

Special Admission

Students who do not have a University Entrance (UE) qualification, but have met academic standards equivalent to that required for University Entrance, may be eligible to apply for consideration for Special Admission.

Meeting the criteria below does not give automatic admission. All applications will be assessed on an individual basis.

Special Admission

Criteria:

- You are a New Zealand citizen or holder of a Residence Class Visa or Australian citizen or permanent resident and will be under 20 years of age on the official course start date, or
- You are an International student
- You have met academic standards equivalent to that required for University Entrance.
- You can provide evidence that you have met an appropriate numeracy standard e.g. NCEA Level 1, and evidence of your competence in the English language, e.g. NCEA credits at level 2 or above in Reading and Writing, or equivalent.

NB: **Special Admission** is for applicants presenting with exceptional circumstances, e.g. home schooling.

If you wish to apply for Special Admission to a teaching qualification, please do not complete this form, but contact Admissions directly at admission@canterbury.ac.nz

Important Information regarding your application

- You may require a recommendation from an adviser as to your readiness and suitability for university study.
- Home-schooled students – Parents to fill out Advisor Statement.
- Students who failed to achieve NCEA University Entrance due to medical reasons – Practitioner to fill out Advisor Statement or write letter.
- Secondary School students who wish to enrol in a course not offered through the STAR programme – School staff to fill out Advisor Statement.
- You may apply for one qualification only (this can be a double degree). If a preferred degree/course has limited entry a second non-limited option is permitted.
- If your application is successful you must enrol in the year for which admission has been applied, otherwise it will lapse. For Special Admission you may apply for a deferment of admission.
- Special Admission gives you the right to enrol at the University of Canterbury; it does not guarantee admission to any particular programme of study.
- It is important that all prospective students are competent in English. The University does not accept responsibility for academic failure due to the lack of competence in English.

How to apply

You can apply online at <https://myuc.canterbury.ac.nz>, or by completing this paper form.

The last date for accepting applications from domestic students is 10th December in the year prior to the year of enrolment.

If you are still at school, complete the Application Form, and send it to the address below. Separate the advisor form and give it to your Principal or Advisor. Your advisor will forward the completed advisor form directly to the University.

If you have left school, complete the Application Form, then post it together with all the required documents to the address below.

All completed applications should be sent by secure post (e.g. Registered or Track Pack) to:
Contact Centre, Student Services, University of Canterbury, Private Bag 4800, CHRISTCHURCH 8140.

All applicants will be notified of the outcome of their application. If you are unsuccessful and declined admission, and if further supporting evidence becomes available, you may seek a review of the decision by writing to the Deputy Vice-Chancellor (Academic).

Documentation required

NB: Do not send original documents

1. A **certified copy*** of your birth certificate or a certified copy of the 'Personal Identification' page from your passport
2. Certified copies of all your academic records
3. You must write a letter in support of your application giving reasons why Special Admission is required.
You may also include letters of support from others.
4. An application fee of \$110 will be payable. We will contact you to tell you how to pay this fee.

**A certified copy is a copy that has been certified as a true copy by a Justice of the Peace, solicitor, notary public, your school's Principal, or an official of the institution that issued the original document, and must bear the official stamp and signature of that person.*

For further information

For further information about **Special Admission** contact the Academic Processes Coordinator, Academic Services Group:
Tel: 03 364 2987 ext 8768 or email franka.menzies@canterbury.ac.nz

Special Admission Application

1. Year of Study

For which year are you applying to study?

Personal Details

2. University of Canterbury Student Number

Have you ever been enrolled at the University of Canterbury?

No Yes

If YES enter Student Number _____

If NO, a Student Number will be given to you when you apply to enrol.

