



Application to enrol Study Abroad and Exchange

This application form is for students who are applying for Study Abroad and Exchange to the University of Waikato.

The definition of Study Abroad and Exchange for the purposes of this application form is:

You are currently enrolled in qualification in an overseas institution that you intend to complete that qualification crediting study done at the University of Waikato back to your current institution.

For all initial enquiries, contact the Student and Academic Services Division:



STUDY ABROAD / EXCHANGE PARTNER

Agency/Company/Institution with the Study Abroad/Exchange agreement: _____

CITIZENSHIP

Country of citizenship: _____

Verified copy of passport enclosed

You need to provide evidence of your citizenship before completing your enrolment, please check the box to confirm you have enclosed a verified copy of your passport.

MY DETAILS

Legal first name: _____ Legal second name: _____

Legal family name / surname: _____ Preferred name: _____

Date of birth: _____ Gender: Male Female

Address

Number and street: _____ Suburb: _____

City / Town: _____ Postcode: _____

Country: _____

Phone number: _____ Mobile number: _____

Email: _____

AUTHORISED AGENCY / INSTITUTION CONTACT DETAILS

Phone: _____ Mobile: _____

Email: _____

EMERGENCY CONTACT DETAILS

First name: _____ Family name / surname: _____

Address
Number and street: _____ Suburb: _____

City / Town: _____ Postcode: _____

Country: _____

Phone number: _____ Mobile number: _____

Email: _____

MY EDUCATION

Institution qualification: _____ Verified copy of academic record enclosed

MY STUDY INTENTIONS

I am seeking admission for individual paper credits which I plan to credit transfer back to my home institution for (please tick appropriate option):

- I am applying as a Study Abroad applicant
- I am applying as an Exchange applicant

- 1 semester February to June
- 1 semester July to November
- 2 semesters February to November
- 2 semesters July to June

The year I intend to enrol is: _____

Papers (please refer to the paper selection forms):

_____	_____
_____	_____
_____	_____
_____	_____

STUDENTS WITH DISABILITIES

Do you live with the long term effects of disability or injury? Y N

If yes, you must complete and return the Disability Support Registration form available at www.waikato.ac.nz/disability

DECLARATION

I declare that the information I have provided in this application and in any attached documentation is true and correct, and that I have not withheld any information which could have a bearing on my enrolment or the conditions of my enrolment.

I agree to supply any further documentation requested by the University of Waikato for the purpose of my enrolment.

I have read the statement regarding the Privacy Act 1993 (see the Application Guide or www.waikato.ac.nz/go/privacy1993) and I understand that the University of Waikato will hold, use and disclose information which I have provided as explained in that statement. I also understand that I have the right to have access to information about me held by the University of Waikato and to request correction of that information, in the terms provided for under the Privacy Act 1993.

I also acknowledge that, some personal information will be used by the Ministry of Education in an authorised information matching programme for the purposes of the National Student Index.

Signature: _____ Date: _____

CHECK LIST

Please confirm that you have:

- Signed the declaration
- Provided a verified copy of your passport and study visa/permit
- Provided a verified copy of your academic record

What is a verified copy?

A verified copy is a photocopied document signed by someone of suitable standing such as a Justice of the Peace, solicitor, barrister, court registrar, or school principal.



PAPER SELECTION (Pre-Approval) FORM

Study Abroad and Exchange Students

Family name:	Given name:
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Papers pre-approval – This form details the process for requesting “pre-approval” for specific papers to assist you in your study plan at the University of Waikato. **You will be able to make changes and complete the enrolment process on arrival.**

Please list the paper codes and titles for your selection of at least six preferred papers for each semester you intend on studying at the University of Waikato. This is a pre-approval paper selection to allow you the chance to formalise your cross credit arrangements (if required) and also to give you an indication of options available prior to your arrival for orientation week. You will finalise your choice of papers with the relevant Faculty as part of your enrolment in person at our University.

On arrival, you will need to finalise which papers you would like to enrol in taking into account:

- The timetable (avoiding lecture clashes with other papers you will enrol in).
- The number of points you are enrolling in (must be within the points stipulated in your offer letter).
- The level of the study (must have met pre-requisite papers for some papers, you will require department/faculty approval).

PAPER PRE-APPROVAL SELECTION: Please list your papers in order of preference.

Please ensure that the papers you select are offered in the year and semester in which you intend to study. On the following page are instructions to help you choose your papers.

March – June intake (Semester A):

	Paper Code													Paper Title
<i>e.g.</i>	A	C	C	T	N	1	0	1	-	1	8	A	<i>Accounting For Management</i>	
1									-					
2									-					
3									-					
4									-					
5									-					
6									-					
7									-					

July – November intake (Semester B):

	Paper Code													Paper Title
<i>e.g.</i>	A	C	C	T	N	1	0	2	-	1	8	B	<i>Introductory Financial Accounting</i>	
1									-					
2									-					
3									-					
4									-					
5									-					
6									-					
7									-					

Please upload this page with your application.

