



**MASSEY  
UNIVERSITY**  
TE KUNENGA KI PŪREHUROA

UNIVERSITY OF NEW ZEALAND

# APPLICATION CHECKLIST FOR DOMESTIC STUDENTS

When applying to study with us the first step is to apply for admission. Once you have been accepted you can then apply for enrolment in courses. To help plan your study and application follow the steps in these checklists. If you need any assistance please [contact us](#).

## APPLYING FOR ADMISSION

### STEP 1: CHECK WHETHER YOU ARE ELIGIBLE TO STUDY AT MASSEY

See our [entrance requirements](#) to determine whether you are eligible to enrol. Postgraduate research students are encouraged to make contact with the appropriate department to discuss research opportunities.

### STEP 2: CHOOSE YOUR QUALIFICATION AND ANY SPECIALISATION

For information about our qualifications view our [Programmes and courses web pages](#) or [order a prospectus](#). You can also [contact our academic advice team](#) for advice.

If your qualification has specialisations you will be able to select one specialisation when you apply for admission. You will be able to select an additional specialisation and minors when you apply for courses if your qualification allows it.

For some qualifications you will need to provide specific information which is detailed on the [Programmes and courses web pages](#). Research students should consider how many credits of research they intend to do if their qualification offers a choice.

### STEP 3: FIND OUT WHAT SUPPORTING DOCUMENTS ARE REQUIRED

When you apply for admission to the University you will be asked to provide documents that prove your identity and basis for admission. For details see [required supporting documents](#).

### STEP 4: CHECK OUT THE APPLICATION DUE DATES

Make sure you know the [application due dates](#) so you don't miss out. Note that there are some qualifications with special selected entry processes whose applications need to be filled out extra early.

### STEP 5: VIEW FEES AND FUNDING OPTIONS

You can view an estimate of your fees on the [Fees web pages](#). To help fund your study check out our [Scholarships and awards web pages](#). For information about student loans and allowances see the [StudyLink website](#). Please note that a StudyLink loan does not cover all non-tuition fees, to find out what is and is not covered see [non-tuition fees](#).

### STEP 6: FIND OUT ABOUT RECOGNITION OF PRIOR LEARNING

Credit can be awarded for completed tertiary qualifications, for incomplete tertiary qualifications, and for informal learning. For details see [recognition of prior learning](#).

### STEP 7: APPLY FOR ADMISSION

All new students should [apply for admission online](#). Returning students should [log into your student homepage](#) and click on the Qualifications and courses tab.

### STEP 8: FIND OUT WHAT HAPPENS AFTER YOU APPLY

For details see [what happens after you apply](#).

## APPLYING FOR COURSES

Once you have been accepted into the University and your Offer of Place has been accepted, you can apply for courses if the enrolment year is open.

### STEP 1: REVIEW YOUR QUALIFICATIONS STRUCTURE AND SELECT YOUR COURSES

Each qualification has its own structure which is explained in the [Programmes and courses web pages](#). When you select your courses you need to ensure that you fulfil all of your qualification requirements to be able to graduate.

You can also view our [general planning information](#) which includes advice about which courses you should study first.

The programme of study you design will be checked for approval when you submit your enrolment. If you need further help with planning your programme contact the programme coordinators listed in the Programme and courses web pages or [contact our academic advice team](#) for assistance.

### STEP 2: CHECK YOUR WORKLOAD

#### Internal (on-campus) students

For full-time students, the recommended maximum number of credits in Semester One and Semester Two is 60 credits per semester. So for first year (100-level) courses this means a maximum of four courses each semester. You can apply to study 75 credits per semester, but approval will depend on your past academic performance. For all students, the maximum number of credits for Summer School is 60.

Part-time students should enrol for fewer credits per semester. A 15 credit course typically requires 10 hours of study per week, so you need to make a realistic assessment of how many hours you have available for study when you plan your courses.

#### Distance students

For distance students the number of courses you can take depends on your other commitments. You will need to spend approximately 10 to 12.5 hours each week for a 15 credit single semester course, or about 5 to 6.25 hours per week for a 15 credit double semester course. If you are working full time (or have a young family that you look after full time), we recommend that you take no more than 30 credits (two courses) in a semester.

To help identify how you could fit study into your regular routine use our [Workload Planning Tool](#).

### STEP 3: CHECK OUT THE DUE DATES FOR ADDING COURSES, SEMESTER DATES AND EXAM PERIODS

Make sure you know the [due dates for adding courses](#) so you don't miss out. You should also check out the [semester dates and examination periods](#).

### STEP 4: APPLY FOR COURSES

You can apply for courses by [logging into your student homepage](#) and clicking the Qualifications and courses tab.

### STEP 5: FIND OUT WHAT HAPPENS NEXT

For details see what [happens after you apply](#).