3. Name

Title (optional) _____

Family name

Legal family name as stated on your passport or birth certificate

Given name

Legal first given name as stated on your passport or birth certificate

Other legal name(s) (i.e. middle name) _____

Preferred given name _____

Previous family name _____

4. Legal gender

Male Female

5. Date of birth (dd/mm/yy)

/ /

6. NSN/NZQA Number

If you have an NSN (National Student Number) or NZQA number please state

7. Disabilities

Do you live with the effects of significant injury, long-term illness or disability? *The information you supply is confidential.*

No Yes

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, 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. Mental Health
9. Mobility Impairment
10. Speech Impairment
11. Autism Spectrum Disorder
12. Other

8. What is your citizenship category?

Tick the box that best describes your citizenship or permanent residency status.

1. New Zealand Citizen
2. New Zealand Residence Class Visa
Enter country as shown on your passport.

3. Australian Citizen
4. Australian Permanent Resident
Enter country as shown on your passport.

5. Other
If Other, please provide your visa and passport information below.

Passport country _____

Passport number _____

Visa type: Student Visitor Work

Visa expiry date (date/month/year)

9. Will you be residing in New Zealand for the period of your study?

Yes No

This excludes short vacations or during university holidays.

If you know approximately when you will be outside of New Zealand during the period of your study, please indicate dates below:

Outside NZ from _____

Outside NZ until _____

Ministry of Education Rule ENR011: New Zealand Residence Class and Australian citizens or permanent residents who are not residing in New Zealand during their period of study are not classified as domestic students. Therefore if you come under the above citizenship category and are not residing while studying in New Zealand you will be classified as an international student and incur international fees.

10. What is your ethnicity?

You may tick up to three groups. Not all ethnicities are listed. Please tick 'other' if yours does not appear.

- | | |
|---|--|
| <input type="checkbox"/> NZ European/Pākehā | <input type="checkbox"/> Australian |
| <input type="checkbox"/> NZ Māori (refer below) | <input type="checkbox"/> Other European |
| <input type="checkbox"/> Samoan | <input type="checkbox"/> Filipino |
| <input type="checkbox"/> Cook Island Māori | <input type="checkbox"/> Cambodian |
| <input type="checkbox"/> Tongan | <input type="checkbox"/> Vietnamese |
| <input type="checkbox"/> Niuean | <input type="checkbox"/> Other Southeast Asian |
| <input type="checkbox"/> Tokelauan | <input type="checkbox"/> Chinese |
| <input type="checkbox"/> Fijian | <input type="checkbox"/> Indian |
| <input type="checkbox"/> Other Pacific Peoples | <input type="checkbox"/> Sri Lankan |
| <input type="checkbox"/> British/Irish | <input type="checkbox"/> Japanese |
| <input type="checkbox"/> Dutch | <input type="checkbox"/> Korean |
| <input type="checkbox"/> Greek | <input type="checkbox"/> Other Asian |
| <input type="checkbox"/> Polish | <input type="checkbox"/> Middle Eastern |
| <input type="checkbox"/> South Slav | <input type="checkbox"/> Latin American |
| <input type="checkbox"/> Italian | <input type="checkbox"/> African |
| <input type="checkbox"/> German | <input type="checkbox"/> Other |

Please specify if "Other Pacific Peoples", "Other European", "Other Southeast Asian", "Other Asian" or "Other":

11. Iwi (NZ Māori please complete)

If you identified as a New Zealand Māori above, please state your iwi and rohe (you may list up to three iwi). If you do not know your iwi, please enter "unknown".

Iwi _____

Rohe (iwi home area) _____

Iwi _____

Rohe (iwi home area) _____

Iwi _____

Rohe (iwi home area) _____

12. 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 NO, did your other family member graduate?

Yes No Don't know Prefer not to say

Contact Details

13. What is your personal mobile phone number and email address? *UC will communicate with you primarily by email.*

Personal mobile phone number _____

Personal email address _____

14. What is your current address?

Enter the address where you are currently living. Any time you change your address during the year you must notify UC of your new details.

