

APPLICATION TO ENROL FOR YOUTH GUARANTEE



WHO SHOULD COMPLETE THIS FORM?

- Domestic applicants who are applying to Wintec for the first time

WHO SHOULD NOT COMPLETE THIS FORM?

- International Applicants
- Current or returning Wintec students or past applicants - please request a Returning Student Form from www.wintec.ac.nz/contact

SECTION ONE - PERSONAL DETAILS

1.1 Title ☐ Mr ☐ Mrs ☐ Ms ☐ Miss Other

1.2 First Name(s) *Ingoa tuatahi*

1.3 Family Name (as it appears on your passport, birth certificate, marriage or civil union certificate) *Ingoa Whānau*

1.4 Preferred First Name

1.5 Date of Birth 1.6 Gender
Male ☐ Female ☐
Tāne ☐ *Wahine* ☐

1.7 Please provide your NSN/NZQA identification number.
If unknown, please leave blank:

SECTION TWO - CONTACT DETAILS

Please ensure this is kept up-to-date at all times and advise us of any changes.

2.1 What is your **permanent/home address**?
Unit number/street number and name

Suburb

City/Town

Postcode Tick if this is your main postal address ☐

2.2 What is/will be your **address while studying** if different to above?
Unit number/street number and name

Suburb

City/Town

Postcode Tick if this is your main postal address ☐

2.3 How can we contact you?
Home phone
Mobile
Work
Email

2.4 Who is your **emergency contact**?
Name
Relationship to you
Telephone

OFFICIAL USE ONLY

I D N U M B E R

BARCODE HERE

SECTION THREE - CITIZENSHIP

- 3.1 We require proof of citizenship and eligibility to study from all new applicants to Wintec. Please **tick** one from A, B or C. In the right hand column next to the box you have ticked, please indicate the document relevant to you, and **attach a verified copy**.

A <input type="checkbox"/> New Zealand Citizen	<input type="checkbox"/> New Zealand birth certificate <input type="checkbox"/> New Zealand passport <input type="checkbox"/> Certificate of NZ citizenship or letter of confirmation <input type="checkbox"/> A statement of Whakapapa, stating your full name and date of birth <input type="checkbox"/> Birth certificate with place of birth stated as Cook Islands, Niue or Tokelau
B <input type="checkbox"/> New Zealand Permanent Resident	<input type="checkbox"/> Passport with New Zealand residence stamp My country of citizenship is: <input type="text"/>
C <input type="checkbox"/> Australian Citizen or Permanent Resident	<input type="checkbox"/> Australian birth certificate <input type="checkbox"/> Australian passport <input type="checkbox"/> Passport with Australian resident stamp

Note: Applicants whose name is different from that which is stated on a birth certificate or passport must also provide evidence of the legal name change.

SECTION FOUR - PROGRAMME SELECTION

- 4.1 What programme(s)/qualification(s) at Wintec are you wanting to do? (in order of preference)

PREFERENCE 1

PROGRAMME NAME:	<input type="text"/>		
WHICH CAMPUS?	<input type="text"/>		
PROGRAMME CODE:	<input type="text"/>	START DATE	<input type="text"/> month /year

PREFERENCE 2

PROGRAMME NAME:	<input type="text"/>		
WHICH CAMPUS?	<input type="text"/>		
PROGRAMME CODE:	<input type="text"/>	START DATE	<input type="text"/> month /year

PREFERENCE 3

PROGRAMME NAME:	<input type="text"/>		
WHICH CAMPUS?	<input type="text"/>		
PROGRAMME CODE:	<input type="text"/>	START DATE	<input type="text"/> month /year

- 4.3 How will you be studying? ☐ Full-time ☐ Part-time
- 4.4 Will you be applying for Transfer of Credit? ☐ Yes ☐ No

If YES, please fill in an Application for Transfer of Credit form which you can get from the Enrolment Centre or online at www.wintec.ac.nz.

