

# Discretionary Entrance

**This is not an admission route for those who have failed to achieve University Entrance.**  
**Meeting the criteria below does not give automatic admission. All applications will be assessed on an individual basis.**  
Students who do not have a University Entrance (UE) qualification may be eligible to apply **for consideration** for Discretionary Entrance.

## Discretionary Entrance

### Criteria:

- You are a NZ Citizen or Holder of a NZ Residence Class Visa or Australian citizen or permanent resident.
- You will be 16 years of age or older by 31 December in the year of application.
- You will be under 20 years of age on the official start date of your courses.

### *If you are using NCEA for admission you must also have:*

- gained a minimum of 72 credits at NCEA Level 2 including a minimum of 14 credits in each of four subjects (three of which must be approved subjects) and a minimum of 60 Merits and Excellence credits; and have met the literacy and numeracy standards required for UE.
- NOT undertaken Year 13 study beyond 1 June if intending to enrol in February the following year.

### *If you are using International Baccalaureate (IB) for admission you must have:*

- gained a minimum of 24 points but have not been awarded the International Baccalaureate Diploma.

### *If you are a NZ Secondary School Exchange student you must have:*

- NCEA Level 2, including a minimum of 14 credits in three approved subjects.
- achieved the literacy and numeracy standards for university entrance.
- evidence of having studied overseas, post year 12, for a minimum of 20 weeks on an official exchange programme such as AFS or Rotary.
- a supporting letter from the principal of the school you attended overseas is required. If this is not in English an official translation is required. This supporting letter must be on school letterhead, state duration of study, and a comment of your overall standard of academic conduct and participation.
- transcript of your studies completed on exchange if possible.

## Important Information regarding your application

- If you are still at school, you will require a recommendation from an adviser as to your readiness and suitability for university study. An adviser will be your Principal or Careers Adviser. You will normally have an interview with your adviser and this will contribute to their recommendation.
- 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.
- Discretionary Entrance 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.
- Please note that any courses taken, failed or passed will be permanently recorded on your transcript and will be calculated into your GPA at UC.

## How to apply

You can apply to enrol online at <https://myuc.canterbury.ac.nz>.

**The last date for accepting applications from domestic students is 12<sup>th</sup> December in the year prior to the year of enrolment.**

**If you are still at school**, email all the required documents to us at [admission@canterbury.ac.nz](mailto:admission@canterbury.ac.nz). Send the recommendation form to your Principal or adviser. Your adviser will forward your completed application form to the University as this must be confidential. Please supply the appropriate addressed envelope for this purpose.

**If you have left school**, email all the required documents to us at [admission@canterbury.ac.nz](mailto:admission@canterbury.ac.nz).

You may be contacted to arrange an interview. For applicants living outside Christchurch this can be conducted by phone.

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 and International).

## 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. Copies of all your academic records
3. You must write a letter in support of your application giving reasons why Discretionary Entrance is required.  
You may also include letters of support from others.

*\*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 **Discretionary Entrance** contact the Liaison Office:

Free phone: 0800 827 748 or email [liaison@canterbury.ac.nz](mailto:liaison@canterbury.ac.nz)

# Recommendation form

You have been nominated as an adviser for the applicant below who has applied for Discretionary Entrance to the University of Canterbury. Please complete this form and send it to [admission@canterbury.ac.nz](mailto:admission@canterbury.ac.nz) or Admissions, Student Services, University of Canterbury, Private Bag 4800, Christchurch 8140. Thank you for your assistance.

FOR USE BY ADVISER – 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:

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

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

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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) \_\_\_\_\_