Student Number (NSN)

(If known)

### Citizenship

You must supply evidence of your citizenship.  Enclosed

Are you?

- a New Zealand citizen  
Attach a verified copy of your evidence of citizenship
- an Australian citizen  
Attach a verified copy of your Australian birth certificate or passport
- a Permanent resident in New Zealand  
Attach a verified copy of your residence permit and passport
- a citizen of another country \_\_\_\_\_  
Please state country and attach a verified copy of your passport

### Postal address

The University will use this address to contact you at all times. You must advise the Student Information Centre (call 0800 WAIKATO) if your contact details change.

Number and Street

Suburb

City  Post code

Country

Telephone

Cell phone

Fax

Email

You will be issued with a university email account once your enrolment is complete.

### Emergency contact details

Name

Number and Street

Suburb

City  Post code

Telephone

If you intend to apply for a **student loan or allowance**, you must apply **directly** to StudyLink. **Apply at least six weeks** before your classes start. Contact StudyLink on 0800 88 99 00 to make an application or apply online at [www.studylink.govt.nz](http://www.studylink.govt.nz)

**SECTION 2 - SECONDARY SCHOOL RECORD**

Last secondary school attended. If overseas, write "overseas."

Last year of attendance

2a. Secondary School Results  Evidence of results attached

NCEA Level 2 credits, Unit Standards, Sixth Form Certificate grades or other						
Year	Subject	NCEA Level	NCEA Credits Total	Unit Std Level	Unit Std Credits Total	SFC Grade

2b.

NCEA Level 3 credits, Unit Standards, Bursary results University Entrance results or other							
Include NCEA Level 3 subjects being studied in 2006							
Year	Subject	NCEA Level 3	NCEA Credit Total	Unit Std Level	Unit Std Credit Total	Mark	Grade

2c. Secondary School Qualifications What is your highest secondary school qualification? Tick only one box, and indicate year.

<input checked="" type="checkbox"/>	Year	<input checked="" type="checkbox"/>	Year
<input type="checkbox"/>	NCEA Level 3	<input type="checkbox"/>	University Entrance before 1986
<input type="checkbox"/>	Scholarship	<input type="checkbox"/>	NCEA Level 2 / Sixth Form Certificate
<input type="checkbox"/>	A Bursary	<input type="checkbox"/>	NCEA Level 1 / School Certificate
<input type="checkbox"/>	B Bursary	<input type="checkbox"/>	Overseas Qualification (specify):
<input type="checkbox"/>	Entrance from NZUEBS / Bursary	<input type="checkbox"/>	
<input type="checkbox"/>	Higher School Certificate	<input type="checkbox"/>	No formal qualifications

**SECTION 3 - TERTIARY STUDY RECORD**

First year at a tertiary institution

If you are enrolling or have previously enrolled at another university, college of education, polytechnic, wananga, or private training establishment in New Zealand or overseas.  Verified copy of academic records attached.

Year	Institution	Qualification	Years enrolled		Qualification completed	
			From	To	Yes	Year
2007						
Before 2007						

Do you want to apply for credit?  Yes  No If yes, you need to complete an Application for Credit form on page 31 of the Application Guide. A fee of \$50.00 is payable upon submission of your Credit Application.

## SECTION 4 - MAIN ACTIVITY

Indicate your main activity on 1 October 2006. **Tick only one box**

- Secondary school student     
  Self-employed     
  College of education student     
  Wānanga student  
 Unemployed or other beneficiary     
  University student     
  Houseperson or retired     
  Private training establishment student  
 Wage or salary earner     
  Polytechnic student     
  Overseas

## SECTION 5 - ADMISSION TO UNIVERSITY

How do you wish to apply for admission to university? **Tick only one box**

	Yes	No	Year
Sitting NCEA Level 3 in 2006	<input type="radio"/>		<b>2006</b>
With University Entrance through NCEA	<input type="radio"/>		
With University Entrance through Bursary examinations before 2004	<input type="radio"/>		
Gained University Entrance before 1986	<input type="radio"/>		
Gained admission to a New Zealand university	<input type="radio"/>		
Provisional or Discretionary entrance* If you are under 20 years of age: <small>Fill out the Provisional / Discretionary entrance form in your Application Guide and attach it to this application form with a copy of your NCEA results, Sixth Form (Year 12) Certificate. A copy of this form can also be obtained by contacting 0800 WAIKATO (0800 924 528)</small>	<input type="radio"/>		
By special admission, if you are over 20 years of age on the first day of the semester*	<input type="radio"/>		
Have passed papers at a polytechnic or other tertiary institution*	<input type="radio"/>		
Have an entrance qualification from overseas secondary schooling, CIE, IB or other*	<input type="radio"/>		
Have attended an overseas university If yes, enter the overseas qualification	<input type="radio"/>		
Was your study in English?	<input type="radio"/>	<input type="radio"/>	
My papers do not require University Entrance e.g. Te Timatanga Hou, CUP	<input type="radio"/>		

