

APPLICATION FORM AND ENTRY REQUIREMENTS

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ENTRY REQUIREMENTS

To study at Victoria University as an international student you will need a good record of academic achievement as well as a good command of the English language. All applications are individually assessed.

UNDERGRADUATE STUDY

English language requirements

- ☐ TOEFL 550, or 213 on the computer-based test; or 80 on the internet-based test; or
- ☐ IELTS overall band of 6 with no sub-score below 5.5; or
- ☐ CAE grade C; or
- ☐ a minimum of three ratings of 4 and one rating of 3 in the Victoria University English Proficiency Programme test – see the International Prospectus, pages 26 and 27.

NOTE | Teaching programmes (Undergraduate and Graduate) require IELTS overall band of 7.0 with no subscore below 7.0

You may be exempt from the English language requirements if your previous studies were undertaken in a native English speaking country. However, this still may not guarantee entry to the University without an IELTS or TOEFL test score.

When you apply for admission at Victoria, you must provide a copy of your latest IELTS or TOEFL test score. Note that test results are only valid for two years.

Academic requirements

See qualifications for entry table on following page.

For enquiries regarding application status, please visit
<http://victoria-help.custhelp.com>

POSTGRADUATE STUDY AND RESEARCH

English language requirements

- ☐ TOEFL 575 with (preferably) a TWE of 5, or 237 on the computer-based test; or 90 on the internet-based test with a minimum of 20 in writing; or
- ☐ IELTS overall band of 6.5, no sub-score below 5.5; or
- ☐ CAE grade B; or
- ☐ a minimum of two ratings of 5 and two ratings of 4 in the Victoria University English Proficiency Programme test – see the International Prospectus, pages 26 and 27.

When you apply to enrol at Victoria, you must provide a copy of your latest IELTS or TOEFL test score. Note that test results are only valid for two years.

Academic requirements

Academic entry requirements for Victoria's postgraduate courses vary. You will need to have successfully completed a New Zealand Bachelor's degree or its overseas equivalent from a recognised tertiary institution; and, for some courses, evidence of relevant work/research experience may be necessary.

In general, for applicants who have a Bachelors degree graded in a GPA system, the GPA should be at least 3.0 out of 4.0. For applicants who have a Bachelors degree graded in the British system, including India, the Bachelor degree must be in the first or upper second class. Please note some programmes may require a higher entry requirement.

In addition to this application, applicants should include:

- ☐ Graduation certificates and full academic transcripts.
- ☐ Official outlines for most of the advanced courses completed in Bachelors degree, where available.
- ☐ Two Academic References.
- ☐ Curriculum Vitae.
- ☐ Study plan.

IMPORTANT NOTE | These are the minimum English language and academic requirements for admission to the University. Where places on a degree programme are limited, higher entry requirements may be applied at the discretion of Victoria University of Wellington.