Address _____

City/Town _____

Province/Region (optional) _____

Postcode _____

Country _____

Landline number (optional) _____

15. Permanent address *Your long-term address, eg, a parent's address.*

Address _____

City/Town _____

Province/Region (optional) _____

Postcode _____

Country _____

Landline number (optional) _____

16. Nominate a person who we can contact in an emergency *This is usually a parent, sibling, partner or friend.*

Family name _____

Given name _____

Address _____

City/Town _____

Province/Region (optional) _____

Postcode _____

Country _____

Landline number (optional) _____

Mobile phone number (optional) _____

Email (optional) _____

Relationship to you: Friend Husband / Wife / Partner

Parent / Guardian/ Caregiver Sibling / Family Member

Other _____

University Admission

17. What year did you or will you gain the qualification on which your application is based?

English Language Proficiency

18. What is the language you and your family speak most at home?

- English
- Māori
- Mandarin
- Other Chinese dialect
- Other, please specify _____

English Language Skills

English proficiency is a requirement for admission to the University of Canterbury.

Select one:

- A. I have completed an academic qualification in a country where English is the main language.
Specify country _____
- B. I have sat / will sit an English Language Proficiency test.
Name of test: IELTS TOEFL Cambridge
 Other (specify) _____
Date of test _____
Results (if known) _____
- C. Neither of these describes me.

Academic History

19. What was or will be your main activity on 1 October in the year before you start studying?

- University student (at university other than UC)
- Secondary school student
- Non-employed or beneficiary
- Houseperson or retired
- Wage or salary earner
- Overseas
- Self-employed
- Wānanga student
- Private training establishment (PTE) student
- Polytechnic student

20. What was the last secondary school you attended?

Enter the name of the last secondary school you attended. If this was outside NZ, write "overseas".

21. What was or will be your last year at secondary school?

22. 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** circle

- NCEA Level 3 **or** 1A. Bursary **or** 1B. Scholarship
- University Entrance
- NCEA Level 2 **or** 3A. Sixth Form Certificate
- NCEA Level 1 **or** 4A. School Certificate
- 14 or more credits at any level
- Overseas qualifications
- International Baccalaureate
(please ask the IBO to release your results to the University of Canterbury)
- Cambridge International Examination
Centre No. Candidate No.
Are you expecting more results in January? Yes No
- No formal qualifications
- Other _____
- Not known

23. In what year did you or do you expect to obtain the above secondary school qualification?

 or Not applicable

Current schooling:

- I am currently at school
 I have left school

Other study:

If you have attended another institution since leaving school, please provide the name of the institution

24. What was or will be the year 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.

25. What was or will be your first year in an undergraduate degree/programme at any New Zealand university?

 or Not applicable

An undergraduate degree/programme means study at a Bachelor's degree level (that is, a degree equivalent to NZQF Level 7) at any University or other tertiary institution (such as polytechnic) either in New Zealand or overseas. This does not include certificates, diplomas, trades or hobby courses unless they form part of a larger degree programme.

26. What will be your first year at the University of Canterbury?

27. Have you ever been excluded from UC or any other university?

Yes No

28. Do you want to apply to transfer credit for courses taken at another institution?

Yes No

For more information about transferring credit, see UC's Guide to Enrolment.

For all students transferring credit, please supply your Academic Transcripts / Academic Record. Your application can be assessed with uploaded documents but UC will require the original documents provided by the institution or certified true copies of the originals before credit can be granted.

For students transferring credit from a NZ non-university institution (eg, polytechnic, wānanga) or from an overseas institution, in addition to academic transcripts above please also supply your graduation requirement, and content of courses.

29. Previous tertiary study

If you have studied at any other tertiary institution you may upload your academic transcript, degree certificate etc. in the online application form. If you are unable to upload your documents, you may provide this information:

- by email to: enrol@canterbury.ac.nz
- or post to: Student Services, University of Canterbury, Private Bag 4800, Christchurch 8140, New Zealand
- or hand deliver to: the Student Services Centre.

Your application may not be processed until all required documents have been received.