\* You may be charged an admission fee of \$50.00

## SECTION 6 - STUDENTS WITH DISABILITIES

Do you live with long term affects of injury, illness or disability?  Yes  No If Yes, see Appendix 4 at the back of the Application Guide. For further information visit [www.waikato.ac.nz/disability](http://www.waikato.ac.nz/disability).

Type of disability. **Tick as applicable**

- Blind     
  Medical     
  Specific learning disability  
 Deaf     
  Mental health     
  Speech  
 Head injury     
  Physical / mobility     
  Temporary  
 Hearing impaired     
  RSI / OOS (Occupational Overuse)     
  Visually impaired  
 Other, please describe \_\_\_\_\_

## SECTION 7 - DECLARATION

I declare that the information I have provided in this application and in any attached documentation is true and correct, and that I have not withheld any information which could have a bearing on my enrolment or the conditions of my enrolment.

I agree to supply any further documentation requested by the University of Waikato for the purpose of my enrolment.

I have read the statement regarding the Privacy Act 1993 (page 27 in the Application Guide) and I understand that the University of Waikato will hold, use and disclose information which I have provided as explained in that statement. I also understand that I have the right to have access to information about me held by the University of Waikato and to request correction of that information, in the terms provided for under the Privacy Act 1993.

I also acknowledge that, in terms of the Privacy Act 1993, it is for a purpose connected with my enrolment that StudyLink will need to disclose the status of my loan application and any supporting loan information to the University of Waikato.

Some personal information will be used by the Ministry of Education in an authorised information matching programme for the purposes of the National Student Index.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## SECTION 8 - PAYMENT OF FEES

You need to plan how your fees will be paid. Payment options available are:

- a) cheque, credit card, eftpos, cash
- b) student loan
- c) other arrangements (scholarship, sponsorship, training incentive allowance).

Your exact fees will be detailed on the Enrolment Agreement which will be sent to you once your application has been approved.

If you intend to apply for a student loan or allowance, you must **apply directly to StudyLink**. You should **apply at least six weeks** before your classes start. Contact StudyLink on 0800 88 99 00 to make a student loan or student allowance application or apply online at [www.studylink.govt.nz](http://www.studylink.govt.nz)

## SECTION 9

Where have you heard about the University of Waikato in the past 12 months?

- |                                     |   |   |   |                                     |
|-------------------------------------|---|---|---|-------------------------------------|
| <input type="radio"/> Advertisement | <input type="radio"/> Embassy/Trade office    | <input type="radio"/> Friend/Family     | <input type="radio"/> Other Institution | <input type="radio"/> Seminar       |
| <input type="radio"/> Agent         | <input type="radio"/> Education Fair/Expo     | <input type="radio"/> Internet          | <input type="radio"/> Other University  | <input type="radio"/> Waikato visit |
| <input type="radio"/> Brochure      | <input type="radio"/> English Language School | <input type="radio"/> Newspaper article | <input type="radio"/> School/College    | <input type="radio"/> Other _____   |

## What is a verified document?

A verified copy is a photocopied document signed by someone of suitable standing such as a school principal, kaumātua, Justice of the Peace or solicitor.

This person will need to see the original document and will check that the photocopy is a genuine, unaltered copy. They will then sign, date and stamp the photocopy with an official stamp, or will write "*certified original sighted and this is a true copy of that original*".

University staff at the Student Information Centre can also verify your documents.

NOTE: You cannot send in a photocopy of a verified copy or fax a verified copy. We need the original version of the verified copy ie, the verification name, signature and date, must be original. The University does not send back these documents. Once received, they become part of your University record.

**Please do not submit original documents, keep them for your own personal records.**

## Check list

Have you?

