

**APPLICATION CHECKLIST & QUESTIONNAIRE**

**Instructions**

* ***Please prepare the following supporting documents before you start completing your enrolment application form. You will need to upload the documents when you are completing your online enrolment application form.***
* ***Scan or take a photograph of each certified document. Save each file with a name using the following format:* [your last name], [your first name] [short title e.g. ID1] YYYY-MM-DD.**
* ***Zip any files that are initially too large to upload or if you need to combine them in one upload area.***

[ ]  **1. QUESTIONNAIRE including STUDY TIMETABLE (see below – all applicants).** NB:This does not need to be certified.

[ ]  **2. ID 1 - CERTIFIED PROOF OF RESIDENCY (all applicants)**

Photocopy, scan or take a photograph of your proof of residency - e.g. birth certificate or current passport showing your current legal name. Have the copy certified\* then save as above ready to upload.

[ ]  **3. ID 2 - CERTIFIED PHOTO ID (all applicants)**

Photocopy, scan or take a photograph of your photo ID - e.g. current passport or drivers licence showing your current legal name. This will need to be a different document to your proof of residency document. Have the copy certified\* then save as above ready to upload.

[ ]  **4. PROOF OF ENGLISH LANGUAGE PROFICIENCY (if required – Bachelor of Natural Medicine applicants only)**

Complete the English Language Requirements section below (in the questionnaire). Then save any documents required as above ready to upload. Under NZQA requirements all applicants must demonstrate English proficiency through (1) evidence of schooling or (2) English language proficiency tests e.g., IELTS.

[ ]  **5. PROOF OF PREVIOUS STUDY (if required – Bachelor of Natural Medicine applicants only)**

If you have noted previous formal study in your enrolment application form, please save and upload proof of this as above, e.g. NB:An academic transcript does not need to be certified.

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| \* A ***certified***document – a scanned or photographed copy of a document, passport or card (e.g. drivers licence) **must:*** show the entire image of the relevant document/card on the scan or photograph.
* be certified by someone authorised to do so. Examples of officials authorised to verify a document: Karen Wesseling or Catherine Wilson SPCNM, Justice of the Peace, lawyer, registered teacher or medical doctor, an official of the issuing authority, or a court official (Court Registrar or Deputy Registrar). The verifier must not be a member of your family.
* have the date, the official's signature, with the name and occupation of the official shown clearly below their signature.
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**QUESTIONNAIRE - PLEASE TELL US ABOUT YOURSELF**

***Help us to gain an understanding of who you are, and of your personal circumstances. Please save this form, naming the file as above. Complete the questionnare and upload with your online enrolment application.***

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| Applicant Name: | Age:  | Programme applying for: BNM / NZC / PI(*Please highlight the correct option*) |
| Tell us your reason for applying: (*100 – 400 words*) |
| What is your intended career pathway? (*Bachelor of Natural Medicine applicants only*) |
| Why do you think you should be accepted into this programme? (*100 – 400 words*) |

**STUDY, RESPONSIBILITIES & TIME MANAGEMENT**

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| --- |
| What is your current occupation?  |
| Do you intend to work while you study? [ ]  Yes [ ]  No If yes, how many hours per week?  |
| Are you applying to study [ ]  full-time (four courses per semester)? OR [ ]  part-time (two courses per semester)  |
| Would you prefer to study [ ]  on-campus OR [ ]  on-line  |
| Will you be studying [ ]  in New Zealand OR [ ]  Overseas? |
| Describe your other responsibilities (apart from work and study) e.g. caring for children/parents, whānau, friends who need support, community, iwi?  |
| Who is available to support you with your other responsibilities, while you study? |
| Think about how you spend your time now. How will you manage approximately 8 hours study *per course* per week, (4 hours attendance/access and 4 hours self-directed study, possibly more at times of assessment)? *NB: Please ensure that you also complete the Study Timetable on the last page of this document.* |

**COMPUTER SKILLS**

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| How do you rate your computer skills from 1-10 (1 lowest to 10 highest)? *Enter here:* Click or tap here to enter text. |
| Do you have a computer at home that you can use to study? [ ]  Yes [ ]  NoYour computer must meet our minimum requirements – Windows 10 and macOS High Sierra; an up-to-date internet browser; latest Adobe Acrobat & Flash players; and a comprehensive, full desktop version of Microsoft Office). |
| Do you have reliable WIFI at home? [ ]  Yes [ ]  No If not, where will you study? |
| Are you confident in: ­­­­­­­­­­­­1. Using Microsoft Word or similar? [ ]  Yes [ ]  No
2. Converting a Word document to a pdf? [ ]  Yes [ ]  No
3. Accessing study materials and researching or working online? [ ]  Yes [ ]  No
4. Saving documents in various formats? [ ]  Yes [ ]  No
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**SCIENCE BACKGROUND**

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| What is the highest level study of Chemistry you have completed?1. I have never studied chemistry [ ]
2. NCEA Level 3 [ ]
3. Equivalent to NCEA Level 3 or higher [ ]  Name of course/qualification completed (*Enter here*): Click or tap here to enter text.

Note that our Admission Critieria for the Bachelor of Natural Medicine states that “If the applicant has no background in Science or Chemistry, then they will be required to undertake and pass an *Introduction to Biological Chemistry course* (offered on-line) before the offer of a place and acceptance onto the programme can be confirmed.” |

**RECOGNISED PRIOR LEARNING/CREDIT RECOGNITION TRANSFER**

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| Are you intending to apply for RPL/CRT? [ ]  Yes [ ]  NoIf yes, please list the courses that you are considering applying for: |

**ENGLISH LANGUAGE REQUIREMENTS (*all applicants to complete*)**

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| Did you complete secondary school or tertiary study in English? [ ]  Yes [ ]  No If no, refer to \* belowIf yes, in which country? *Enter here:* Click or tap here to enter text.Depending on where you completed this study, we may require you to provide further information about your English language proficiency, under NZQA requirements e.g. Canadian residents need to prove their education was in English.\*If English is not your first language or you have not completed study in English, we may require you to submit IELTS test results (not more than two years old) or complete an IELTS test to show language proficiency at level 6.5 with no band score under 6.0.Have you completed IELTS to the appropriate standard? [ ]  Yes [ ]  No [ ]  N/A [ ]  Other equivalent English language testing (*Enter here*): Click or tap here to enter text. Please upload supporting documents with your online application form if required.  |

**INTERNATIONAL STUDENTS – I understand that I must:**

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| 1. meet English language requirements as above [ ]  Yes [ ]  No
2. pay all course fees upfront each year [ ]  Yes [ ]  No
3. be currently residing in New Zealand [ ]  Yes [ ]  No
4. be able to study full-time on-campus in Auckland [ ]  Yes [ ]  No
5. hold a study Visa (or have applied for one) [ ]  Yes [ ]  No
6. have current medical and travel insurance [ ]  Yes [ ]  No
7. have a background/qualification in Chemistry [ ]  Yes [ ]  No

If you answered **No** for any of the above, please explain further: Click or tap here to enter text. |

**ANYTHING ELSE?**

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| Is there anything else that you would like us to know? |

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| Applicant Signature: (*Type your name here*) | Date: |

**STUDY TIMETABLE**

***Please complete the following timetable to demonstrate how you are likely to include your planned study with your commitments & responsibilities***

**Include four hours of attendance or online access and four hours of self-directed learning per course per week**

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| Times: | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
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