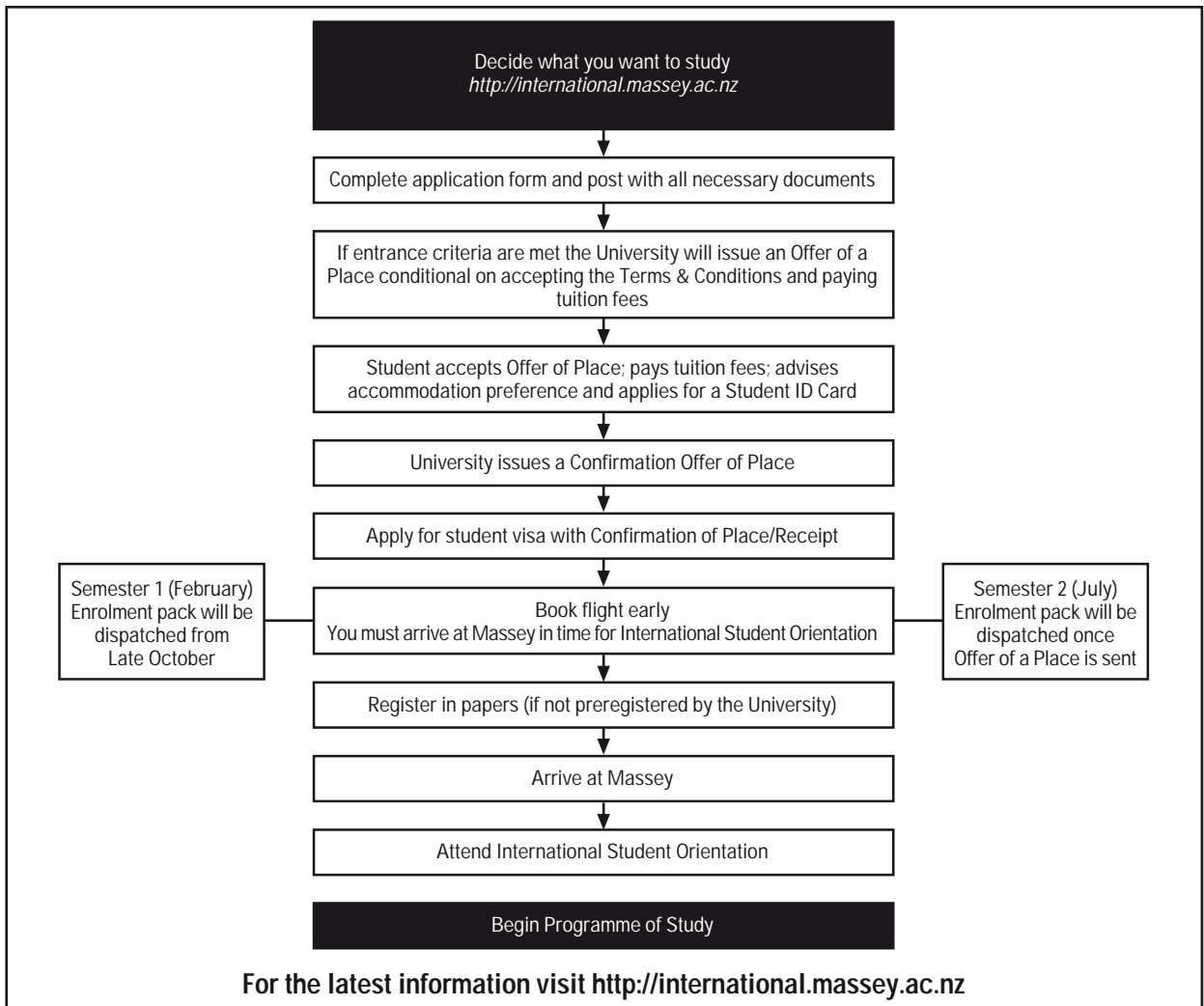




# Application for Admission as an INTERNATIONAL STUDENT



## ACADEMIC YEAR

Massey University operates a semesterised academic year:

- Semester 1 – February to early June**
- Semester 2 – July to early November**

The main intake for all programmes is Semester 1 (February each year. It is also possible to begin some programmes in Semester 2 (July). Refer to University publications or <http://international.massey.ac.nz> for details.

