



## GUIDELINES FOR THE STUDY ABROAD AND EXCHANGE APPLICATION FORM

Please complete the application form in full and attach original or officially notarised copies of the required supporting documents. Below is some information to assist you in completing the application form and guidelines for choosing classes to study at Massey University.

### 1. CHOOSE A CAMPUS

Massey University is a multi-campus institution. Your majoring requirements and lifestyle preference will help you choose which campus you should attend. For information on each campus, please visit the websites below:

Massey Albany	<a href="https://albany.massey.ac.nz">albany.massey.ac.nz</a>
Massey Manawātū	<a href="https://manawatu.massey.ac.nz">manawatu.massey.ac.nz</a>
Massey Wellington	<a href="https://wellington.massey.ac.nz">wellington.massey.ac.nz</a>

If you are planning to study at Massey for two semesters, you are able to study at a different campus each semester.

### 2. CHOOSE SOME PAPERS (COURSES) TO STUDY

Pre-select at least 4-6 papers (courses) that you would like to study during your intended semester at Massey. Your paper selection will be assessed against your home university academic transcript by Massey academic staff, to ensure that you have the required background of study for each chosen paper (course). The normal full-time course load

at Massey is 60 credits per semester, which is normally four papers (courses). Most papers (courses) are worth 15 credits each, which normally equates to four USA semester credits 15 CATS, or 7.5 ECTS, although it is your home university's decision about the credit that will be transferred to your degree programme for each Massey paper (course).

You can view papers (courses) available at [study.massey.ac.nz](https://study.massey.ac.nz) When searching for suitable papers, please follow the steps below:

#### Step 1. Check the semester availability and duration

Check the paper is available in the semester you are planning to study at Massey. For example, if you are planning to study in Semester One (February), then you need to make sure the paper will be taught in Semester One, and not in Semester Two (July).

You will also need to check the paper duration, as some papers may be taught over one academic year (i.e. February to November), known as double semester papers. If you are planning to study at Massey for one semester only, then a double semester paper is not available to you.

#### Step 2. Check the mode of study

Massey offers some papers by distance or block mode. International students should choose internal papers.

#### Step 3. Check the paper level

Papers at Massey are coded by a six digit number. The first 3 numbers are the subject code; for example 175 is psychology. The second set of digits is the paper code. The first digit of the second set of digits refers to the year of study; for example, 130.100 is a first year undergraduate paper, 167.233 is a second year undergraduate paper, and 266.359 is a third year undergraduate paper. Postgraduate papers at Massey are represented by a number 7 or 8, for example 198.700.

Please do not select 000-level papers, such as 123.034, as these are pre-degree papers.

#### Step 4. Check the prerequisite requirements

You need to check you are eligible to take a paper by reading the prerequisite requirements. You will only be admitted into advanced level papers at Massey (i.e. 200 and 300-level for undergraduates) if you have completed previous study in that subject area.

#### Step 5: Check the examination dates and times

You are not allowed to study two papers that share the same examination time. To find the examination date and scheduled time for a paper, check the paper description at <http://study.massey.ac.nz>

### 3. SUPPORTING DOCUMENTS REQUIRED

Together with the completed application form, all students are required to provide Massey University with the following documents in support of their application:

- Academic transcripts with grading scale for each semester of study at each university and/or community college attended.
- Officially translated and verified/notarised copy of graduation certificates, if applicable.
- Evidence of citizenship and legal name (verified/notarised copy of birth certificate or identity page of current passport).
- Evidence of English Language proficiency, if applicable.
- Portfolio, if applying for Design or Fine Arts papers (courses) (see below).
- A report from a registered health professional, if applicable.

If you would like to take any design or fine arts papers with prerequisites, you are required to submit a portfolio of your artwork with your application form. Please contact the International Office if you need further information about any of these application requirements.

#### 4. VERIFICATION AND TRANSLATION OF SUPPORTING DOCUMENTS

When submitting supporting documents with your application form, it is important that you provide either the original document or a verified copy of the original. Documents in other languages must also be translated into English and then verified in English. Photocopies of your academic transcript and documents used as evidence of citizenship that have not been officially verified will not be accepted.

