

Application Form and Entry Requirements

THE APPLICATION PROCESS

- 1 Complete and sign Application for Admission (overleaf)
- 2 Send application to Victoria International (VI) with documentation
- 3 VI assesses your eligibility:
Accept → VI posts you an Offer Pack Decline → VI notifies you
- 4 Apply for accommodation – see VI Prospectus, page 42 for details
- 5 Pre-pay tuition fees
- 6 Apply for student visa – see over for details
- 7 Submit arrival information
- 8 VI contacts you with pre-arrival information
- 9 Arrival! You are met at the airport and taken to your accommodation
- 10 Take part in the Orientation and Enrolment programme

WELCOME TO VICTORIA UNIVERSITY OF WELLINGTON

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, page 40.

ACADEMIC REQUIREMENTS

See qualifications for entry table on following page.

If you have studied a university foundation programme outside of New Zealand, the programme will need to be recognised by VUW and you will need to have successfully completed the programme with at least a 75% average or equivalent. Applications will be assessed on a case by case basis.

NOTE | For all students regarding the English language requirements

- + When you apply for admission at Victoria, please provide a copy of your latest IELTS or TOEFL test score if available. Note that test results are only valid for two years.
- + 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.
- + Teaching programmes (Undergraduate and Graduate) require a minimum IELTS overall band of 7.0 with no subscore below 7.0

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 6; 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 International Prospectus, page 40.

ACADEMIC REQUIREMENTS

Academic entry requirements for Victoria's postgraduate programmes 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 programmes, evidence of relevant work/research experience may be necessary.

In general, for applicants who have a Bachelor's degree graded in a GPA system, the GPA should be at least 3.0 out of 4.0. For applicants who have a Bachelor's degree graded in the British system, including India, the Bachelor's 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 or research proposal.

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 New Zealand Diploma in Business with a B- average Successful completion of the Victoria University of Wellington Foundation programme OR Successful completion of a New Zealand university foundation programme. For specific grade requirements please contact the Admissions team 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 65% across six subjects (including English) in the Grade 12 High School Diploma – requirements may vary from Province to Province. Ontario Secondary School Diploma with a minimum average of 65% 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 Forberedelseseksamen
Fiji	A score of 250 or higher 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	Baccalauréat
Germany	Abitur/Zeugnis der Allgemeinen Hochschulreife
Hong Kong	Three Hong Kong Advanced Level passes at grade C or higher
India	At least a 75% average in CBSE, HSC, or ISC. A grade of 65% in English fulfils the English language requirement.
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, plus one year of study at a recognised institution*
Japan	Completion of the High School Diploma with an average of 3.5 or better
Kiribati	Successful completion of the South Pacific Form Seven Certificate and achieve three or more B grades.
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 UEC To 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)
Saudi Arabia	Successful completion of one year of Bachelor's study at a recognised university OR Successful completion of a two- or three-year Diploma from a recognised tertiary institution
Singapore	Three H2 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 1650 with at least 500 in each of 'critical reading', 'math' and 'writing' 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 recognised 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 Immigration New Zealand website www.immigration.govt.nz
- + Flight and accommodation availability.

Application Closing Dates

Please note that the programme you are applying for may have an earlier application closing date than those listed below.

Trimester 1 (February) – 1 December

Trimester 2 (July) – 1 May

Trimester 3 (November) – 1 September

Applications received after the above dates will be considered on a case by case basis.

Master's or PhD (research only): As research only (thesis) programmes can be begun at anytime, there are no application deadlines.

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 6140, 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 Handbook.

Be sure to send in your application for accommodation as early as possible – to be considered for the first selection 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 and a Student Visa.

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 a student visa, you must show the letter from the University confirming your Offer of Admission as well as a receipt showing you have paid your tuition fees in full. You must also prove you have sufficient funds to support yourself during your time in New Zealand. Note 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, reporting requirements and advice on rights to employment in New Zealand while studying and are available from Immigration New Zealand and can be viewed at www.immigration.govt.nz

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 have to pay the full cost of your treatment.

Full details of entitlements to publicly-funded health services are available through the Ministry of Health – see www.moh.govt.nz.

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

The Code of Practice for the Pastoral Care of International Students (The Code) guidelines state the minimum standard of insurance required for an international student – see www.minedu.govt.nz/goto/international

Victoria University offers Studentsafe-University for its 2010 students. Studentsafe-University meets The Code standards and provides travel and health insurance at an economical rate. Short course and family rates are also available. Payment for insurance can be made with tuition fees. The current insurance rate is published at www.victoria.ac.nz/international/services/insurance.aspx

Most insurance policies purchased outside New Zealand do not meet The Code's standards, so it is vital to check with Victoria International at least six weeks before your enrolment 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 buy an insurance policy that does not meet the Code standards, you must buy 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 for international students at Victoria University. Any residual is used for study awards and international student scholarships. To find out more, see www.victoria.ac.nz/international/services/insurance.aspx 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. For further information, visit the ACC website www.acc.co.nz

APPLICATION FOR ADMISSION TO VICTORIA UNIVERSITY OF WELLINGTON 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

ieconline GmbH
Marienstrasse 19/20, D-10117 Berlin
Tel. +49 (0)30-20458687
www.ieconline.de

E-mail Address for Correspondence (representative or student)

info@ieconline.de

Postal Address for Correspondence (representative or student)

**Please note that we cannot courier/FedEx to PO Box numbers.*

If a PO Box number is provided this may delay postage time.

IEC Online GmbH

Marienstrasse 19-20

10117 Berlin, Germany

Student Personal Details

Family Name (as shown on student passport)

Given Name(s) (as shown on student passport)

Gender Male Female

Date of birth (D D / M M / Y Y)

Student Postal Address (see note above*)

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

What degree/qualification is this application for?

