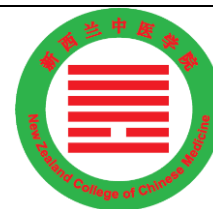


New Zealand College of Chinese Medicine

International Enrolment Form 2027



P O Box 17467, Greenlane
Auckland 1546

Email: enrolment@chinesemedicine.ac.nz
Phone: 09 580 2376 or 0800888518

Welcome to the New Zealand College of Chinese Medicine.

Please read the instructions below carefully before you complete this Enrolment Form.

INSTRUCTIONS

The purpose of this enrolment form is to collect information required to enrol you in a programme at the New Zealand College of Chinese Medicine. We also gather information needed by government agencies for statistical and registration purposes.

- To ensure your application is processed smoothly, please follow these steps carefully:
- Complete all sections of the form. Incomplete forms may result in delays in your enrolment.
- Print your answers clearly in pen (if completing a paper form) or tick the appropriate boxes for multiple-choice questions.
- If completing the form digitally, ensure all fields are filled in accurately and selections are made where required.
- Sign the form where indicated. Your signature confirms the accuracy of the information provided.
- Attach all required supporting documents.
- A detailed list of the documents needed for enrolment verification and government funding including but not limited to official identification, English language requirements and police checks can be found on page 6.

If you have questions or need assistance while completing the form, contact the College enrolment team.

STUDENT APPLICANT'S NAME -----

A QUALIFICATION

1	Please tick the qualification you are enrolling for in 2027	☐ Master of Chinese Medicine ☐ Bachelor of Health Science with major in: 1. ☐ Chinese Medicine (CM) 2. ☐ Acupuncture (Acu) ☐ Graduate Certificate in Chinese Medicine (Tuina Massage) - (Level 7) ☐ Diploma in Tuina - (Level 7) ☐ NZ Diploma in Remedial Massage (Level 6) ☐ NZ Diploma in Wellness and Relaxation Massage (Level 5) ☐ NZ Certificate in English (Level 5)-Academic ☐ NZ Certificate in English (Level 4)-Academic	Office Use
	Qualification Start Date:	_____ / _____ / 2027	
	Qualification End Date (if known):	_____ / _____ / _____	
2	Have you studied at NZCCM before?	Yes ☐ No ☐	
3	Do you intend to study:	Part-time ☐ Full time ☐	
	Office use only Programme start date	Office use only Programme completion date	
4	Please enter the codes of the courses you wish to enrol in for 2027:		
	Course Code:	Course Code:	
	Course Code:	Course Code:	
	Course Code:	Course Code:	

B	PERSONAL DETAILS										
5	Print your full legal name										
	Family Name										
	Given Name(s)										
6	Preferred first name:										
	Previous name(s) you were known by:										
7	If you have previously enrolled at NZCCM under another name, what was that name?										
8	Preferred title	Ms	☐	Miss	☐	Mrs	☐	Mr	☐	Other (Specify)	
9	Date of Birth							10	Gender:	Male	☐
		day	month	year						Female	☐
										Another Gender	☐
11	If you know your NSN (National Student Number), please write it here. <i>If you answered Yes to Question 2, you MUST fill in this section.</i>					-					
12	NZ IRD Number <i>You MUST provide your IRD number if you are intending to claim Final Year Fees Free after gaining your qualification.</i>					-					
13	Citizenship and Residency <i>You may need to supply evidence of residence or citizenship</i>			Tick the box that best describes your citizenship:							
				New Zealand Citizen ☐ NZL, go to 12a				Australian Citizen ☐ AUS, go to 12a			
				Other ☐ If "Other", Please specify your Country of Citizenship (For students with dual citizenship, specify the country of citizenship of the passport used to enter New Zealand.): Country of Citizenship: _____							
				Tick the box if you have New Zealand or Australian Permanent Resident Status: New Zealand Resident Visa Holder ☐ Australian Permanent Resident ☐							
14a	During your time studying in this qualification will you be residents in New Zealand or overseas?			In New Zealand ☐ Overseas ☐							

