



Thank you for choosing Otago Polytechnic. You are about to begin an exciting journey. Please note you can also apply online at [www.op.ac.nz/apply](http://www.op.ac.nz/apply)

**THIS FORM MUST BE COMPLETED IN BLACK OR BLUE PEN**

**Application checklist**

Ensure you have completed all the required sections of this form. NOTE: No application will be processed until all required documents are received. **(Do not send original documents – send verified copies only)**

Have you included?

- Your academic records (English translations required if not in English). This includes your academic transcripts for both secondary and tertiary study and a copy of your final award for your diploma or degree, and other qualifications (as applicable).
- Your official English language test results (if applicable).
- Verified proof of identity (see notes below)  
Your Passport or Birth Certificate can be provided as proof of Name/Date of Birth/Citizenship. If your legal name differs from that on your Passport or Birth Certificate then a Marriage Certificate or Deed Poll will also need to be provided.
- References, portfolio or any other additional information. Please see the website or Programme Guide for the information to support your application.

**What is a verified copy?**

This is a photocopy of your original document signed as being a true and accurate copy by one of the positions listed below.

- > Justice of the Peace (listed in the Yellow Pages)
- > Solicitor
- > Registrar or Deputy Registrar of the Courts
- > Otago Polytechnic Staff Member.

The following needs to be included on the copy to be considered a verified copy:

- > The words "original sighted"
- > Name and signature of person sighting the original document
- > Date original sighted
- > Institution/organisation stamp or handwritten institution/organisation name.

If you have previously accepted a place on a programme at Otago Polytechnic and we have recorded your details these will only need to be provided again if there has been a change from the original documentation provided (eg a change in family name). Any change to your legal name must be accompanied by certified documentation of either a Birth Certificate or Deed Poll.

Please note that your name, date of birth and residency as entered on this 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.

**Application submission options**

You can email your scanned application and all supplementary documentation to: [info@op.ac.nz](mailto:info@op.ac.nz) (New Zealand students), or [international@op.ac.nz](mailto:international@op.ac.nz) (international students)  
OR mail it to the postal address below OR apply online at [www.op.ac.nz/apply](http://www.op.ac.nz/apply)

**FOR OFFICE USE ONLY**

<b>Application:</b> <input type="checkbox"/> Offer <input type="checkbox"/> Offer Conditional <input type="checkbox"/> More Information Waitlist <input type="checkbox"/> No Offer <input type="checkbox"/> ACK <input type="checkbox"/> Other <input type="checkbox"/> _____	<b>Application processed by:</b> _____ / _____ / 20  <b>Registration processed by:</b> _____ / _____ / 20	<b>Evidence supplied:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Required <input type="checkbox"/> Not Verified <input type="checkbox"/> Letter Sent	<b>Evidence processed by:</b> _____ _____ / _____ / 20	<b>DATE STAMP</b> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
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## 1. PERSONAL DETAILS

First name

Last name (family name)

Middle names

Your preferred name

What is your gender?

Female  Male

Date of birth

Contact phone number

Email address

**NZQA/NSI number** (if known)

**Otago Polytechnic student ID** (if known)

**The address you would like correspondence to be sent to:**

  
  

Town/City

Postcode

Country

**If you know your postal address while studying**

  
  

Town

Postcode

**Emergency contact\***

Name

Relationship

Emergency contact phone number

## 2. CITIZENSHIP

Are you a:

- New Zealand citizen  
 New Zealand permanent resident  
 Australian citizen or permanent resident  
 International applicant

IRD number (if applicable)

Which region do you normally live in?

**Ethnicity**

  
  

**I am New Zealand Māori** To which iwi do you belong? (Identify up to three)

  
  

International **+64 3 477 3014**  
New Zealand **0800 762 786**  
Email **info@op.ac.nz**

**Dunedin Campus**  
Forth Street, Dunedin  
Private Bag 1910  
New Zealand 9054

**Central Otago Campus**  
Corner Erris & Ray Streets  
PO Box 16, Cromwell  
New Zealand 9342

**Auckland Campus**  
Level 2, 350 Queen Street  
PO Box 5268, Auckland  
New Zealand 1141

## International students only

What is your career intention?

Nationality (as shown in passport)

If you have an appointed agent, please provide their details:

Contact person

Contact phone number

Agent Stamp

Company

Email

### 3. STUDY OPTIONS

What is your intended career?

Which programme do you wish to apply for?

Part-time

Full-time

Which start date would you prefer?

Check the dates available for the programme you wish to apply for at [www.op.ac.nz](http://www.op.ac.nz)

Start date

/  /   
Day Month Year

Where would you like to study?

Not all programmes are available by distance, online or at all campus locations. Check the options at [www.op.ac.nz](http://www.op.ac.nz)

Dunedin

Central Otago

Auckland (International students only)

Distance

Online

Other

Capable NZ

English language studies (ESOL)

Will you study the **New Zealand Certificate in English Language** before entering the main programme?