Guidelines for verifying a photocopied document:

- 4.1 Photocopy each side of the original document.
- 4.2 Take the original document and the photocopies to a person authorised to verify documents, such as a Notary Public, Justice of the Peace, a Solicitor or a Commissioner of Oaths.
  - Academic documents can be verified by an authorised officer of the issuing tertiary institution.
  - Massey University's registered education agents and exchange or study abroad partners are also authorised to verify documents and submit scanned applications.
- 4.3 Ask the Verifier to use an official stamp (in English) on each photocopied page to attest that each is a true copy of the original. They must also sign and date each page.
- 4.4 Verified copies must bear the original verification. Do not copy once verified.
- 4.5 Post the verified photocopied documents to the Massey University International Office with your application for admission form.

**Please note:** Faxed documents from any source are not accepted. Scanned documents from any source, other than Massey University's registered education agents or exchange or study abroad partners, will not be accepted.

## Reference Information

### AFTER YOU APPLY

If you meet the admission requirements, Massey University will send you an Offer of Place by email. You will also receive Massey's general terms and conditions for international students, a link to the online accommodation application form, and a student ID card application form. Complete and return the Acceptance of Offer of Place and pay any fees due (requested in your Offer of Place). Massey will then issue your Confirmation of Place by email.

### ENROLMENT INTO PAPERS (COURSES)

Once you have been approved for admission, the International Office will arrange assessment of your eligibility for your requested papers (courses) and inform you by email of your eligibility for each paper. If you are not approved for one or more papers (courses), the International Office can arrange academic assessment for any alternative papers to ensure that you are approved for a full-time workload. Once you have been issued a Confirmation of Place, the International Office will enrol you into your approved papers (courses). You can make changes to your enrolment, if required, prior to your arrival by logging in to **MyMassey.com** or when you arrive on campus.

**The information in this section  
applies to international students  
studying in New Zealand only**

### **Compulsory medical and travel insurance**

International students (including group students) are required to provide evidence of appropriate insurance and current medical and travel insurance while studying in New Zealand. This insurance must provide cover for pre-existing medical conditions and the costs of any support requirements.

For a list of approved options visit [international.massey.ac.nz](http://international.massey.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 students will still be liable for all other medical and related costs. Further information can be viewed on the ACC website at [www.acc.co.nz](http://www.acc.co.nz)

### **Health and disability**

Full disclosure of any disability, impairment, long-term injury, or chronic medical conditions is necessary so that the University can assess its ability to support international students during their study in New Zealand.

### **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 [www.moh.govt.nz](http://www.moh.govt.nz)

### **Student visas/immigration**

To apply for a student visa you will need to present a Receipt of Payment from Massey University to your nearest Immigration New Zealand office, 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 Immigration New Zealand website at [www.immigration.govt.nz](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. Copies of the Code are available on request from the University or from the NZQA website at [www.nzqa.govt.nz](http://www.nzqa.govt.nz)

### **Massey university declaration**

I declare that the information given in this form is true and correct, and no information that may have a bearing on my enrolment has been withheld.

I understand and agree that this Enrolment Application will form part of a contract between me and Massey University. The other terms of that contract are set out or referred to in the document entitled 'Student Contract' which can be viewed on the Massey University website. The Contract will be formed when I accept the Offer of Place. Even after I accept any Offer of Place my enrolment contract at Massey University may be subject to conditions being satisfied or waived by Massey University by notice in writing to me. Even after I receive a Confirmation of Enrolment Massey University may still cancel my enrolment as permitted by law or as permitted in the University's agreement with me.

By submitting this Enrolment application I understand that:

- (i) I am solely responsible for ensuring that any Offer of Place I accept is for a programme that I am eligible to study and wish to study,
- (ii) I alone decided to study the programme for which I have applied. I am not relying on any advice from Massey University that a programme is suitable for any purpose unless I have that advice in writing from Massey University.
- (iii) Books, journals and other materials made available to me by Massey University are for my own studies only, and copying or using them for other purposes is an infringement of copyright;
- (iv) Massey University's Policy on Intellectual Property will apply
- (v) I have the right to access the personal information which Massey University holds about me and the right to request the correction of that information;
- (vi) Information about me may be held by, used by and disclosed to the following organisations:

Massey University and its wholly owned subsidiary companies, other tertiary providers with whom Massey University has entered into joint ventures or other contractual arrangements, Massey University's Alumni Association, Students' Associations, Extramural Students' Society and related Trusts, Ministry of Education, Tertiary Education Commission, StudyLink, Inland Revenue Department, Dept of Work and Income, Ministry of Foreign Affairs and Trade and Specialist Education Services, Tribal trusts and scholarship providers, other tertiary institutions that I am transferring to or from, New Zealand Teachers Council and other professional accreditation agencies, other agencies where disclosure is permitted or required by law.

