

# INTERNATIONAL APPLICATION FORM

Office use only

Student ID: \_\_\_\_\_

Public Trust: \_\_\_\_\_

Welcome to Techtorium NZIIT where we create IT professionals through excellence in education.  
We are NZQA Category 1 (organisation number 7638).

Print your answers clearly and ensure the application is completed in full and sign it. Check you have attached all the required documentation and email it to **international@techtorium.ac.nz**

## A. PERSONAL DETAILS (as in passport)

\*You must attach a certified copy of your passport.

Title:

Surname or family name (as on passport):

First names(s):

Preferred first name:

Date of birth: dd/mm/yyyy

Gender:

Passport number: Exp:

Citizenship:

Ethnicity:

If you know your NSN (National Student Number),  
please write it here:

## B. CONTACT DETAILS

**Address in country of Origin:**

Street

Suburb

Town:

Country:

**Address in New Zealand**

Street

Suburb

Do you need assistance with your accommodation?

**EMERGENCY CONTACT:**

Name:

Relationship:

Phone:

Email:

## C. ACADEMIC

Which Techtorium course you wish to enrol for?

Start Date:

Note: For our Software Development course 2 intakes per year

Have studied at Techtorium before?

If yes, please provide your Student ID:

**- SECONDARY/HIGH SCHOOL**

Name of the school:

Country:

Last year:

**- TERTIARY EDUCATION (if applicable)\*:**

Name of the school:

Qualification:

Country:

Last year:

\*Please copy of academic results

**- ENGLISH LANGUAGE PROFICIENCY:**

Your first language:

IELTS TOEFL score:

I would like my previous education or work experience  
to be considered as evidence of my English proficiency.

## D. WORK EXPERIENCE

Include details of your most recent work experience.

Employer:

Position:

Start date:

Finish date:

## E. AGENT DETAILS (if applicable)

Name of Agency:

Code:

Contact person:

Phone:

Email:

## F. MEDICAL

If you have a disability and/or medical condition (including allergies) that may require Techtorium to provide assistance, please outline your needs below. NOTE: This information will remain confidential and should not affect your application).

## G. STATISTICAL INFORMATION

How did you hear about Techtorium?

Other:

What is your current main activity?

Other:

What made you choose to study in New Zealand?

Other:

## H. CHECK LIST

Answered all sections correctly this application form

Included a certified copy of my passport

Certified copies of your original documents and academic transcripts (translated to English)

Certified copy of your IELTS or TOEFL results

CV/Resume

Copy of my travel insurance certificate

Read the declaration and signed and dated this application form

## I. PRIVACY ACT

Techtorium complies with all provisions of the Privacy Act 1993, and information collected will only be used as per Techtorium's statutory requirements.

Students may request to look at any/all of their records at any reasonable time, with reasonable notification.

## J. CODE OF PRACTICE

Techtorium has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry of Education.

Copies of the Code are available on request from the Institution or from the New Zealand Ministry of Education website at: [www.minedu.govt.nz](http://www.minedu.govt.nz)

- I declare that the information I have supplied on this form and the attached documentation to be true and complete.
- I acknowledge that Techtorium may suspend my enrolment if false information has been supplied or requested information is not supplied by the due date. ☺ I promise that I will make myself familiar with the requirements with regard to student behavior as set out in the Student Handbook. I will obey the statutes, rules and regulations of Techtorium.
- I acknowledge that if I breach the statutes, rules and regulations of Techtorium, I will be subject to the disciplinary procedures and penalties imposed

## K. WITHDRAWAL AND REFUND POLICIES AND PROCEDURES

You are required to complete a set of withdrawal forms. All International student withdrawal and tuition termination will be advised to the New Zealand Immigration Services using the "Termination of Enrolment" form located on the NZIS website [www.immigration.govt.nz](http://www.immigration.govt.nz)

- If the student withdraws within the first eight days of the course the student will receive a full refund of all course fees paid by the student less a processing and administration fee of \$500.00, or 10% of the course cost, whichever is the lesser amount.
- No refunds are provided after the first eight days of the course regardless of whether the student withdraws themselves from course or is withdrawn for misconduct.
- If the student wishes to withdraw from the course within the first eight days the student must put the request in writing and hand it to the Principal. The confirmation and/or any correspondence in respect of course withdrawal using email and/or texting will not be accepted.
- If your application for a student visa is declined, fees are refunded in full.

## L. ENROLMENT PROCESS

### Step 1:

To study at Techtorium you will need to apply either directly or through an Techtorium Registered Agent. You will need to supply all the correctly certified required documentation otherwise this will delay your application.

### Step 2:

When we receive your application, successful applicants will receive an Offer of Place letter, which will give advice on tuition fees, learner services levy, enrolment fees, insurance fees, and date of payment.

### Step 3:

When your fees have been received, a receipt will be issued and Techtorium will send you an Acceptance Letter. This must be presented to the nearest Immigration New Zealand office with a copy of your Offer of Place in order to obtain a student permit/visa. Your correct student permit/visa must be presented to the Techtorium Student Administrator to help complete enrolment prior to the start of your programme. To guarantee an applicant's place in the programme, acceptance must be received with full payment of fees by the due date. It is compulsory that you have a Travel Insurance before your arrive in New Zealand.

### Step 4:

Congratulations! We are looking forward to meeting you! Know that we have a Student Services team dedicated to help you settle in Techtorium and in New Zealand.

Date: \_\_\_\_\_

Student signature

For under 18s only, Parent/guardian's signature