Transfer Application for Programme Entry

Teacher Education

College of Education, Health and Human Development (CEHHD)

Te Rāngai Ako Me Te Hauora

Applications close when programme is full or four weeks prior to your programme start date
(Refer to www.education.canterbury.ac.nz for start dates)

Detach appropriate pages (Keep the rest of the booklet as it contains relevant information)
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<td>Return completed and signed forms to Enrolments, Student Services, Private Bag 4800, Christchurch 8140. Applicants must include personal statement and certified copies of school records of learning (and/or tertiary study transcripts if applicable). or In person to Enrolments, Student Services.</td>
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<td>Section B</td>
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<td>To be given to the appropriate people Your referees can: Complete and submit the reports electronically at <a href="http://www.education.canterbury.ac.nz/">www.education.canterbury.ac.nz/</a> Email them to <a href="mailto:teacheredselect@canterbury.ac.nz">teacheredselect@canterbury.ac.nz</a> Post them to Teaching Selection Team, CEHHD, Private Bag 4800, Christchurch 8140.</td>
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<td>Section C</td>
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<td>Complete if you intend to transfer credit from your current study. The fee for this is $105.</td>
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### Useful contacts

**Contact Centre**
- Phone toll free: 0800 VARSITY (827 748)
- Phone: +64 3 364 2555
- Fax: +64 3 364 2999
- Email: enrol@canterbury.ac.nz

**Liaison Office**
- Freephone in NZ: 0800 103 109
- Direct Line: +64 3 364 2993
- Email: liaison@canterbury.ac.nz

### Scholarship information

Please visit www.education.canterbury.ac.nz/scholarships/ for a full list of scholarships.

### Enrolments, Student Services

**Application for Programme Entry**
- Private Bag 4800, Christchurch 8140
- Email: applytoteach@canterbury.ac.nz
- Phone: +64 3 366 7001
- Sarai Roper: ext 6779
- Margaret Ingram: ext 4106
- Fax: +64 3 364 2174

**Admissions**
(International student or Domestic students with International Qualifications)
- Phone: +64 3 366 7001 ext 8928 or 4110
- Email: admission@canterbury.ac.nz

**CEHHD Office**
- Reception phone: +64 3 343 9606
- Email: education@canterbury.ac.nz
- Email: teacheredselect@canterbury.ac.nz
  *(for referee reports only)*
- Fax: +64 3 345 8416
- www.education.canterbury.ac.nz

**Student Advisors**
- Gemma Harte
- Lynette Magson
- Kirsty Fraser
- Manja Pieters
- Reception phone: + 64 3 343 9606
- Email: educationadvice@canterbury.ac.nz

### International students

Phone: +64 3 364 2459
- Freephone in NZ: 0800 VARSITY (827 748)
- Email: international@canterbury.ac.nz

### Outside contacts

**Education Council of Aotearoa New Zealand**
- Level 12, 80 Boulcott St, PO Box 5326, Wellington, 6145
- Phone: +64 4 471 0852, Fax: +64 4 471 0870
- Email: inquiries@educationcouncil.org.nz
- www.education.govt.nz

**Teach NZ National Office**
- Phone: 0800 165 225 for an information pack
- Email: TeachNZ.admin@minedu.govt.nz
- www.teachnz.govt.nz

**StudyLink**
- StudyLink handles all Student Loan, Allowance and Bursary applications.
- www.studylink.govt.nz
- Freephone in NZ: 0800 88 99 00
- Overseas: +64 4 917 3107
Application process

Applications close four weeks before the programme starts or when programme is full.

A: Transfer Application for Programme Entry (APE)

1. Send this completed Application Form and certified supporting documents.
   Note: You must be eligible for admission to UC in order to apply. Please refer to pg 4, No 7 of the Application guidelines for admission details.

2. Your application will be acknowledged by email to the email address supplied by you on pg 7.
   If we have not contacted you within five working days please email applytoteach@canterbury.ac.nz or contact Enrolments, Student Services, phone +64 366 7001, ext 6779 or 4106.

3. Once your application is complete it will be forwarded to an Admissions Officer, then to a Selection Co-ordinator for consideration. This process can take several weeks. Please be prepared to travel to attend an interview if required. (Interviews via Skype may be possible).

4. You will be advised of the outcome of your Application for Programme Entry by the CEHHD, College Office, telephone: +64 3 343 9606 or email: education@canterbury.ac.nz.

B: Application to Enrol

5. If you are offered a place in the programme, your courses will be entered automatically. However BEd(PE) students will need to add optional courses by phoning the Contact Centre on 0800 827 748.

6. You will be emailed a letter confirming your Application to Enrol. Please check your courses, semester indicators and site codes. Please note this is not your Enrolment Offer.

C: Enrolment Offer (will be emailed to you)

7. If you are accepted into the programme and meet all other requirements, an Enrolment Offer will be sent to you. Ensure you check your courses, semester indicators and site codes before accepting the offer.
   **Domestic Students**: you must accept your offer as soon as possible to confirm your place.
   **International Students**: you must accept your offer and complete your enrolment in person during international enrolment days.

8. Once you have accepted the Enrolment Offer, an email will confirm that you are enrolled (ENR Status). The email will advise you how to obtain your Canterbury Card and timetable.

Note:

**Recreation Centre** – Enjoy free membership while you are a student. For more information go to www.reccentre.canterbury.ac.nz or phone +64 3 364 2433.

**Health Centre** – You are encouraged to enrol with the Health Centre while you are a student to access care as cheaply as possible. For more information and to obtain enrolment forms go to www.canterbury.ac.nz/healthcentre or phone +64 3 364 2402.