- (vii) My name, date of birth and residency as entered on this enrolment application will be included in the National Student Index, and will be used in an Authorised Information Matching programme with the New Zealand Birth Register. For further information please see: [nsi.education.govt.nz](http://nsi.education.govt.nz)
- (viii) Security of personal information about me that is held by Massey University is protected by a personal identification number (PIN) or other unique identifier ('unique identifier') provided to me by Massey University. I confirm that the evidence of identity I have provided to the University belongs to me, I authorise the use of the unique identifier for admission and enrolment purposes, I accept responsibility for all uses of my unique identifier and I agree not to give my unique identifier to other people.

I authorise the use of my personal information (including photos) for purposes related to my studies and for the provision and improvement of services for students of the University.

## PART A: Personal Details of Applicant

Student ID: 

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(if known)

Surname/Family name (as shown in passport):

Given names (as shown in passport):

Preferred name:

Date of birth: 

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 Day 

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 Month 

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 Year

Gender: ☐ Female ☐ Male

Citizenship (as shown on passport):

Ethnic group:

## PART B: When do you intend to begin study?

Year:

### INTAKE

- ☐ Semester One (February) ☐ Semester Two (July)  
☐ National Expedition and Internship  
☐ Summer School (November)

### DURATION OF STUDY

- ☐ One Semester ☐ Two Semesters

National Expedition and Internship:

- ☐ Agriculture and Environment  
☐ Communication and Marketing  
☐ Disaster Risk and Emergency Management

### PREFERRED CAMPUS

- ☐ Albany (Auckland)  
☐ Palmerston North (Manawatū)  
☐ Wellington

## PART C: English language programmes

Complete this section only if you intend to study English language.

How long will you study (four weeks minimum):

Which month do you intend to start your study?

## PART D: High School qualifications

### HIGH SCHOOL QUALIFICATIONS

SCHOOL:

Country:

Qualification:

Year started: Year finished:

SCHOOL:

Country:

Qualification:

Year started: Year finished:

## PART E: English language proficiency

Applicants who have completed an academic qualification in a country where English is the first language can be considered for an exemption from providing English language test results. What was the language used for your schooling?

If the language was English, go to Part F.

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

Date to be taken:

Name of test:

Result (if known):

Have you studied English language in New Zealand? ☐ Yes ☐ No

If 'Yes', please complete the following and include evidence of this study.

Name of School:

Date started: Date finished:

## PART F: Contact details

### CURRENT ADDRESS:

Line 1:

Line 2:

City:

State/Province:

Postcode: Country:

Cellphone:

Other phone:

Email:

### EMERGENCY CONTACT

Please advise the person you would like us to contact in an emergency.

Name:

What is this person's relationship to you?:

Cellphone:

Other phone:

Email:

### ALTERNATIVE ADDRESS

An alternative address that Massey can use to contact you (eg home, family member, or employer)

Line 1:

Line 2:

City:

State/Province:

Postcode: Country:

## PART G: Additional questions

### PLEASE SELECT YOUR MAIN ACTIVITY AS AT 1 OCTOBER

- ☐ Not in paid employment      ☐ Student  
☐ Overseas      ☐ In paid employment

### HEALTH AND DISABILITY

Do you have any disability, impairment (including learning disabilities), long-term injury, or chronic medical condition(s) that may impact on your ability to study and/or participate in university activities? ☐ Yes ☐ No

If 'Yes', please contact us about the documentation needed so we can assess our ability to support you during your study in New Zealand.