Financial Accounts

Your fees: what they are, and how to pay them

There are a variety of fees you will need to pay before you are enrolled at UC. These include your tuition fees and Student Services Levy, and potentially a few other non-tuition fees which might apply to you. Some qualifications may also require a special application fee. Please check the Guide to Enrolment or www.canterbury.ac.nz/enrol/fees to see what fees you may need to pay.

If you are offered a place at UC, you will receive an enrolment offer letter outlining how much you will need to pay. You will not be enrolled until these fees are paid or you have made suitable payment arrangements (eg, scholarship or student loan). You cannot pay by instalment.

Application Fee

There is a non-refundable application fee of \$110. We will contact you to tell you how to pay this fee.

30. Student Services Levy rebate

All New Zealand universities charge a student services levy to provide for the various student services on campus. For further information please see www.canterbury.ac.nz/enrol/fees/levy.shtml
Some students may be eligible for a rebate for part of these fees.

Please select the category which best applies to you:

I am not applying for a rebate, because none of the rebate categories apply to me.

Distance student

Students enrolled in distance courses (site code D), who also live outside of the Student Services Levy zone during enrolment.

Distance student declaration:

By selecting this Student Services Levy Rebate category, you agree to the following:

"I declare that I will be residing at an address more than 50km from the greater Christchurch metropolitan area during my studies at the University of Canterbury; that this address will be recorded as my current address; and that I will be studying a distance (site code D) programme of study. On request I will provide such evidence as the University of Canterbury may request in order to support my claim. I understand that providing a false representation of my place of residence could have serious consequences, including the cancellation of my enrolment at the University of Canterbury."

Studying less than 30 points (0.25 EFTS) in a year

Students taking less than 30 points in one year will automatically be eligible for a rebate online.

College of Education part-time students working as an educator

Part-time Education students studying in the College of Education who work as an educator for 12.5 hours per week or more (see the Guide to Enrolment or the Student Services Levy Policy www.canterbury.ac.nz/ucpolicy/GetPolicy.aspx?file=student-services-levy-policy.pdf)

Please provide the University of Canterbury with a letter from your employer addressing the following requirements:

- Employer's letterhead including name and telephone number
- Your job title
- Confirmation that you work as an educator for 12.5 hours per week or more.

You can upload a letter in the online application form, or you may provide this information by email to services-levy-rebate@canterbury.ac.nz or post to: Student Services Levy, University of Canterbury, Private Bag 4800, Christchurch 8140, New Zealand.

Student Services Levy rebate decision

UC will notify you of any rebate decision via email. Financial Services will contact you with details on how to obtain your refund (where applicable). If you authorised payment of your Student Services Levy from your Student Loan, any refund will be paid back to your account at StudyLink.

Lifetime cap

The Student Services Levy has a lifetime cap equivalent to paying the full year levy for five years (eg, five years of study at \$770.00 per annum). For students who receive a rebate, the lifetime cap will not apply until the equivalent of five years of study at the full-year levy has been paid. See the Student Services Levy Policy for further information.

31. Student loan (domestic students)

Do you have a StudyLink student loan, or anticipate applying for a student loan this year?

Yes No

Student loan payment method

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 have not yet applied for a student loan, you need to apply online for a student loan to cover your tuition fees. Please visit StudyLink (www.studylink.govt.nz) and make sure you provide full and correct study details including:

- Education provider ("University of Canterbury"),
- Study programme (eg, "Bachelor of Science"),
- Student ID number,
- Start date (for key dates see www.canterbury.ac.nz/enrol/dates).

Answer "Yes" to the question asking "Do you want a loan to pay for your course fees?"

Make sure you provide the correct postal address so that your student loan contract can be sent to you to complete and return.

Student loan interest write-off

If you already have applied for, or anticipate applying for, a student loan, you may be entitled to have the interest on your loan written off for the period of your study. If you choose to provide the University of Canterbury with your IRD number (below), your number 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 who will determine your eligibility for a full student loan interest write-off, and adjust your student loan account automatically.

32. What is your IRD number? (students paying by NZ student loan)

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 students loans please see Inland Revenue (www.ird.govt.nz).