**Studylink** – Online applications can be made now, see www.studylink.govt.nz
Application guidelines

Please refer to these guidelines as you complete your application

1. Fill in all relevant sections.
2. Where numbers are limited, preference is given to those who apply early. Late applications may be declined.
3. Applications cannot be assessed until all requested documents have been received. See checklist on pg 12.
4. A passport sized photo is required with your application – we use this for identification purposes.
5. A Police Request and Consent Form is included with the application. It must be signed and returned with your application, along with your photo and ID referee details, and their signature. If you have lived in another country for 12 months continuously in the past 10 years and were over 16 years of age, you need to provide an original or certified hardcopy of a police report from that country. For assistance on obtaining overseas police clearance, check: www.teacherscouncil.govt.nz/content/overseas-police-clearance

If you have been convicted of a crime (excluding minor traffic offences) you must declare this. Certain criminal convictions will prohibit you entering the programme and the granting of your teacher registration. Note: If your police report or medical information causes concern, the Selection Committee may require you to provide additional information such as further referee reports or medical certificates (see A5 pg 12).

6. When official academic records from school or tertiary institutions are required only original or certified hard-copies can be accepted. Please do not post original documents as they will not be returned. Uncertified photocopies, emailed or faxed copies will not be accepted. Certified copies should be on A4 paper and not trimmed to the size of the copied document. Each copy must be certified as a true copy of the original document by a Justice of the Peace, Solicitor, Notary Public, an official of the institution that issued the original document or your New Zealand secondary school principal. Alternatively, you may bring an original for copying and certification to the Enrolment counter.

7. To be eligible for admission to the University of Canterbury you must have one of the following:
   1. Waiting for NCEA/UE results
   2. NZ UE through NCEA
   3. Bursary from 1993
   4. Bursary from 1986 to 1992
   5. NZ UE (prior to 1986)
   6. Discretionary Entrance* Not available for international students
   7. Provisional Entrance Not available for international students
   8. Special Admission*
   9. Admission Ad Eundem Statum at Entrance Level (Including IB, CIE)
   10. Admission Ad Eundem Statum eg. with Graduate Status
   11. 20+ Adult Admission* Not available for international students.
      *Do not use ‘20+ Adult Admission’ if any of options 1–5 is your entrance qualification category.
      *Separate application must be made.
For more information please check pg 10, No. 9 & 10.

8. Give a Confidential Referee Report form to each of your nominated referees. Ask them to complete the form and return it as soon as possible. Please write your full name, phone number, and the qualification(s) for which you are applying on the Referee Reports before giving them to your referees. 

NOTE: Tell your referees that your application will not be processed until these have been received. They can either complete and submit it online at www.education.canterbury.ac.nz, or scan it as one document and email it to teacherselect@canterbury.ac.nz or post to Selection Team, CEHHD, Private Bag 4800, Christchurch 8140.

9. Suitable people to complete your Referee Reports could be an employer, colleague, tutor/lecturer, or religious or community leader. It is strongly recommended that at least one of your referees be an employer or a person of professional background. The people who cannot complete this form are immediate family such as: parents, grandparents, siblings, your spouse or partner. If any of these people complete your Referee Report it will not be accepted. Friends or flatmates may not be suitable referees.

10. Applicants are responsible for all expenses that they incur as a result of their application.

11. Enrolment is complete only after payment of tuition fees, which are due in full before the commencement of your course. Payment of fees gives access to the library, computers, UC Learn and after hours computer labs.

Payment details are listed on the Enrolment Offer. Distance (Flexible Learning) students must have paid fees or made arrangements with StudyLink or they will not be able to access material.

12. To pay by Student Loan you must first apply to StudyLink. Please see Useful Contacts on pg 2. Apply now and if using this facility to pay fees you must authorise fees to UC on the Loan Application.

13. If your details change during the approval process, you need to contact Enrolments, Student Services. Refer to pg 2.
First name ___________________________ Family name ___________________________

Section A1: Programme details

☐ Domestic Student  ☐ International Student

Current study

You must provide a certified hard copy or original transcript of your study to date from your current provider.

<table>
<thead>
<tr>
<th>Institution</th>
<th>Programme/qualification</th>
<th>NZQA Level</th>
<th>Year Commenced</th>
<th>Years Completed</th>
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Qualification choice

☐ Full-time  ☐ Part-time

(International Students must select full-time, Christchurch based courses)

Indicate your choices in order of preference, if you wish to apply for more than one qualification:

☐ Bachelor of Teaching and Learning (Early Childhood)
  ☐ Christchurch  ☐ Flexible Learning*  ☐ New Plymouth
  ☐ Please indicate if you MAY wish to undertake a 4th Honours year of study

*You will be enrolled in distance courses, however you are required to attend an on-site intensive in the first two weeks of the programme. Full time students attend two on-site intensives per year.

☐ Bachelor of Teaching and Learning (Primary)
  ☐ Christchurch  ☐ Rotorua  ☐ Nelson  ☐ Flexible Learning*
  ☐ Please indicate if you MAY wish to undertake a 4th Honours year of study

*You will be enrolled in distance courses, however you are required to attend an on-site intensive in the first two weeks of the programme. Full time students attend two on-site intensives per year.

☐ Bachelor of Education (Physical Education)
  ☐ Christchurch

If you have previously applied for a qualification at the CEHHD, please state:

Year ___________________________ Qualification ___________________________

If overseas at time of application, indicate when you expect to return to NZ ___________________________

Referees (refer to details pg 4, No. 8 & 9)

Please give the names, addresses and telephone numbers of the two people you have given confidential Referee Reports to. Your application cannot be processed until both your Referee Reports are received, so you may need to follow them up. It is preferred that one of these referee reports is completed by your current study provider.

Name ___________________________ Name ___________________________
Address ___________________________ Address ___________________________
Phone ___________________________ Phone ___________________________
Relationship to referee ___________________________ Relationship to referee ___________________________
Section A2: Personal details

1. Canterbury Student Number
Have you ever been enrolled at the University of Canterbury?
☐ Yes  ☐ No  If YES enter Student Number: ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐  If NO, a Student Number will be given to you.