Doctoral study can begin at any time during the academic year by arrangement with the academic supervisor once the admission process is complete.

## APPLICATION DATES

**Pre-degree, Diploma, Undergraduate and Postgraduate programmes:**

Semester 1 (February) applications close 1 December\* the previous year

Semester 2 (July) applications close 1 May\*

\*Applications received after these dates will be considered on a case-by-case basis and are subject to programme and campus availability.

**English language** (Certificate in General English) has intakes every four weeks and applications can be submitted at any time.

**PhD** applicants are not restricted to semester intakes and can apply at any time.

## CERTIFICATION AND SUBMISSION OF DOCUMENTS

All copies of academic transcripts, graduate certificates and other documents must be officially translated into English and certified/notarised by the issuing institution, a notary public, a justice of the peace, a solicitor, a commissioner of oaths or an approved agent. The signatory must sign, date, use an official stamp and write on each copies page: 'This is a true copy of the original document'.

Applicants who have had a name change must provide certified evidence of that change, eg, a deed poll or marriage certificate

## ADMISSION CRITERIA FOR UNIVERSITY STUDY

To be admitted into a Massey University programme applicants need to meet both the academic and English language requirements. Refer to <http://international.massey.ac.nz>

### ACADEMIC ADMISSION

#### Postgraduate

Admission into a postgraduate programme requires an appropriate undergraduate degree from a recognised university. Approval for admission is assessed by the relevant College Academic Director.

Admission to **Doctorate** study requires a high calibre Masters or Bachelor with Honours degree with demonstrated research skills. Doctoral candidates require approval from the Massey University Doctoral Research Committee (DRC)

Admission to **MBA** requires:

- a bachelor degree
- a minimum of 2 years work experience
- a curriculum vitae/resume which should include details of responsibilities associated with each period of employment
- selection by interview

or

- a diploma
- substantial work experience at managerial level
- a curriculum vitae/resume which should include details of responsibilities associated with each period of employment
- selection by interview

Applicants who do not meet this criteria may wish to consider the Master of Management (MMgt) as an alternative.

#### Graduate Diploma

Admission to a Graduate Diploma requires successful completion of a three year diploma or undergraduate degree from a recognised tertiary institution.

#### Undergraduate

Successful applicants will have achieved the equivalent to Year 13 in New Zealand (NCEA level 3 University Entrance). See the last page on this document for a guide to entry requirements by country. This information is intended as a guide only and final acceptance into a particular programme will depend on previous performance in relevant subject areas. If your qualification is not listed, please submit an application for assessment. Applications are assessed on an individual basis.

#### Pre-degree

Successful applicants will have achieved the equivalent to successful completion of Year 12 in New Zealand. Applications will be assessed on an individual basis.

#### CREDIT ASSESSMENT (recognition of prior learning)

Applicants may request an assessment for recognition of previous tertiary study additional to that required for admission by ticking the credit section in part B. There is no fee when a credit assessment is undertaken at the time of application for admission. Credit can be assessed for undergraduate study only. Course outlines should be provided where credit assessment is required.

### ENGLISH LANGUAGE REQUIREMENTS

#### Certificate in Foundation Studies

Academic IELTS 5.0 in all bands, or, TOEFL: 500 (P), 173 (C) with a TWE or ER of 4.0

#### Pre-degree

Academic IELTS 5.5 (no band less than 5.0), or, TOEFL 525 (P), 196(C) with a TWE or ER of 4.0

#### Undergraduate (includes Graduate Diplomas)

Academic IELTS 6.0 (no band less than 5.5), or, TOEFL 550(P), 213(C) with TWE or ER of 4.0, iBT 80 (minimum writing 19

#### Postgraduate

Academic IELTS 6.5 (no band less than 6.0), or, TOEFL 575(P), 232(C) with TWE or ER of 4.0, iBT 90 (minimum writing 20

Applicants must request the English language testing centre to send results directly to the University. The institution code for TOEFL is 9480.

