

# Application Form



# How to complete your application form



## Complete this form if you are a domestic student.

A domestic student means a person who is:

- A New Zealand citizen (including Niuean, Cook Islander, Tokelauan, and students with refugee status in New Zealand); or
- A New Zealand permanent resident; or
- An Australian citizen living in New Zealand; or
- An Australian permanent resident living in New Zealand; or
- A dependent of a diplomat working in New Zealand who is residing in New Zealand; or
- On an exchange scheme approved by the Ministry of Education; or
- Defined as a domestic student from time to time by the Ministry of Education. (For students with dual citizenship, specify the country of citizenship on the passport used to enter New Zealand).

## Section one - personal details

Personal details must be filled out by you. In many cases the Ministry of Education requires Wintec to collect this information from you and report it for statistical and other purposes.

**1.1 Title:** Please choose the title appropriate to you. If "Other" please enter details e.g. Dr., Professor etc.

**1.2 Family Name:** Print your family name in full. If your family name on the form is different from the name on your supporting documents, then you must provide evidence of your change of name.

**1.3 First name(s):** Print all of your first names in full.

**1.4 Preferred name:** Print what you prefer to be called (e.g. Theo, Robbie, AJ).

**1.5 Previous name(s):** Any other name you have previously been known as e.g. maiden name.

**1.6 Date of birth:** Please complete day, month and year as on your evidence i.e. passport or birth certificate.

**1.7 Male, female or gender diverse:** Please tick the appropriate box.

**1.8 National Student Number (NSN)/NZQA identification number:** This is a National Student Number that is unique to you. This number is a reference to a centralised database that holds basic details such as your name, date of birth and residential status. If you have an NSN, insert your NSN on the Application to Enrol form. You may not need to provide us with verified copies of your birth certificate/passport or residency documentation if your National Student Number record is verified, accurate and complete.

**1.9 Inland Revenue Department (IRD) number:** Your IRD number is only required if you intend to claim government final year Fees Free. If you have already used your Fees Free entitlement you do not need to provide it.

## Section two - contact details

**2.1 Permanent/home address:** If you would like your mail sent to a different address from the one you live at, please print the postal address on the form.

**2.2 Address while you are studying:** Print the address of where you will be living while you are studying at Wintec.

If you do not know yet, please let us know as soon as you do.

**2.3 Contact details:** Please print your mobile number, telephone number, email address. Most of our correspondence with you will be sent by email.

**2.4 Emergency contact person:** Please enter the name and telephone number of the best person to contact in the event of an emergency and/or when Wintec is unable to contact you directly.

## Section three - citizenship

**3.1** Select which best describes your citizenship or status.

If you select "Other", please write the details on the form.

If you ticked New Zealand Permanent Resident, you will also need to indicate your country of citizenship.

## Section four - programme selection

**4.1** Please list the programme(s)/qualification(s) you wish to study at Wintec and enter your intended start date.

Pathway: If applicable to the programme, please specify your preferred specialisation/subject.

## Section five - previous education

**5.1 Secondary school:** Please list the secondary school(s) you have attended, and please specify in which country.

If you have attended more than one secondary school, list the last two you attended. Please print the year that you last attended each school.

**5.4 Highest academic achievement from a secondary school:** Your highest achievement may be a "traditional" award such as School Certificate, or a number of credits/NCEA at a certain level on the National Qualifications Framework. Your NZQA Record of Achievement shows you how many credits you have. If you select "Other", please complete relevant details.

**5.7 Highest academic achievement from a tertiary institution:** An institution could include Polytechnic, Institute of Technology, University, College of Education, Private Training Establishment or Wānanga. If you answered "Other", please enter the details on the form. Do not include enrolments in STAR, community or hobby classes.

**5.9 Transfer of credit:** This is a process whereby you apply to Wintec to credit your prior learning towards the programme/module(s) you have enrolled in. If you tick "yes", please go to [www.wintec.ac.nz](http://www.wintec.ac.nz) for the Application for Transfer of Credit form. For associated costs see the Table of Fees at [www.wintec.ac.nz](http://www.wintec.ac.nz).