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 further information.

33. Do you have insurance to study in New Zealand? (international students)

Yes No

To enrol at UC, International students (including International PhD students) MUST have appropriate and current medical and travel insurance while studying in New Zealand. This is a legal requirement under the NZ Ministry of Education Code of Practice for the Pastoral Care of International Students.

For more information see www.canterbury.ac.nz/international/insurance

Select your Qualifications and Courses

34. Study start date

When do you intend to begin your studies?

- February (Semester 1) July (Semester 2)
 Summer school (November or January)

Special applications

Some qualifications require an additional application form, and in some cases an application fee may apply. Please check the Guide to Enrolment or www.canterbury.ac.nz/enrol to see whether your course or programme is listed, and whether there is an associated application form or application process.

If your course or programme requires special application and/or limited entry, and an application form is available, you will need to complete the associated form and return to the address indicated.

If you are required to submit an additional form, please ensure you do so as your application may not be able to be processed until this additional form is received.

First qualification

Including approved double degree programmes (as listed on pages 8–9). Note: A separate application may be required – check the Guide to Enrolment.

35. Choice of first qualification

Enter your choice of qualification, including approved double degree programmes, from the list of qualification codes on pages 8–9 of this worksheet.

Please use the relevant Certificate of Proficiency (COP) qualification code if you are enrolling in only one or two courses which you do not intend to credit towards a specific qualification (eg, BA, BSc) or which are to be credited to another university's qualification.

Qualification code (see pages 8–9) _____

Please enter your intended major subject or subjects if applicable.

Major subject(s) or endorsement(s)*	Qualification
Eg, 1. French	Eg, BA
1.	
2.	
3.	

*Refer to www.canterbury.ac.nz/courses for information on major subjects and endorsements.

36. Do you expect to complete this qualification in your first year of study?

For graduation purposes. Yes No

37. Programme of study – first qualification

Do you intend to study full-time in your first year of study?

Yes No

International students must be full-time to meet student visa requirements. Approval is normally required to study part-time at postgraduate level – please check degree regulations at www.canterbury.ac.nz/regulations

Main enrolment

Enter the courses for the above qualification in the boxes below.

Course code	Semester	Site code (refer below)
Eg, COSC 208	15S1	(C)

2015/2016 Summer Programme enrolment

If you are applying for Summer Programme courses enter them in the relevant box below.

Courses commencing November

Course code	Semester	Site code (refer below)
	15SU2	
	15SU2	
	15SU2	

Courses commencing January

Course code	Semester	Site code (refer below)
	16SU1	
	16SU1	
	16SU1	

Site code is important:

C = Christchurch on site, **D** = Distance, **N** = Nelson, **R** = Rotorua, **Y** = New Plymouth.

Please check that your site code is correct. Failure to do so will mean additional costs if you have to do a change of enrolment after the final refund date.

All students undertaking double degree programmes or intending to enrol concurrently in more than one qualification are advised to seek advice from the Liaison team and/or their College on degree planning and cross-crediting provisions.

Second qualification

Do you wish to select a second qualification if your application for your first choice is unsuccessful?

If yes, name of qualification _____

Advisor recommendation

You can nominate an Advisor who can comment on your suitability for study, and send them the attached form.

Advisor name _____

Advisor role _____

Advisor email _____

38. Health Centre

Details are listed below on how to enrol with the UC Health Centre. This is a College of GP's Accredited Practice providing inexpensive medical, counselling and related services to UC students and staff.

New students

You are encouraged to enrol with the centre while you are a student to access care as cheaply as possible. To learn more go to www.canterbury.ac.nz/healthcentre and complete the Health Centre enrolment form which you can then mail, deliver or email to us. If you choose not to enrol with us, you are still entitled to subsidised care with us but you may pay more than our enrolled patients.

39. Recreation Centre

You can enjoy FREE membership of the UC RecCentre while you are a student to access a variety of recreation, sport and fitness activities. Basic gym membership is free, including most group fitness classes and the climbing wall. Small user charges apply for additional activities.