Note:

1. Some programmes may require a higher level of English language proficiency than the minimum specified. Refer to <http://international.massey.ac.nz> for details.
2. Students who gain entry at the minimum English language competency level may be required to undertake an English language development paper during the first semester of study.
3. English language test results are valid for two years only.

#### COMPULSORY MEDICAL AND TRAVEL INSURANCE

International students must have appropriate and current medical and travel insurance while studying in New Zealand. For options:

<http://student-services.massey.ac.nz/default.asp?articleid=109>

#### ELIGIBILITY FOR HEALTH SERVICES

Most international students are not entitled to publicly funded health services while in New Zealand. If a student receives medical treatment during their visit they will be liable for the full costs of that treatment. Full details on entitlements to publicly funded health services are available through the Ministry of Health, and can be viewed on the website at <http://www.moh.govt.nz>

#### ACCIDENT INSURANCE

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but students will still be liable for all other medical and related costs. Further information can be viewed on the ACC website at <http://www.acc.co.nz>

#### STUDENT VISAS/IMMIGRATION

To apply for a student visa you will need to present a Confirmation of a Place to your nearest New Zealand Immigration Service office or New Zealand Embassy or High Commission.

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 at <http://www.immigration.govt.nz>

#### CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS

Massey University has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz/goto/international>

#### UNIVERSITY POLICIES

##### 1. TUITION FEES

**1.1 Tuition fees stated on the Offer of a Place are approximate only and the student agrees to pay the tuition fees in full once Massey University has set the fees.**

1.2 Tuition fees once set are subject to adjustment by Massey University if the New Zealand dollar has appreciated against the US dollar since the last tuition

fees were set by Council, and/or due to inflation, and are subject to adjustment by the Massey University Council for each year of the Programme of Study.

The student agrees to pay the tuition fees as set from time to time by Council. The student must ensure that they have the current fees before commencing the programme of study.

- 1.3 One academic year (February to November) is generally equivalent to 120 credits.
- 1.4 The tuition fee that applies at the time of admission will remain the same for the normal duration of the programme of study. This applies only if the student remains continuously enrolled in the programme, does not change their programme of study and is paying fees at the international rate.
- 1.5 Some programmes require more than 120 credits to be completed in a year. This may also increase the tuition fee for that year of study.
- 1.6 Depending on the selection (if any) and academic approval of papers at the time of enrolment, total tuition fees may vary from those stated in the Offer of a Place and the student agrees to pay the tuition fees so set.
- 1.7 The student agrees that Massey University is not liable to the student for any fluctuations in currency.
- 1.8 Please note in certain Programmes of Study Massey University reserves the right to select the papers for the student.

## 2. PAYMENT OF FEES

- 2.1 **The student must complete and fax the Acceptance and Payment Advice Form to Massey University when paying fees.**
- 2.2 **The student must pay tuition fees and other fees required by Massey University to Massey University directly and not to any recruitment agent or other party. This is part of Massey University's fee protection policy.**
- 2.3 There may be a bank fee charged by Massey University's Bank which is payable by the student.
- 2.4 **Tuition fees do not include accommodation, living expenses, textbooks, field trips or other incidental expenses.**

## 3. NON-TUITION FEES

**(charged per calendar year or part thereof)**

- 3.1 Non-Tuition fees of approximately NZ\$400 include the Enrolment Fee, Student Services Levy and Students Association fees.
- 3.2 For Subject practical fees or other course costs, refer to <http://fees.massey.ac.nz>