QUALIFICATIONS FOR ENTRY INTO UNDERGRADUATE COURSES AT VICTORIA

COUNTRY	MINIMUM QUALIFICATION REQUIRED FOR ENTRY INTO UNDERGRADUATE COURSES
New Zealand	Entry from NCEA. A minimum of 42 credits at level 3 or higher. This must include a minimum of 14 credits at level 3 or higher, in each of two subjects from the approved subject list, PLUS a further 14 credits at level 3 or higher taken from no more than two additional domains or approved subjects, AND Numeracy: A minimum of 14 credits at level 1 or higher in Maths or Pāngarau on the National Qualifications Framework. AND Literacy: A minimum of 8 credits at level 2 or higher in English or Te Reo Māori; 4 credits must be in reading and 4 in writing. Successful completion of the New Zealand Diploma in Business OR successful completion of one year of full-time study toward the NZDip Bus with a B- average. Successful completion of the Victoria University of Wellington Foundation programme OR successful completion of a NZ university foundation programme. For specific grade requirements please contact the Admissions team for further details. Successful completion of a diploma rated Level 4 or higher by NZQA and taught by a New Zealand polytechnic or university OR Successful completion of one year of full-time study towards such a diploma, with at least a B- average.
Australia	Completion of Year 12 with a Tertiary Entrance Rank that satisfies Victoria's admission requirements
Bangladesh	Higher Secondary or Intermediate Certificate with a minimum score of 700, plus one year of study at a recognised institution*
Brazil	Successful completion of one year of tertiary study at a recognised university*
Canada	Average of 60% across six subjects (including English) in the Grade 12 High School Diploma – specific requirements may vary from Province to Province. Ontario Secondary School Diploma with a minimum average of 60% in six subjects in Grade 12.
China PRC	Senior High School Graduation minimum 75%, plus one year of Bachelor's study at a recognised institution* OR Successful completion of a two-or-three year diploma from a recognised institution*
Denmark	Successful completion of Studentereksamen or Højere Forberedelseksamen
Fiji	A score of 250 or over in the Fiji 7th Form Certificate with passes in 4 subjects, or seven passes in the University of the South Pacific Foundation year with a minimum of C in Communication
Finland	Certificate of Matriculation plus the Upper Secondary School Certificate. A grade of 8 or better in English in the Upper Secondary School Certificate fulfils the English language requirement.
France	Baccalaureat
Germany	Abitur/Zeugnis der Allgemeinen Hochschulreife
Hong Kong	Three Hong Kong Advanced Level passes at grade C or higher
India	Three Advanced Level passes at grade C or better, OR CBSE 65% or higher, OR HSC 70% or higher, OR ISC 70% or higher
Indonesia	SMU 3 with a Grade Point Average of 7.0 and one year of study at a recognised institution* OR SMU 3 with a Grade Point Average of 8.0 or higher
International Baccalaureate	Achievement of the Diploma
Iran	Iranian High School Diploma Grade 15 or higher and one year of study at a recognised institution*
Japan	Completion of the High School Diploma with an average of 3.5 or better
Korea	At least 80% in the Korean University entrance examination OR High School Diploma plus one year of successful study at a recognised university*
Malaysia	Three passes in STPM exam at C or better, OR a maximum score of 18 points over 6 academic subjects in the Unified Examination Certificate. The following fulfil the English language requirements: STPM English grade of B or higher; SPM English grade of A1 OR A2; UEC English grade of B4 or higher.
Nepal	Bachelor degree with upper second division
Netherlands	VWO Gymnasium A or B
Norway	Vitnemål fra den Videregående. A grade of 4 or higher in English fulfils the English language requirement.
Pakistan	One year of study at a recognised institution*
Philippines	At least two years' study at a recognised university* with an average grade of at least B-/2.0
Samoa	Eight passes in the University Preparatory Year (UPY) with a B average including Foundation English 2 (minimum C1 pass)
Singapore	Three Advanced Level passes at grade C or better OR 18 points where A = 10, B = 8, C=6 etc
Sri Lanka	Three Advanced Level passes at grade C or better
Sweden	Successful completion of Avgångsbetyg, or Slutbetyg from a Gymnasium. A Slutbetyg grade of 4 /VG in English fulfils the English language requirement.
Taiwan	B+ average in the Senior High School Diploma, plus one year of study from a recognised institution*
Thailand	M6 with a GPA of 3.2 or higher, OR one year of study from a recognised institution* with a GPA of 2.5 or higher
United Kingdom	Three Advanced Level passes at grade C or better
USA	High School Diploma plus SAT score higher than 1100 with at least 500 in each of 'verb' and 'math', or an ACT score of 24 or higher
Vietnam	Tot nghiệp phổ thông or 'Universal Graduation' with a Grade of Kha or 'Good' (7+ out of 10), plus one year's successful study at a post secondary institution. OR Gain 8 out of 10 or higher in the Universal Graduation

* To find out if yours is a "recognised institution", contact Victoria International Admissions at <http://victoria-help.custhelp.com>

APPLICATION TO STUDY AT VICTORIA

When applying to study at Victoria, please read the following information carefully and complete your application form clearly.

Plan ahead

Plan ahead and give yourself plenty of time to prepare for your intended start date. Important factors to consider are:

- English language preparation. Victoria's English language requirements are strict and are not negotiable. On average it takes three months' full-time English language study to improve an overall IELTS bandwidth score by 0.5 or a TOEFL score by 25 points.
- Once accepted to study at Victoria, you will need a Student Visa. Find out how long it takes to apply for and receive a visa from your home country. For contact details and more information, see the New Zealand Immigration Service website www.immigration.govt.nz
- Flight and accommodation availability.

Your application package

When you put together your application package make sure you do the following:

- Complete all sections on the attached Application Form, using an ink pen. Please remember to sign the form.
- Include all supporting documentation, either originals or certified copies.
- If your qualification has a research component, include a detailed research proposal.
- Include a certified/notarised copy of the personal details page from your passport.

