

# ENGLISH PROFICIENCY PROGRAMME (EPP) APPLICATION FORM

ALL sections must be completed. Please print clearly using block letters.

Please courier or mail your completed form and certified copy of passport personal details page – emailed applications are NOT accepted (unless you are a contracted agent).

This is an academic English preparation programme for students at an intermediate level (approx. IELTS 4.0) or above. You will be tested on the first day of the programme.

## 1. SUBMISSION DETAILS

This application is submitted by:

- Self (direct applicant)  
Representative

REPRESENTATIVE'S  
STAMP

GENDER: MALE FEMALE

DATE OF BIRTH:

STUDENT TELEPHONE

EMAIL ADDRESS FOR CORRESPONDENCE (representative or student)

STUDENT EMAIL ADDRESS (if not already given above)

POSTAL ADDRESS FOR CORRESPONDENCE (representative or student)

Please note that we cannot courier/FedEx to PO Box numbers. If a PO Box number is provided this will delay postage time.

### DISABILITY SUPPORT QUESTIONS

Do you have a disability, impairment, long-term injury or chronic medical condition? Yes No  
Are you deaf? Yes No

Some additional costs may apply, so it is important that you contact us at [victoria-international@vuw.ac.nz](mailto:victoria-international@vuw.ac.nz) to discuss your needs

ARE YOU STUDYING AT AN INSTITUTION WHICH HAS A SPECIAL ARRANGEMENT WITH VICTORIA (e.g., Partner University Programmes, Tuition Fees Discount Agreement)? If so, please specify:

## 3. YOUR PROGRAMME

When do you plan to start EPP?

- Trimester 1 (Feb/March)  
Trimester 2 (June/July)  
Trimester 3 (November)

## 2. PERSONAL DETAILS

FAMILY NAME (as shown on student passport)

YEAR:

GIVEN NAME(S) (as shown on student passport)

What do you plan to study after EPP?

FULL NAME (in an order you want your legal name to be shown in official university records)

Once you finish EPP, when do you plan to start your next programme?

- Trimester 1 (Feb/March)  
Trimester 2 (June/July)  
Trimester 3 (November)

NATIONALITY (as shown on student passport)

YEAR:

Are you a New Zealand Citizen or Permanent Resident? Yes No  
Are you a refugee background student? Yes\* No  
*\*Subject to conditions, study grants may be available to refugee students*

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## 4. DECLARATION AND SIGNATURE

- The information set out in this application and supporting documents is true and complete to the best of my knowledge. I understand that if I withhold information or provide false or misleading information my enrolment may be declined or terminated.
- I understand that I will not be admitted into the course or programme for which I have applied:
  - unless my application complies with the Admission and Enrolment Statute (<http://www.victoria.ac.nz/documents/policy/academic/admission-and-enrolment-statute.pdf>) and relevant Qualification and Degree Statutes; and
  - until any conditions advised by the University have been satisfied.
- I understand that the University may amend course and programme offerings, fees, levies, statutes, policies and procedures without notice.
- I understand that the University will collect, store, use and disclose personal information about me in the course of conducting its proper business and that a unique identifier will be assigned to me to facilitate this. I have read and understand how such information will be managed and disclosed in accordance with the Privacy Act 1993, and as outlined on the University website [www.victoria.ac.nz/privacy](http://www.victoria.ac.nz/privacy). I acknowledge that I have the right to access and seek correction of personal information about me.
- I have read and understood the Victoria University of Wellington Refund Policy (<http://www.victoria.ac.nz/documents/policy/finance/fees-statute-2016.pdf>).
- I understand that I must meet the requirements of Immigration New Zealand to study in New Zealand.
- I authorise Immigration New Zealand and the Ministry of Business, Innovation and Employment to provide the University with any personal details regarding my immigration status, including any information that I have submitted to Immigration New Zealand in the course of any visa or permit application.
- I further agree that the University may supply personal information to Immigration New Zealand and the Ministry of Business, Innovation and Employment where the University considers the information relevant to my immigration status.
- I understand that I must notify the University of any change in my contact details, accommodation type, residential address or immigration status.
- I am aware of the tuition and living costs associated with studying in the course or programme and I am able to meet all expenses (including medical expenses) for the duration of my study. I understand that if I am unable to meet these costs, the University and the New Zealand Government will not be expected to help me.

### STUDENT SIGNATURE

### DATE

(DD/MM/YY)

## RETURN ADDRESS

Please return your completed form and all certified/attested documentation to:

### COURIER ADDRESS:

Victoria International  
Victoria University of Wellington  
Level 2, Easterfield Building  
Kelburn Parade  
Kelburn Campus  
Wellington  
New Zealand

### MAILING ADDRESS:

Victoria International  
Victoria University of Wellington  
PO Box 600  
Wellington 6140  
New Zealand

### IMPORTANT:

Please courier or mail your completed form and supporting document – emailed applications are NOT accepted (unless you are a contracted agent – email: [international-agents@vuw.ac.nz](mailto:international-agents@vuw.ac.nz)).

## ITEMS TO INCLUDE

### ALL STUDENTS:

Certified copy of passport personal details page

## IMPORTANT NOTES

Documents submitted with this application must be originals or certified true copies of the originals, translated into English if necessary. Any certified documents submitted must be witnessed by the institution that issued the documents or by an official notary and must bear the official stamp of the person or institution.

Photocopies or electronic copies are not acceptable.

The submission of fraudulent or forged documentation in support of this application will automatically disqualify a student from enrolment. Victoria University reserves the right to inform all other New Zealand universities of such cases, including the student's name and date of birth. Immigration New Zealand and the Police will also be informed. The submission of enrolment application documentation with this University denotes acceptance of these terms and constitutes consent to disclosure for the purposes of Privacy Principle 11 set out in the Privacy Act 1993.