## 4. INTERNATIONAL STUDENT TUITION FEE REFUND POLICY

- 4.1 In order to be eligible for any refund of tuition fees received by Massey University and paid by the student, the student must withdraw within the period specified by Massey University in the manner required by Massey University.
- 4.2 In order to be considered for a refund, Massey University must receive a Massey University Withdrawal Form signed, dated and completed by the student. The date of withdrawal is deemed to be the date that Massey University receives the signed, completed and dated Massey University Withdrawal form.
- 4.3 Refund (if any) following withdrawal from study will only be made to an address in the student's home country, unless, if the student is studying on campus in New Zealand the student produces evidence of having obtained a suitable visa/permit to remain in New Zealand (e.g. work permit or residence permit). Massey University will advise

the New Zealand Immigration Service that fees have been refunded, if the student is still in New Zealand.

- 4.4 Any fees the student has paid a recruitment agent will have to be claimed by the student from the agent. Massey University is not liable to compensate the student or repay the student any commission or fees the student paid any recruitment agent.
- 4.5 Any commission paid by Massey University relating to the student will be deducted from the amount of any refund payable to the student.
- 4.6 International students who become New Zealand citizens, or permanent residents within four weeks of commencement of a full-year programme of study, or an equivalent proportion of a shorter programme, will be refunded tuition fees except for the proportion that would be charged a New Zealand student for the same programme. If the student's residency status changes after the period set, there will be no refund.
- 4.7 International students whom Massey University declines admission or registration in an appropriate programme of study will be refunded tuition fees, less an administration fee. Non-tuition charges will not be refunded with the exception of the Students' Association fee, which will be refunded if the withdrawal occurs within four weeks of the commencement of a full year programme of study or an equivalent proportion of a shorter programme.
- 4.8 International students who withdraw from study within four weeks of commencement of a full year programme of study, or an equivalent proportion of a shorter programme of study, will be refunded tuition fees, less NZ\$500.00 or 10% of the tuition fee due, whichever is the smaller amount. Non-tuition University charges, with the exception of the Students' Association fee will not be refunded.
- 4.9 International students who withdraw from study after four weeks of commencement of a full year programme of study, or the equivalent proportion of a shorter programme, will not qualify for a refund of any fees paid to Massey University.
- 4.10 Responsibility for authorising refunds for any student enrolled at Massey University is delegated by the Registrar to the International Director. Appeals related to fee refunds should be sent in writing to the International Director.

## 5. FEES PROTECTION POLICY

- 5.1 In the event of the non-delivery of any part of a programme of study, or any service that a student has paid for, Massey University undertakes to refund any tuition fees or non-tuition fees received from international students in relation to the relevant part of that programme of study or service not provided.

### Checklist

Have you ATTACHED the following documentation to your application form:

- A certified/notarised copy of your birth certificate or passport (include student or work permit).
- Officially translated and certified/notarised copies of all academic transcripts and graduation certificates.
- Evidence of English language (request originals to be sent directly from the testing centre).
- Course outlines if you are applying for credit (undergraduate programmes only).
- Other supporting documents for PhD or Postgraduate applications (CV, research proposal).
- A disability/health statement if applicable.