14b	Please also specify your fee/assistance status. Note: * Always use 00 for New Zealand Citizen; use 00 for New Zealand resident visa holder and Australian Citizen or Australian Permanent Resident residing in New Zealand during the time studying this qualification. ** Use 06 for a student enrolled in a programme of study that is: • A PhD (level 10 on the NZQF); and • Wholly research (for example, 120-point thesis) Use 03 for an international student enrolled in a programme of study that is a Masters (Level 9 on the NZQF) or a Doctoral Programme, excluding PhDs (Level 10 on the NZQF).	☐ Domestic Student* 00 ☐ NZAID Student 01 ☐ International Fee-Paying Student (including people on current work visa) 03 ☐ Student on a recognised exchange scheme 04 ☐ Foreign Research Based Post-Graduate** 06 ☐ Diplomatic staff or family, or persons associated with Antarctic Programme 08 ☐ International On-Shore PhD student 09 ☐ International student doing ITO off-job training 12 ☐ Refugee or protected person, yet to be granted a resident visa; the immediate family ^[1], also without a resident visa, of a person with refugee or protected person status; and those who have made a claim to be recognised as a refugee or protected person 13 ☐ 2021 Resident Visa pathway, children aged 25 years or under on 1 January 2022 and residing in New Zealand, of a person on an eligible work visa for the 2021 Resident Visa ^[2] ¹⁴																																																																									
15	What ethnic group(s) do you belong to? You may tick up to three boxes, which apply to you*	<table border="0"> <tr> <td>New Zealand European</td><td>☐ 111</td> <td>Filipino</td><td>☐ 411</td> </tr> <tr> <td>Māori</td><td>☐ 211</td> <td>Cambodian</td><td>☐ 412</td> </tr> <tr> <td>Samoan</td><td>☐ 311</td> <td>Vietnamese</td><td>☐ 413</td> </tr> <tr> <td>Cook Islands Māori</td><td>☐ 321</td> <td>Other Southeast Asian</td><td>☐ 414</td> </tr> <tr> <td>Tongan</td><td>☐ 331</td> <td>Chinese</td><td>☐ 421</td> </tr> <tr> <td>Niuean</td><td>☐ 341</td> <td>Indian</td><td>☐ 431</td> </tr> <tr> <td>Tokelauan</td><td>☐ 351</td> <td>Sri Lankan</td><td>☐ 441</td> </tr> <tr> <td>Fijian</td><td>☐ 361</td> <td>Japanese</td><td>☐ 442</td> </tr> <tr> <td>Other Pacific Peoples</td><td>☐ 371</td> <td>Korean</td><td>☐ 443</td> </tr> <tr> <td>British and Irish</td><td>☐ 121</td> <td>Other Asian</td><td>☐ 444</td> </tr> <tr> <td>Dutch</td><td>☐ 122</td> <td>Middle Eastern</td><td>☐ 511</td> </tr> <tr> <td>Greek</td><td>☐ 123</td> <td>Latin American</td><td>☐ 521</td> </tr> <tr> <td>Polish</td><td>☐ 124</td> <td>African</td><td>☐ 531</td> </tr> <tr> <td>South Slav</td><td>☐ 125</td> <td>Other Ethnicity</td><td>☐ 611</td> </tr> <tr> <td>Italian</td><td>☐ 126</td> <td>Not Stated</td><td>☐ 999</td> </tr> <tr> <td>German</td><td>☐ 127</td> <td></td><td></td> </tr> <tr> <td>Australian</td><td>☐ 128</td> <td></td><td></td> </tr> <tr> <td>Other European</td><td>☐ 129</td> <td></td><td></td> </tr> </table> If "Other Pacific Peoples", "Other European", "Other Southeast Asian", "Other Asian" or "Other" please specify what specific ethnicity below.		New Zealand European	☐ 111	Filipino	☐ 411	Māori	☐ 211	Cambodian	☐ 412	Samoan	☐ 311	Vietnamese	☐ 413	Cook Islands Māori	☐ 321	Other Southeast Asian	☐ 414	Tongan	☐ 331	Chinese	☐ 421	Niuean	☐ 341	Indian	☐ 431	Tokelauan	☐ 351	Sri Lankan	☐ 441	Fijian	☐ 361	Japanese	☐ 442	Other Pacific Peoples	☐ 371	Korean	☐ 443	British and Irish	☐ 121	Other Asian	☐ 444	Dutch	☐ 122	Middle Eastern	☐ 511	Greek	☐ 123	Latin American	☐ 521	Polish	☐ 124	African	☐ 531	South Slav	☐ 125	Other Ethnicity	☐ 611	Italian	☐ 126	Not Stated	☐ 999	German	☐ 127			Australian	☐ 128			Other European	☐ 129		
New Zealand European	☐ 111	Filipino	☐ 411																																																																								
Māori	☐ 211	Cambodian	☐ 412																																																																								
Samoan	☐ 311	Vietnamese	☐ 413																																																																								
Cook Islands Māori	☐ 321	Other Southeast Asian	☐ 414																																																																								
Tongan	☐ 331	Chinese	☐ 421																																																																								
Niuean	☐ 341	Indian	☐ 431																																																																								
Tokelauan	☐ 351	Sri Lankan	☐ 441																																																																								
Fijian	☐ 361	Japanese	☐ 442																																																																								
Other Pacific Peoples	☐ 371	Korean	☐ 443																																																																								
British and Irish	☐ 121	Other Asian	☐ 444																																																																								
Dutch	☐ 122	Middle Eastern	☐ 511																																																																								
Greek	☐ 123	Latin American	☐ 521																																																																								
Polish	☐ 124	African	☐ 531																																																																								
South Slav	☐ 125	Other Ethnicity	☐ 611																																																																								
Italian	☐ 126	Not Stated	☐ 999																																																																								
German	☐ 127																																																																										
Australian	☐ 128																																																																										
Other European	☐ 129																																																																										
16	If you identified as Māori in Question 15, What is the name of your iwi affiliation?? You may enter more than one iwi. If you do not know your iwi, please enter 'Don't Know'.	<i>Iwi:</i> <i>Rohe (Iwi home area):</i> <i>Iwi:</i> <i>Rohe (Iwi home area):</i> <i>Iwi:</i> <i>Rohe (Iwi home area):</i>																																																																									

