



**MASSEY  
UNIVERSITY**  
TE KUNENGA KI PŪREHUROA

UNIVERSITY OF NEW ZEALAND

# APPLICATION CHECKLIST FOR INTERNATIONAL 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: CHOOSE A PROGRAMME AND ANY SPECIALISATION

Decide on what programme you would like to study. For programme information see [Programmes available to internationals](#).

If your programme has specialisations (majors) 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 programmes you will need to provide specific additional information which is detailed on the [Programmes and courses web pages](#).

For more information about distance study whilst living in New Zealand see [international students studying in New Zealand enrolling for distance study](#). For information about distance study offshore see [online options for international students](#).

### STEP 2: CHECK THE ENTRY REQUIREMENTS

Check that you have the necessary [academic and English language requirements](#) for admission into your chosen programme. If you do not meet the entry requirements, go back to step one and choose an alternative programme. Postgraduate research students are encouraged to make contact with the appropriate department to discuss research opportunities.

### 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 [supporting document information](#).

### 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 programmes with special selected entry processes whose applications need to be filled out extra early.

### STEP 5: APPLY ONLINE

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 6: 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 THE PROGRAMME STRUCTURE AND SELECT YOUR COURSES

Each programme 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 programme 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 Programmes 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 ONLINE

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](#).