2. Name
Print your full legal family name ____________________________
Print your legal first name ____________________________
Print any other legal name/s (ie, middle names) ____________________________
Previous name(s) if you have previously enrolled at the University of Canterbury under another name, write that name below
__________________________________________ This was my ☐ First Name ☐ Family Name
Preferred name(s) ____________________________ This is my ☐ First Name ☐ Family Name

3. Gender
☐ Male  ☐ Female  ☐ Other

4. Date of birth (in figures)
Day ☐☐☐☐ Month ☐☐☐☐ Year ☐☐☐☐☐☐

5. NSN/NZQA Number
If you have a New Zealand NSN (National Student Number) or NZQA number please state: ☐☐☐☐☐☐☐☐☐☐☐☐ ☐☐☐☐☐☐☐☐☐☐☐☐

6. Citizenship
Tick the box that best describes your citizenship or permanent residency status.
1. ☐ New Zealand Citizen
2. ☐ Holder of a Residential Class Visa and Permanent Residents of Australia, Cook Islands, Tokelau and Niue
3. ☐ Australian Citizen
4. ☐ Other country (Please state) ______________________________________
For students with dual citizenship, specify the country of citizenship of the passport used to enter New Zealand.

7. Study location
Will you be residing in New Zealand for the period of your study?  ☐ Yes  ☐ No
MOE Rule ENR011: NZ PR and AUS citizens or AUS PR who are not currently residing in NZ are not classified as domestic students. Therefore if you come under the above citizenship category and are not residing while studying in NZ you will be classified as an international student and incur international fees.

8. Ethnic identification
Which ethnic groups do you belong to? (You may tick up to three groups)
1. ☐ NZ European/Pākehā
2. ☐ NZ Māori
3. ☐ Samoan
4. ☐ Cook Island Māori
5. ☐ Tongan
6. ☐ Niuean
7. ☐ Tokelauan
8. ☐ Fijian
9. ☐ Other Pacific Peoples
10. ☐ British/Irish
11. ☐ Dutch
12. ☐ Greek
13. ☐ Polish
14. ☐ South Slav
15. ☐ Italian
16. ☐ German
17. ☐ Australian
18. ☐ Other European
19. ☐ Filipino
20. ☐ Cambodian
21. ☐ Vietnamese
22. ☐ Other Southeast Asian
23. ☐ Chinese
24. ☐ Indian
25. ☐ Sri Lankan
26. ☐ Japanese
27. ☐ Korean
28. ☐ Other Asian
29. ☐ Middle Eastern
30. ☐ Latin American
31. ☐ African
32. ☐ Other
IWI (NZ Māori please complete)
If you identify as a New Zealand Māori, please state your iwi (you may list up to three iwi). If you do not know your iwi enter “unknown”.
Iwi ____________________________________________
Iwi ____________________________________________
Iwi ____________________________________________

9. Address
Current address (where you are living) Any time you change your address during the year you must update your details. The primary contact method will be email.
Number and street/PO Box number ________________________________
Suburb __________________________ City __________________________
Country __________________________ Postcode ______________________
Telephone _________________________ Extension ____________________
Personal mobile phone __________________________ Text messaging may be used to advise you of any enrolment issues.
Personal email (do not use your UC or school email address) Compulsory*

*Please read Address, Email and Student Web Information: www.canterbury.ac.nz/enrol/forms

Permanent/Emergency contact details (must be different phone number from above)
Name ________________________________________________
Number and street/PO Box number ________________________________
Suburb __________________________ City __________________________
Province/State/Region __________________________ Country __________________________
Postcode __________________________
Telephone _________________________ Extension ____________________
Email ________________________________________________
Can they speak English?  ☐ Yes  ☐ No

10. Disabilities
Do you live with the effects of significant injury, long-term illness or disability? The information you supply is confidential.
☐ Yes  ☐ No
If you tick YES, you will be sent information on the services available to students with a disability. It is important to complete this section if you will require special exam arrangements.
If YES above, please indicate your disability.
1. ☐ Deaf
2. ☐ Hearing Impairment
3. ☐ Blind
4. ☐ Vision Impairment
5. ☐ Specific Learning Disability
6. ☐ Temporary impairment (less than 6 months duration)
7. ☐ Medical Condition
8. ☐ Psychological/Psychiatric Disability
9. ☐ Mobility Impairment
10. ☐ Speech Impairment
11. ☐ Other
11. English Language Proficiency

Is English your first language? □ Yes □ No

If no, what is your first language?


What is the language you and your family speak at home? __________________________

**Applicants who have English as an additional language**

If English is not your first language, you must have either:

□ IELTS Academic 7.0 in all bands  □ IELTS result ________________________ Date of test ________________________

Applicants who have completed at least two years of successful study in a New Zealand secondary school and achieved a minimum number of NCEA level 2 credits in Literacy, or have completed a tertiary qualification in New Zealand at NZQA level 7 or higher, may be eligible for an exemption from the requirement to sit IELTS.

□ I intend to apply for an exemption from the IELTS requirement on the basis of __________________________

(You must provide evidence of the grounds on which you seek this exemption, such as a transcript of your secondary and/or tertiary studies.)

12. Prior activity or occupation

Indicate your main activity on 1 October. Tick only one box.

1. □ University student (at university other than UC)
2. □ Secondary school student
3. □ Non-employed or beneficiary
4. □ Houseperson or retired
5. □ Wage or salary earner
6. □ Overseas
7. □ Self-employed
8. □ Wānanga student
9. □ Private training establishment (PTE) student
10. □ Polytechnic student

13. IRD Number (all students except international students)

Please complete this section if you have a student loan, or anticipate applying for a student loan this year so that Inland Revenue can determine your eligibility for a full student loan interest write-off, and can give you that write-off. You do not need to complete this section if you do not have a NZ student loan, and do not intend applying for one this year.

IRD Number: __________________________

**Interest-free student loans and other interest write-offs**

If you have a student loan, or anticipate applying for one this year, you may be entitled to have the interest on your loan written off for the period of study.

On 1 April 2006, legislation was introduced to make student loans interest-free for borrowers living in New Zealand. For more information on how to become eligible for interest-free student loans, go to www.ird.govt.nz/studentloans.

