## Applying for Nursing - a Step-by-Step Guide for Domestic Applicants

### Step 1: Apply & Submit Supporting Documents
- **Apply online:**
  - [www.wintec.ac.nz/apply](http://www.wintec.ac.nz/apply)
  - or download and complete the Application to Enrol Form: [www.wintec.ac.nz/application-form](http://www.wintec.ac.nz/application-form)
  
  We’ll email you to let you know we’ve received your application.

- **Submit your supporting documents:**
  - Complete the online Self-Disclosure Form - you can find this here: [wintec.ac.nz/self-disclosure](http://wintec.ac.nz/self-disclosure)
  - Provide your NCEA Results or Academic Transcript
  - Provide certified proof of your legal name, date of birth and residency status

- **If we haven’t received all the information we need to assess your application we’ll email you a letter that sets out what else we need**
- **You can email your supporting documents to us at mysupportingdocs@wintec.ac.nz**

### Step 2: Assessment and Selection
- Once we’ve received your application and supporting documents we’ll assess your application.
- If you don’t meet the entry criteria we may ask you to complete the online Additional Information Form you can find this here: [www.wintec.ac.nz/additional-information](http://www.wintec.ac.nz/additional-information)

### Step 3: Enrolment Offer
- If your application is successful, we’ll email you a link to your enrolment offer that you can view and accept online.
  - **Accept your offer**
    - You’ll need to accept your offer as soon as you can to secure your place on the programme

  - There are different types of offer:
    - **Unconditional offer** - your place is confirmed. The next step is to prepare for your first day
    - **Conditional offer** - your place is either unconditional on you supplying us with some further information/documents eg verification of your ID; or you’re waiting for results to meet the academic entry criteria. We’ll let you know what it is we need.

  - You can email us your supporting documents to:
    - mysupportingdocs@wintec.ac.nz

- With your enrolment offer you’ll receive a link to your First Day Flyer - this tells you when your first day is and where to come

### Step 4: Prepare for Your First Day
- Before the start of the programme you’ll need to make sure you’ve completed a few other checks:
  - **Complete your Comprehensive First Aid Certificate**
  - **Immunisation Check**
    - **Comprehensive First Aid Certificate** - You need to provide a copy of a current First Aid Certificate or evidence you have enrolled in a course that will be completed before the start date of your programme. If you’re a practising registered nurse you need to supply a copy of your current Annual Practicing Certificate (APC)
    - **Immunisation Check** - your doctor will need to assess your immunisation status and complete the Immunisation Form. You can find this here: [www.wintec.ac.nz/immunisation](http://www.wintec.ac.nz/immunisation). (You’ll need to cover the cost of any screening, treatment or vaccinations you may require.)
    - **Safety Check** - during your induction you will be required to complete a safety check to comply with the provisions of the Vulnerable Children Act (VCA) 2014. This will include, but isn’t limited to:
      - A referee check
      - A police vetting check
      - A risk assessment
  - **You can find our more information about the VCA requirements on our website at [www.wintec.ac.nz/vca](http://www.wintec.ac.nz/vca)**

- **Jump the ID queue and send in a photo for your ID card to mycards@wintec.ac.nz**
- **Now is a good time to apply to Study Link**
- **Come and visit us on campus for a tour**

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Any questions contact us:
- **Telephone:** 0800 2 WINTEC or **Email:** info@wintec.ac.nz
CENTRE FOR HEALTH AND SOCIAL PRACTICE
Applying for Nursing - a Step-by-Step Guide for Domestic Applicants

Ways you can supply copies of your documents:
- **Upload it:** You can upload supporting material through our enrolment portal when you apply online—the maximum file size is 200MB and you can use the following file types PDF, DOC, DOCX, XLS, XLSX, BMP, JPG, JPEG, GIF, TIF, TIFF or PNG.
- **Email it:** emailmysupportingdocs@wintec.ac.nz — include your name and student ID (if you have one) in the subject line.
- **Post it:** post these to us at Freepost 566, Student Enrolment & Information Centre—Supporting Documents, WINTEC, Private Bag 5056, Waikato Mail Centre, Hamilton 3240.
- **Bring it:** visit us at the Student Enrolment & Information Centre, City Campus, A Block, Gate B Tristram Street Hamilton or Student Enrolment & Information Centre, Rotokauri Campus, Student Hub, 31 Akoranga Road, Hamilton.

Start Here

Apply online or download and complete the Application to enrol form

Complete the online Self-Disclosure Form

Do you meet the entry requirements?
- **YES**
  - Provide a certified copy of your academic transcript or NZQA Record of Learning

- **NO**
  - Are you taking NCEA Level 3 now or waiting for results?
    - **YES**
      - When your results are available we will automatically receive these from NZQA.
    - **NO**
      - Are you unsure if you meet the entry requirements?
        - **YES**
          - Complete the online Additional Information Form
        - **NO**
          - Provide certified copies of any academic transcripts you have from previous study you've undertaken

Provide certified proof of your legal name, date of birth and residency status—e.g., a copy of your passport or birth certificate

Receive an offer of place and prepare for study

At the start of the programme you will need to have:
- Completed a Comprehensive First Aid Certificate, unless you're a practising registered nurse (then you will need to provide a copy of your APC).
- Completed an Immunisation check.
- At induction you will be required to complete a safety check to comply with the provisions of the Vulnerable Children Act 2014.

Any questions contact us - **Telephone:** 0800 2 WINTEC or **Email:** info@wintec.ac.nz