

**INTERNATIONAL STUDENT
APPLICATION FORM**

Address: Level 11,
155 Queen Street
Auckland
New Zealand – 1010

Telephone: +64 9 3771786
Email: info@kite.ac.nz
Web: www.kite.ac.nz



- ❖ All sections are to be completed in “BLOCKLETTERS”.
- ❖ Students applying through approved KITE agents will receive correspondence through the agent.
- ❖ An “international student” is a foreign student from any other nation except New Zealand and Australia, who holds or will hold a student permit to study at KITE.

Section 1: Applicant Details

All details to be filled as shown in “PASSPORT”

1.1 Title Mr Miss Mrs Ms _____

1.2 Family Name (surname) _____

1.3 Given Name (s) _____

1.4 Date of Birth - _____(DD/MM/YY)

1.5 Gender Male Female

1.6 Permanent Address (Home country)

1.7 Contact Address in New Zealand (if available)

1.8 Telephone _____

1.9 Mobile _____

1.10 Facsimile _____

1.11 Email _____

1.12 Country of citizenship _____

1.13 Passport Number _____

Section 2: Education Details

- ❖ All details of secondary school/highschool education and tertiary education (university, polytechnic, college etc)
- ❖ Please attach necessary evidence.
- ❖ Please attach additional sheets if required.

A) Name of the Institute and Country _____

Qualification Gained _____

Period of study (year –year) _____

B) Name of the Institute and Country _____

Qualification Gained _____

Period of study (year –year) _____

C) Name of the Institute and Country _____

Qualification Gained _____

Period of study (year –year) _____

Are you currently waiting for results?

Yes

No

Section 3: Employment Details

- ❖ Provide details of any work experience that is relevant to the course you are applying.
- ❖ Proofs of work experience need to be submitted.
- ❖ Please attach additional sheets if required.

A) Name of the Employer and Country _____

Position and brief job description _____

Employment dates _____

B) Name of the Employer and Country _____

Position and brief job description _____

Employment dates _____

Section 4: Language Requirements

- ❖ International students for whom English is not their first language must have an IELTS score of 6.0 (academic) with no individual band lower than 5.5, or TOEFL score of 550, or equivalent evidence of English language proficiency. (not applicable for English Language courses)
- ❖ Please attach test results sheet if applicable

4.1 Language in which primary education (school) is pursued? English others _____

4.2 IELTS/ TOEFL score

Overall	
Reading	
Writing	
Speaking	
Listening	

4.3 Date of test results

_____ (DD/MM/YY)

Section 5: Choice of Course

- ❖ Detailed information on course is provided in the course prospectus.
- ❖ Intake is on "First come First serve" basis.

5.1 Course Selected _____

5.2 referred start date _____ (MM/YY)

Section 6: Services Required

- ❖ It is a condition of enrolment that student should have travel/medical insurance for the period of study and you should have appropriate travel insurance from the time you leave home to New Zealand.
- ❖ Medical insurance can be arranged by KITE charges vary on items covered please see insurance pack supplied for details.
- ❖ In addition to tuition fees charges are applicable for accommodation and airport pickup. (Details provided in your student handbook)
- ❖ All your medical conditions or disabilities will be treated as strictly confidential and these will not influence the outcome of your application.

6.1 Medical Insurance

a) Do you want KITE to arrange your travel/ medical insurance? Yes No

b) If "no" provide details of your travel/medical insurance:

Name of the insurer	
Policy period	
Policy number	
Items covered in policy	

(* It's mandatory to have travel and medical insurance for the period of your study)

6.2 Airport pick-up

a) Do you want KITE to pick you up from the airport? Yes No

(* If yes you should pay the applicable airport pick-up charges)

b) If yes, please provide your flight details.

Flight number	
Airline name	
Date of arrival	
Time of arrival	

6.3 Students with special requirements

- ❖ If you have a disability or any medical condition KITE will provide you assistance, please detail your specific needs in a separate sheet and attach with this application.
- ❖ (* All details provided by you will remain strictly confidential and this will not affect your application outcome.)
- ❖ If you do not want to write the special requirement details here you can email to Student Services with your details and requirements confidentially to dominique@kite.ac.nz

6.4 Accommodation

Please see the KITE student handbook for information on accommodation options in Auckland

a) Would you like KITE to provide assistance in booking accommodation for you?