### CONTACT WITH OTHER STUDENTS

For study purposes, do you consent to your name, email address and phone number being shared with other students studying the same papers (courses)? ☐ Yes ☐ No

Name of Massey University academic staff contact (where applicable):

Name of Study Abroad Provider you have applied through (if applicable):

What is your intended career? \_\_\_\_\_

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

Do you intend to complete a Massey qualification? ☐ Yes ☐ No

### FINANCING YOUR STUDY

How will your study be financed?

- ☐ Personal funds      ☐ US Federal loan  
☐ Home government scholarship      ☐ NZAID  
☐ Other: \_\_\_\_\_

## PART H: Study Abroad Provider stamp

Only relevant if applying through a partner.

Name: \_\_\_\_\_

Email: \_\_\_\_\_

## PART I: Nomination for the Study Abroad or Student Exchange programme

This section must be completed by the Study Abroad or Exchange advisor at your home institution or the placement organisation that is coordinating the application process.

This is to certify that: \_\_\_\_\_

has been nominated and approved to apply to Massey University as a:

- ☐ Study Abroad student  
☐ Exchange student

Please write your name, position and contact details below.

Surname: \_\_\_\_\_

First name(s): \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_

Postcode: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

Signature of Study Abroad or Exchange advisor:

\_\_\_\_\_

Date: 

Day	Month	Year
<div></div>	<div></div>	<div></div>

## PART J: Academic background

Please provide verified official documentation for all tertiary studies listed below.

### HOME INSTITUTION (IE, THE TERTIARY INSTITUTION YOU ARE CURRENTLY ATTENDING)

Name of institution	Country	Current programme	Overall GPA

### YOU ARE CURRENTLY

☐ Freshman/1st year      ☐ Sophomore/2nd year      ☐ Junior/3rd year      ☐ Senior/4th year      ☐ Master's student

### PREVIOUS TERTIARY INSTITUTION (HIGHER EDUCATION INSTITUTION)

Name of institution	Country	Qualification	Last year enrolled

## PART K: Current papers (courses) you are enrolled in

Please list any papers (courses) that you are currently enrolled in and which do not appear on your academic transcript of grades.

Paper (course) name	Semester/quarter

## PART L: Proposed papers (courses) at Massey University

Because some advanced Massey papers (courses) require an appropriate academic background, it is important to gain provisional acceptance for individual papers (courses) offered at Massey University prior to your arrival on campus. Please note that acceptance is automatic for most 100-level papers (courses). Please list below, in order of preference, the papers (courses) you would like to study. Please indicate in the notes column if you must take the paper (course) to meet your home university degree requirements. You will be permitted to enrol in a maximum of four papers (courses) per semester or 60 credits of study, but it is helpful to list alternative choices. Available papers (courses) can be viewed at [study.massey.ac.nz](http://study.massey.ac.nz)

### FIRST SEMESTER

Paper code	Paper name	Final examination date	Credit value	Notes
<i>eg 196.316</i>	<i>New Zealand Plant Ecology</i>	<i>17 June PM</i>	<i>15</i>	<i>Compulsory</i>

## SECOND SEMESTER (if applicable)

Paper code	Paper name	Final examination date	Credit value	Notes

Please ensure that all papers (courses) taken at Massey University have your home university's approval.

## PART M: Checklist

Please ensure you have attached the following documents (as required for your chosen programme):

- ☐ Verified evidence of citizenship (birth certificate or identity page of current passport)
- ☐ Verified copies of academic transcripts with a grading scale
- ☐ Portfolio for Creative Arts applications
- ☐ Verified copies of graduation certificate (where applicable)
- ☐ Formal evidence of any scholarships awarded
- ☐ Evidence of loan application/approval (where applicable)
- ☐ English language test results (where applicable)
- ☐ Please ensure you have attached all relevant documents

**Please note:** Massey University does not retain hard copies of documents supplied as part of the Admissions process.

## PART N: Declaration

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. Immigration New Zealand and the New Zealand 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: 

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Please print, sign, and send this form and all supporting documentation to:**

**By email:** [International@massey.ac.nz](mailto:International@massey.ac.nz)

### By courier

International Office  
Massey University  
Tennent Drive (off Courtyard Car Park)  
Palmerston North 4442  
NEW ZEALAND

### By airmail

International Office  
Massey University  
Private Bag 11 222  
Palmerston North 4442  
NEW ZEALAND