SECTION FIVE - PREVIOUS EDUCATION

Please note: it is important for ALL applicants to complete this section as this information is required by the Ministry of Education.

5.1 Please state the **secondary schools** you have attended while in New Zealand or overseas:

SECONDARY SCHOOL	START YEAR	END YEAR
1		
2		
3		

5.2 Did you attend **secondary school** within the last 10 years?

☐ Yes ☐ No - *go to question 5.5*

5.3 Are you currently waiting for results?

☐ Yes ☐ No

5.4 Please attach a verified copy of your last official school results (NCEA, CIE, ID, School Certificate, Sixth Form Certificate and Bursary results if available).

5.5 What is the highest level of achievement you hold from a secondary school? Please tick one only.

- ☐ No formal secondary school qualifications
☐ 14 or more credits at any level
☐ NCEA Level 1 or School Certificate
☐ NCEA Level 2 or Sixth Form Certificate
☐ University Entrance (prior to 1986)
☐ NCEA Level 3, Higher School Certificate, Bursary or Scholarship
☐ International Baccalaureate
☐ Cambridge International Examinations

Please write your CIE candidate code (if known):

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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☐ Other qualification (incl overseas):

5.6 Have you ever been enrolled in a **tertiary institution** in New Zealand or overseas?

☐ Yes ☐ No - *go to section 6*

5.7 Please state the tertiary institutions you have attended while in New Zealand or overseas including the start and finish dates, the name of the qualification and whether you successfully completed this qualification. **Please attach a verified copy of your official record or academic transcript with subjects undertaken, results and details.**

INSTITUTION	START	FINISH
1	YYYY	YYYY
QUALIFICATION ENROLLED IN:		
DID YOU COMPLETE THE ABOVE QUALIFICATION? <input type="checkbox"/> YES <input type="checkbox"/> NO		

INSTITUTION	START	FINISH
2	YYYY	YYYY
QUALIFICATION ENROLLED IN:		
DID YOU COMPLETE THE ABOVE QUALIFICATION? <input type="checkbox"/> YES <input type="checkbox"/> NO		

INSTITUTION	START	FINISH
3	YYYY	YYYY
QUALIFICATION ENROLLED IN:		
DID YOU COMPLETE THE ABOVE QUALIFICATION? <input type="checkbox"/> YES <input type="checkbox"/> NO		

5.8 What was the first year that you were enrolled in a tertiary institution?

5.9 What is the highest tertiary qualification you hold? (please tick one)

- ☐ No tertiary qualification
☐ Vocational qualification (Trade, NZ Certificate)
☐ Certificate
☐ Diploma
☐ Graduate certificate/diploma
☐ Bachelors degree
☐ Postgraduate qualification
☐ Masters
☐ Other

SECTION SIX - ETHNICITY AND LANGUAGE

6.1 Please indicate which ethnic group(s) you belong to. You may tick up to three options:

- | | | |
|--|--|--|
| <input type="checkbox"/> NZ European | <input type="checkbox"/> New Zealand Māori | <input type="checkbox"/> Cook Island Māori |
| <input type="checkbox"/> Samoan | <input type="checkbox"/> Tongan | <input type="checkbox"/> Niuean |
| <input type="checkbox"/> Tokelauan | <input type="checkbox"/> Fijian | <input type="checkbox"/> African |
| <input type="checkbox"/> British/Irish | <input type="checkbox"/> Dutch | <input type="checkbox"/> Greek |
| <input type="checkbox"/> Polish | <input type="checkbox"/> South African | <input type="checkbox"/> Italian |
| <input type="checkbox"/> German | <input type="checkbox"/> Australian | <input type="checkbox"/> Filipino |
| <input type="checkbox"/> Cambodian | <input type="checkbox"/> Vietnamese | <input type="checkbox"/> Chinese |
| <input type="checkbox"/> Indian | <input type="checkbox"/> Sri Lankan | <input type="checkbox"/> Japanese |
| <input type="checkbox"/> Korean | <input type="checkbox"/> Middle Eastern | <input type="checkbox"/> Latin American |