# ACADEMIC ENTRY REQUIREMENTS

COUNTRY	FOUNDATION & DIPLOMA	UNDERGRADUATE DEGREE
Australia	-Successful completion of year 12 with a minimum TER of 50	-Successful completion of year 12 with a minimum TER of 74
Canada	-Grade 12 certificate	-General: High School graduation with minimum achievement of 65% Ontario: Secondary Diploma with a minimum average 70% in grade 12
China	-Year 3 certificate of graduation, minimum 70%	-Successful completion of one year's tertiary study at a recognised institution
Denmark		-Studentereksamen
Fiji	-Fiji school leaving certificate 65% in 4 subjects	-Fiji form 7 Certificate: aggregate over 4 subjects of 250, with a minimum of 50 in English -USP foundation year, 7 passes with a minimum of C in communication
Germany	-Mittlere reife / realschulabschluss	-Successful completion of senior high school – Zeugnis der Allgemeinen Hochschulreife (Abitur)
Hong Kong	-HK certificate of education, minimum 4 x D passes	-Three Hong Kong advanced level passes with one at grade C or higher
India	-Higher secondary certificate (standard xii), minimum 65%	-Year 12: 75% in 4 subjects and 65% in English
Indonesia	-SMU 7.0	-SMU, minimum 7.5
Japan	-Upper secondary school leaving certificate with a C average	-Successful completion of high school diploma with a B (3.5) average
Korea	-High school diploma with a C average	-A minimum of 250 in the Korean University Entrance examination or High School Diploma with a B average (80-84%) in academic subjects
Malaysia	-SPM: grade 4 average in 5 subjects or -UEC: Grade 6 average over 5 subjects	-STPM with 3 passes with one C or better -UEC with a maximum of 15 points over 6 academic subjects in the unified examination certificate -A levels with at least 3 results with 1 grade at level C or above -SAM with a tertiary entrance rank of 74
New Zealand	- A minimum of 50-56 NCEA credits at Level 2 in approved subjects	- NCEA - 42 credits at level 3 or above, including a minimum of 14 credits at level 3 in each of 2 subjects from an approved subject list, with an additional 14 credits at level 3 taken from no more than 2 additional subjects - 14 credits at level 1 or higher in Mathematics - 8 credits at Level 2 or higher in English (4 credits Reading, 4 credits Writing)
Norway		-Successful completion of Videregående Skole

COUNTRY	FOUNDATION & DIPLOMA	UNDERGRADUATE DEGREE
Oman	- General Secondary School Leaving Certificate with 70% average in best 5 subjects (excluding Arabic/Islamic Education) and 70% in math	- Successful completion of one year's tertiary study at a recognised institution
Pakistan	-Secondary School Certificate with 60% average (B grade or Division 1)	-Successful completion of one year's tertiary study at a recognised institution
Papua New Guinea	-Higher School Certificate with Grade B in 5 subjects	-Higher School Certificate with Credit passes in 5 subjects
Philippines	-Secondary School with Superior Grades (grade B) in Year 4	-Successful completion of one year's tertiary study at a recognised institution
Russia	-Certificate of Secondary Education with a Grade 4 average	-Successful completion of one year's tertiary study at a recognised institution
Saudi Arabia	- General Secondary Education Certificate with a Very Good grade (75%) over 4 subjects	- Successful completion of one year's tertiary study at a recognised institution
Singapore	-GCE O-level Grade 4 over 4 subjects	-GCE A levels with 3 passes and a minimum of one at C grade
Solomon Islands	-Completion of Secondary School with a B average	-USP foundation year, 7 passes with a minimum of C in communication
South Africa	-Senior Certificate with 2 x B and 2 x C grades at Standard Grade	-Senior Certificate with passes in 5 subjects at Higher Grade and a minimum of D in English
Sri Lanka	-GCE O-levels with credit grade in 4 subjects	-GCE A-levels with three passes and a minimum of one at C grade
Taiwan	-Senior High School with a C average	-Successful completion of one year's tertiary study at a recognised institution
Thailand	-Matayom 6 with grade average of 2.5	-Successful completion of one year's tertiary study at a recognised institution
Tonga	-Successful completion of Form 7	-Successful completion of the USP Foundation Programme
UK	-GCSE with 2 x B and 2 x C grades	-GCE A-levels with three passes and a minimum of one at C grade
USA	-High school diploma	-High school diploma with a C grade average plus SAT with a minimum score of 500 in both verbal and math
Vietnam	-Senior Secondary graduation with a Grade 6 average	-Senior Secondary (Tot Nghiep Pho Thong Trun Hoc) with a minimum average of 7.5 in academic subjects
Worldwide	International Baccalaureate with aggregate 21 in 6 subjects (average 3.5 on 1-7 scale)	International Baccalaureate with successful completion of 24 points minimum and a pass in the extended essay

If your country or qualification is not listed, please submit an application with certified copies of your academic results for an assessment.