## Section six - ethnicity

**6.1** If you select "Other", please complete relevant details.

**6.2** If you are of Māori descent please indicate the iwi you have the strongest affiliation to. You may include up to 6.

## Section seven - statistical information

**7.1** Prior main activity: Select from the list on the form your MAIN activity or occupation as at 1 October prior to the date your programme commences.

## Section eight - work and relevant experience

**8.1** Please provide these details to help us assess your application.

## Section nine - student services

If the effects of illness, injury and/or other impairment may impact on or affect your study, please tick "yes" and complete questions 9.1, 9.2 and 9.3 on the form.

All disability information is confidential and is used to help us improve our services. We can offer support and additional assistance if you let us know. We also collect and report to the Ministry of Education for statistical and funding purposes, you will not be personally identified to the Ministry.

If you would like to meet with Manaaki Ākonga - Student Accessibility Services on confidential basis, please email [accessibility@wintec.ac.nz](mailto:accessibility@wintec.ac.nz)

## Section ten - criminal convictions

**10.1** Please specify if you have ever been convicted of, or have a pending conviction, for any offence against the law (apart from minor traffic convictions). This may not prevent you from studying, but we need to check.

## Section eleven - student declaration

Please read this declaration carefully and any associated policies.

## What happens next?

We'll let you know that we have received your application, and contact you if we need further information.

## Meetings and additional documentation

Depending on the programme you have applied for, you may also need to supply additional information (eg a self-disclosure form) or attend a meeting with an academic staff member.

## Checking the status of your application

To check the status of your application login to [student@wintec.ac.nz](mailto:student@wintec.ac.nz).

## What can delay an application

- Incomplete information
- The application form is not signed or dated
- Required documentation has not been supplied or verified
- Academic transcript/results required

## Fees information

By signing and returning the Offer of Place you are formally accepted into a programme of study and liable for the associated fees.



# Application Form



## Apply online

Did you know that you can apply online instead of completing this form?

Save time and paperwork by visiting [apply.wintec.ac.nz](http://apply.wintec.ac.nz)

### 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 contact the Student Enrolment and Information Centre
- Applicants applying for professional or short courses

## Section one - personal details

1.1 Title ☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other:

1.2 Surname/Family name (as it appears on your passport, birth certificate, marriage or civil union certificate) *Ingoa Whānau*

1.3 First name(s) *Ingoa tuatahi*

1.4 Preferred first name

1.5 Previous name (if relevant) eg maiden name

1.6 Date of birth (DD/MM/YYYY)

1.7 Gender ☐ Male ☐ Female ☐ Gender diverse

1.8 NSN/NZQA identification number (if known)

1.9 Inland Revenue Department (IRD) number: Please provide your IRD number if you intend to claim government final year Fees Free

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Please enter a zero in the first box if your IRD number is only 8 digits

## 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?

Address

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?

Address

Suburb

City/Town

Postcode

☐ Tick if this is your main postal address

2.3 How can we contact you? Most of our correspondence will be sent by email.

Home phone

Mobile

Email

2.4 Who is your emergency contact?

Name

Relationship to you

Telephone

## Section three - citizenship

We require proof of citizenship and eligibility to study from all new applicants.

3.1 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.

- |  |   |
|--|---|
| <b>A</b> <input type="radio"/> New Zealand Citizen | <input type="radio"/> New Zealand birth certificate   |
|  | <input type="radio"/> New Zealand passport  |
|  | <input type="radio"/> Certificate of New Zealand citizenship or letter of confirmation              |
|  | <input type="radio"/> A statement of Whakapapa, stating your full name and date of birth            |
|  | <input type="radio"/> Birth certificate with place of birth stated as Cook Islands, Niue or Tokelau |

- |   |  |
|---|--|
| <b>B</b> <input type="radio"/> New Zealand resident/ Permanent Resident | <input type="radio"/> Passport with proof of New Zealand residence |
|   | Country of origin:   |

- |  |   |
|--|---|
| <b>C</b> <input type="radio"/> Australian Citizen or | <input type="radio"/> Australian birth certificate            |
|  | <input type="radio"/> Australian passport                     |
|  | <input type="radio"/> 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 Please state which programme(s)/qualifications(s) you are applying for in order of preference. Programme codes can be found in the Wintec prospectus or at [www.wintec.ac.nz](http://www.wintec.ac.nz).

