

APPLICATION TO STUDY

Kia Ora and welcome to Manukau Institute of Technology. Thank you for choosing to apply to study with us.

Please fill out this form if you are a **new domestic student** or are a **current and/or returning domestic student applying for a new programme**. Students who are looking to continue a programme should fill out a Re-enrolment Form. International students should fill out an International Application Form.

You are a domestic student if:

- You are a citizen or permanent resident of New Zealand; or
- You are a citizen or permanent resident of Australia, Cook Island, Niue or Tokelau.

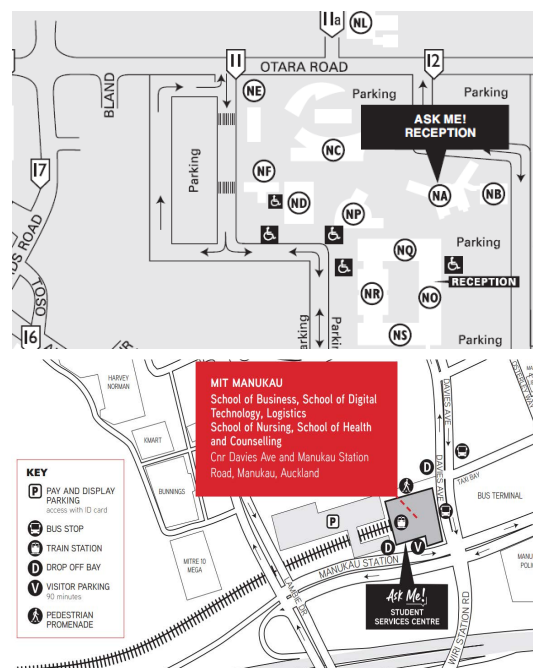
Here is an overview of our application process

1	<p>Find a study option that suits you</p> <p>You can contact us (see details below) or visit manukau.ac.nz for more information.</p>
2	<p>Fill out this form and return it to us.</p> <p>You can also apply online, over the phone or in person (see details below).</p>
3	<p>Your application will be assessed.</p> <p>We will be in contact with you if we need more information from you.</p>
4	<p>If your application is successful, we'll send you an Offer Letter and an Acceptance Form.</p>
5	<p>Complete your Acceptance Form and return it to us to secure your place.</p>
6	<p>We will enrol you.</p> <p>Once you are enrolled, we will send you a confirmation letter and a statement of fees.</p>
7	<p>Get ready to start at MIT.</p> <p>Visit manukau.ac.nz/welcome to find out how to hit the ground running on your first day.</p>

Need help?

If you're not sure about anything, feel free to:

- Call us on 0800 62 62 52 (+64 9 968 8000 if outside New Zealand);
- Email us at enquiries@manukau.ac.nz; or
- Come in and see us at one of our Ask Me! Student Service Centres:
 - Gate 12 Otaru Road (NA Block), Otaru
 - Corner of Manukau Station Road and Davies Avenue (Ground Floor), Manukau



SECTION 1: BASIC DETAILS

To start, please give us some basic information about yourself.

1	First Name(s):
2	Family Name:
3	Preferred First Name <i>(if different to above):</i>
4	Please let us know here if you have used any other name(s):
5	What is your preferred title? <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Other - Please specify:
6	Date of Birth <i>(DD/MM/YYYY)</i> <div style="display: flex; justify-content: space-between; width: 100%;"> / / </div>
7	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
8	National Student Number (NSN) - if known:
9	Are you a past or current MIT student? <input type="checkbox"/> Yes – please provide your MIT Student Number <i>(if known)</i> : _____ <input type="checkbox"/> No
10	Do you have any applications with MIT that are currently in progress? <input type="checkbox"/> Yes <input type="checkbox"/> No
11	Tick the box which best describes your citizenship: <input type="checkbox"/> New Zealand Citizen <i>(skip to question 13)</i> <input type="checkbox"/> New Zealand Permanent Resident <input type="checkbox"/> Citizen or Permanent Resident of Australia, Cook Island, Niue or Tokelau <input type="checkbox"/> Other (International Student) – Please complete an International Student Application form. Contact enquires@manukau.ac.nz for more information.
12	Country of Citizenship:
13	Email address: <i>(you must enter your private email address and not a shared email address)</i>
14	Home phone number:
15	Mobile phone number:
16	Home Address: Address City Country Post code

SECTION 2: STUDY DETAILS

We've got study options for everyone. Our study options can be found at manukau.ac.nz/study/areas-of-study. If you'd like to talk to someone, our Ask Me! Student Service Centre is ready and waiting. Please see details on Page 1.