How to join

- You'll need to have your Canterbury Card,
- Sign up online at www.reccentre.canterbury.ac.nz using your Canterbury Card details,
- Gain entry at the centre using your Canterbury Card (it's now your membership card),
- Alternatively, you can sign up at the RecCentre reception.

For more information go to www.reccentre.canterbury.ac.nz for up-to-date information on our membership prices, activities, facilities and services. Or contact us by phone on +64 3 364 2433.

40. UCSA Membership

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 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).

UCSA membership opt-out

Declaration

41. All students enrolling at UC must read the Declaration below before answering the question.

A positive answer to this question will be taken in the same context as if you were signing the declaration.

- 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) and in the University Privacy Policy, (www.canterbury.ac.nz/ucpolicy/GetPolicy.aspx?file=privacy-policy.pdf) 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.

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.

Checklist

Have you attached the following?

- A certified copy of your academic report/results
- A certified copy of your birth certificate or passport
- A letter explaining why you are applying for special admission and, if required
- Have you passed the recommendation form to your advisor?

Qualification codes

Bachelor's degrees (including UC Intermediate programmes)

Bachelor of Arts	BA
Bachelor of Arts and Bachelor of Commerce	BA/BCom
Bachelor of Arts and Bachelor of Fine Arts	BA/BFA
Bachelor of Arts and Bachelor of Laws	BA/LLB
Bachelor of Arts and Bachelor of Music	BA/MusB
Bachelor of Arts and Bachelor of Science	BA/BSc
Bachelor of Commerce	BCom
Bachelor of Commerce and Bachelor of Forestry Science	BCom/BForSc
Bachelor of Commerce and Bachelor of Laws	BCom/LLB
Bachelor of Criminal Justice	BCJ
Bachelor of Education (Physical Education)	BE(Physical Education)
Bachelor of Engineering with Honours Intermediate	BE(Hons) Int
Bachelor of Engineering with Honours	BE(Hons)
Bachelor of Engineering with Honours and Bachelor of Commerce	BE(Hons)/BCom
Bachelor of Engineering with Honours and Bachelor of Science	BE(Hons)/BSc
Bachelor of Fine Arts Intermediate	BFA Int
Bachelor of Fine Arts	BFA
Bachelor of Forestry Science	BForSc
Bachelor of Health Sciences	BHSc
Bachelor of Laws	LLB
Bachelor of Music	MusB
Bachelor of Science	BSc
Bachelor of Science and Bachelor of Commerce	BSc/BCom
Bachelor of Science and Bachelor of Laws	BSc/LLB
Bachelor of Science and Bachelor of Music	BSc/MusB
Bachelor of Social Work	BSW
Bachelor of Speech and Language Pathology with Honours Intermediate	BSLP Int
Bachelor of Sport Coaching	BSpC
Bachelor of Teaching and Learning (Early Childhood)	BTchLn(EarlyChildhood)
Bachelor of Teaching and Learning (Primary)	BTchLn(Primary)

Certificates

Certificate in Arts	CertArts
Certificate in Languages	CertLang
Certificate in Learning Support	CertLS
Certificate in Science	CertSc
Te Poutahi: Certificate in Arts (Māori and Indigenous Studies)	CertArts(MaoinStudies)
Te Poutahi Reo: Certificate in Arts (Te Reo Māori)	CertArts(TeReoMaori)

Certificates of Proficiency

Certificate of Proficiency Arts (Undergraduate)	COP Arts
Certificate of Proficiency Commerce (Undergraduate)	COP Commerce
Certificate of Proficiency Education (Undergraduate)	COP Education
Certificate of Proficiency Engineering (Undergraduate)	COP Engineering
Certificate of Proficiency Fine Arts (Undergraduate)	COP Fine Arts
Certificate of Proficiency Forestry (Undergraduate)	COP Forestry
Certificate of Proficiency Law (Undergraduate)	COP Law
Certificate of Proficiency Music (Undergraduate)	COP Music
Certificate of Proficiency Science (Undergraduate)	COP Science