Degree/Qualification

1st Choice:

2nd Choice:

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

Nationality (as shown on student passport)

Student Telephone

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

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.

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 in a native English speaking country.

I will study/am studying in the VUW EPP (English Proficiency Programme)

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

Date taken/to be taken

English test name

Results (if known)

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 and country	Date commenced	Date completed

Undergraduate

Name of Qualification	Institution and country	Date commenced	Date completed

Postgraduate

Name of Qualification	Institution and country	Date commenced	Date completed

Results pending?

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

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

Degree/Qualification	Institution and country	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
 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
 Certified copies are preferred. Originals will only be returned where specifically requested at the time they are submitted.

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 certified 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.

Immigration New Zealand 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:

ieconline GmbH
 Marienstrasse 19/20, D-10117 Berlin
 Tel. +49 (0)30-20458687
www.ieconline.de

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:

- 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;
- 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;
- that I have the right to see and correct if necessary the information I have provided;
- that my application can not proceed without my consent to the foregoing conditions.
- 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 authorise 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.

Student Signature	Date

POLICIES TO PROTECT YOU

Code of Practice

The Code of Practice for the Pastoral Care of International Students (The Code) published by the Ministry of Education 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.

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

www.minedu.govt.nz/goto/international

Students or parents of students who feel an area of The Code has been breached should document the breach in writing to the Pro Vice-Chancellor, International, who will take all steps to ensure that the grievance is settled. If a favorable result is not reached, the case will be referred to the International Education Appeal Authority (IEAA). The University agrees to be bound by the IEAA procedures and will offer any information and cooperate with the board while they investigate a complaint. Students have the right to information about progress and decisions regarding their complaint as well as translation services if necessary to ensure adequate comprehension.

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 the Victoria University Fees Statute ("the Fees Statute"). Please refer to the most recent Fees Statute at www.victoria.ac.nz/home/about/policy/academic.aspx

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 has the financial resources available to refund fees to students enrolled in any cancelled programme. If a course is unable to proceed due to destruction or damage to buildings, plant and equipment and other tangible assets, fees will be refunded to the students affected. In this case the fees refund will be covered by the University's Industrial Special Risks Policy and be classified as a consequential loss.

Refund Statement

1. Refunds

Refunds of Fees to Students are made in accordance with the most recent Fees Statute www.victoria.ac.nz/home/about/policy/academic.aspx. Refunds for International Students are only processed once the Student has applied to the Fees Coordinator in writing.

- 1.1 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.
- 1.2 An International Student who withdraws from the University and transfers to another institution must inform Victoria International and their Fees Coordinator in writing and provide copies of their new Offer documents. Any refund of fees will be sent directly to the relevant institution less an International Transfer Fee prescribed in the Fees Statute.
- 1.3 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.
- 1.4 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 week 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.

- 1.5 A Student enrolled in CertEngProf who provides written notice of withdrawal within two weeks of beginning on the programme shall receive a two-thirds refund of the total tuition fees. A full refund of fees is only given when a Student withdraws before the programme begins.
 - 1.6 A student enrolled in a PhD or Masters by Thesis for six or twelve months, who gives written notice of withdrawal from enrolment within four weeks of having been enrolled, shall cease to be liable for the fees associated with that course.
 - 1.7 A student who gives written notice of withdrawal from a supervised individual research paper/project, practicum, dissertation or similar course within four weeks of the start date for that course shall cease to be liable for the fees of that course.
 - 1.8 Victoria University may approve partial or full refunds in exceptional circumstances. Refunds will be subject to receipt of a written request setting out the full circumstances.
 - 1.9 Refunds of fee payments derived from a Contract will be credited back to the organisation that has set up the contract with the University. Refunds will not be made to students if there are fees remaining to be paid for their current academic year.
 - 1.10 Students receiving Federal Loans from the US Government for payment of their study at Victoria University are subject to special withdrawal and refund procedures and policies. Specifics are available from Victoria International.
 - 1.11 Subject to clauses 1.3 to 1.8, all refunds will be paid by cheque or bank transfer (on production of appropriate photo ID).
- ### 2. Full Refunds
- 2.1 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) Immigration New Zealand has refused a Student a visa for study in New Zealand;
 - c) A Student's application for a visa extension is refused by the Immigration New Zealand; or
 - d) Victoria University is unable to proceed with the course(s) offered.
 - 2.2 If a Student completely withdraws or temporarily ceases studying at Victoria University and seeks a refund, they will be required to provide proof that they no longer hold a Victoria University student visa before their refund will be actioned.

Withdrawal from Courses

A student must give written notice of a course withdrawal to the Faculty Office within the deadlines stated in the Fees Statute to receive full or partial refund of the tuition fees. Non-payment of fees, ceasing to attend, or verbally advising a member of staff will not be accepted as notice of withdrawal. For further details, see the most recent Fees Statute at www.victoria.ac.nz/home/about/policy/academic.aspx

Grievance Procedures

Victoria University seeks to provide a learning environment designed to help students achieve their full potential, and has procedures in place to ensure decisions affecting a student's learning and progress are fair. Students, who feel that they have not been treated fairly at the University, should take note of the Statute on Academic Grievances – see www.victoria.ac.nz/home/about/policy/academic.aspx

Any international student who has a grievance against the University in any capacity should contact a Victoria International staff member. If the grievance cannot be solved, Victoria International will refer the case to an appropriate area of the University.

If the outcome of this procedure is unsatisfactory, a Student can contact the **International Education Appeal Authority**, phone +64-9-632 9513, email infor.ieaa@minedu.govt.nz

Please note that all policies are subject to change, so please refer to www.victoria.ac.nz/international/services/policies.aspx