- Signed the student declaration (Section 7)
- Provided a verified copy of your birth certificate/passport and permits
- Provided a verified copy of evidence of any change of name (if your name is different from that on your birth certificate)
- Provided evidence of your citizenship
- Written a statement in support of your application
- Provided evidence of previous tertiary study (if applicable)
- Research proposal (if applicable ie. PhD, MPhil)

Office use			
	Referred to	Note	Actioned
Ent.qual.			
Credit			

Data entered by:	Date:
Admission checked by:	Date:

Please attach your initial research proposal, including the proposed field and depth of study, resources required and planned timetable. (Guidelines on preparing the proposal are available from departments, the postgraduate studio handbook and [http://www.waikato.ac.nz/sasd/files/pdf/postgraduate/form\\_2.pdf](http://www.waikato.ac.nz/sasd/files/pdf/postgraduate/form_2.pdf)). This application form and proposal must be passed to the Chief Supervisor for completion and endorsement.

**SECTION 10 - PROPOSED RESEARCH TOPIC**

Proposed research topic \_\_\_\_\_

Please note that this must be from the first day of a month and that it is not possible to backdate an application for more than two months.

Proposed start date of PhD/MPhil \_\_\_\_\_

The following sections should be completed by the supervisors, the chairpersons of departments and the School of Studies or Faculty representatives.

**Supervisory panel**

All members of the supervisory panel must sign below to indicate their availability and suitability to supervise the research outlined in the attached proposal. The minimum supervisory requirements are two University of Waikato staff members for the PhD and one University of Waikato staff member for the MPhil. Members of the supervisory panel who are not members of staff of the University of Waikato must include a brief CV outlining their experience supervising graduate/higher degrees students and research experience, especially current research projects.

**SECTION 11 - CHIEF SUPERVISOR**

Full name \_\_\_\_\_

Department \_\_\_\_\_

Are you on the University of Waikato Chief Supervisors register?  Yes  No

Have you attended a postgraduate studies workshop?  Yes  No Academic title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Candidates proposed paper code (i.e. ENMP 900) \_\_\_\_\_ Signature \_\_\_\_\_

**SECTION 12 - OTHER MEMBERS OF SUPERVISORY PANEL**

1. Full name \_\_\_\_\_

Department / Institute address \_\_\_\_\_

Are you on the University of Waikato Supervisors register?  Yes  No If 'No' please attach a CV

Academic title and qualifications \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_

2. Full name \_\_\_\_\_

Department / Institute address \_\_\_\_\_

Are you on the University of Waikato Supervisors register?  Yes  No If 'No' please attach a CV

Academic title and qualifications \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_

3. Full name \_\_\_\_\_

Department / Institute address \_\_\_\_\_

Are you on the University of Waikato Supervisors register?  Yes  No If 'No' please attach a CV

Academic title and qualifications \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_

**SECTION 13 - APPROVAL BY CHAIRPERSONS**

Please note that, if the applicant is enrolled in more than one department, chairpersons of both departments must complete this form and the EFTS section of this form.

**Department 1**

Name of Chairperson \_\_\_\_\_

Department \_\_\_\_\_

The applicant satisfies the academic requirements (honours or masters degree with a minimum of second class honours (division 1) in the appropriate subject(s) for study in this department).  Yes  No

Adequate supervision is available  Yes  No

Adequate resources are available  Yes  No

Special arrangements will be required for the application to undertake the purposed research in this department (please explain on a separate sheet).  Yes  No

EFTS apportionment \_\_\_\_\_ % of EFTS

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Department 2**

Name of chairperson \_\_\_\_\_

Department \_\_\_\_\_

The applicant satisfies the academic requirements (honours or masters degree with a minimum of second class honours (division 1) in the appropriate subject(s) for study in this department).  Yes  No

Adequate supervision is available  Yes  No

Adequate resources are available  Yes  No

Special arrangements will be required for the application to undertake the purposed research in this department (please explain on a separate sheet).  Yes  No

EFTS apportionment \_\_\_\_\_ % of EFTS

Signature \_\_\_\_\_ Date \_\_\_\_\_

**SECTION 14 - APPROVAL BY SCHOOL OR FACULTY POSTGRADUATE STUDIES REPRESENTATIVE**

I recommend/ do not recommend the applicant for registration for the degree of  PhD  MPhil  
Comments (including suggested academic conditions for conditional enrolment) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return the completed form to the Enrolment Office, The Gateway, the University of Waikato, Private Bag 3105, Hamilton 3240, New Zealand