GUIDELINES FOR CHOOSING YOUR PAPERS

1. Check which papers are available in the year and semester you intend to study.

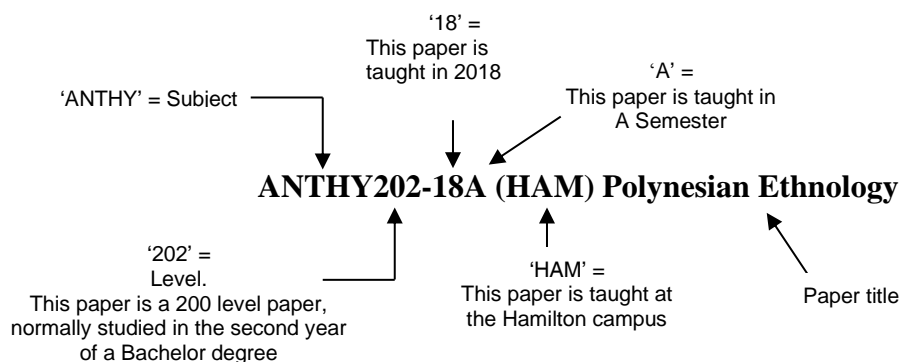
You can view the list of papers offered in 2018 at <http://papers.waikato.ac.nz/>

A key to the paper codes can be found at <http://calendar.waikato.ac.nz/prescriptions/keys.html>

Note: The paper codes are undergoing changes to 5 letters. If you are selecting a paper with a 4 letter code, please leave the 5th column blank.

2. Select the papers for which you are seeking pre-approval.

Paper Codes: Papers have both a code and a title. You need to be certain that you are choosing an appropriate level of study as well as papers that are available in the semester/s that you will be studying. The first four/five letters of the paper code denote the subject which offers the paper, the next three numbers denote the level of the paper. The last two numbers and letter denote the year and semester in which the paper will be taught. The three letters in brackets at the end of the paper code denote the campus location where the paper will be taught. For example:



Available Semesters for Study Abroad/Exchange:

A semester	Begins in March	Finishes in June
B semester	Begins in July	Finishes in November

Study Abroad and Exchange students are limited to A and B semester intake only. Papers starting in the November (referred to as T semester) or January (referred to as S semester) intake are not available as they have implications for your student visa.

Campus Locations:

HAM = Central University of Waikato campus located in Hillcrest, Hamilton. This is the appropriate location to select as a Study Abroad or Exchange student.

TGA = Tauranga campus. The city of Tauranga is located approximately 100km from Hamilton. Study Abroad and Exchange students interested in studying in Tauranga should discuss options with the Study Abroad office prior to application and enrolment. Paper options are very limited at the Tauranga campus.

Exclusions list: The following papers are NOT available to Study Abroad & Exchange Students.

- Education papers beginning with the codes TEAL, TEHD, TEMB TEMS, TEPC, TEDE, TEPS and TESP, as these papers are relevant to teaching in New Zealand only.
- Papers beginning with CAFS and CUPR. They are Foundation Study and Bridging papers and therefore not suitable for Study Abroad and Exchange students.

GUIDELINES FOR CHOOSING YOUR PAPERS (continued)

3. Important Information about Papers and Points

At the University of Waikato, a full-time programme for one semester consists of at least 45 points and up to 60 points. For a one year programme, 120 points is considered full-time.

All level 100 papers are worth 15 points. The levels above are worth 10, 15 or 20 points. Typically, 1 point = 10 hours of student learning time. However, this varies between each Faculty/Subject.

The University of Waikato allows exchange students to enrol in 45-60 points per semester, and study abroad students to enrol in 45-70 points per semester.

Enrolment in four papers per semester is standard.

4. Create a timetable to check potential clashes.

Please check for timetable clashes as outlined here: <http://timetable.waikato.ac.nz/>

Choose the **Create a Timetable** option. Insert in the box provided all the paper codes for the papers you have selected, leaving a space between each one. Make sure that you insert the year and semester, e.g. ANTH202-18A ACCT102-18A STAT121-18A. Next, choose the **Lectures Only** option. This will show you any long breaks in your timetable or clashes between classes. DO NOT choose the **All Events** option as this will include in the timetable all the optional tutorial times for each paper. Many of your lectures will have different options for tutorials and you can organise this on arrival during enrolment week. It is important that you try to avoid clashes between your lectures where possible. You will get assistance with setting up a timetable when you arrive at the University of Waikato and enrol in your papers.

Please note: You cannot search a timetable for papers in a following year until the timetable has been finalised for that year on our University website.

The University of Waikato has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students administered by the New Zealand Qualifications Authority. Copies of the Code are available on request from this institution or from the New Zealand Qualifications Authority website at: <http://www.nzqa.govt.nz/providers-partners/caring-for-international-students>