17	<p>Do you know which programme/course you would like to apply for?</p> <p><input type="checkbox"/> Yes (go to question 18)</p> <p><input type="checkbox"/> No (go to question 19)</p>
18	<p>Programme Preference One</p> <p>Programme/course name:</p> <p>Programme/course code: Start date:</p> <p>Will you be studying full time? <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Unsure</p> <p>If eligible, will you be applying for Youth Guarantee?* <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If eligible, will you be applying for Maori Pasifika Trades Training Scholarship?** <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Programme Preference Two (optional)</p> <p>Programme/course name:</p> <p>Programme/course code: Start date:</p> <p>Will you be studying full time? <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Unsure</p> <p>If eligible, will you be applying for Youth Guarantee?* <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If eligible, will you be applying for Maori Pasifika Trades Training Scholarship?** <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
19	<p>If you are unsure what programme/course you should apply for, please tell us what job or career you might be interested in. <i>Our Ask Me! Student Service Centre will be in touch to discuss your options.</i></p>

* As part of the Youth Guarantee scheme, if you are between the ages of 16 and 19, you may be eligible to study for free. Please note that this only applies to certain programmes. For more information and conditions, please visit manukau.ac.nz

** Māori and Pasifika Trades Training (MPTT) is an initiative to encourage young Māori and Pasifika people to gain trade qualifications, New Zealand apprenticeships and employment. You will be eligible for an MPTT MIT Scholarship if: You are of NZ Māori or Pasifika descent and aged between 16-40 years old; are a New Zealand Permanent Resident or New Zealand Citizen; and enrolled into an approved MPTT programme at MIT. For more information and conditions, please visit manukau.ac.nz

SECTION 3: APPLICATION DETAILS

In this section, please give us any information to support your application.

20	Please provide details of any relevant education or training you have received that might help your application. (optional)
21	If you have provided details in question 20, would you like to apply to cross credit your previous education or training? <i>Cross crediting your previous tertiary education or training may speed up the time it takes to complete your programme/course. Find out more about cross credits at manukau.ac.nz/study. Please note that this process may incur a cost.</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
22	Please provide details of previous work or volunteer experience that might help your application or attach a CV with this application. (optional)
23	If you have provided details in question 22, would you like to make an appointment to discuss RPL? <i>Our Recognition of Prior Learning (RPL) programme is designed for those who already have the on-the-job skills and knowledge that we can measure and match against credits in our courses – creating a tailored path of study that will not only save you money, but also help you to complete your qualification faster. Find out more at manukau.ac.nz/study. Please note that this process may incur a cost.</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
24	Do you have a health issue or disability that might affect your ability to participate in the programme/course you are applying for? <input type="checkbox"/> Yes (go to question 25) <input type="checkbox"/> No (go to question 26)
25	Please provide details of your health issue or disability in this box.
26	Is English your first language? <input type="checkbox"/> Yes (go to question 28) <input type="checkbox"/> No (go to question 27)
27	Please provide details on how you meet the language requirements of this programme. If you do not meet the language requirements, please let us know and we'll be in touch to discuss your options.

SECTION 4: PERSONAL DETAILS

Please tell us more about yourself – details you give in this section will not affect your application.

28	IRD Number <i>(if known)</i> :
29	<p>Are you the first person in your family to attend Tertiary Education? <i>This includes your parents or siblings.</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure</p>
30	<p>At MIT, we believe in providing inclusive and accessible support to our students. Please let us know if you would like our Disability Support Team to make contact with you.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

