

Application for admission to graduate and postgraduate programmes as an international student

Application form and fees schedule 2011

To apply for admission online go to www.canterbury.ac.nz/intstud

If you are unable to apply online you can complete this form and send it to us by post or courier with the required supporting documents.

What you need to know before applying for admission

- We recommend that you familiarise yourself with the details of the programme you are interested in BEFORE you apply for admission. Check that the programme and the courses offered by the relevant academic department will meet your academic objectives. Please view the relevant department/programme website for further information.
- Many graduate and postgraduate programmes have specific application requirements and/or an additional application process. These programmes include (but are not limited to): Postgraduate Certificate in Antarctic Studies, Graduate Diploma in Business Administration, graduate diplomas in Teaching and Learning, postgraduate diplomas in Business Management, Child and Family Psychology, Clinical Psychology, Health Sciences, Industrial and Organisational Psychology, Social Work, Master of Audiology, Master of Business Administration (MBA), Master of Business Management (MBM), Master of Education, Master of Education with Certificate in Counselling, Master of Engineering, Master of Engineering in Management (MEM), Master of Engineering in Fire Engineering, Master of Health Sciences, Master of Social Work (Applied), Master of Science in Applied Psychology and Master of Science in Speech and Language Sciences. Please check the academic department website or enquire through Student Liaison.

Important notes

- Please PRINT CLEARLY. To ensure that your application is processed efficiently and to ensure that we can contact you, it is essential that we can accurately interpret the information you supply, particularly your name, email and postal address details. All sections must be completed.
- Incomplete applications cannot be processed. Ensure you provide all required documentation – please note:
 - All transcripts and degree certificates for university level study undertaken must be included.
 - All academic documents must be originals, or certified/notarised true copies. Faxed, scanned or emailed documents will not be accepted as original or certified/notarised copies.A certified/notarised true copy is a photocopy of the original document signed and verified as a genuine, unaltered copy. Suitable people to certify documents include a solicitor, a Justice of the Peace, a notary public or an official of the institution that issued the original document. The copy must bear the official stamp of that person or institution.
- You should apply as early as possible to give yourself maximum preparation time for visa, fee payment, travel and accommodation arrangements. Late applications will be processed, but we cannot guarantee that a decision will be made in time for you to make the necessary arrangements to start your studies here.
- Where possible postgraduate applicants should apply at least 6 months before their intended start date.

College of Education applicants please note:

This form is NOT for undergraduate degrees in Teaching and Learning, graduate diplomas in Teaching and Learning or Sport Coaching programmes. The College of Education Prospectus for International Students including the application form for programme entry to these programmes is available on request or can be downloaded at www.education.canterbury.ac.nz/international

Useful websites

- Department and Colleges: www.canterbury.ac.nz/deptcentres.shtml
- Courses, Subjects and Qualifications: www.canterbury.ac.nz/courses
- International Student Portal: www.canterbury.ac.nz/intstud
- Directory of Expertise (UC SPARK): www.canterbury.ac.nz/spark

International Tuition Fees for 2011 (per year in NZ\$)

	Postgraduate fees (excluding PhD)	PhD fees 2011
Arts and Social Sciences	23,500	5,384
Business and Commerce	23,700	5,636
Engineering	30,700	6,485
Fine Arts	27,600	NA
Forestry Science and Ecology	29,800	6,485
Law	27,300	5,636
Music	27,600	5,890
Science – Bench Science <i>Antarctic Studies, Astronomy, Biochemistry, Biotechnology, Cellular and Molecular Biology, Chemistry, Engineering Geology, Environmental Science, Geology, Hazard and Disaster Management, Mathematical Physics, Medical Physics, Medical Physics (Clinical), Microbiology, Physics, Plant Biology, Zoology.</i>	29,800	6,093
Science – Non Bench Science <i>Computational and Applied Mathematics, Computer Science, Geography, Mathematics, Mathematics and Philosophy, Mathematics and Statistics, Psychology, Statistics.</i>	27,600	5,890
Speech and Language Sciences, Audiology and Health Sciences	29,800	5,937–6,093
Teacher Education Sport Coaching Physical Education	23,500	5,636

Special Programmes

MBA	15-month programme	46,000
MBM (Master of Business Management)	per year	19,100
PGDipBM (Postgraduate Diploma in Business Management)	one-year programme	19,000
MEM (Master of Engineering in Management)	one-year programme	33,100
Postgraduate Certificate in Antarctic Studies	includes field trip	25,900

Additional to the tuition fee is an annual non-tuition Student Services Levy (\$615 in 2011) to cover the cost of the Canterbury Card, health levy and other administrative and support services.

The University reserves the right to change these published fees before enrolment to reflect any changes in Government or University Council Policy.

NOTES:

