

# Enrolment checklist 2011

## Domestic students

- Step 1** Many students need to complete a special application or send documents to colleges in order for enrolment to be approved. Check pages 12–15 of the 2011 Enrolment Handbook to see if you need to complete a **special application** for your programme of study. New students check **admission eligibility** on pages 8–10. For **advice on your course options** refer to the list of contacts on page 7.
- Step 2** **Apply to Enrol:** After reading the Enrolment section of the 2011 Enrolment Handbook complete the **Application to Enrol (ATE)** form contained in the Enrolment Pack. Then use one of the ATE options on page 17 of the 2011 Enrolment Handbook or listed at the top of the ATE form. For course advice please check page 7 of the 2011 Enrolment Handbook. **First-year students within NZ please use options 2 or 3.** For assistance freephone in NZ 0800 VARSITY (827 748) or email enrol@canterbury.ac.nz  
**First-year domestic undergraduate students:** Last date to Apply to Enrol (ATE) is **10 December 2010.**  
**First-year College of Education, advancing domestic and all International students:** Last date to apply to enrol is 7 days prior to your first official course start date (see pages 4 and 5 of the 2011 Enrolment Handbook).
- Step 3** If you are considering using a **student loan** to pay for your 2011 tuition fees, you need to apply **NOW** to StudyLink for your 2011 loan. Contact StudyLink on freephone in NZ 0800 88 99 00 or go to [www.studylink.govt.nz](http://www.studylink.govt.nz)  
 If you are considering Training Incentive Allowance make arrangements with WINZ **NOW** for your appointments.
- Step 4** Your courses will be checked by the relevant Colleges/Schools/Departments. The University will email/phone/text you if there are any problems with your choice of courses. Ensure you regularly check your emails and respond immediately. Within 10 working days after lodging your application you are able to go online to UC Student Web and see the current status of your application.
- Step 5** You can change your Application to Enrol through the Contact Centre on 364 2555 (Christchurch calling area) or freephone in NZ 0800 VARSITY (827 748) up until you receive an Enrolment Offer. Any changes will go through the same approval process as above. If you have received an Enrolment Offer this must be declined before you can make course changes to your Application to Enrol.
- Step 6** Once your courses have been approved an **Enrolment Offer** and **Statement of Fees** including payment instructions will be sent to you. **If we require your NCEA results for admission purposes the Enrolment Offer will not be sent to you until we have received the NCEA results file.** It is your responsibility to check your courses, their semester dates and site codes.
- Step 7** **The Enrolment Offer must be officially accepted (by returning the paper offer, or online) and your fees paid.** Student loan payment can only be used if UC has received an inward fee authority from StudyLink. If you are not ENR Status by the end of the first day of the official course start date you will be declined (see pages 5 and 19 of the 2011 Enrolment Handbook).
- Step 8** **You are now enrolled (ENR Status).** A confirmation of enrolment email will be sent to your personal or student email address. This will include details on how to access your timetable. Distance students' materials will be dispatched approximately two weeks prior to the course start date.
- Step 9** When you are first on campus you can have your **Canterbury Card** processed (see below for distance students). You need to provide one of the following:
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| <b>Advancing students</b> <ul style="list-style-type: none"> <li>• Previous student ID card</li> <li>• Passport</li> <li>• Driver's licence</li> </ul> | <b>First year at UC</b> <ul style="list-style-type: none"> <li>• Passport</li> <li>• Driver's licence</li> <li>• Passport photo 'certified as a true and correct likeness'. Refer to page 27 of the 2011 Enrolment Handbook</li> </ul> | <b>Regional campus/distance students</b> <p>Advancing students must request card by emailing <a href="mailto:card@canterbury.ac.nz">card@canterbury.ac.nz</a>. Previous photo will be used.</p> <p>First-year students must supply passport photo 'certified as a true and correct likeness'. Refer to page 27 of the 2011 Enrolment Handbook.</p> |
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- Step 10** Join the Recreation Centre and Health Centre.
- Step 11** **Start your studies.** Change of Enrolment can still be made through the online enrolment system – refer to Change of Enrolment (page 28) and Key Course Dates (page 5) in the 2011 Enrolment Handbook.

