

# Faculty of Business Programme Application Form

## APPLICATION TO STUDY

Please complete this form in pen using **BLOCK LETTERS**.

If you are a **New Zealand Citizen** (including the Cook Islands, Tokelau or Niue), a **New Zealand Permanent Resident**, or an **Australian Citizen** or **Permanent Resident**, go to **1**.

**International students**, please contact International Marketing and Recruitment to obtain the correct Programme Application Form. Phone +64 9 968 8742 | Email international@manukau.ac.nz | Web www.manukau.ac.nz/international

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## PROGRAMME

Please indicate by ticking the appropriate box if you are:

A **NEW** student coming to MIT for the first time – complete **ALL** sections of the form.

An **EXISTING** or **RETURNING** MIT student – provide your MIT student ID number and complete sections **1**, **2** and **4** of the form

MIT student ID number  
(if known)

Name of programme  Programme code (if known)

Start date (TICK ONE)  Semester One - February  Semester Two - August

Do you intend to study full-time or part-time? (TICK ONE)  Full-time  Part-time

Study location\* (TICK ONE)  Manukau  Newmarket  246 Queen Street

\*Please ensure the programme chosen is offered at the study location selected

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## PERSONAL DETAILS

Female  Male Date of birth  /  /   
DAY MONTH YEAR

Miss  Mrs  Ms  Mr  Dr Other (Please state)

Legal family name

Legal first given name

Legal second given name

Permanent/home address

Unit/Flat/Apartment number

Street address - number and name

Suburb  Town/city  Postcode

Phone ( )  Mobile

Email address

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## MEETING THE ENTRY REQUIREMENTS FOR YOUR CHOSEN PROGRAMME

Please complete either statement A or B in this section.

**A. I am applying to study by meeting educational entry requirements.**

What is the highest level of achievement you hold from secondary school or tertiary institution? (TICK ONE)

**(Remember to attached a certified copy showing the qualification and grades gained)**

- |   |  |
|---|--|
| <input type="checkbox"/> No formal secondary qualification    | <input type="checkbox"/> NCEA Level 3, higher school certificate, bursary or scholarship                 |
| <input type="checkbox"/> 14 or more NCEA credits at any level | <input type="checkbox"/> Overseas qualification (Includes international baccalaureate & Cambridge exams) |
| <input type="checkbox"/> NCEA Level 1 or school certificate   | <input type="checkbox"/> Other   |
| <input type="checkbox"/> NCEA Level 2 or 6th form certificate | <input type="checkbox"/> Not known   |
| <input type="checkbox"/> University entrance                  |  |

Tertiary Institution Attended:

SIGNED \_\_\_\_\_  
DATE \_\_\_\_\_

OTHER PROGRAMME RECOMMENDED

ACCEPT \_\_\_\_\_  
DECLINE \_\_\_\_\_

ACKNOWLEDGEMENT SENT \_\_\_\_\_  
INTERVIEW DATE \_\_\_\_\_

FOR OFFICE USE ONLY

In order to process your application MIT needs to see documents that show the educational results of any academic study you have completed. For example NCEA results, and whether you were successful or not.

If you are planning to send your application by post, please send **ONE** certified copy of these documents, not originals. Documents will not be returned.

**How to get copies of your NCEA results.**

Login to the NZQA website [www.nzqa.govt.nz](http://www.nzqa.govt.nz) or call 0800 697 296.

**How to get copies of your documents certified.**

Take a photocopy of your documents along with the originals to one of the following:

- The Faculty of Business office,  
Manukau Institute of Technology
- Justice of the Peace (listed in Yellow Pages or at [www.jpaukland.org.nz/](http://www.jpaukland.org.nz/))
- Notary Public
- Member of Parliament
- Barrister or Solicitor of the High Court
- Registrar or Deputy Registrar of the courts
- The Information Centre,  
Manukau Institute of Technology.

The person will stamp and sign the photocopy as proof that they have seen the original and that the photocopy is genuine.

**B. I am applying to study by demonstrating relevant employment or other experience.**

(Experience includes either paid or voluntary community work).

If you are unable to meet the entry requirements for your programme by providing educational results please outline relevant employment or other experience, undertaken in the last two years. You may also want to attach your current CV to this application form.

**List relevant employment or other experience from the last two years – if applicable**

Employer		Start date	<input type="checkbox"/>	Part-time
Type of work		Finish date	<input type="checkbox"/>	Full-time
Employer		Start date	<input type="checkbox"/>	Part-time
Type of work		Finish date	<input type="checkbox"/>	Full-time

## DECLARATION

**COMPULSORY**  
Please ensure you read, sign and date the declaration.

I hereby declare that the information and attached documentation provided by me in this application is true and correct. I acknowledge that Manukau Institute of Technology can cancel my application if false or incomplete information has been provided. I understand that the purpose of gathering this information is to allow Manukau Institute of Technology to carry out the functions required of it under the Education Act 1989, and its obligations under other enactments and in accordance with the Privacy Act 1993. I authorise Manukau Institute of Technology to disclose this information to the agencies outlined in the information on the Privacy Act available in the MIT Library and Student Services Centres.

Signature
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Date

DAY	/	MONTH	/	YEAR
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## WHAT HAPPENS NEXT?

Once we receive your application, we will process it and contact you to advise the next steps.

To ensure your application is processed please check that you have completed the following:

- Completed all relevant sections of the form
- Signed and dated the declaration
- Provided one certified copy of all required documentation.

## PLEASE SEND YOUR APPLICATION TO:

*Note: To check the status of your application please phone the Faculty of Business on 09 968 7705 or email [facultyofbusiness@manukau.ac.nz](mailto:facultyofbusiness@manukau.ac.nz)*

**FREEPOST 155376**  
**Faculty of Business**  
**Manukau Institute of Technology**  
**Private Bag 94006**  
**Manukau 2241, Auckland, New Zealand**

Freepost only valid if posted in New Zealand