If you choose to provide your IRD number with your Application to Enrol, this will be included with your enrolment details and will be reported to the Ministry of Education. The Ministry of Education will send your study information to Inland Revenue to check if you are eligible for an interest write-off and adjust your student loan account automatically.

Providing your IRD number is voluntary. If you choose not to provide your IRD number, you should contact Inland Revenue directly if you think you may be eligible for an interest write-off.

Please note: providing your IRD number on this form is not an application for an interest write-off. If the information you provide is incorrect and cannot be matched, no write-off will occur. You will not be contacted directly in that event but you may contact Inland Revenue for more information.

14. Student loan payment method (all students except international students)

Do you intend to use a student loan to pay your tuition fees? □ Yes □ No

Student Loan is a payment method. If you accept your enrolment offer and do not complete your loan application, or withdraw your loan application, or you are declined a student loan, you will remain liable for your tuition fees.

If you ticked **YES** above but have not yet applied for a student loan:

1. Contact StudyLink **NOW** on freephone in NZ 0800 88 99 00 or go to www.studylink.govt.nz and apply for a student loan to cover your tuition fees.
2. Make sure you provide full and correct study details including Education Provider (“University of Canterbury”), Study Programme (eg, “Bachelor of Teaching and Learning (Primary)”), Student ID number and Start Date (please refer to the Guide to Enrolment for key course dates).
3. Make sure you answer “Yes” to the question asking “Do you want a loan to pay for your course fees?”
4. Make sure you provide the correct postal address for your student loan contract to be sent to you and make sure that you complete and return the contract.
### Section A3: Academic history and admission

#### 1. Last secondary school attended
Enter the name of the last secondary school you attended. (If this was outside NZ, write “overseas”)

What was your last year at secondary school? □ □ □ □

#### 2. Highest secondary school qualification
What is the highest level of achievement you hold or expect to hold from a secondary school? Your highest achievement may be a “traditional” award such as School Certificate, or you may have achieved a number of credits or a National Certificate at a certain level on the National Qualifications Framework. Your NZQA Record of Learning shows you how many credits you have.

**Tick only one box:**

1. ○ NCEA Level 3 or 1A. ○ Bursary or 1B. ○ Scholarship
2. ○ University Entrance
3. ○ NCEA Level 2 or 3A. ○ Sixth Form Certificate
4. ○ NCEA Level 1 or 4A. ○ School Certificate
5. ○ 14 or more credits at any level
6. ○ Overseas qualifications
7. ○ International Baccalaureate (please ask the IBO to release your results to the University of Canterbury)
8. ○ Cambridge International Examination Centre No. _______________ Candidate No. _______________

Are you expecting more results in January?  ○ Yes  ○ No

9. ○ No formal secondary qualifications
10. ○ Other
11. ○ Not known

In which year did you or do you expect to obtain the above secondary school qualification? □ □ □ □

#### 3. First year of an undergraduate degree
When was or will be your first year in an undergraduate degree/programme at any New Zealand university? □ □ □ □

#### 4. First year in tertiary study
What year did you first enrol in a university, polytechnic, college of education, private training establishment or wānanga, either in New Zealand or overseas, since leaving school? (Do not include enrolments in STAR, community or hobby classes.)

□ □ □ □

#### 5. First year at University of Canterbury
Enter what was or will be your first year at the University of Canterbury.

□ □ □ □

#### 6. First in Family
Are you the first person in your immediate family to attend university and enrol in a university degree programme?

○ Yes, I am. ○ No, I am not the first person.

If you ticked NO above, did your other family member graduate?

○ Yes ○ No

#### 7. Exclusion
Have you ever been excluded from UC or any other university?  ○ Yes  ○ No
8. UCSA Membership (all students)

Membership of the University of Canterbury Students’ Association (UCSA) is automatically granted on enrolment. Membership is free and allows you to participate in the UCSA’s student representation role. All students (regardless of UCSA membership) have equal access to student services administered by UCSA.

If you want to be a member of UCSA, go to the next section.

If you want to opt out of UCSA membership you can do so by ticking the box below. You can resign or resume membership at any time (see UCSA Membership Policy available at www.ucsa.org.nz/about)

☐ I wish to opt out of UCSA membership.

9. Admission Ad Eundem Statum (with equivalent status)

Are you using qualifications from overseas to gain entry into your programme of study?
☐ Yes ☐ No

Are you using qualifications from a New Zealand polytechnic, College of Education (other than the CEHHD) or a private NZ provider to gain entry into your programme of study?
☐ Yes ☐ No

If you have answered YES in Question 9 please tick Admission Ad Eundem Statum in Question 10. There is a $105 fee for Ad Eundem Statum admission for domestic students.

10. Admission to a NZ University (University Entrance Qualification)

What is or was your university entrance qualification for your first year of study at a New Zealand university? For further information go to www.canterbury.ac.nz/admissions/

Admission to the University does not give you automatic approval into an award.

1. ☐ Waiting for NCEA/UE results
2. ☐ Waiting for CUP or Foundation course results.
3. ☐ NZ UE through NCEA
4. ☐ Bursary from 1993
5. ☐ Bursary from 1986 to 1992
6. ☐ NZ UE (prior to 1986)
7. ☐ Discretionary Entrance* Not available for international students
8. ☐ Provisional Entrance Not available for international students
9. ☐ Special Admission*
10. ☐ Admission Ad Eundem Statum at Entrance Level
11. ☐ Admission Ad Eundem Statum with Graduate Status Must have a Bachelor’s degree
12. ☐ 20+ Adult Admission† Not available for international students. Applicants over 20 must have evidence of recent successful tertiary study – see www.education.canterbury.ac.nz/apply/teacher_sport.shtml

*Do not tick ‘20+ Adult Admission’ if any of options 1–5 is your entrance qualification category.
*Separate application must be made.

What year did you (or will you) gain this qualification?