### Preference one

Programme title

Pathway

Programme code

Start date

### Preference two

Programme title

Pathway

Programme code

Start date

### Preference three

Programme title

Pathway

Programme code

Start date

Please check [www.wintec.ac.nz/supporting-documents](http://www.wintec.ac.nz/supporting-documents) for any additional requirements for your chosen programme.

Section five - previous education

Please note: it is important for ALL applicants to complete section five 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:

1. Secondary school

Start year	End year
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2. Secondary school

Start year	End year
------------	----------

3. Secondary school

Start year	End year
------------	----------

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

☐ 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 3, Higher School Certificate, Bursary or Scholarship

☐ International Baccalaureate

☐ Cambridge International Examinations

CIE candidate code (if known):

☐ Other qualification (including overseas)

5.5 Have you ever been enrolled in a tertiary institution in New Zealand or overseas?   ☐ Yes   ☐ No - go to section 6

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

5.7 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:

5.8 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 the qualification.

Please attached a verified copy of your official record or academic transcript with subjects undertaken, results and details.

1. Institution

Start year	End year
Qualification	
Did you complete the above qualification? <input type="radio"/> Yes <input type="radio"/> No	

2. Institution

Start year	End year
Qualification	
Did you complete the above qualification? <input type="radio"/> Yes <input type="radio"/> No	

5.9 Will you be applying for a transfer of credit?   ☐ Yes   ☐ No

If you ticked yes, please complete a Transfer of Credit form available on our public website [www.wintec.ac.nz](http://www.wintec.ac.nz).

Section six - ethnicity and language

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

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

6.2 If you identified as Māori above, what is the name of your Iwi? You may enter up to six Iwi.

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

☐ Yes - go to section 7   ☐ No

6.4 If you ticked **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, Te Reo or New Zealand Sign Language is not your first language you will need to meet the English Language requirements for the programme you want to study and provide evidence of this e.g. IELTS.

Section seven - statistical information

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

<input type="radio"/> Secondary school student	<input type="radio"/> Wage/salaried worker
<input type="radio"/> College of Education student	<input type="radio"/> University student
<input type="radio"/> Non-employed/beneficiary (not retired)	<input type="radio"/> Houseperson/retired
<input type="radio"/> Wānanga student	<input type="radio"/> Self employed
<input type="radio"/> Polytechnic student	<input type="radio"/> Overseas
<input type="radio"/> 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 secondary school

☐ Information from a family member or friend

☐ Wintec Open Day

☐ Advertising (e.g. billboard, newspaper, radio etc)

☐ Expo

☐ Career and programme guide(s)

Section eight - work and relevant experience

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

1. Employer

Start year	End year
Position/nature of work	

2. Employer

Start year	End year
Position/nature of work	

Section nine - student services

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

9.1 Do you describe yourself as disabled, deaf, neurodiverse, tangata wahikaha Māori, or living with a long-term physical or mental health condition?

☐ Yes ☐ No

9.2 Select what best applies to you:

- ☐ Head Injury
- ☐ Hearing (Audiological assessment)
- ☐ Medical
- ☐ Mental Health
- ☐ Physical Mobility
- ☐ Specific learning difficulties
- ☐ Speech
- ☐ Uses hearing aid
- ☐ Vision
- ☐ Visual acuity less than 6/24
- ☐ Prefer not to say
- ☐ Other (please specify):

9.3 Are there supports that would help you while learning at this tertiary institution?  
Your response allows us to let you know what assistance is available

- ☐ Access to assistive technology (e.g. for reading, writing, communication)
- ☐ Accessible format resources for course content
- ☐ New Zealand Sign Language Interpreter
- ☐ Support with reading, writing and communicating in learning sessions, exams, and assessments
- ☐ Mobility and transport (e.g. navigator support to help movement around campus, mobility carparks)
- ☐ No, I do not need support at this time
- Other learning or disability support (please specify)

If you would like assistance from Manaaki Ākonga - Student Accessibility Services please email [accessibility@wintec.ac.nz](mailto:accessibility@wintec.ac.nz) before you start your studies to arrange an appointment to discuss your needs and to confirm that the support you require is available. Please bring your medical verification regarding your impairment to your appointment.

