



KAAT

Application of Enrolment

PROGRAMME SELECTION		OFFICE USE ONLY	
<i>What programme do you want to enroll in?</i>		Programme No:	
E1. Programme Title		Course ID#:	
E2. Start Date		Student Loan	

SECTION A: PERSONAL DETAILS			
A1. Surname <i>(as it appears on your passport)</i>			
A2. First name(s)		Middle name(s)	
A3. Date of Birth		A4. Gender	MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>
A5. Country of Citizenship		A6. Ethnicity	
A7. Passport No.		A8. Passport Expiry Date	
A9. Please provide your NSI/NZQA no.			

SECTION B: CONTACT DETAILS			
B1. Street Number and Name			
B2. Suburb		B3. City/Town	
B4. Post Code/ZIP/Port		B5. Country	
B6. Telephone		B7. Fax	
B8. Mobile		B9. Email	

SECTION C: EMERGENCY DETAILS			
C1. Name		C2. Relationship	
C3. Street Number and Name			
C4. Suburb		C5. City/Town	
C6. Post Code		C7. Country	
C8. Telephone		C9. Fax	
C10. Mobile		C11. Email	

SECTION D: ACADEMIC BACKGROUND			
<i>Please provide certified true copies of academic results for all qualifications.</i>			
Highest High School or Foundation Study		Tertiary Education	
Name of School		Name of Institute	

Country		Country	
Qualification		Qualification	
Year Completed		Year Completed	
D1. Are you currently Waiting for results?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
D2. If yes, state what results you are waiting for.			

SECTION E: CROSS CREDITS/CREDIT TRANSFER

List the names of the papers for which you are applying a credit transfer: (refer to guidelines for details)

Code	Name of Paper	Credits

SECTION F: ENGLISH PROFICIENCY

F1. What is your first Language?

F2. If English is not your first language, we will need to establish your competency in English as it is the most important entry requirement for all of our programmes.

Tick the box that best applies to you. (please provide certified true copies of test results)

<input type="checkbox"/>	I have completed one of the following tests in the last 3 months and have a certified copy is attached. <input type="checkbox"/> IELTS <input type="checkbox"/> TOEFL
<input type="checkbox"/>	I have booked into complete an IELTS or TOEFL. Test date is on:
<input type="checkbox"/>	English was the medium of instruction of my previous years of study. I have attached certified documentary evidence from the institute
<input type="checkbox"/>	I am uncertain if my level of English matches the minimum requirement for my chosen programme of study. I require assistance with KAAT's free online English and IELTS test preparation. (we will contact you)

SECTION G: GENERAL INFORMATION

G1. How did you find out about KAAT?

<input type="checkbox"/> Internet	<input type="checkbox"/> Newspapers	<input type="checkbox"/> Friends	<input type="checkbox"/> Family Member
<input type="checkbox"/> Agents	<input type="checkbox"/> Training Provider	<input type="checkbox"/> Work	<input type="checkbox"/> Other

G2. Did you live in New Zealand on 1st October last year?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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G3. If you answered yes, please specify whether you were a:

<input type="checkbox"/> Secondary School	<input type="checkbox"/> Tertiary School Student	<input type="checkbox"/> Wage/Salary worker	<input type="checkbox"/> Unemployed
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SECTION H: RECRUITMENT AGENCY

Please complete this section only if you are applying through an agent.

H1. Are you applying through an agent?

Yes

No

H2. If yes, what is the agent's name and number?

H3. Please put agents stamp below

SECTION I: SPECIAL/ADDITIONAL NEEDS

All students must complete this section

I1. Do you live with any effects of long term illness or physical impairment or notifiable diseases?

Yes

No

I2. If yes, please state the long term illness or physical impairment or notifiable diseases in the space provided below.

SECTION J: MEDICAL AND TRAVEL INSURANCE

It is compulsory for all international students to have appropriate medical and travel insurance while studying in New Zealand. The Medical / Travel insurance policy can be obtained after getting Student Visa and will be checked by KAAT staff prior to the start of the course. For more information refer to "Section K" of "Application Form Guidelines" attached. Tick the box that best applies to you:

J1. I will organize my own medical and travel insurance

J2. I would like KAAT to assist me organizing my medical and travel insurance

SECTION K: FEES AND REFUND POLICY

KAAT has its **Fees and Refund** policy that complies with NZ Ministry of Education and New Zealand Qualification Authority policies respectively. For more information refer to "Section L" of "Application Form Guidelines" attached.

SECTION L: YOUR CHECKLIST

Please send certified copies only

Completed all sections in this form

Certified/translated copies of academic transcripts and graduation certificates

Certified copy of recent IELTS or TOEFL result sheet or completed KAAT's online English test.

Certified copy of your current Passport

Certified copy of any current visa

Other supporting documents (e.g. Bank statements)

Read the declaration, signed and dated this form

Attached two passport sized photographs with name and signature at the back

SECTION M: STUDENT DECLARATION

All students MUST read the following information and sign

- I agree to abide by the regulations and policies of KAAT
- I declare that the information I have provided on this form and any attached documents to be true and correct and that I have personally completed this form. I acknowledge that KAAT may suspend my enrolment if false information has been supplied. I acknowledge KAAT reserves the right to inform Immigration New Zealand and the Police of such cases, including name and date of birth.
- I authorize KAAT to release information regarding my application to Immigration New Zealand where the institute considers the information relevant to my immigration status.
- I authorize any agency holding the source of information I have provided on this form to release that information to KAAT if requested.
- I understand that all documents submitted with this application become the property of KAAT and will not be returned to the applicants. I agree to supply further information requested by KAAT for the purpose of my enrolment.
- I have read and understood the Privacy Act as set out in the **Privacy Section** of "**Application Form Guidelines**" attached and I authorize KAAT to collect, use and dispose personal information about me in accordance with Privacy Act 1993.
- I am informed about the tuition and living cost associated with studying in the program and I am able to meet all expenses for duration of my study.
- I understand if I am unable to meet the costs, KAAT and New Zealand government will not be expected to help me.
- I understand it's my obligation to obtain Medical and Travel Insurance upon arrival in New Zealand.
- I have read and understood **KAAT's fees and refund policy** for international students.
- I agree to abide by KAAT's Free Computer Policy.

Signature:

Date:

WHERE TO SEND THIS FORM

Postal Address:

KAAT
P.O. Box 61-046
Otara
Auckland
New Zealand

Physical Address:

KAAT
208a Preston Road
East Tamaki
Auckland 2023
New Zealand

For more information please contact administration:

Phone: +64 9 274 6918

Fax: +64 9 274 5945

Email: info@kaat.co.nz

Website: www.kaat.co.nz

HOW TO VERIFY YOUR DOCUMENTS

To **certify** means to confirm that a photocopy is a true copy of the original document.

Take the original documents and the photocopies of them to one of the following:

- KAAT's registered agent
- KAAT's staff (applicable to international students in New Zealand)
- Justice of the Peace
- Barrister or Solicitor
- Registrar of the courts

Send the certified photocopied documents with your application form. Please **DO NOT** send **ORIGINALS**.

The institute may suspend your enrolment if any falsified documents are exposed during the enrolment process.