

# Completing the Application to Enrol

Use these guidelines to help you complete the Application to Enrol before undertaking one of the Application to Enrol options set out on the front of the form.

## **First-year and transferring students**

should complete all of the sections of the Application to Enrol form.

**Advancing students** should only complete the marked sections.

## **1. Canterbury Student Number**

If you have been enrolled at the University of Canterbury before, you will have a Student Number. You will find the number on your Canterbury Card.

First-year students will be given a number when they Apply to Enrol.

## **2. Name**

This is your full legal family name and first name as it is written on your birth certificate. If you have changed either your family name or your first name, or the name you provide is different on your official documentation, you must supply verified evidence of this change (eg, deed poll, a copy of your marriage certificate or statutory declaration). See page 19 of the 2010 Enrolment Handbook.

## **5. National Student Number**

If you are a tertiary student or NCEA candidate in New Zealand, you will have a National Student Number (NSN).

You may need to provide evidence of your National Student Number (NSN). See page 19 of the 2010 Enrolment Handbook.

## **6. Citizenship**

You will need to supply documentary evidence for the category you ticked – see page 19 of the 2010 Enrolment Handbook.

## **8. Passport details**

*This question is compulsory for international students.*

Your passport details are required for checking and processing your immigration permit. International students must also bring their passports with them when they enrol in person. The passport should contain a current student permit. See page 19 of the 2010 Enrolment Handbook.

## **10. Address**

You are required to ensure that the University has your current address (where you are living) because important information is sent to you throughout the year. If you move you must go online and complete a change of address.

Email is the preferred means of sending information to you. Please ensure the email address you provide is correct.

Prior to you completing enrolment, the University will use your personal email address as the main point of contact. If you need to change your personal email or postal address details before receiving your student email address, you should phone the Contact Centre (see also **Address, Email and Student Web Policy** on page 20 of the 2010 Enrolment Handbook).

## **12. Last secondary school attended**

Enter the name of the last secondary school you attended. If you attended secondary school outside of New Zealand, write 'overseas'.

## **13. Highest secondary school qualification**

Tick only one box. Your highest achievement may be a 'traditional' award such as School Certificate, or you may have achieved a number of credits or a National Certificate at a certain level on the National Qualifications Framework. Your NZQA Record of Learning shows you how many credits you have.

## **14. First year in tertiary study**

Write in the year you first enrolled in a university, polytechnic, college of education, private training establishment or wānanga, either in New Zealand or overseas, since leaving school. Do not include enrolments in STAR, community or hobby classes. If you have not previously enrolled at another tertiary institution write '2010'.

## **16. Entrance qualification**

You may need to supply the University with evidence of your results.

If you are unsure which category you qualify for refer to pages 8–10 of the 2010 Enrolment Handbook.

If you ticked 'Waiting for NCEA/UE results', your application will not be complete until the University has received your NCEA results. The University will receive your results directly from the New Zealand Qualifications Authority.

If you ticked a category with an asterisk (\*), you will need to make an additional application for admission. See pages 8–10 of the 2010 Enrolment Handbook for more details.

## **17. Disabilities**

If you tick **YES**, you will be sent information on the services available to students with a disability. The information you supply is kept confidential. It is important to complete this section if you will require special exam arrangements.

UC provides disability support services such as note takers and reader/writers, hearing equipment, access to computer equipment, alternative access to buildings and examinations assistance. For more information, please contact the Disability Resource Service, phone +64 3 364 2350, email [disabilities@canterbury.ac.nz](mailto:disabilities@canterbury.ac.nz) or go to [www.canterbury.ac.nz/disability](http://www.canterbury.ac.nz/disability)

### 19. Direct entry to BE(Hons)

*This question is for Engineering students only.*

If you are applying for direct entry to the First or Second Professional Year of the BE(Hons) programme and you have taken courses at another university you will need to submit a copy of your academic record to the College of Engineering Office as soon as possible – refer to page 7 of the 2010 Enrolment Handbook for contact details.