¹ 'Immediate family' is used as defined by the Domestic Tertiary Students Notice (2)(c) as including the partner and any child in New Zealand of a person recognised as a refugee or protected person, or if the person recognised is a dependent child, their parents and any siblings in New Zealand. Refer to www.education.govt.nz/our-work/legislation/definition-of-domestic-student/

² The specific criteria are outlined in the Domestic Tertiary Students Notice (2)(j). Refer to www.education.govt.nz/our-work/legislation/definition-of-domestic-student/

17	What was your MAIN activity or occupation in New Zealand on 1 October 2025 – that is before you began your study? <i>Please tick only one box.</i>	☐ Secondary school student 01 ☐ Non-employed or beneficiary (excluding retired) 02 ☐ Wage or salary worker 03 ☐ Self-employed 04 ☐ University student 05 ☐ Polytechnic student 06 ☐ House-person or retired 08 ☐ Overseas (irrespective of occupation) 09 ☐ Private Training Establishment student 11 ☐ Wānanga student 12	
18	Police Vetting is a compulsory part of our admissions process for applicants entering clinical placements or other regulated settings. Applicants are required to submit a Consent Form for Police Vetting, and any associated costs for vetting are the responsibility of the applicant, unless specified otherwise by NZCCM. <i>Domestic Students and APL applicants will be subject to New Zealand Police Vetting, and where applicable, overseas police clearances if they have resided overseas.</i>	☐ I Consent to police vetting ☐ I have received and signed the Consent Form and have paid the appropriate fee	
19 a	Do you live with the effects of significant injury, long-term illness, or disability? Please describe your condition briefly.	Yes	☐
		No	☐
19 b	Disability Support Required? If yes, please attach the relevant diagnosis from a specialist practitioner to specify the support needed:	Yes	☐
	No ☐ I declare that all information provided about my significant injury, long-term illness, or disability is correct. Signed by ----- Date ----- <i>The information you supply will be kept confidential and used solely for the purpose of support while studying at NZCCM.</i>		