## Enrolment checklist 2011

# International students

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| <input type="checkbox"/> | <b>Step 1</b> | <p><b>Advancing international students</b> do not need to re-apply for admission. Proceed to Step 2.</p> <p><b>New international students</b> entering by way of NZ NCEA exams proceed to Step 2.</p> <p><b>Other new international students must apply for admission</b> to the University and receive an offer of place before they can proceed to Step 2 – for more information go to <a href="http://www.canterbury.ac.nz/intstud/admiss">www.canterbury.ac.nz/intstud/admiss</a></p>  |
| <input type="checkbox"/> | <b>Step 2</b> | <p>Check pages 12–15 of the 2011 Enrolment Handbook to see if you need to complete a <b>special application</b> for your programme of study. For <b>advice on your course options</b> refer to the list of contacts on page 7.</p>   |
| <input type="checkbox"/> | <b>Step 3</b> | <p>After reading the Enrolment section of the 2011 Enrolment Handbook complete the <b>Application to Enrol form</b> contained in the Enrolment Pack and go online to <a href="https://ucstudentweb.canterbury.ac.nz">https://ucstudentweb.canterbury.ac.nz</a>. A password and username will be required.</p> <p>For new students outside of NZ, your username and password will be supplied with the offer of place letter from International Admissions.</p> <p>For assistance email <a href="mailto:enrol@canterbury.ac.nz">enrol@canterbury.ac.nz</a> or within NZ freephone 0800 VARSITY (827 748). For course advice please check page 7 of the 2011 Enrolment Handbook.</p> <p>Last day to apply to enrol is one week prior to your first official course start date (see pages 4 and 5 of the 2011 Enrolment Handbook).</p>  |
| <input type="checkbox"/> | <b>Step 4</b> | <p>Your courses will be checked by the relevant Colleges/Schools/Departments. The University will email/phone/text you if there are any problems with your choice of courses. Ensure you regularly check you emails and respond immediately. Within 10 working days after lodging your application you are able to go online to UC Student Web and see the current status of your application.</p>   |
| <input type="checkbox"/> | <b>Step 5</b> | <p><b>Application to Enrol changes:</b> You can make changes to your courses at any time through <a href="https://ucstudentweb.canterbury.ac.nz">https://ucstudentweb.canterbury.ac.nz</a> or through the Contact Centre on 0800 VARSITY (827 748) or +64 3 364 2555.</p> <p>Any changes will go through the course approval process as in Step 4.</p>   |
| <input type="checkbox"/> | <b>Step 6</b> | <p><b>Due to compliance requirements, all international students must attend enrolment in person.</b></p> <ul style="list-style-type: none"> <li>The date and time you must attend is on page 17 of the 2011 Enrolment Handbook. You must attend on the correct day or the late enrolment policy will apply and you may be declined or have to pay the late fee. You must bring your passport with you.</li> <li>Collect 'Status Report' and complete instructions on the report.</li> <li><b>Student Permit Check:</b> If you do not have a current permit this can be processed for you on campus. Please refer to <a href="http://www.canterbury.ac.nz/intstud/visa">www.canterbury.ac.nz/intstud/visa</a> for the documentation you will need for UC to process an electronic permit.</li> <li><b>Medical Insurance:</b> UC has a medical insurance policy available. If you are not going to purchase the UC policy you must bring evidence of your own insurance policy (not a certificate) with you and this must be written in English and must cover your official course period – for more information go to <a href="http://www.canterbury.ac.nz/intstud/insurance">www.canterbury.ac.nz/intstud/insurance</a></li> </ul> |
| <input type="checkbox"/> | <b>Step 7</b> | <p>Once the requirements listed in Step 6 have been completed an <b>Enrolment Offer</b> and <b>Statement of Fees</b> will be printed. <b>The Enrolment Offer must be accepted and your fees paid.</b> If you are not ENR Status by the end of the first day of the official course start date you will be declined (see pages 5 and 19 of the 2011 Enrolment Handbook).</p>  |
| <input type="checkbox"/> | <b>Step 8</b> | <p><b>You are now enrolled (ENR Status)</b> and can:</p> <ul style="list-style-type: none"> <li>Collect your Canterbury Card – bring ID: this can be a passport, previous student ID card or driver's licence. Refer to page 27 of the 2011 Enrolment Handbook.</li> <li>Go online and print out your timetable through <a href="https://ucstudentweb.canterbury.ac.nz">https://ucstudentweb.canterbury.ac.nz</a></li> <li>Join the Recreation Centre and Health Centre.</li> </ul>  |
| <input type="checkbox"/> | <b>Step 9</b> | <p><b>Start your studies.</b> Change of Enrolment can still be made through the online enrolment system – refer to Change of Enrolment (page 28) and Key Course Dates (page 5) in the 2011 Enrolment Handbook.</p>   |