Discretionary and Special Entrance – Please go to the following website: www.canterbury.ac.nz/admissions/

Payment options

Only make payment if you marked yes in question 9

Internet Banking (only if you have a UC Student number)

Our bank details are:
Bank account name: University of Canterbury
Bank account number: 01 1839 0036732 00
Bank and Branch details: ANZ Bank, Auckland (Q&V)
SWIFT number (international payments): ANZBNZ2z2

Bank address: Cnr Queen & Victoria Street, Auckland, New Zealand
Reference – your student ID

Credit Card (Visa or Mastercard only)

In person at the Finance counter in the Student Services Centre.
Other arrangements can be made to pay by credit card, please phone 366 7001 extn 8921.

EFTPOS

Payments can be made in person at the Finance counter in the Student Services Centre.

Cheque

Make cheques payable to University of Canterbury and record your Student ID number and/or full name on the back. Cheques can be presented at the Finance counter in the Student Services Centre or post to: Cashiers, University of Canterbury, Private Bag 4800, Christchurch 8140, New Zealand
## 1. Police record/misconduct *(refer to details pg 4, No. 5)*

### 1a. New Zealand

1. If you have lived in New Zealand for 6 months or longer, you must complete the NZ Police Request and Consent Form (pgs 13–15).
2. Are you awaiting trial for any misconduct?  
   - Yes  
   - No
3. Have you ever been convicted of any offence (excluding minor traffic offences) against the law?  
   - Yes  
   - No
   If **YES**, please provide full description and dates of all convictions on a separate sheet.
   
   *Your application will be held until this is received. Once accepted into a programme, you MUST declare any criminal conviction gained from date of application through to completion of study to CEHHD staff immediately. Your enrolment may be cancelled if it is likely this conviction would prevent you from registering as a teacher.*

4. Have you ever been found guilty of misconduct; professional or otherwise?  
   - Yes  
   - No  
   If **YES**, please provide details on a separate sheet.

### 1b. Overseas

Have you lived in a country other than New Zealand continuously for 12 months or more in the last 10 years when you were over 16 years of age?  

- Yes  
- No  
   *(see pg 4, No. 5).*

If **YES**, you must provide us with an original or certified hardcopy up-to-date police check from that country before you will get an offer into any programme.

### 2. Health

Do you have any physical or mental health conditions?  

- Yes  
- No

If **YES**, list all physical and mental health conditions. Ensure you include:

- severity of the condition and whether it is acute (short term) or chronic (ongoing)
- frequency and duration of episodes
- progress made toward recovery (if applicable) and expected time-frame for full recovery

**Comments**

---

Please use a separate sheet, if necessary.  
You may be requested to supply a medical certificate.

## Application checklist

- **Declaration** *(see pg 12).*
- **Personal Statement**: completed and attached.
- **Official transcript of grades for current study to date**.
- **Evidence of other relevant qualifications** (if applicable).
- **Police Request and Consent Form**: completed and signed.
- **Evidence of identity signed photo**
- **Police record/misconduct**: only if you have ticked yes to 1a (3) or 1b.
- **Overseas Police Report**: if you have lived in another country continuously for 12 months in the last 10 years.
- **Referee Reports**: complete top section then give to two people to complete.

## Note: All sections require full disclosure as required by the Education Council of Aotearoa New Zealand

---

**Personal statement required** *(not a CV)*

Please provide a separate personal statement describing any recent, relevant work experience (paid or unpaid), interests, strengths, skills, and community involvement, including any leadership roles and experience with children/young adults. Please ensure that you include all your strengths and explain how your experience and interests make you a suitable candidate for teaching. Consider what you believe makes a good teacher, and your future goals or aspirations in teaching. The personal statement is a significant aspect of the selection process and is examined carefully. You might describe experiences such as:

- Tutoring/Teaching Holiday programmes, Marae/Hapu/Iwi involvement, Sport/Outdoor education, Fluency in another language, School activities, Work experience, Drama/Art/Music, Travel, Community activities, Coaching, Knowledge of other cultures.

**Note:** This statement should be one to two pages.
All students enrolling for study must read the Declaration below before answering the question.

- Yes I have read and agree to abide by the terms and conditions of the Declaration below.
- No I have not read or do not agree to the declaration (Students who answer NO to this question will not be permitted to continue with the enrolment procedure).

I understand that the University of Canterbury will collect, store, use and disclose personal information about me, upon enrolment and while I remain enrolled, in the course and for the purpose of conducting its normal and proper business and that a unique identifier will be assigned to me to facilitate this. I have read and understand how such information will be managed and disclosed in accordance with the Privacy Act 1993, and as outlined on the University website (www.canterbury.ac.nz/privacy). I acknowledge that I have the right to access and seek correction of personal information held about me and understand that if I withhold information or provide false or misleading information my enrolment may be terminated.

The personal information collected will be held on the University’s database(s), while you remain enrolled and for such time thereafter as is necessary for the University to fulfil its administrative obligations. While you remain enrolled at the University you will be asked regularly to update that information. As well as for the purposes of conducting its proper business, the University uses personal information for a variety of statistical and research purposes, but in so doing it always ensures that no individual can be identified.

I understand that if I am enrolled in a teacher education programme I will be expected to act professionally at all times particularly in relationships with children, parents and UC, school, centre or other staff encountered on placements and internships. I will abide by relevant codes of ethics and acknowledge that failure to act professionally may result in disciplinary action.

I also understand that if I am enrolled in a teacher education programme, I will be expected to disclose any criminal convictions that occur after I have enrolled. I acknowledge that the purpose for this disclosure is to ensure that university and its clients (e.g. children, parents, peers, staff) are safe.

You should be aware that examination results and results for in-term assessment constitute personal information under the Privacy Act and you also have the right to request that your work be returned to you privately. Graduation information, including your name and award, will be made public information.