C ACADEMIC INFORMATION		
20	Secondary Education	a) What was the name of the last secondary school you attended? Include the city and country. _____ b) What year was your last at secondary school? c) What is the highest level of achievement you obtained at secondary school? <i>Your highest achievement may be a traditional award such as School Certificate, or you may have earned credits or a National Certificate at a certain level on the National Qualifications Framework (NQF). Your NZQA Record of Achievement will show the standards, credits, and qualifications you have achieved.</i> Please tick only one box. ☐ No formal secondary qualifications 00 ☐ 14 or more credits at any level 11 ☐ NCEA Level 1 or School Certificate 12 ☐ NCEA Level 2 or 6th Form Certificate 13 ☐ University Entrance 14 ☐ NCEA Level 3 or Bursary or Scholarship 15 ☐ Overseas qualification (IB & Cambridge Exams) 19 ☐ Other 98 ☐ Not Known 99 If you selected "Overseas qualification" or "Other," please provide details of your qualification at secondary school level.
21	Tertiary Education <i>Do not include enrolments in community classes.</i>	Will this be the <i>first time</i> you have enrolled in a University, Subsidiaries of Te Pūkenga (<i>Institutes of Technology or Polytechnics</i>), College of Education, Industry Training Organisation, Government Training Establishment, Private Training Establishment or Wānanga either in New Zealand or overseas <i>since</i> leaving school? No ☐ Yes ☐ If you answered "No", please enter the name of the organisation you studied at and the first year of your enrolment: Organisation name: _____ Year: What year do you expect to complete the academic requirements of your course/s in order to graduate with your qualification? Year:

22	Please list all of the tertiary qualifications you hold, the month and year you completed each, and the tertiary education organisation that it was completed at.			
		Tertiary education organisation	Qualification	Month and year of completion
		Alternatively, attach your academic transcript from the tertiary education organisation and/or a copy of your NZQA record of achievement.		

D AGENT INFORMATION	
Are you using a student recruitment agent to assist you with this application? Yes ☐ No ☐	If you answered yes, then please complete the following: Agent's Name: Company Name: Address: Phone Number: Email Address:
E DOCUMENTATION	
International students are required to provide each of the following: ☐ Passport ☐ Student Visa /Permit ☐ IELTS/TOEFL score/ 'other' (if English is second language). (Please note that the requirements may vary for each qualification (refer to the Prospectus) ☐ Previous Academic Records and qualifications (academic transcript if seeking RPL) ☐ Travel/medical insurance policy ☐ Police Vetting authorisation <i>You must either provide the original documentation OR alternatively please provide a certified copy. This means a photocopy of your original document, signed as being a true and accurate copy by a Justice of the Peace (JP), Barrister or Solicitor, Notary Public, Court Register, or Deputy Registrar.</i>	Please list here all documents that you have attached to this enrolment form. <i>Documents should be securely stapled to the back of the form.</i>
F BANK ACCOUNT DETAILS	
24	To process any scholarship/refund/subsidy payment to your account in a timely manner, please provide your bank account details. --- / --- / ---

G CONTACT DETAILS			
25	Address and contact details in New Zealand	Home Address: Street Address: Suburb: Town/City: Post Code:	What type of accommodation is this? ☐ Own an apartment, flat, or house ☐ Boarding establishment (e.g. hostel) ☐ Homestay ☐ Living with a designated caregiver ☐ Living with parents ☐ Private board ☐ Temporary (e.g. hotel or motel)
		Phone: ()	Mobile: ()
		Email:	
		What is your postal address if different from the above?	
Please note that you are required to notify NZCCM of any change in your contact details or type of accommodation.			
26	Next of kin (if you are under the age of 18 this should be your parents):	Name: Address: Post Code:	Relationship: Phone: () Mobile: Email: Do they speak English? Yes ☐ No ☐
27	Emergency Contact in New Zealand if different from next of kin	Name: Address: Post Code:	Relationship: Phone: () Mobile: Email: Do they speak English? Yes ☐ No ☐
28	Permanent address in home country if different from next of kin		Phone: () Mobile: Email: Do they speak English? Yes ☐ No ☐