### 23. IRD Number

*This question does not apply to international students.*

If you have a student loan, or anticipate applying for one for 2010, you may be entitled to have the interest on your loan written off for the period of study.

On 1 April 2006, legislation was introduced to make student loans interest free for borrowers living in New Zealand. For more information on how to become eligible for interest-free student loans go to [www.ird.govt.nz/studentloans](http://www.ird.govt.nz/studentloans)

If you choose to provide your IRD number with your Application to Enrol this will be included with your enrolment details and will be reported to the Ministry of Education. The Ministry of Education will send your study information to Inland Revenue to check if you are eligible for an interest write-off and adjust your student loan account automatically.

Providing your IRD number is voluntary. If you choose not to provide your IRD number, you should contact Inland Revenue directly if you think you may be eligible for an interest write-off.

Please note: providing your IRD number with your Application to Enrol is not an application for an interest write-off. If the information you provide is incorrect and cannot be matched, no write-off will occur. You will not be contacted directly in that event but you may contact Inland Revenue for more information.

For more information about student loan interest write-off go to [www.ird.govt.nz/studentloans](http://www.ird.govt.nz/studentloans)

### 24. Tuition fee payment method

*This question does not apply to international students.*

If you intend to use a student loan to pay your 2010 tuition fees, the University must receive a fee payment authority from StudyLink before this payment option can be used upon the acceptance of your Enrolment Offer.

If you have not yet applied for a 2010 student loan:

- Contact StudyLink NOW on freephone in NZ 0800 88 99 00 or go to [www.studylink.govt.nz](http://www.studylink.govt.nz) and apply for a student loan to cover your 2010 tuition fees.
- Provide your full and correct study details including Education Provider ('University of Canterbury'), Study Programme (eg, 'Bachelor of Science'), Student ID Number and Start Date (see page 5 of the 2010 Enrolment Handbook for key course dates).
- Answer **YES** to the question 'Do you want a loan to pay for your course fees?'
- Provide the correct postal address for your student loan contract to be sent to you.
- Complete and return the contract to StudyLink.

### 27. Declaration

*All students enrolling for 2010 study must read the Declaration before answering the question.*

If you answer **YES**, your answer will be taken in the same context as if you were signing the Declaration.

If you answer **NO**, you will not be permitted to proceed with your enrolment.

### 28. Choice of first qualification

If you are planning to enrol in a double degree programme you should write the correct double degree code in the 'Qualification code' box. See the back page of the Application to Enrol for a list of qualification codes.

If you want to apply for credit for courses taken at another institution, you will need to make a separate application – refer to 'Transferring students/Transfer of credit/Cross-crediting' on pages 9–10 of the 2010 Enrolment Handbook for more details.

### 29. Programme of study – first qualification

If you are an international student you must be enrolled for full-time study to meet student visa requirements.

If you are applying to study part-time at postgraduate level, you will need to apply to the relevant College or School for approval. Refer to the degree regulations in the *UC Calendar* for more details.

If you are planning to enrol in a double degree programme or enrol concurrently in more than one qualification, you are advised to seek advice from the relevant College(s) on degree planning and cross-crediting provisions. Contact details are listed on page 7 of the 2010 Enrolment Handbook.

### 30. Choice of second qualification

If you are planning to enrol in a double degree programme you should write the correct double degree code in the 'Qualification code' box at question 28. See the back page of the Application to Enrol for a list of qualification codes.

If you want to apply for credit for courses taken at another institution, you will need to make a separate application – refer to 'Transferring students/Transfer of credit/Cross-crediting' on pages 9–10 of the 2010 Enrolment Handbook for more details.

### 31. Programme of study – second qualification

If you are an international student you must be enrolled for full-time study to meet student visa requirements.

If you are applying to study part-time at postgraduate level you will need to apply to the relevant College or School for approval. Refer to the degree regulations in the *UC Calendar* for more details.

If you are planning to enrol in a double degree programme or enrol concurrently in more than one qualification you are advised to seek advice from the relevant College(s) on degree planning and cross-crediting provisions. Contact details are listed on page 7 of the 2010 Enrolment Handbook.