- For domestic students, upon request, your graduation information may be provided to your secondary school for use in honours boards, school publications and for the purposes of improving teaching practice.
- For international students, information concerning your academic progress, including grade information, may be provided to your agent, homestay host, sponsor or home university upon request for the purposes of providing academic and pastoral support or for the provision of Study Abroad transfer of credit and evidence relating to compliance with conditions of entitlement to study in New Zealand.

If you have any questions about the privacy of your personal information please contact the University’s Privacy Officer, the Registrar, Mr Jeff Field.

By agreeing YES above, I declare that all the information submitted in this application form and in the attached documents is correct and complete. I acknowledge that if I provide incorrect or incomplete information this may result in the cancellation of my enrolment. I acknowledge that the submission of fraudulent, forged, or otherwise dishonest documentation in support of this application will automatically disqualify me from enrolment. I understand that in such a case the University of Canterbury reserves the right to inform all other New Zealand universities of the fact along with my name and date of birth and that the Police and/or Immigration may also be informed. I consent to the collection and use of my personal information as outlined above.

Send to

Please check that you have completed the application, police vetting and credit transfer forms before forwarding all forms to before forwarding it to:

Attn: Enrolments, Student Services
University of Canterbury
Private Bag 4800
Christchurch 8140
NEW ZEALAND

Signature ___________________________ Date __________________
New Zealand Police Vetting Service – Request and Consent Form

Complete pgs 13–15 if you have resided in New Zealand for six months or longer. If any costs are incurred as a result of this police vetting process they will be passed directly to the applicant.

Applicant

First name ___________________________ Family name ___________________________

Name of Approved Agency submitting vetting request

University of Canterbury, Agency code U70010

Applicant’s role – purpose of vet

Student Teacher – clean slate
Supervised contact with children/youth

Section 1: Applicant to complete

The University of Canterbury will submit the vetting request to NZ Police and receive the vetting result.

Personal information

Details (note: the name you are most commonly known by is your primary name)

Family name (Primary) ___________________________
First name(s) (Primary) ___________________________

Gender  ○ Male  ○ Female  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  ○ Other  || |
Evidence of Identity (ID)

For further information, see www.dia.govt.nz/Resource-material-Evidence-of-Identity-Standard-Index

A Trusted Referee* has sighted the ID documents below, and verified the photo against the applicant in person (mark box)

☐ Primary ID document (e.g. passport, original birth certificate, etc)
  and
☐ Another form of ID (e.g. driver licence, firearms licence, 18+ card, Community Services Card, bill or bank statement with name and address, etc)
  and
☐ One of the above must be photographic – confirm comparison made
  and, if applicable
☐ Evidence of name change where names differ (e.g. marriage/civil union certificate, statutory declaration, etc)

* a trusted referee must be over 16, have known the applicant for at least 12 months, and not be related, or a partner/spouse, or a co-resident of applicant, and be either registered with the Approved Agency or a person of standing in the community (e.g. school principal, religious or community leader). The trusted referee must sign a copy of the photo ID and provide his or her name and contact details.

Attach passport size photo here (staple or clip, do not paste)
Ensure referee has signed it

Referee’s name __________________________________________
Address __________________________________________
Phone No. __________________________________________
Signature __________________________________________
☐ ID Referee’s signature is on the back of the photo

Consent to Disclosure (for a New Zealand Police Vet Check)

For further information, see www.police.govt.nz/advice/businesses-and-organisations/vetting

I acknowledge and understand as follows:
1. The information about me that NZ Police may consider relevant to my application and release in vetting comprises any conviction history and, for certain agencies, infringement/demerit reports; and it may include other information such as active charges and warrants to arrest, any information received or obtained by NZ Police, and any interaction I have had with NZ Police in any context (including family violence), even where I have not been charged, or charges are withdrawn, or I have been acquitted (not guilty) of a charge, or I have been discharged without conviction.
2. Any conviction history will be released in accordance with the Criminal Records (Clean Slate) Act 2004; this means that, if I am ‘eligible’ for clean slate (e.g. no convictions for 7 years, never been to prison, no convictions for specified sexual offending, etc – see section 7 of the Act):
   a) my criminal record of convictions will not be disclosed; but
   b) if the role for which I have applied is an exception to the clean slate scheme (e.g. predominantly involving care and protection of a child or young person), my criminal record of convictions will be disclosed.
3. When releasing information to non-government Approved Agencies, Police may release the fact, without details, that suppressed information exists in relation to any conviction and, where NZ Police considers it relevant and justified, in relation to any current or past charge however it was resolved (e.g. withdrawn, discharged, acquitted).
4. Where NZ Police holds relevant information that it is unwilling to disclose to the Approved Agency for privacy, confidentiality or law enforcement reasons, NZ Police may recommend against unsupervised access to children or vulnerable persons (this is known as a ‘red stamp’).
5. The personal information I provide in this form is being collected for vetting purposes, and may also be used for the purpose of updating NZ Police records.
6. I may withdraw this consent, prior to Police’s disclosure of the vetting result, by notifying the Approved Agency who will immediately notify NZ Police to cease the vetting process.
7. I am entitled to access the vetting result released to the Approved Agency and seek correction of Police information about me in accordance with the Privacy Act 1993. By making a request to the ‘Approved Agency’ within 20 working days of submitting this ‘Request and Consent’ form.
8. No later than three months after the conclusion of the vetting process, the Approved Agency will securely dispose of this consent form and copies of identification documents, as well as the vetting result released by NZ Police, in accordance with the Privacy Act 1993 or, if applicable, the Public Records Act 2005 or any other enactment.
9. The information I have provided in this form relates to me and is correct.

Authorisation

I authorise NZ Police to disclose any personal information it considers relevant to my application (as described above) to the Approved Agency making this request for the purpose of assessing my suitability.