H ALTERATIONS or CANCELLATIONS or OVERSUBSCRIPTIONS		
The College reserves the right to: • Cancel a course or programme due to insufficient enrolment numbers. • Change course delivered in any Semester to meet exit qualification requirements. • Make changes to its policies, procedures, and requirements as deemed necessary, subject to Council and Senior Management approval. • Alter the course content, provision, or fees for any course or programme subject to NZQA and TEC approval. • All tuition fees, and any discounts only apply to the current year and are subject to annual review in accordance with NZQA and Tertiary Education Commission (TEC) fee-setting policies. There is no ongoing right to discount access. • The College has a waitlist policy providing for oversubscriptions. Being on a waitlist does not guarantee a place		
I IMPORTANT INFORMATION		
29	Code of Practice	NZCCM has agreed to observe and be bound by the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 administered by the New Zealand Qualifications Authority (NZQA). Copies of the Code are available on request from this institution or the NZQA website.
30	Immigration	Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through Immigration New Zealand and can be viewed on their website . www.immigration.govt.nz
31	Eligibility for Health Services	Most international students are not entitled to publicly-funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly-funded health services are available through the Ministry of Health and can be viewed on the website www.moh.govt.nz .
32	Accident Insurance	The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents, and temporary visitors to New Zealand. However, you may still be liable for all other medical and related costs – see Section 32. International students need to ensure their medical and travel cover includes accident cover. Further information can be viewed on the ACC website at: http://acc.co.nz
33	Medical and travel insurance	International students must have continuous appropriate and current medical and travel insurance while studying in New Zealand, and evidence is required to be kept by the College during the student's period of study. Medical insurance is not covered by tuition fees. NZCCM may assist with appropriate insurance through Southern Cross travel Insurance (SCTI). You can contact SCTI by email at info@scti.c.nz or visit the website www.scti.co.nz If you have not secured appropriate medical insurance prior to arriving in New Zealand, we will invoice you for this and assist you in taking out a policy. Evidence of your current policy will be taken and kept on your student file. If you fail to show evidence of medical or travel insurance, you will be unable to commence your course. Fees for medical insurance range from approximately \$300.00 – \$650.00 for a full year.

34	Fees and refund policy details for International Students	International Students: As per Section 529 of the Education and Training Act 2020, students have the Following entitlements: Students have the following entitlements: • If the programme is cancelled before the commencement date, either through low enrolment numbers or a course closure, students will receive a full refund. • If a student's visa application is declined, a refund will be issued minus a \$500 administration fee. If a student's visa is approved but they withdraw before the course start date, NZCCM will retain 10% of the total fees paid to cover actual expenses incurred at the enrolment stage, which may include: • Admission processing and administration • Application assessment and processing • English placement test • Immigration reporting • Insurance • International recruitment and marketing costs • Public Trust account fees International students enrolled in courses of three months or longer may withdraw up to the end of the 10th working day of the start date of the programme and are entitled to the following. The College will retain up to 25% of the course fee: • 20% if withdrawal occurs before the 5th working day • 25% if withdrawal occurs between the 6th and 10th working days Refunds will be processed according to the date of withdrawal. Actual expenses incurred at enrolment stage and attended study may include, but are not limited to: • Admission processing and administration • Application assessment and processing • English placement test • Immigration reporting • Insurance • International recruitment and marketing costs • Police vetting, if required • Public Trust account fees • Tuition and related costs (e.g., library, student services) If the student withdraws after the refund period, there is no right to receive a refund. When a refund is determined, NZCCM will provide the student with an indication of how the deductions have been calculated. If the student is unhappy with the amount that NZCCM has withheld in the refund, they can lodge a complaint with the NZQA Disputes Resolution Service through iStudent Complaints. NZCCM reserves the right to cancel any programme or courses for which there are insufficient enrolments, and a full refund of any course-related fees paid by students will automatically be given. In the event of a Course Closure Event, NZCCM will refund students on a pro-rata basis according to the proportion of the undelivered services provided by the College to the student. If programme fees have been paid from a student loan, StudyLink will be notified, and any refund will be sent to the appropriate student loan account management authority. Domestic student withdrawal from a course may affect further access to student loans and allowances. The refund process may take up to 2 weeks, or longer, where there are unusual circumstances. When an international student withdraws from study, NZCCM is obliged to inform Immigration New Zealand (INZ) in writing, within 7 days of the withdrawal. New Zealand College of Chinese Medicine staff will ensure all students are fully aware of the Early and Voluntary Withdrawals and Student Fees Refund Policy. Students should also be notified that processing of refunds may take up to 2 weeks, or longer, where unusual circumstances arise. A full refund of any and all course-related fees paid by students will automatically be given for programmes which are cancelled by New Zealand College of Chinese Medicine, or which did not start due to an insufficient number of enrolments. In the event of a Course Closure Event New Zealand College of Chinese Medicine will refund students on a pro-rata basis according to the proportion of the undelivered services provided by the College to the student. New Zealand College of Chinese Medicine reserves the right to cancel any programme for which there are insufficient enrolments. If programme fees have been paid from a student loan, Studylink will be notified, and any refund will be sent to the appropriate student loan account management authority. New Zealand College of Chinese Medicine staff will ensure all students are aware that withdrawal from a course may affect student loans and allowances. Students should also be notified that processing of refunds may take up to 2 weeks, or longer where unusual circumstances arise.
----	---	--

DECLARATION

Privacy statement

The [Privacy Act 2020](#) has the stated aim of protecting and promoting the privacy of individuals. It governs the collection, use, storage and disclosure of personal information. [name of TEO] handles personal information in accordance with the 13 information privacy principles in the Act.