Send your application to: Victoria International, PO Box 600, Wellington, New Zealand. When we receive your application we will acknowledge it with an email. After an assessment has been made we will again inform you by email, followed by a formal letter.

A successful application

If your application is successful, we will send you an Offer Pack by mail. The Offer Pack includes: an offer of place; an invoice and payment instructions; the Accommodation Guide; and a pre-departure guidebook. Be sure to send in your application for accommodation as early as possible – to be considered for the first election round accommodation applications must be received before 1 October for the first trimester and 1 May for the second trimester.

Once accepted to Victoria, you will need medical and travel insurance (see below) and a student visa (see below).

Medical and travel insurance

Most international students are not entitled to publicly-funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details of entitlements to publicly-funded health services are available through the Ministry of Health, and can be viewed on their website at www.moh.govt.nz.

All international students must have current and appropriate medical and travel insurance while studying in New Zealand.

The Code guidelines set out the cover that is considered appropriate insurance for an international student. These guidelines can be found at www.minedu.govt.nz/web/goto/international

Victoria University has met with a number of insurance companies in New Zealand and has selected Student Safe University to be offered through Victoria for 2007. Student Safe University offers a travel and health insurance at an economical rate for students and meets the Code

standards. The rate is \$390 for one academic year (subject to change). Short course and family rates are also available.

We have discovered that most insurance policies purchased outside New Zealand do not meet the Code's standards, so it is vital that you check with Victoria International before purchasing a policy from your home country. If you have a policy that is written in another language, it must be translated into English before Victoria International staff can check it.

If you purchase an insurance policy that does not meet the Code standards, you will be required to purchase another appropriate insurance policy before you can enrol.

The University receives payment from the insurer. This payment is used to improve pastoral care and services provided to international students at Victoria University. Any residual is earmarked for study awards and international student scholarships.

If you have any questions about insurance, check the insurance information on the website at www.victoria-international.ac.nz/services/insurance or email vi-insurance@vuw.ac.nz

Accident insurance

The Accident Compensation Corporation (ACC) provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website www.acc.co.nz

Student Visas

Before coming to study at a New Zealand university you will need a Student Visa. Your nearest New Zealand Diplomatic Office can provide you with the necessary information and the forms to complete.

When applying for your Student Visa, you will need to show the letter from the University confirming your Offer of Admission as well as a receipt showing you have paid your annual tuition fees in full and you have to prove that you have sufficient funds to support yourself during your time in New Zealand. Note that there may be different requirements for different countries.

Retaining a student visa may be subject to academic requirements such as minimum course attendance and progress.

Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on their website www.immigration.govt.nz

The application process

- 1 Complete and sign Application for Admission (overleaf)
 - 2 Return application to Victoria International (VI) with documentation
 - 3 VI assesses your eligibility:
YES → VI posts you an Offer Pack NO → VI notifies you
 - 4 Pre-pay tuition fees
 - 5 Apply for accommodation – see VI Prospectus, page 29 for details
 - 6 Apply for student visa – see above for details
 - 7 Submit arrival information
 - 8 Inform VI admissions staff of any changes
VI contacts you with pre-arrival information
 - 9 Arrival! You are met at the airport and taken to your accommodation
 - 10 Take part in a five-day Orientation and Enrolment programme
- Welcome to Victoria!**

APPLICATION FOR ADMISSION TO VICTORIA UNIVERSITY AS AN INTERNATIONAL STUDENT

ALL sections must be completed. Please print clearly using block letters. Enclose one set of supporting documents with this application – all documents must be originals or certified copies. This application will not be processed unless full documentation is attached. Please mail your completed form – faxed copies are NOT accepted.

Submission details

This application is submitted by

- ☐ Self (direct applicant)
☐ Representative



Nationality (as shown on student's passport)

Student's Telephone

Student's E-Mail Address (if not already given above)

E-Mail Address for Correspondence (representative or student)

Postal Address for Correspondence (representative or student)

Disability support questions

Do you have a disability, impairment, long-term injury or chronic medical condition? ☐ YES ☐ NO

Are you deaf? ☐ YES ☐ NO

Most support is free for international students, but you may have to pay for specific support or services.