9.4 Do you identify as part of the Rainbow community?  
☐ Yes ☐ No

You may answer yes if your gender is different from your sex recorded at birth (i.e. you are transgender, or another gender/non-binary), or if you are not heterosexual (i.e. you are gay, lesbian, bisexual, or another sexual identity).

This information is collected purely to understand our diverse community of students and is only used statistically. If you want more information on the Rainbow Community at Wintec, you can find the Āniwaniwa Alliance on the website or Facebook, or contact [aniwaniwa@wintec.ac.nz](mailto:aniwaniwa@wintec.ac.nz).

Section ten - criminal convictions

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

If yes, please provide brief details below – a conviction may not prevent you from studying – we will contact you to discuss this.

Section eleven- student declaration

All students must read the following information and sign.

Criminal convictions

Unless covered by the Clean Slate Act 2004, Wintec requires you to declare any criminal convictions or pending charges for the purpose of establishing your eligibility and suitability for programme enrolment under the Education and Training Act 2020 and/or the Children's Act 2014. It can also help us to advise and assist you in selecting an appropriate programme of study. The requirement to disclose convictions or pending charges is ongoing and you must inform the Wintec Team Manager of your programme should you be charged with a criminal offence during your programme of study. Wintec may require you to consent to a Police Check to allow Wintec to verify your conviction history and any sentences or punishments imposed. For certain programmes, a Police Check is mandatory (e.g. Children's Workers programmes under the Children's Act 2014) as specific criminal convictions will preclude a student from being able to undertake and complete practical components. Failure to provide consent for a Police Check, irrespective of whether mandatory under the law, may result in Wintec refusing to permit your entry into, suspending, or cancelling your enrolment in a programme of study. If you have any questions or concerns about the potential impact of a criminal record or pending charge, you should contact the Student Enrolment and Information Centre.

Privacy statement

The personal information you give Wintec is collected under the authority of the Education and Training Act 2020. The collection, use, storage, exchange and updating of your personal information will be in accordance with the Privacy Act 2020. Your personal information is collected for the purpose of Wintec performing its role and function as an educational provider under the Education and Training Act 2020, including:

- determining your eligibility and suitability for a programme of study or training;
- establishing and maintaining academic records, such as enrolments and tracking your progress and results within a programme of study or training;
- the administration and payment of tuition fees, including assisting with student loans and student allowances;
- providing tuition and academic support;
- providing student services (including the Students' Association); and
- maintaining discipline and order.

Your name, date of birth and residency status 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 visit the website: [www.minedu.govt.nz/goto/nsi](http://www.minedu.govt.nz/goto/nsi).

Other personal information that you give Wintec (for example, on your skills, aspirations, family circumstances, mental and physical wellbeing) may be used by Wintec to provide support and assistance through pastoral care and to provide a better service to you.

Other personal information that you give Wintec (for example, on your skills, aspirations, family circumstances, mental and physical wellbeing) may be used by Wintec to provide support and assistance through pastoral care and to provide a better service to you.

Wintec may be permitted or required, under legislation such as the Education and Training Act 2020 and Social Security Act 2018, to compare or share (in order to check and verify) your personal information with other agencies such as the Ministry of Education, New Zealand Qualifications Authority, Tertiary Education Commission, Audit New Zealand, Ministry of Social Development (in relation to student loans and allowances), Work and Income New Zealand, Inland Revenue Department, Industry Licensing and Registration Boards, Immigration New Zealand, and Ministry of Foreign Affairs and Trade.

Wintec may also be required by law to release your personal information to agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development (for matters other than student loans and allowances), and the Accident Compensation Corporation (ACC).