Diplomas

Diploma in Chinese Language	DipChinLang
Diploma in Early Childhood Education	DipECE
Diploma in Japanese Language	DipJapaLang
Diploma in Teaching and Learning (Early Childhood)	DipTchLn(EarlyChildhood)
Te Pourua: Diploma in Māori and Indigenous Studies	DipMaoinStudies
Te Pourua Reo: Diploma in Te Reo Māori	DipTeReoMaori

Intermediate programmes – for entry to other universities

Chiropractic Intermediate	Chiro Int
Optometry Intermediate	Opto Int
Veterinary Science Intermediate	VetSc Int
Other Intermediate	Other (State)

*Subject to Universities New Zealand CUAP approval due December 2014.

†Not open to new enrolments.

Enrolment process

To get the most recent information or to get more details on the enrolment process go to www.canterbury.ac.nz/enrol or contact the UC Contact Centre on 0800 VARSITY (827 748) or +64 3 364 2555 or enrol@canterbury.ac.nz
 To download a copy of the Guide to Enrolment go to www.canterbury.ac.nz/publications

Step	Online resource
1. Check your eligibility See the 2016 Guide to Enrolment pages 8–10 for more details.	www.canterbury.ac.nz/enrol/eligibility
2. Select your qualifications and courses Choose your qualification and courses online: see the 2016 Guide to Enrolment pages 14–15 and degree information on page 35. Some degrees require a special application for entry or have a limited number of places available: see the Guide to Enrolment pages 39–43.	www.canterbury.ac.nz/courses/quals_all.shtml www.canterbury.ac.nz/subjects www.canterbury.ac.nz/courses www.canterbury.ac.nz/liaison/advice www.canterbury.ac.nz/admissions/ltd_entry.shtml
3. Apply to enrol Applications for 2016 open 6 October 2015 and close 14 December 2015 for most domestic undergraduate first-year students. Other dates apply for initial teacher education and sport coaching applicants and international students.	https://myuc.canterbury.ac.nz www.canterbury.ac.nz/enrol
4. Check the progress of your application Within five working days of submitting your application you will be sent an email or letter about the status of your enrolment or you can continue to check the status of your application online.	https://myuc.canterbury.ac.nz
5. Fees guide See the 2016 Guide to Enrolment pages 27–29 for more details and page 20 for potential sources of financial support.	www.canterbury.ac.nz/enrol/fees
6. Accept the Enrolment Offer and pay your fees To become fully enrolled at UC you need to accept the Enrolment Offer either online or by phoning the UC Contact Centre AND pay the fees detailed on the Statement of Fees.	www.canterbury.ac.nz/enrol/fees
7. Change your courses or withdraw (if required)	https://myuc.canterbury.ac.nz
8. Start at UC A confirmation email will be sent to you confirming that you are enrolled and telling you where you can get your Canterbury Card (Student ID) and how to access timetable information.	www.library.canterbury.ac.nz www.fm.canterbury.ac.nz/operational/card www.canterbury.ac.nz/healthcentre www.reccentre.canterbury.ac.nz www.canterbury.ac.nz/support

Recommendation form

You have been nominated as an advisor for the applicant below who has applied for Special Admission to the University of Canterbury. Please complete this form and send it to admission@canterbury.ac.nz or Admissions, Student Services, University of Canterbury, Private Bag 4800, Christchurch 8140. Thank you for your assistance.

FOR USE BY ADVISOR – This must be confidential

Name of Applicant _____

Applicant's date of birth / /

Qualification applied for _____

Subject(s) applied for _____

Please comment on the applicant's readiness and suitability for university study:

In your opinion will the applicant be able to succeed academically at university?

In your opinion will the applicant be able to cope socially/emotionally with university study?

In your opinion is university enrolment in the best interest of the applicant? Yes No

Name _____

School _____ Signature _____ Date _____

Counter signed by Principal (where applicable) _____