This information is a guide only and all applications are assessed on a case by case basis.



# Application for Admission as an INTERNATIONAL STUDENT

ACADEMIC PROGRAMMES (complete Part A, B, and D)  
ENGLISH LANGUAGE PROGRAMMES (complete Part A, C, and D)

## PART A: Personal Details of Applicant

Massey University student identification number (if already allocated)   
NSI number (if you have studied in New Zealand)

Surname/Family name (as on passport)

Given names (as on passport)  Preferred name

Date of birth  Day /  Month /  Year Gender  Male  Female

Ethnic group (if different from Citizenship)  Citizenship (as shown on passport)

Current postal address   
  
 Email   
Mobile   
Telephone

Permanent address in home country   
  
  
 Emergency contact/Next of kin  
Name   
Relationship (e.g. parent, brother)   
Telephone   
Email

Disability:  
Do you have any disability, impairment, long-term injury or chronic medical condition? Yes  No   
Does your condition affect your ability to study? Yes  No

Agent's stamp (only relevant if applying through an agent)  Agent's email address

## PART B: Academic Programmes

### Certificate in Foundation Studies

Preferred campus  Albany  Palmerston North  Wellington  
When do you intend to begin study?  February  July  November Year   
Preferred subjects (choose 3):  Chemistry  Physics  Biology  Economics  Management  Accounting

### Diplomas, Degrees, Doctoral Study

Name of Massey University academic staff contact where applicable

Programme, eg. Bachelor of Business Studies  Major, eg. Finance

1st choice

2nd choice

Level of study  Pre-degree  Undergraduate  Graduate Diploma  Postgraduate  PhD  
College  Business  Creative Arts  Education  Humanities & Social Sciences  Science  
Preferred campus  Palmerston North  Wellington  Albany  
When do you intend to begin study?  Semester 1 (February)  Semester 2 (July)  Other Year

## Academic background

Please provide certified official documentation of academic results for all qualifications

### Senior High School/NZ Secondary School or Foundation Study

Name of School	Country	Qualification	Year started	Year finished

### Tertiary Study

Name of Institution	Country	Qualification	Year started	Year finished

### Credit (for undergraduate programmes only)

Do you wish to have previous tertiary study assessed for recognition of credit towards a Massey University degree?  Yes  No  
Your application must include an official outline and course descriptions.

What is your intended career?

Will your chosen Massey University programme help you achieve your career goals?  Yes  No

### English language proficiency (evidence to be attached to application)

I will take/have taken an English language proficiency test (Academic IELTS or TOEFL with TWE or ER)

Date to be taken  Name of test  Result if known

## PART C: Certificate in General English/EAP Programmes

When do you intend to begin study?

- January  April  July  October  
 February  May  August  November  
 March  June  September  December

How many weeks?  
(minimum 4 weeks)

Preferred Campus:

- Albany  
 Palmerston North  
 Wellington

## PART D: How will your study be financed? (✓)

- Private full fee paying  Scholarship

Name the scholarship for which you have applied

## I have attached (✓):

- Certified evidence of citizenship (birth certificate or current passport with the permit where applicable)  CV and research proposal for PhD applications  
 Certified copies of academic results with a grading schedule  Portfolio for Creative Arts applications  
 English language results  Formal evidence of any scholarships awarded  
 Course outlines if applying for credit assessment  Disability or health statement by a health professional where applicable

The submission of false information or forged documentation in support of this application will automatically disqualify a student from enrolment. Massey University 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 this Application for Admission will be deemed to be acceptance of these terms and constitutes consent to disclosure for the purposes of Privacy Principle 11 of the Privacy Act 1993.

Signature of applicant

Date

**Please return this form and all supporting documents to:  
International Office  
Massey University, Tennent Drive, Private Bag 11 222  
Palmerston North, NEW ZEALAND**