Yes  No

### 4. SUPPORTING MATERIAL

The entry requirements for the programme you are applying for can be found on the programme information page on the website. It is your responsibility to supply us with sufficient information to support your application, including verified evidence of all your qualifications, awards and grades or NCEA credits achieved.

What are you currently studying? List subjects here:

Qualifications and academic records

Institution	Qualification	Grade/Mark/Credits (if applicable)	Year

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## 5. MINISTRY OF EDUCATION QUESTIONS

This information is required by the **New Zealand Government**

### Is this your first year of tertiary study?

Yes  No

If no, what year did you first enrol?

### What was your MAIN activity or occupation on 1 October in the year prior to your planned study?

College of Education student  House person or retired  Non-employed or beneficiary (ex retired)  Overseas (irrespective of occupation)  
 Polytechnic student  Private Training Establishment student  Secondary school student  Self-employed  
 Wananga student  University student  Wage or salary worker

### What is the highest award you hold from secondary school?

14 or more credits at any level  NCEA Level 1 or School Certificate  NCEA Level 2 or 6th Form Certificate  NCEA Level 3 or Bursary or Scholarship  
 No formal secondary school qualification  Not known  Other  Overseas qualification  
 University Entrance

### Name of the last secondary school you attended (state "overseas" if applicable)

### When was/will be your last year at secondary school?

## 6. LEARNING AND DISABILITY SUPPORT

This information is confidential unless you choose to share it with others.

### Will you require any disability or learning support while studying at Otago Polytechnic?

(Note: for international students there may be a cost for this.)

Yes  
 No

### Please describe the support you may need

Our Student Success team will be in touch with you before you start your studies at Otago Polytechnic to offer you any assistance or support required.

In an emergency, would you require help to leave the building?

Yes  
 No

### (International students only) Compulsory health and travel insurance

The Code of Practice for the Pastoral Care of International Students requires all international students to have comprehensive health and travel insurance. Appropriate travel and medical insurance is a condition of your student visa. Our recommended and preferred supplier is Uni-Care, and we can arrange this for you.

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## 7. MARKETING INFORMATION

How did you find out about this programme? Tick as many that apply:

- |  |   |   |  |
|--|---|---|--|
| <input type="checkbox"/> Polytechnic prospectus/brochure       | <input type="checkbox"/> Polytechnic liaison person | <input type="checkbox"/> School Careers Advisor | <input type="checkbox"/> School subject/transition teacher |
| <input type="checkbox"/> Friend or family member               | <input type="checkbox"/> Work or business colleague | <input type="checkbox"/> Recruitment agent      | <input type="checkbox"/> Careers service                   |
| <input type="checkbox"/> Polytechnic open day                  | <input type="checkbox"/> Expo                       | <input type="checkbox"/> Internet/www           | <input type="checkbox"/> Newspaper                         |
| <input type="checkbox"/> Radio                                 | <input type="checkbox"/> Magazine                   | <input type="checkbox"/> Television             | <input type="checkbox"/> News story in the media           |
| <input type="checkbox"/> Next subject/programme in your course | <input type="checkbox"/> YouTube/Facebook/Twitter   |   |  |

## 8. DECLARATION

I agree to the [terms and conditions](#)

I declare that the information provided by me on this form is complete and correct; no information which could have a material bearing on any enrolment has been withheld. The Otago Polytechnic Council has the power to make statutes and policies under the Education Act 1989. I agree to comply with and be bound by those policies and statutes and The Robertson Library regulations. These are described in the Student Rights and Responsibilities information, which can be found on the Otago Polytechnic website at [www.op.ac.nz](http://www.op.ac.nz), or from any Otago Polytechnic staff member. I authorise the Polytechnic to seek personal information relevant to Student Loans and Student Allowances from other agencies and to disclose such information to other agencies. I consent to Otago Polytechnic and the Otago Polytechnic Students' Association utilising the information supplied herein, including my Student Identification Card photograph for official purposes only, and to the storage of this information on their data systems. I understand that the making of a false declaration is an offence under the Crimes Act 1961.

**For international students:** I authorise the sharing of information between Otago Polytechnic and Immigration New Zealand. I understand that Immigration New Zealand will be notified if my enrolment is cancelled due to my poor attendance and/or academic progress.

### Privacy

Otago Polytechnic collects and stores information about students to comply with various statutes or regulations. We also collect and store information to enable us to make decisions regarding your academic progress, and to provide you with evidence of your academic achievements. Where it is relevant, personal information may be disclosed to other agencies such as, but not limited to: the Ministry of Education, Audit New Zealand, the New Zealand Qualifications Authority, Skill New Zealand, Industry Training Organisation, Industry Licensing and Registration Bodies, other tertiary institutions and providers of work experience for students in courses/programmes with a practical component. In addition, when required by law, we will release information as directed. An information-matching agreement exists between the Ministry of Social Development and this institution in order to allow the payment of loans and allowances. We will also provide information to the Otago Polytechnic Students' Association for its membership records. You have the right to see and correct information which has been collected by us. Please contact the Chief Operating Officer if you wish to enquire about personal information held by Otago Polytechnic.

Signature

Date

 /  / 

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