Signature of applicant ____________________________ Date ____________________________

14
New Zealand Police Vetting Service – Request and Consent Form

Section 2: University of Canterbury to complete

Name of Approved Agency submitting vetting request
University of Canterbury, Agency code U70010

Evidence of Identity (ID)
For further information, see www.dia.govt.nz/Resource-material-Evidence-of-Identity-Standard-Index
A Trusted Referee* has sighted the ID documents below, and verified the photo against the applicant in person (mark box)

☐ Primary ID document (e.g. passport, original birth certificate, etc)  
and
☐ Another form of ID (e.g. driver licence, firearms licence, 18+ card, Community Services Card, bill or bank statement with name and address, etc)  
and
☐ One of the above must be photographic – confirm comparison made  
and, if applicable
☐ Evidence of name change where names differ (e.g. marriage/civil union certificate, statutory declaration, etc)

Optional additional check by me (if appropriate)
A search of our records to verify uniqueness (especially for professional bodies)

Checklist
In making this request, I confirm that:

☐ I have complied and will comply with the Approved Agency Agreement (or existing Memorandum of Understanding) between NZ Police and the Approved Agency I represent;
☐ I am satisfied as to the correctness of the Applicant’s identity; and
☐ I have obtained the signed consent of the Applicant, as set out in section 2 of this form, to submit this vetting request.

Approved Agency Authorised Representative
Name ____________________________ Signature ____________________________ Date ____________
Confidential Referee Report

This report can be completed and submitted electronically if you prefer. Go to www.education.canterbury.ac.nz/ and follow the instructions. Or return this report directly to Selection Team, CEHHD, University of Canterbury or to teacheredselect@canterbury.ac.nz, as soon as possible after receiving it. Please do not return it to the applicant. This form can usually be completed in 15–20 minutes. Use black pen.

Student to complete

First name _______________________________ Family name _______________________________
Phone number _______________________________
Qualification(s) applied for  ○ Early childhood  ○ Primary  ○ Physical Education (PE)

Dear Referee,
Thank you for agreeing to contribute to our selection process.
We use the information you provide to assist us in assessing the suitability of the applicant for:
• Teacher education and
• University level study
We rely on Referee Reports to help us select future teachers of Aotearoa New Zealand. Information in this report is not shared with the applicant.
This report is confidential to the Selection Committee and is protected under Section 29(1)(b) of the Privacy Act 1993.

Please scan and email (as a single PDF or JPEG file) completed reports to:
teacheredselect@canterbury.ac.nz
or forward by post to:
Selection Team, CEHHD
Private Bag 4800
Christchurch 8140
New Zealand
If sending by post, please retain a copy for your records.
Please ensure that you return this report directly to our University. We cannot progress the application until we receive all referee reports.

Referee to complete

Referee’s first name _______________________________ Family name _______________________________
Referee’s phone number (wk) _______________________________ (hm) _______________________________
Email _______________________________

During what period have you known the applicant? From _______________________________ To _______________________________
Relationship to the applicant  ○ employer  ○ teacher  ○ minister  ○ colleague  ○ family friend  ○ other _______________________________
Please note: immediate family are not eligible to act as referees

Do you consider that you know the applicant well enough to complete this form?  ○ Yes  ○ No

Comments _______________________________
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Skills and attributes

Please tick the boxes and comment according to your judgement of the applicant.

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<thead>
<tr>
<th>Skills and attributes</th>
<th>Highly satisfactory</th>
<th>Satisfactory</th>
<th>Some concern</th>
<th>Major concern</th>
<th>Unable to comment</th>
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<td>Emotional stability/response to stress</td>
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<td>Perseverance</td>
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<td>Expressing idea</td>
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<td>Clarity of speech</td>
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Comments (Please provide details of any areas of concern)

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Section B – Give to Referee

What are the applicant’s special interests and skills?
____________________________________________________________________________________________________________________________________________________________________

Does the applicant have effective written communication skills?
☐ Yes  ☐ No  ☐ Unable to comment
Please comment on areas that require improvement ____________________________________________________________
____________________________________________________________________________________________________________________________________________________________________

Further information

Have you had the opportunity to observe the applicant’s ability to relate to people, particularly:
☐ Pre-School  ☐ School age  ☐ Adolescents  ☐ Peers  ☐ Older people
If so what were your impressions of the applicant’s ability to communicate and relate effectively?
____________________________________________________________________________________________________________________________________________________________________

Do you consider that the applicant has an understanding of and sensitivity towards equity issues (sexism, racism, disabilities etc)?
☐ Yes  ☐ No  ☐ Unable to comment
Comments ____________________________________________________________
____________________________________________________________________________________________________________________________________________________________________

Does the applicant have any health conditions (physical/mental) that might affect their training or ability to be a teacher?
☐ Yes  ☐ No  ☐ Unable to comment
If YES, please explain:
____________________________________________________________________________________________________________________________________________________________________

Are there any special circumstances which the selection committee should know about when considering this applicant?
☐ Yes  ☐ No
If YES, please explain:
____________________________________________________________________________________________________________________________________________________________________

Would you be happy to have this applicant teach or care for members of your family?
☐ Yes  ☐ No
Comments ____________________________________________________________
____________________________________________________________________________________________________________________________________________________________________
Cultural and community skills

Please comment on the applicant’s understanding of New Zealand/Aotearoa, other societies (bicultural, multicultural, multi-racial, rural, urban, work, and overseas) and civic awareness.

Overall recommendation

☐ I recommend the applicant without reservation
☐ I have some reservations but would recommend the applicant
☐ I doubt the applicant’s suitability
☐ I think the applicant is unsuitable

Further comments

If you wish, you may attach a separate sheet detailing any concerns/special recommendations. This will also remain confidential.

Signed ___________________________ Date ___________________________

Please note that applicants are disadvantaged if their referee reports are not returned promptly. Thank you once again for your assistance.

Please scan and email completed report (as a single PDF or JPEG file) to teacheredselect@canterbury.ac.nz
or forward by post to
Selection Team, CEHHD
University of Canterbury
Private Bag 4800
Christchurch 8140
NEW ZEALAND

If sending by post, please retain a copy for your records.
Confidential Referee Report

Section B – Give to Referee

This report can be completed and submitted electronically if you prefer. Go to www.education.canterbury.ac.nz/ and follow the instructions. Or return this report directly to Selection Team, CEHHD, University of Canterbury or to teacheredselect@canterbury.ac.nz, as soon as possible after receiving it. Please do not return it to the applicant. This form can usually be completed in 15–20 minutes. Use black pen.

