

# Application for Admission to Undergraduate/Postgraduate Study for international student



**LINCOLN**  
UNIVERSITY  
TE WHARE WĀNAKA O AORAKI

## A. Personal Information

Legal Family Name

Given name/s

Preferred given name

Gender  Male  Female

Postal Address

Date of birth DD / MM / YYYY

Country of birth

Country of Citizenship

Permanent address in home country

Country

Telephone

Country

Email

Telephone

Please print clearly as we will send an email with your username and password for LUCAS, our enrolment system.

## B. Study Information

Have you studied at Lincoln University before?  Yes  No

Which degree/qualification is this application for?

When do you intend to begin your studies? Year Intake

Have you discussed your proposal with an academic staff member? (Masters by thesis and PhD applicants only) Name of Academic

Please note: Master's by thesis and PhD students can commence at the beginning of any month with the approval of their supervisor and faculty head.

## C. Academic Background

Please provide details for either completed or partially completed previous study, and attach certified copies of transcripts and certificates

Name of Institution	Country	Name of Qualification	Date started	Date completed

Are you currently awaiting results of university studies undertaken this year?  Yes  No Please indicate when these results will be available:

## D. English Proficiency

Is English your first language?  Yes  No

Please complete details of English language tests you have taken.

Test Type (e.g. IELTS, TOEFL)	Score Details	Date Taken

Do you wish to study an English language course at Lincoln University before beginning your academic programme?  No  Yes

Please send me an offer letter confirming a place in Lincoln's English Language School. Minimum 12-week courses must be taken prior to the start of the academic programme. For more information visit [www.lincoln.ac.nz/english](http://www.lincoln.ac.nz/english) What month?

## E. Agent

This application is submitted on behalf of the applicant, by an approved agent of Lincoln University.

Lincoln University Agent ID#

Agent Email

Agent Name

Agent Signature

## F. Checklist

### Academic transcript(s)

These must be an original or a verified copy. Your transcript must include courses taken and marks/grades achieved, key to the grading system and confirmation that you have completed the course requirements or provide graduation certificates.

English language test (original test scores should be sent by the testing centre to Lincoln University. Lincoln University's institution code for TOEFL tests is 9479)

### Birth certificate or passport

Original or verified copy of your birth certificate or passport, showing the same name that is on your academic documents.

### Curriculum Vitae (Masters and PhD applicants only)

Should be brief and must include tertiary education and any employment or project experience.

### Statement of Research Interest (Research masters and PhD applicants only)

This is used by the University for two main purposes:

1. To assess your relative preparedness for postgraduate study
2. To assist with matching you with appropriate supervisors.

Please note: Your statement needs to be two or three pages in length, and it must be written in your own words. If you have already prepared a draft research proposal, you may submit this as your statement. Include at least one page on the background to the problem, issue or area that you propose to research. This should

set the research into its context, and include a few citations to key literature.

- State the overall research aims or research hypotheses to be tested, i.e. what the research will attempt to accomplish
- Describe a proposed approach for the research, i.e. the steps you would follow to fulfil the research aim or test the research hypotheses
- Include full references for any literature referred to in your statement
- Submission of a statement does not commit you or the University to undertake the proposed research. Your eventual research project will emerge as the result of negotiation between you and the research advisor(s)
- The statement is not the same as the formal research proposal you will produce for your thesis (although the statement may be helpful in developing the full proposal)
- You are strongly urged to discuss your research interests with an advisor before submitting your application. The advisor will be in a position to provide feedback on a draft of your statement.

### Two references (Research masters and PhD applicants only)

Your referees should both be in a position to comment on your academic performance and ability to complete the degree. If you have completed a thesis, dissertation or project we will expect your supervisor to provide a reference. Your application can be processed more quickly if these confidential reports are attached to this form in sealed envelopes. A standard referee form is supplied with this.

## G. Verified Documentation

What is verified documentation?	Who can verify my documents?	How do they verify documents?
A verified copy of a document is a photocopy which has been certified as a true, unaltered copy by one of the people shown here	<ul style="list-style-type: none"> <li>• Lincoln University Registry Staff</li> <li>• Justice of the Peace</li> <li>• Notary Public</li> <li>• Solicitor</li> <li>• School Principal</li> <li>• Selected international agents of Lincoln University</li> <li>• Lincoln University Liaison Team</li> </ul>	The person who verifies your document(s) should state they have seen the original document, print their full name, address, sign and date the document and use their official stamp.

## H. Declaration

- I declare that to the best of my knowledge the information supplied above is correct and complete. I acknowledge that the provision of incomplete, misleading or fraudulent information may lead to the review of any decision made in respect of this application
- I declare that the application may be used for purposes relating to my enrolment as a student by members of the academic and administrative staff of Lincoln University, or of any other tertiary institution in New Zealand or Australia, to which I may subsequently transfer
- I declare that the application may also be used for purposes external to the University when it is in statistical form or when it is not to my disadvantage, and also when disclosure is required to comply with the provisions of the Privacy Act 2020 (New Zealand only)
- I declare that I have the right to see and correct, if necessary, the information I have provided
- I declare that, if this application is submitted through an agent of the University, the outcome of the application will be communicated to the agent, unless I state otherwise
- I declare that my enrolment cannot proceed without my consent to the foregoing conditions
- I have read and understood the terms and conditions of the Lincoln University International Student Refund Policy (for international students only)

- I am confirming that my evidence of identity belongs to me when using my electronic signature. I authorise the use of my unique identifier for admission and enrolment purposes. I accept all responsibility for all usage of my unique identifier. I agree not to give my unique identifier or password to other people. I agree that all future use by myself of my unique identifier as an electronic signature will be legally binding upon me
- I understand and agree that, upon registration as a student at Lincoln University, I am obliged to make myself familiar with and obey the University's rules and regulations as published in the 'Calendar' and associated materials. These regulations include, but are not limited to, the payment and refund of fees, computer use, copyright, examinations, library use and subject cancellations. I understand that late payment of any fees may attract an additional administration fee, penalty interest and/or collections costs
- I declare that, to the best of my knowledge, all the information supplied on and with this enrolment form is true and complete. I acknowledge that my admission or registration may be cancelled if the information supplied on this form is not truthful or accurate. I consent to the disclosure of personal information as described above.

Applicant's signature\*

Date

DD / MM / YYYY

The University reserves the right to change its qualifications and starting dates from time to time. Please refer to the website for current information

\*By typing your name here you are providing an electronic signature that is legally binding, as described in the New Zealand's Contract and Commercial Law Act 2017.