- The fees quoted are for 2011 and are reviewed annually. Students undertaking a programme of more than one year's duration should be aware that fees may increase in subsequent years. The latest information on tuition fees can be found at www.canterbury.ac.nz/intstud/costs
- All fees are set and invoiced in New Zealand dollars and include NZ Goods and Services Tax (GST). **Please check current exchange rates** for the correct equivalent today in your home currency.
- Fees quoted are for **an average course load**. The actual fee will vary depending upon courses selected. Detailed information on choosing courses and calculating fees is available in the 2011 Enrolment Handbook and at www.canterbury.ac.nz/enrol
- The tuition fee must be paid in full before or at enrolment. For payment options please see page 27 of the 2011 Postgraduate Prospectus or www.canterbury.ac.nz/intstud/costs/payment.shtml
- Some programmes have an additional application fee and acceptance fee.
- Some subjects have extra costs associated with them in addition to tuition fees (textbooks, materials, field trips, etc). Thesis publication fees are also additional to the tuition fees quoted. For details of living costs in New Zealand go to www.canterbury.ac.nz/intstud/costs/living.shtml
- Provided that they study in New Zealand, international PhD students pay tuition fees at the New Zealand domestic rate for the PhD course only; international fees apply for any other courses. Australian students pay fees at the domestic rate, provided that they study in New Zealand. For domestic fees go to www.canterbury.ac.nz/enrol/fees
- Please note that an application for admission is not an application for funding. If granted admission, students need to arrange funding to cover tuition fees, living expenses and other costs. An offer of a place is issued for admission purposes and does not imply or guarantee funding for studies. For information about scholarships go to www.canterbury.ac.nz/intstud/scholarships
- Many **graduate diplomas** attract an undergraduate rather than a postgraduate fee. Please enquire for details.
- Enrolment and Fees Policies and Regulations (including refund policies) are detailed in the University's *Calendar*. An electronic copy can be found at www.canterbury.ac.nz/publications/calendar.shtml

Application for admission as an international student to graduate and postgraduate programmes

Before completing this form, please read the instructions on page 1 of this application form

This application is submitted by:

- Self (student)
 Agent/Representative

Agent's or Representative's
stamp

Email address for correspondence (Agent or Student)

Postal address for correspondence (Agent or Student)

Student's personal details

Title: Dr / Mr / Mrs / Miss / Ms Other

Family name (as shown on student's passport)

Given names (as shown on student's passport)

Sex: Male Female Date of birth DD / MM / YYYY

Student's postal address (if not given above)

Student's telephone

Student's email (mandatory, even if you are applying through an agent)

Nationality (list all countries where you hold Citizenship)

Do you hold a New Zealand or Australian Permanent Resident Visa?

- No Yes (please provide a certified copy)

Proficiency in English

To study at the University of Canterbury you MUST be proficient in English. For details of requirements see page 47 of the Postgraduate Prospectus or go to www.canterbury.ac.nz/intstud/admiss/english.shtml Documentary evidence of the following information is required.

- I have completed an academic qualification in a primarily English-speaking country.
 I will sit/have sat an English language proficiency test (IELTS, TOEFL, Cambridge or APIEL).
 I will complete CertETS at the University of Canterbury.

Date of test

English test name

Results (if known)

- The testing centre will send the result to the University of Canterbury. For TOEFL, the institution code for the University of Canterbury is 9482.

Programme applied for

I am applying for admission to:

Degree/Qualification (in order of preference if more than one)

eg, BSc(Hons)

eg, PhD

Major(s)/Main Subject(s)

Biochemistry

Bioengineering

When do you intend to begin your studies?

Year

- February (Semester 1) July (Semester 2, not possible for some programmes) Other; please give approximate start date:

PhD and master's research students may begin their studies at any time with the approval of their supervisor.

Postgraduate Research Applicants

Please include with your application:

- an outline of your area of research interest (which must match an area of research interest at the University of Canterbury)
- details of your previous research or publications
- details of communication with any potential supervisors

Qualifications and academic records

Copies of original documents must be certified as a true copy of the original document by a Justice of the Peace, Notary Public, Solicitor, or an official of the institution that issued the original document and must bear the official stamp of that person or institution. Uncertified photocopies will not be accepted. Faxed, scanned or emailed documents will not be accepted as original notarised/certified copies.

I attach the following certified true copies of my academic transcripts and graduation certificates (if applicable) as evidence in support of my admission:

Previous university/tertiary study

Name of qualification	Institution	Date commenced	Date completed

Results Pending

Are you currently awaiting results of any university studies? No Yes

Please indicate when these results will be available:

Name of qualification	Institution	Date results available

How do you intend to pay for your studies?

- Private funds
- New Zealand Development Scholarship (NZAS)
- US Federal Aid
- Home government scholarship (please specify)

- Other (please specify)

Note: You must make a separate application for a scholarship.

Checklist

Have you:

- included a copy of the personal details page of your passport?
- completed ALL sections on this form?
- supplied evidence of English proficiency (if applicable)?
- included original or certified/notarised academic documents including official translations where necessary?
- read and signed the declaration?

IMPORTANT: Your application cannot be processed unless originals or certified true copies of your supporting documents are included. Faxed or emailed applications are not acceptable.

Send this form and supporting documentation to:

Postal Address:
Student Liaison
University of Canterbury
Private Bag 4800
Christchurch 8140
New Zealand

Courier address:
Student Liaison
University of Canterbury
20 Kirkwood Avenue
Christchurch 8041, New Zealand
Phone: +64 3 364 2459

Declaration and signature

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 the University of Canterbury;
- 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 cannot proceed without my consent to the foregoing conditions.

All work submitted in support of my application is entirely my own, except where explicitly identified as the work of another or others.

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 acknowledge that the submission of fraudulent, forged or otherwise dishonest documentation in support of this application will automatically disqualify me from enrolment. I understand that in such a case the University of Canterbury reserves the right to inform all other New Zealand universities of the fact along with my name and date of birth and that the New Zealand Immigration Service and the Police will also be informed. My signature below denotes acceptance of these terms and constitutes consent to disclosure for the purposes of Privacy Principle 11 set out in the Privacy Act 1993.**

I accept that all documents submitted in support of this application become the property of the University of Canterbury.

I understand that, if this application is submitted through an agent of the University, the result will be communicated to the agent also, unless I give instructions to the contrary.

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.

Signature Date