Yes No

(* If yes you should pay accommodation fees with your tuition fees, please note that KITE does not assess the suitability of the accommodation)

b) From what date you will need the accommodation?

_____ (DD/MM/YY)

c) For how many weeks you need the accommodation?

KITE will not assess the suitability of the accommodation and students will have no obligation to stay in accommodation suggested by KITE.

Section 7: Application Checklist

- ❖ All information provided by you should be in English or documents translated into English should be provided.
- ❖ When submitting copies either the agent should certify the copies or they should be notary attested.
- ❖ Discuss with us if you need some time to provide any of the documentation.
- ❖ KITE reserves the right to ask for original copies of the documents submitted at any time.
- ❖ Please read the "Student Handbook" carefully to understand all policies and procedures of "Kiwi

Institute of Training and Education (KITE) Limited".

a) Please provide the following with your application

A copy of IELTS or TOEFL results	
A copy of your current passport	
Copies of your academic transcripts	
Copies proving relevant work experience	
Copy of your medical insurance	
Any other Supporting documents as applicable	
Read and sign the student acknowledgement	

b) Emergency Contact Details (next of kin)

Name	
Relationship	
Address	
Country	
Telephone	
Mobile	
Email	

PROGRAMME AND CAREER INTENTION

A written student statement will assist us to make a decision when considering your application. We want to make sure that you are academically prepared for tertiary study.

You should aim to write between 50 and 100 words overall (please check grammar and spelling). Tell us about your secondary schooling or any tertiary study you have done.

Include what is your intended career and if you think the chosen qualification will help you in your future career plans.

If there is a gap between your studies and work experience, please explain what you have been doing during this period. (Continue on a separate sheet if necessary)

Section 8: Agent Details

8.1 Agency Name

8.2 Agent Name and Contact Details

Agent Stamp

Please read the information in detail and sign to acknowledge that you understand the following:

Course Length	Policy
Courses three months or more	<ul style="list-style-type: none">▪ If the student withdraws from the course before the end of the tenth working day from the course start date* no less than 75% of the total fees will be refunded.▪ No refunds will be issued 10 working days after the course start date however an application can be made to the "Managing Director" for consideration, a refund may be issued on discretion of the management.

***The course start date is the date specified on the student offer letter. If the student cannot attend on the course start date, an application in writing should be made 7 days prior to the designated start date for a deferred course starting date. If the application is approved a new course start date will be issued in writing. If the student does not apply for a deferred course start date at least seven days before the course start date, it is assumed and accepted that the date on the offer letter is the course start date and it will be applicable for all refund requests.*

- ❖ I have read and understood the student handbook. I understand and agree to follow all the guidelines while I am a student of Kiwi Institute of Training and Education (KITE).
- ❖ I have read and understood the refund of fees policy for international students.
- ❖ I understand that I should have travel/medical insurance covering the entire period of my studies at KITE.
- ❖ I understand and agree that I will be liable for any damages I cause to the property of KITE.
- ❖ I authorize KITE to verify the information provided by me and use the information provided as outlined in the student handbook.
- ❖ I acknowledge and understand that I will be allowed to attend any classes at KITE only after paying full fees.
- ❖ I understand and agree to notify any changes to the information provided by me time to time.
- ❖ I declare that the information provided by me in this form and attached documentation is true and I acknowledge that KITE has the right to suspend my enrolment or expel me from the course if it is established at any stage that the information I provided is false or I fail to provide the information requested by due date.
- ❖ I promise that I will obey policies, rules and regulations of KITE as outlined in the student handbook. I understand that any breach of policies, rules and regulations will initiate a disciplinary procedure against me and penalties can be imposed on me.

Student Full Name _____

Signature _____

Date _____

New Zealand Qualifications Authority (NZQA): Kiwi Institute of Training and Education Ltd. (KITE) is approved by the New Zealand Qualifications Authority under provisions of Education Act 1989 and subsequent amendments.

Code of Practice: Kiwi Institute of Training and Education (KITE) has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the Code are available on request from this institution or from the New Zealand Qualifications Authority website at <http://www.nzqa.govt.nz/providers-partners/caring-for-international-students/>

Contact us at info@kite.ac.nz if you have any queries.



**KIWI INSTITUTE OF
TRAINING & EDUCATION**

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