Other

6.2 If you are of Māori descent, please state the iwi you have the strongest affiliation to.

6.3 Is English, Māori or New Zealand Sign Language your first language?

☐ Yes - *go to section 7* ☐ No

6.4 If you answered **no above**, what is your first language?

6.5 Have you gained any qualifications taught in English from a New Zealand secondary school or tertiary institution?

☐ Yes ☐ No

6.6 If English, Māori or New Zealand Sign Language is **not** your first language and you have **not** gained a qualification at a New Zealand secondary school or tertiary institution, you will need to have completed one or more of the following tests within the last two years: IELTS (academic), TOEFL or Cambridge Certificate.

6.7 **If you have completed one of the above tests please attach a verified copy of your results (not required if applying for an English Language programme).**

SECTION SEVEN - STATISTICAL INFORMATION

7.1 Which activity best describes your activity as at 1 October prior to the year you commence study? (please tick one)

- | | |
|--|---|
| <input type="checkbox"/> Secondary school student | <input type="checkbox"/> Wage/salaried worker |
| <input type="checkbox"/> College of Education student | <input type="checkbox"/> University student |
| <input type="checkbox"/> Non-employed/beneficiary (<i>not retired</i>) | <input type="checkbox"/> Houseperson/retired |
| <input type="checkbox"/> Wānanga student | <input type="checkbox"/> Self employed |
| <input type="checkbox"/> Polytechnic student | <input type="checkbox"/> Overseas |
| <input type="checkbox"/> Private Training Establishment student | |

7.2 Why did you decide to study at Wintec? (please tick one)

- ☐ Visit to school by Wintec Student Recruitment Representative
☐ Wintec website
☐ Information from a secondary school
☐ Information from a family member or friend
☐ Wintec Huge Day Out (Open Day)
☐ Advertising (e.g Billboard, newspaper, radio etc)
☐ Expo
☐ Career and programme guide(s)
☐ Youth Guarantee

SECTION EIGHT - WORK AND RELEVANT EXPERIENCE

8.1 Please state any relevant employment experience that may support your application, e.g. volunteer work.

EMPLOYER	START DATE	FINISH DATE
1		
POSITION/NATURE OF WORK:		
2		
POSITION/NATURE OF WORK:		
3		
POSITION/NATURE OF WORK:		

8.2 Please state any relevant workshops, courses or seminars you have attended that may support your application.

NAME OF COURSE/WORKSHOP	START DATE	FINISH DATE
1		
2		
3		

SECTION NINE - IMPAIRMENTS

In order for Wintec to provide the appropriate information and support to students with impairments, students are asked to disclose any impairment which may impact their study.

9.1 Do you live with the effects of a significant injury, long term illness, or disability?

☐ Yes ☐ No - go to section 10

9.2 If yes, please indicate by ticking the appropriate box below:

<input type="checkbox"/> Deaf	<input type="checkbox"/> Hearing impairment
<input type="checkbox"/> Blind	<input type="checkbox"/> Vision impairment
<input type="checkbox"/> Specific learning disability	<input type="checkbox"/> Medical
<input type="checkbox"/> Head injury	<input type="checkbox"/> Mental health
<input type="checkbox"/> Mobility/physical	<input type="checkbox"/> Speech impairment
<input type="checkbox"/> Temporary impairment	
<input type="checkbox"/> Other - please state:	<input type="text"/>

SECTION TEN - CRIMINAL CONVICTIONS

This information is legally required to provide to any employers of students who are placed with them for work experience, clinical, or practical components of the students' programme of study. Wintec must make you aware that if you have a criminal record, and you are unable to complete a practical component of the programme, you may not be eligible for the qualification at the end of the course. Any students enrolling with a criminal record should contact the Student Enrolment and Information Centre.