The personal information you give to Wintec may need to be shared with other educational organisations and/or placement providers (for work experience and/or work placements) so that you can complete practical components of your programme of study. Failure to provide consent for Wintec to share this information may result in you being unable to complete a practical component of your programme of study. Under the Privacy Act 2020, you have rights of access to, and correction of, your personal information. Wintec will retain your

personal information only for as long as required by law and in line with retention periods set out in the applicable Information and Records Management Policy. Please contact Wintec's Privacy Officer if you wish to enquire about your personal information held by Wintec. You are not legally obliged to give your personal information to Wintec but if you do not provide all the information requested then your enrolment application may be declined.

### Student declaration

By submitting this application to study at Wintec (a business division of Te Pūkenga from 1 June 2022. All references to Wintec should be read as references to Te Pūkenga – New Zealand Institute of Skills and Technology), you agree to the following:

- I declare that the information I have provided, and any additional supporting documentation I have supplied, is true and that I have not left anything out that may impact on my enrolment application or ability to study.
- I have read and accept the requirement to disclose to Wintec any criminal convictions or pending charges and understand that this requirement is ongoing during my programme of study.
- I have read and accept the Privacy Statement on this form. I authorise Wintec to provide my personal information to an educational organisation and/ or placement provider for the purpose of having me complete a practical component associated with my programme of study.
- I understand that if I make a false statement or do not tell Wintec of a material change in my circumstances that it may result in Wintec refusing to permit my entry into, suspending, or cancelling my enrolment in a programme of study.
- If accepted into a programme of study, I understand that I will be subject to Wintec's Policies and Regulations which can be obtained from the Library, Faculty/Schools or the Wintec website ([www.wintec.ac.nz](http://www.wintec.ac.nz)). I agree to make myself familiar with and abide by these Policies and Regulations and understand that misconduct may result in Wintec refusing to permit my entry into, suspending, or cancelling my enrolment in a programme of study. I am aware that as the policies and regulations of Wintec will be replaced over time as Te Pūkenga starts to operate as a unified entity. I will be informed of such new policies and regulations and acknowledge that I will be subject to them once they are formally adopted.
- I understand all Wintec programmes of study or modules are subject to sufficient enrolment numbers and Wintec has the right to cancel an offering prior to commencement if there are insufficient enrolments for a particular programme or module.

Your signature:

Date:

### ID card photo

Email us a recent head and shoulders photo against a plain background to: [idcards@wintec.ac.nz](mailto:idcards@wintec.ac.nz). Please include your name and date of birth in the subject line.

## Fees and refund information

If you wish to withdraw from any Wintec programme/module of study, you must formally withdraw by completing and submitting the prescribed withdrawal form available on the Wintec website.

- Wintec will not refund any amount paid if 10% or more of the duration of the programme/module of study has elapsed (the withdrawal date is stated on your invoice).
- If you withdraw from a programme/module of study, you may be liable for an administration fee, irrespective of whether 10% of the duration of the module has elapsed.
- Full details are set out in the Fees and Refunds Policies for Domestic Students available on the Wintec website.
- Please ensure you have read and understood the refund policy before accepting your offer of place and completing your enrolment.

## Documents you must supply

If this is the first time you have enrolled in a programme(s)/ module(s) at Wintec, please attach 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 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 eg 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 out what additional forms are required for your programme of study go to [www.wintec.ac.nz](http://www.wintec.ac.nz).

## Student checklist

- ☐ Read the application guide
- ☐ Complete all appropriate sections in this form
- ☐ Email a photograph for your ID card to [idcards@wintec.ac.nz](mailto:idcards@wintec.ac.nz)
- ☐ Attach verified copies of official academic results/academic transcripts (**please do not send originals**)
- ☐ Attach verified copies of documents proving legal name, date of birth and residency status (**please do not send originals**)
- ☐ Application for Transfer of Credit (if required)
- ☐ Complete online Third Party payment form (if your fees are being paid by your employer or another organisation)
- ☐ Sign and date this form

## Where to send this form

Please return this form to:

SEIC  
Wintec  
Freepost 566  
Hamilton 3240

## For more information

If you need help filling out 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](http://www.wintec.ac.nz)