31	<p>What ethnic group(s) do you belong to? <i>You may tick up to two boxes.</i></p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> New Zealand Māori</td> <td><input type="checkbox"/> New Zealand European/Pakeha</td> <td><input type="checkbox"/> African</td> </tr> <tr> <td><input type="checkbox"/> Australian</td> <td><input type="checkbox"/> British/Irish</td> <td><input type="checkbox"/> Cambodian</td> </tr> <tr> <td><input type="checkbox"/> Chinese</td> <td><input type="checkbox"/> Cook Island Māori</td> <td><input type="checkbox"/> Dutch</td> </tr> <tr> <td><input type="checkbox"/> Fijian</td> <td><input type="checkbox"/> Filipino</td> <td><input type="checkbox"/> German</td> </tr> <tr> <td><input type="checkbox"/> Greek</td> <td><input type="checkbox"/> Indian</td> <td><input type="checkbox"/> Italian</td> </tr> <tr> <td><input type="checkbox"/> Japanese</td> <td><input type="checkbox"/> Korean</td> <td><input type="checkbox"/> Latin American</td> </tr> <tr> <td><input type="checkbox"/> Middle Eastern</td> <td><input type="checkbox"/> Niuean</td> <td><input type="checkbox"/> Other Asian</td> </tr> <tr> <td><input type="checkbox"/> Other Pacific Peoples</td> <td><input type="checkbox"/> Other European</td> <td><input type="checkbox"/> Other Southeast Asian</td> </tr> <tr> <td><input type="checkbox"/> Polish</td> <td><input type="checkbox"/> Samoan</td> <td><input type="checkbox"/> South Slav</td> </tr> <tr> <td><input type="checkbox"/> Sri Lankan</td> <td><input type="checkbox"/> Tokelauan</td> <td><input type="checkbox"/> Tongan</td> </tr> <tr> <td><input type="checkbox"/> Vietnamese</td> <td><input type="checkbox"/> Not stated</td> <td></td> </tr> <tr> <td colspan="3"><input type="checkbox"/> Other - Please specify: _____</td> </tr> </table>	<input type="checkbox"/> New Zealand Māori	<input type="checkbox"/> New Zealand European/Pakeha	<input type="checkbox"/> African	<input type="checkbox"/> Australian	<input type="checkbox"/> British/Irish	<input type="checkbox"/> Cambodian	<input type="checkbox"/> Chinese	<input type="checkbox"/> Cook Island Māori	<input type="checkbox"/> Dutch	<input type="checkbox"/> Fijian	<input type="checkbox"/> Filipino	<input type="checkbox"/> German	<input type="checkbox"/> Greek	<input type="checkbox"/> Indian	<input type="checkbox"/> Italian	<input type="checkbox"/> Japanese	<input type="checkbox"/> Korean	<input type="checkbox"/> Latin American	<input type="checkbox"/> Middle Eastern	<input type="checkbox"/> Niuean	<input type="checkbox"/> Other Asian	<input type="checkbox"/> Other Pacific Peoples	<input type="checkbox"/> Other European	<input type="checkbox"/> Other Southeast Asian	<input type="checkbox"/> Polish	<input type="checkbox"/> Samoan	<input type="checkbox"/> South Slav	<input type="checkbox"/> Sri Lankan	<input type="checkbox"/> Tokelauan	<input type="checkbox"/> Tongan	<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Not stated		<input type="checkbox"/> Other - Please specify: _____		
<input type="checkbox"/> New Zealand Māori	<input type="checkbox"/> New Zealand European/Pakeha	<input type="checkbox"/> African																																			
<input type="checkbox"/> Australian	<input type="checkbox"/> British/Irish	<input type="checkbox"/> Cambodian																																			
<input type="checkbox"/> Chinese	<input type="checkbox"/> Cook Island Māori	<input type="checkbox"/> Dutch																																			
<input type="checkbox"/> Fijian	<input type="checkbox"/> Filipino	<input type="checkbox"/> German																																			
<input type="checkbox"/> Greek	<input type="checkbox"/> Indian	<input type="checkbox"/> Italian																																			
<input type="checkbox"/> Japanese	<input type="checkbox"/> Korean	<input type="checkbox"/> Latin American																																			
<input type="checkbox"/> Middle Eastern	<input type="checkbox"/> Niuean	<input type="checkbox"/> Other Asian																																			
<input type="checkbox"/> Other Pacific Peoples	<input type="checkbox"/> Other European	<input type="checkbox"/> Other Southeast Asian																																			
<input type="checkbox"/> Polish	<input type="checkbox"/> Samoan	<input type="checkbox"/> South Slav																																			
<input type="checkbox"/> Sri Lankan	<input type="checkbox"/> Tokelauan	<input type="checkbox"/> Tongan																																			
<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Not stated																																				
<input type="checkbox"/> Other - Please specify: _____																																					
32	<p>If you have selected New Zealand Māori, please enter which Iwi you are from <i>(enter up to three)</i>. <i>If you are unsure of your Iwi, please write 'Unsure'.</i></p>																																				
33	<p>If you have any questions about MIT or our application process, please let us know what they are here.</p>																																				

SECTION 5: SUPPLEMENTARY INFORMATION

Please only complete this section if you are applying for programmes in Nursing and Health Studies; Education; Social work; or Sports and Recreation.