Student's personal details

FAMILY NAME (as shown on student's passport)

GIVEN NAME(S) (as shown on student's passport)

Gender ☐ MALE ☐ FEMALE Date of birth D D / M M / Y Y

Student's Postal Address (if not already given above)

Proficiency in English

To study at Victoria you MUST be proficient in English. For details of requirements, see www.victoria-international.ac.nz. Documentary evidence of the following information is required with this application.

☐ English was the language of instruction in previous studies completed (documentary evidence must be provided if institution is located in a non-English speaking country).

☐ I will sit/have sat an English language proficiency test (IELTS or TOEFL)

Date Taken/To be taken

English Test name

Results (If Known)

Preferred course of study at Victoria (in order of preference)

What degree/qualification is this application for?

Degree/Qualification

Major(s)

Postgraduate Research Applicants

Please attach a statement detailing your proposed area of research, a research proposal (3-5 pages), research experience and publications. You may be required to submit a more detailed application at a later date. Please advise if you have contacted an academic staff member regarding your proposed study.

When do you intend to begin your studies at Victoria?

☐ FEBRUARY ☐ JULY ☐ NOVEMBER

Year

What is your intended career?

Do you think your chosen qualification will help you fulfil this career aspiration? ☐ YES ☐ NO

Qualifications and academic records

Please provide details and official documentation of your academic results for all university qualifications, both complete and incomplete.

Important: only provide details of qualifications for which you can provide full documentation.

Pre-university study

Name of Qualification	Institution	Country	Date Commenced

Undergraduate

Name of Qualification	Institution	Date Commenced	Date Completed

Postgraduate

Name of Qualification	Institution	Date Commenced	Date Completed

Results pending?

Are you CURRENTLY awaiting results of university studies undertaken this year?

- ☐ YES – Please indicate when these results will be available
- ☐ NO

Degree/Qualification	Institution	Date results available

Credit transfer?

Are you seeking credit transfer?

- ☐ YES – Please provide full official or certified academic transcripts and course descriptions for all tertiary study. If you are awaiting results, please provide these documents as soon as possible. Credit transfer guidelines are found at www.victoria-international.ac.nz/planning/credit_transfer
- ☐ NO

Relevant work history/experience

If you have work experience relevant to this application, please supply details in a separate sheet (work experience is not taken into account for admission to undergraduate programmes).

I have included

- ☐ Certified copy of passport personal details
- ☐ Evidence of my English proficiency (where required)
- ☐ Official documentation of my academic results

IMPORTANT: Documents submitted with this application must be originals or certified true copies of the originals, translated into English if necessary. Any certified documents submitted must be witnessed by the institution that issued the documents or by an official notary and must bear the official stamp of the person or institution. Photocopies or facsimiles of documents are not acceptable.

The submission of fraudulent or forged documentation in support of this application will automatically disqualify a student from enrolment. Victoria University of Wellington reserves the right to inform all other New Zealand Universities of such cases, including the student's name and date of birth. The New Zealand Immigration Service and the Police will also be informed. The submission of enrolment application documentation with this University denotes acceptance of these terms and constitutes consent to disclosure for the purposes of Privacy Principle 11 set out in the Privacy Act 1993

IMPORTANT NOTE | Where places on a degree programme are limited, higher entry requirements may be applied at the discretion of Victoria University of Wellington.

Please return this form and all certified/attested documentation to:

Victoria International

Victoria University of Wellington
Level 2, Rutherford House, Pipitea Campus
PO Box 600
Wellington, NEW ZEALAND

Declaration and signature

I acknowledge that Victoria University of Wellington cannot be held liable for any costs associated with any medical expenses incurred by me at any time.

I supply the information on this form and in support of this application on the understanding:

- a. that it may be used for purposes relating to my enrolment as a student by members of the academic and administrative staff of Victoria University of Wellington;
- b. that it may be used for purposes external to the University when it is in statistical form or when it is not to my disadvantage for this to be done, and also where disclosure is required to comply with the provisions of the Privacy Act 1993;
- c. that I have the right to see and correct if necessary the information I have provided;
- d. that my application can not proceed without my consent to the foregoing conditions.
- e. I have read and understood the Victoria University of Wellington Refund Policy.

I declare that all the information submitted on this application form and in the attached documents is correct and complete. I understand that Victoria University of Wellington reserves the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information.

I acknowledge that if I provide incorrect or incomplete information this may result in the cancellation of my offer and/or my enrolment. I understand that it is my responsibility to provide all necessary documentary evidence of my qualifications and experience. I authorise the University to obtain further information wherever necessary.