Student to complete

First name _______________________________ Family name _______________________________

Phone number _______________________________

Qualification(s) applied for ○ Early childhood ○ Primary ○ Physical Education (PE)

Dear Referee,

Thank you for agreeing to contribute to our selection process.

We use the information you provide to assist us in assessing the suitability of the applicant for:

• Teacher education and  
• University level study

We rely on Referee Reports to help us select future teachers of Aotearoa New Zealand. Information in this report is not shared with the applicant.

This report is confidential to the Selection Committee and is protected under Section 29(1)(b) of the Privacy Act 1993.

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or forward by post to:
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Email _______________________________

During what period have you known the applicant? From _______ To _______

Relationship to the applicant [ ] employer [ ] teacher [ ] minister [ ] colleague [ ] family friend [ ] other [ ]

Please note: immediate family are not eligible to act as referees

Do you consider that you know the applicant well enough to complete this form? [ ] Yes [ ] No

Comments

________________________________________________________________________

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________________________________________________________________________
Skills and attributes

Please tick the boxes and comment according to your judgement of the applicant.

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<td>Co-operation</td>
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<td>Emotional stability/response to stress</td>
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<td>Enthusiasm</td>
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<td>Perseverance</td>
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<td>Listening skills</td>
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<td>Organisational skills</td>
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<td>Expressing Idea</td>
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<td>Clarity of speech</td>
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Comments (Please provide details of any areas of concern)

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Section B – Give to Referee

What are the applicant’s special interests and skills?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Does the applicant have effective written communication skills?
☐ Yes  ☐ No  ☐ Unable to comment

Please comment on areas that require improvement
________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Further information

Have you had the opportunity to observe the applicant’s ability to relate to people, particularly:
☐ Pre-School  ☐ School age  ☐ Adolescents  ☐ Peers  ☐ Older people

If so what were your impressions of the applicant’s ability to communicate and relate effectively?
________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Do you consider that the applicant has an understanding of and sensitivity towards equity issues (sexism, racism, disabilities etc)?
☐ Yes  ☐ No  ☐ Unable to comment

Comments
________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Does the applicant have any health conditions (physical/mental) that might affect their training or ability to be a teacher?
☐ Yes  ☐ No  ☐ Unable to comment

If YES, please explain:
________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Are there any special circumstances which the selection committee should know about when considering this applicant?
☐ Yes  ☐ No

If YES, please explain:
________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Would you be happy to have this applicant teach or care for members of your family?
☐ Yes  ☐ No

Comments
________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Section B – Give to Referee

Cultural and community skills
Please comment on the applicant’s understanding of New Zealand/Aotearoa, other societies (bicultural, multicultural, multi-racial, rural, urban, work, and overseas) and civic awareness.

__________________________________________________________________________
__________________________________________________________________________

Overall recommendation
☐ I recommend the applicant without reservation
☐ I have some reservations but would recommend the applicant
☐ I doubt the applicant’s suitability
☐ I think the applicant is unsuitable

Further comments ___________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
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__________________________________________________________________________

If you wish, you may attach a separate sheet detailing any concerns/special recommendations. This will also remain confidential.

Signed ___________________________ Date ___________________________

Please note that applicants are disadvantaged if their referee reports are not returned promptly. Thank you once again for your assistance.

Please scan and email completed report (as a single PDF or JPEG file) to teacheredselect@canterbury.ac.nz or forward by post to Selection Team, CEHHD University of Canterbury Private Bag 4800 Christchurch 8140 NEW ZEALAND

If sending by post, please retain a copy for your records.
Application for Credit from another New Zealand Tertiary Institution

The fee for Credit Transfer is $105. You must attach the following documents to this application:

- Official Transcript
- Learning outcomes from the courses you are applying for credit

Please print boldly using block letters.

Personal details

Title: Dr / Mr / Mrs / Miss / Ms / Other __________________________ Date of birth: Day __ Month __ Year __
Surname/Family name ____________________________
First/Given names ____________________________
UC student ID number (if enrolled) ____________________________
Postal address ____________________________

Email ____________________________
Phone ____________________________

Application for Transfer of Credit to

University of Canterbury qualification e.g. Bachelor of Arts ____________________________

Transfer of Credit from

Name of university(s)/institution(s) from which you wish to transfer credit ____________________________

Are you seeking credit for ALL the courses you have passed at the above university(s)/institution(s)?

☐ Yes – go to Declaration and Signature
☐ No – please list the courses you wish to have considered for credit

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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**Declaration**

I supply the information on this form and in support of this application on the understanding:

(a) that it may be used for purposes relating to my enrolment as a student by members of the academic and administrative staff of the University of Canterbury;

(b) that I have the right to see and correct, if necessary, the information I have provided and my personal record;

(c) that my application cannot proceed without my consent to the foregoing conditions.

I declare that all the information submitted on this application form and in the attached document/s is, to the best of my knowledge, correct and complete in every detail.

I acknowledge that if I provide incorrect or incomplete information this may result in the cancellation of any offer made to me, and (if appropriate) disciplinary action by the University.

I understand that it is my responsibility to provide all necessary documentary evidence. I authorise the University to obtain whatever further information is necessary in relation to the documents I have submitted.

Signed

Date

**Checklist**

☐ Academic Record Attached – I wish to have the original academic record returned  ○ Yes  ○ No

☐ APPLICATION FEE – I enclose the fee of $105 which is to be paid by:

☐ Cheque

☐ Credit Card  ☐ VISA  ☐ MASTERCARD  Card No

Name on the card

Signature of cardholder

**Send this form to**

The Student Advisor
College of Education, Health and Human Development
University of Canterbury
Private Bag 4800
Christchurch 8140
New Zealand