



# Ntec

## National Technology Institute Concordia Institute of Business

National Tertiary Education Consortium

### International Student Application Form

Application Form for domestic students is available on our website

Please read this form carefully and complete all relevant sections. This application form provides us with the information we need to enrol you onto courses delivered by National Technology Institute (NTI) and Concordia Institute of Business (CIB). Please keep a copy of this application form for your reference.

#### Personal Details (as shown in passport)

Family Name:  First Name(s):

Preferred Name:

Date of Birth:  /  /  (DD/MM/YYYY) Gender:  Male  Female

Citizenship:  Country of birth:

Passport No.:  Issue date:  Expiry date:

#### Disability

The following information will help us improve services for students with disabilities. The information you supply is confidential.

Do you live with the effects of significant injury, long-term mental/physical illness or disability? Yes  No

If "Yes", please describe this disability:

#### Applicant's Contact Details

Address:

Telephone:  Fax:

Email:

#### Agent Contact For approved NTI or CIB agents. (If applicable. )

Agent name:

Address:

Telephone:  Fax:

Email:

#### Emergency Contact (Home country)

Name:

Relationship to you:

Address:

Tel/mobile no.:

Email:

#### Emergency Contact in New Zealand (if any)

Name:

Relationship to you:

Address:

Tel/mobile no.:

Email:

#### Your Study (tick course you are applying for)

	Computing and Information Technology Courses:	NZQA Level	Duration	Campus	Proposed Start Date
National Technology Institute	<input type="checkbox"/> National Diploma in Computing	5	1 year	Auckland/Tauranga	
	<input type="checkbox"/> Diploma in Computing	6	1 year	Auckland/Tauranga	
	<input type="checkbox"/> National Diploma in Computing	6	2 years	Auckland/Tauranga	
	<b>Hospitality Courses:</b>				
	<input type="checkbox"/> National Diploma in Hospitality (Operational Management)	5	1 year	Auckland	
	<input type="checkbox"/> National Diploma in Hospitality (Management)	5	2 years	Auckland	
	<input type="checkbox"/> National Certificate in Hospitality (Operations Supervision)	4	6 months	Auckland	
Concordia Institute of Business	<input type="checkbox"/> National Certificate in Hospitality (Food & Beverage Service)	3	6 months	Auckland	
	<b>Hospitality Short Courses:</b>				
	<input type="checkbox"/> Certificate of Achievement in .....		2 to 4 weeks	Auckland	
	<b>Business and Commerce Courses:</b>				
	<input type="checkbox"/> Diploma in Business Management	5	1 year	Auckland/Tauranga	
	<input type="checkbox"/> Diploma in Business Management (Advanced)	6	1 year	Auckland/Tauranga	
	<input type="checkbox"/> Certificate in International Business (Foundation Studies)	3	1 year	Auckland	
	<b>English Language Courses:</b>				
<input type="checkbox"/> General English (Number of weeks: _____)	3	4 - 72 weeks	Auckland		
<input type="checkbox"/> Business English (Number of weeks: _____)	4	4 - 72 weeks	Auckland		
<input type="checkbox"/> General English + IELTS Preparation (Number of weeks: _____)	4	4 - 72 weeks	Auckland		
<input type="checkbox"/> General English + Academic English (Number of weeks: _____)	3	4 - 72 weeks	Auckland		

## Arrival, Accommodation and Insurance

**Airport Pick-up:** Do you want to be met at the airport? (Airport pick up is free for all students)  Yes  No

If "Yes" please advise us in writing or by email of your arrival date/details once your visa is approved.

**Accommodation:** Do you require accommodation to be arranged for you on arrival?  Yes  No

If "Yes" we will contact you to help you arrange suitable accommodation.

**Medical and Travel Insurance:** Do you wish to purchase our medical and travel insurance?  Yes  No

If "Yes", we will send you an Insurance Application Form with your Offer of Place.

If "No", you will need to provide us with certified proof of your insurance, translated into English.

**Note: Medical and Travel insurance is compulsory for international students in New Zealand.** (See further details on page 23 of the prospectus or NTI / CIB websites)

## Education Background/Details

### Secondary studies (high school/secondary school)

Highest qualification gained	Institution	Country	Date completed

### Tertiary studies (college, university, polytechnic)

Qualification	Institution	Country	Date completed

Please attach certified copies of school / college / university certificates.

## English Language Proficiency (Please complete this section if English is not your first language)

English as Language of Instruction (must provide evidence)

IELTS Test Date:  Result:  Result attached:  Yes  No

TOEFL Test Date:  Result:  Result attached:  Yes  No

I am applying to study English

If you do not meet the English requirement for the academic programme you are applying for, we will advise you and provide a conditional offer.  
Please attach a certified copy of your test result.

## New Zealand Privacy Act

The collection, use, storage and update of personal information by National Technology Institute and Concordia Institute of Business will be in accordance with the New Zealand Privacy Act 1993. Within the two schools, relevant personal information will be available to staff responsible for enrolment, for establishing and maintaining records, providing tuition, programmes and academic support, providing student services, and for maintaining discipline and order. When required by statute, we will release information to government agencies such as the Ministry of Education, New Zealand Qualifications Authority, Industry Training Organisations, Immigration Department, New Zealand Police, Department of Justice, Inland Revenue and the Accident Compensation Corporation. Students have the right to access and correct any information held about them.

## Student Declaration

- I confirm that all the information contained in this application and in any attachments is true and correct to the best of my knowledge and belief.
- I have read and understood the information contained in the NTI / CIB Student Prospectus (also available on the NTI / CIB websites), and agree to comply with the attendance and behaviour requirements.
- I have read and understood the NTI / CIB Student Fee Protection, Student Withdrawals and Fee Refunds Policy, which is printed on page 27 of the prospectus and is on the NTI and CIB websites.
- I acknowledge that the provision of false information or the withholding of relevant information may result in termination of enrolment.
- I will inform the school if there are any changes to the details of this application.

Name:  Signature:  Date:  /  /

## CHECKLIST

Have you completed all relevant sections on this form?  
Please ensure you have attached all necessary documents:

- Certified copy of passport
- Certified copy of English test (Academic IELTS, TOEFL or equivalent) if applicable
- Certified copies of all relevant academic documents
- Evidence of relevant work experience if applicable

Sign this form above and send your application to your agent or to us as follows:



Postal address

### Student Administrator

National Technology Institute  
/ Concordia Institute of Business  
P.O. Box 911 - 312,  
Victoria St West,  
Auckland 1142, New Zealand

Phone: +64 (0)9 3795700  
Fax: +64 (0)9 3795705  
Email: study@ntec.ac.nz

Courier address

Swanson Towers, 25 Federal Street  
(corner of Swanson and Federal Streets), Auckland 1010

How did you find out about Ntec and our courses? (You may tick more than 1 box if appropriate):

- Internet  TV ad  Radio ad  Mailers  Friends/Relatives  Education consultant  Newspaper ad (please specify) \_\_\_\_\_  
 Others (please specify) \_\_\_\_\_