I am aware of the tuition and living costs associated with studying in the course and I am able to meet all expenses for the duration of my study. I understand that if I am unable to meet these costs, the University and the New Zealand Government will not be expected to help me.

I authorize Immigration New Zealand and the Department of Labour to provide Victoria University with any personal details regarding my immigration status, including any information that I have submitted to Immigration New Zealand in the course of any visa or permit application.

I further agree that Victoria University of Wellington may supply my personal information to Immigration New Zealand and the Department of Labour where Victoria University consider the information relevant to my Immigration status.

Signature	Date

POLICIES TO PROTECT YOU

At Victoria there are many policies in place to make sure you are treated fairly while you are studying.

CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS

The Code of Practice for the Pastoral Care of International Students (The Code) is a policy specially designed for international students. It sets the standards of advice and care that must be given by an institution to an international student.

Victoria University of Wellington has agreed to observe and be bound by the Code of Practice for Pastoral Care of International Students published by the Ministry of

Education. Copies of the Code are available on request from Victoria International or from the New Zealand Ministry of Education website at

www.minedu.govt.nz/goto/international

The Code requires that we have a statement of our International Student Refund Policy and a statement on Fees Protection.

VICTORIA'S INTERNATIONAL STUDENTS REFUND POLICY

1. Fees, Levies and Charges

International students ('Students') are required to pay a tuition fee for each course in which they are enrolled, course material charges, VUWSA subscription and student services levy, amenities levy, student assistance levy, and other administrative charges ('Fees'). A small number of courses have an Overseas Travel Component as additional costs. For more information on these charges see Appendix 3 of the Fees Statute:

www.victoria-international.ac.nz/planning/fees

2. Fees Protection

Any programme or course offered by the University and listed in its Calendar may be cancelled by the University as a result of insufficient resources or student demand. The Vice-Chancellor concedes that Victoria University of Wellington has the financial resources available to refund fees to students enrolled in any cancelled programme. If a course were unable to proceed due to destruction or damage to buildings, plant and equipment and other tangible assets, fees would be refunded to the students affected. In this case the fees refund would be covered by the University's Industrial Special Risks Policy and be classified as a consequential loss.

3. Refunds

- 3.1 All refunds of Fees to Students will be made in accordance with the Victoria University of Wellington Fees Statute ('the Fees Statute')
www.victoria-international.ac.nz/planning/fees
- 3.2 If a Student wishes to transfer to another institution, they must inform Victoria International in writing. The refund of Fees will be sent directly to the relevant institution less a \$500 fee.
- 3.3 A Student enrolled in a trimester based programme who obtains a residency permit during the course of their study will be considered an international student for the trimester in which residency is granted, unless the residency is granted within the dates prescribed in the Fees Statute. The Student will be treated as a domestic student from the following trimester.

A Student who is not enrolled in a trimester based programme and who obtains a residency permit will be given a refund (pro rated) from the month after the date on which residency is granted. A Student's residency status is effective from the date on which residency is granted as shown in their passport.
- 3.4 A Student offered a place on an English Proficiency Programme are required to pay their fees in full two weeks before the course starts. Students who then withdraw from the course before the start date will forfeit \$100.
- 3.5 A Student enrolled in CertEnglProf who provides written notice of their withdrawal within four weeks of the beginning of the programme, shall receive a two-thirds refund of total Fees paid.

- 3.6 Subject to clauses 3.2, 3.3 and 4.2, all refunds will be paid by cheque to the Students' home country.
- 3.7 Victoria University of Wellington may approve partial or full refunds in exceptional circumstances, for example, on compassionate or special grounds such as family illness, changed family circumstances and non-arrival in the country. Refunds will be subject to receipt of a written request setting out the full circumstances.

4. Full Refunds

- 4.1 Full refunds will be made pursuant to the relevant clauses of the Fees Statute and in the following circumstances:
 - a) The Student is unable to take up the offer of admission;
 - b) New Zealand Immigration Service has refused a Student a visa for study in New Zealand;
 - c) A Student's application for a visa extension is refused by the New Zealand Immigration Service; or
 - d) Victoria University of Wellington is unable to proceed with the course offered.
- 4.2 A Student is entitled to a full refund of all money that remains in their account after enrolment. This refund will be granted provided the Student has paid their Fees in full and holds a valid student visa for the period of study. The monies will be paid directly to the Student.