34	Do you have a criminal conviction(s) and/or charge(s) pending?		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
35	Do you consent to completing a Consent of Disclosure of Information form for the NZ Police? <i>Please note that any fees payable to the NZ Police will be invoiced to you by MIT as a fee associated with your enrolment.</i>		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
36	Do you have an existing medical, physical or mental health condition that may affect you working with children or adults?		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
37	If yes, please provide details:		
38	Nursing programmes only - Do you consent to immunisations? <i>Please note that not agreeing to immunisations may impact on your eligibility for certain placements and may be detrimental to your ability to fully participate in the programme and meet qualification requirements. It is recommended that you discuss any concerns or questions about immunisation requirements with the Faculty of Nursing and Health Studies prior to completing your application.</i>		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
39	Nursing programmes only - Have you studied on a Nursing or Health related programme with another educational provider?		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
40	Please give the details of two people who have agreed to provide a completed confidential referee form for your application. You can download reference forms from manukau.ac.nz/referenceforms or get a printed copy from our Ask Me! Student Service Centre.		
	Reference One		
	A	Name:	
	B	Email:	C Phone number:
	Reference Two		
	A	Name:	
	B	Email:	C Phone number:

PROVIDING DOCUMENTATION

If you have not studied with MIT before, or the documents that you have previously provided have not expired, we require:

- a certified copy of your passport/birth certificate to show NZ citizenship or Permanent Residency;
- certified copies of your qualifications to meet entry requirements; and
- English language proficiency (if English is your second language)

Do not send original documents. MIT is not responsible for loss of or damage to original documents.

If you have them available, please attach the above documents when you submit your application. Your application will still be processed without these documents but we cannot secure your place and enrol you at MIT until we have these documents.

What is a certified copy? Certified copies are photocopies that have been sighted and signed by either a Justice of the Peace; Minister; lawyer or equivalent; or a designated MIT staff member. You can bring the original version into one of our campuses to be verified.

PRIVACY INFORMATION

Before you submit your application, please read Manukau Institute of Technology's privacy policy.

PERSONAL INFORMATION PRIVACY ACT 1993

Manukau Institute of Technology ("MIT") observes the principles governing the release of personal information as set out in the Privacy Act 1993 ("the Act"). Personal information is defined in the Act as "information about an identifiable individual"; it may include, but is not limited to, information such as your name, age, postal and email addresses, telephone numbers, image, IRD, course of study, bank account and credit card details.

MIT's primary purpose in the collection and storage of your personal information as a student is to provide you with the course of study for which you are enrolled, and to comply with various legislative reporting requirements under the Education Act 1989 and other legislation relating to maintenance of official records and accountability for public funding. MIT may also collect and use your personal information for other purposes related to your course of study including corresponding with you for academic and administrative matters, publishing any award/s conferred on you by MIT during graduation, and sending you information about MIT courses and programmes that may be of interest to you. MIT may also seek personal information from other educational institutions and/or government agencies or other authorities for the purpose of verifying and maintaining information relating to your academic records, to comply with MIT's reporting requirements and/or for statistical or research purposes relating to MIT's programmes.

MIT contracts out certain aspects of MIT's support services/IT administration to external contractors which may mean that MIT's external contractors may have access to your personal information e.g. specific IT contractors that MIT may use to maintain its IT systems. MIT's contractors are required to sign confidentiality agreements and as such are only authorized to use or access personal information in order to deliver the functions/services that MIT has requested. Where a contractor is based outside New Zealand, MIT will not transfer any of your information unless MIT is satisfied that the contractor has obligations to protect your information that are at least equivalent to the protections offered under New Zealand law.