10.1 Have you ever been convicted of or have a pending conviction for any offence against the law (apart from minor traffic convictions)?

☐ Yes ☐ No

10.2 If yes, please complete the consent to disclosure of information which can be found online at www.wintec.ac.nz/forms and attach to this form.

STUDENT CHECKLIST - COMPLETE THE FOLLOWING...

- ☐ Answer ALL questions
- ☐ Attach the **verified** copies of documents proving Legal Name, Date of Birth and Residency status? (DO NOT send originals, only **verified** copies).
- ☐ Attach your results if required by programme entry criteria. (DO NOT send originals, only **verified** copies).
- ☐ Attach a **verified** copy of your English Proficiency Test results, if required. (DO NOT send originals, only **verified** copies).
- ☐ Fill out and attach an Additional Information form and/or Transfer of Credit form if required.
- ☐ Apply for your student loan and allowances (if applicable).
- ☐ Sign and date this form (section 11).

SECTION ELEVEN - STUDENT DECLARATION - ALL STUDENTS MUST READ THE FOLLOWING INFORMATION AND SIGN

11.1 I authorise disclosure on the understanding that Wintec will observe the general conditions governing the release of information, as set out in the Privacy Act 1993 (refer to 12.1 in the Application to Enrol Guide.) You may see any information held about you and amend any errors in that information, to do so contact the Student Enrolment and Information Centre.

11.2 I will make myself familiar and comply with provisions of Wintec's Policies and Regulations obtainable from the Library, Faculty/Schools or the Wintec website, www.wintec.ac.nz, including Academic Regulations, Occupational Health & Safety, Regalia (Graduation), Smokefree, Student Complaints, Student Computer Use and Programme Regulations.

11.3 I authorise any agency holding the source of any information I have provided on this form to release that information to Wintec upon request.

11.4 I declare that the information I have supplied in this form and any attached documentation is true and complete and I acknowledge that Wintec may suspend my enrolment if false information has been supplied or required information is not supplied by the due date.

11.5 I understand that Wintec may contact me via telephone, post, email and/or text message regarding my enrolment or Wintec's services, news or events.

11.6 I understand that my name, date of birth and residency as entered on this enrolment 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 <http://www.nsi.govt.nz/ima>.

Note: Wintec does not accept photocopied, scanned or faxed signatures

Your signature:

Date:

DOCUMENTS THAT YOU MUST SUPPLY

If this is the first time you have enrolled in a programme/module(s) at Wintec, please attach to your Application to Enrol form a verified copy of either:

- Your birth certificate or passport for New Zealand, Niue, Tokelau or the Cook Islands; or
- A certificate of citizenship for New Zealand, Niue, Tokelau or the Cook Islands

Students may supply other evidence of their legal name, such as a marriage certificate, although evidence of citizenship will still be required.

A whakapapa statement may be provided by students who identify themselves as Māori if they have a justifiable reason for not providing a birth certificate, for example, if the birth was not registered. In that case, students may provide an original or verified copy of a statement of whakapapa countersigned by a kaumatua as evidence of their identity and citizenship.

A verified copy is a photocopy of the original document, which is signed by a solicitor, Justice of the Peace or authorised Wintec person e.g. a student consultant in the Student Enrolment and Information Centre, as being a true copy of the original.

Domestic students/international students:

To qualify as a domestic student you must meet the criteria set out by the Ministry of Education. You must hold a residence permit under the Immigration Act 1987, and satisfy the criteria (if any) set by the Ministry of Education.

To find what additional forms are required for your programme of study go to www.wintec.ac.nz.

WHERE TO SEND THIS FORM

Please return this form to : SEIC
Wintec
Freeport 566
Hamilton 3240

FOR MORE INFORMATION

If you need help or assistance in filling out this form, please contact the Student Enrolment and Information Centre. Our friendly staff will be able to assist you through the application process and answer any queries you may have.

Phone: 0800 2 Wintec (0800 2 946 832)

Online: www.wintec.ac.nz