Personal information collected on this form and at other times during and relating to your enrolment at MIT may be disclosed to MIT academic and administrative staff where relevant to their duties, to other educational institutions for the purpose of verifying and maintaining academic records, and to Government agencies or other authorities as permitted or required by law. If you are a recent school/Private Training Establishment (PTE) leaver, MIT may also advise your school/PTE when you first enrol (including details of what programme you have enrolled in) and when you complete an MIT qualification.

Please note that your name, date of birth and residency status 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 go online at www.minedu.govt.nz/goto/nsi.

Government agencies that may be supplied with data collected from your enrolment include:

- the Ministry of Education;
- the New Zealand Qualifications Authority;
- the Tertiary Education Commission;
- the Ministry of Social Development in relation to student loans and allowances; and
- Immigration New Zealand (a branch of the Ministry of Business, Innovation and Employment), for those who are not New Zealand citizens or permanent residents.

When required by law, MIT releases information to government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development and the Accident Compensation Corporation (ACC).

MIT takes all reasonable steps to keep your information safe and secure. MIT will retain your personal information for as long as is necessary for MIT to comply with applicable legal requirements including, without limitation, the Public Records Act 2005. You have the right to access and have corrected, personal information about you which has been collected by us.

If you are in the European Union, the General Data Protection Regulation (GDPR) gives you the right to:

- if applicable, withdraw consent for MIT to process your personal data;
- require MIT to delete your data (if that data is not required to meet legal requirements);
- request a copy of your personal data that you have provided to MIT in a structured, commonly-used and machine-readable format;
- restrict or object to certain processing activities;
- make a complaint to a supervisory authority.

DECLARATION

By submitting an application, you agree to the following:

- I declare that the information provided by me on this form is true and correct.
- I understand that failure to disclose required information or the supply of incorrect information may result in my enrolment not being processed, or in my enrolment being cancelled.
- I agree to abide by all MIT statutes, regulations and policies as may be amended from time to time. Copies are available on the MIT website manukau.ac.nz. In particular, you should note the MIT Student Regulations and the regulations applying to your programme of study.
- I have read and accept the Privacy and Policy statements printed on this form.
- I am a citizen/permanent resident of New Zealand or Australia or the Cook Islands or Niue, or Tokelau.
- I acknowledge that all MIT courses and programmes will proceed subject to enrolment numbers and MIT has the right to cancel or postpone an offering of a course or programme prior to its commencement if there are insufficient enrolments.
- I undertake to pay all fees and charges relating to my enrolment and to meet all collection charges associated with debt recovery. Fees must be paid in full, or a signed agreement made for their payment in instalments, by the start of the course. MIT may take such steps as necessary to collect outstanding fees. Refunds and withdrawals will be processed in accordance with the MIT Student Regulations.
- I acknowledge that MIT may refuse to permit or may cancel my enrolment, on any of the grounds set out in the Student Regulations. This includes, but is not limited to, where I am found not to be of good character (including, but not limited to: having a bad debt history; a criminal conviction; or a history of breaching MIT regulations or policies); have been guilty of misconduct or a breach of discipline; am enrolled for full-time instruction in another institution or secondary school; or have made insufficient progress in my studies. I further acknowledge that MIT may withdraw my enrolment from a course where I have not attended in the first three weeks.
- I understand that MIT may need to validate the information provided on this form and attachments.
- I authorise MIT to collect information for this purpose from any agency holding the source of this information.

Applicant Signature:

Date:

WHEN YOU'VE COMPLETED THIS FORM

Please return it to us at one of our Ask Me! Student Service Centres or you can post it for free to us at:

FREEPOST 73362, C/- Ask Me! Student Service Centre,
Manukau Institute of Technology,
Private Bag 94006, Manukau 2241, Auckland, New Zealand

WHAT HAPPENS NEXT?

Our team will have a look at your application to make sure it's complete.

- If it's incomplete, we'll be in contact to let you know what else we need from you.
- If it's complete, we'll begin assessing your application.

If you have any questions, please feel free to get in contact with us:

- Call us on 0800 62 62 52 (+64 9 968 8000 if outside New Zealand);
- Email us at enquiries@manukau.ac.nz; or
- Come in and see us at one of our Ask Me! Student Service Centres:
 - Gate 12 Otaru Road (NA Block), Otaru
 - Corner of Manukau Station Road and Davies Avenue (Ground Floor), Manukau