NZCCM collects and stores personal information from this form to:

- comply with the requirements of the [Education and Training Act 2020](#) and other legislation relating to maintenance of records
- manage its business, including internal reporting, administrative processes and selection of scholarship and award/prize winners; and
- supply information to government agencies and other organisations, as set out below.

NZCCM will comply with all legal requirements in relation to the use and disclosure of personal information, as set out in the Privacy Act 2020. You are entitled to see any information that [name of TEO] holds about you and request that any errors in the information be corrected. To do so, contact the Enrolments Officer.

Disclosure of personal information to government agencies

NZCCM may supply personal information collected on this form to the following government agencies:

- Tertiary Education Commission
- Ministry of Education
- New Zealand Qualifications Authority
- Ministry of Social Development
- Inland Revenue
- Ministry of Business, Innovation and Employment, including Immigration New Zealand; and
- when required by law, New Zealand Police, Department of Justice and the Accident Compensation Corporation.

The government agencies listed above may use the personal information supplied to them to:

- administer the tertiary education system, including allocating funding and the administration of the Fees Free schemes
- develop policy advice for government
- conduct statistical analysis and research
- update the New Zealand Record of Achievement
- include in the National Student Index or use in an authorised information matching programme with the New Zealand Birth Register
- fulfil their statutory responsibilities
- supply it to Statistics New Zealand to be integrated in Statistics New Zealand's [Integrated Data Infrastructure](#).

Disclosure of personal information to other agencies and organisations

NZCCM may also supply personal information as applicable to:

- other educational organisations for the purpose of verifying academic records
- Education New Zealand for the purposes of supporting international students
- scholarship providers for the purposes of administering scholarships
- debt collection agencies for the purposes of recovering unpaid fees

Storage of personal information

Data collected from tertiary education organisations is now stored in the Cloud. Student enrolment and course and qualification completion data is stored in a Microsoft datastore based in Sydney, Australia.

Your personal details (name, date of birth, and residency) as entered on this form will be included in the National Student Index and may be used in an authorised information matching programme with the New Zealand Birth Register.

The government agencies above may supply data collected on this form to Statistics New Zealand for the purposes of integrating data with data collected by other government agencies, subject to the provisions of the Statistics Act 1975. Integrated data is used for the production of official statistics, to inform policy advice to government, and for research purposes.

Information collected on this form may be supplied to other educational organisations for the purpose of verifying academic records.

Fees – In signing this enrolment form you undertake to pay all fees as they become due, and to meet any late fees and collection charges associated with debt recovery. You also acknowledge NZCCM's policy on Fees, withdrawal and refund of fees, contained in the NZCCM prospectus.

Rules – By signing this enrolment form, you agree to comply with the published NZCCM policies, rules, and regulations which include (without limitation) attendance, academic integrity and progress, conduct, and use of information.

Deferral – If you want to defer your enrolment please contact the enrolment team who can support and assist you through the process

Declaration: I declare that to the best of my knowledge all the information supplied on, and with, this enrolment form is true and complete, I agree to abide by the conditions described above, and I consent to the disclosure of personal information as described above.

Signature _____ **Date** ____/____/____

Please ensure you have signed the Declaration Form and provided copies of all documents that are listed on the Enrolment Form before handing to the Enrolments Team.

Office Use Only

Date Received:

Interview date:

Application Checked By:

Additional Documents Required:

- ☐ Proof of ID
☐ Academic Transcripts
☐ English Language Test Results
☐ Other:

All Documents Received:

☐ Yes ☐ No

Date Completed:

Faculty Recommendation:

- ☐ Accepted
☐ Conditional Offer
☐ Declined

Signature by Head of Faculty:

Approved by Chair of PMC

☐ Yes ☐ No

Signed:

Approved by College Principal *(master's degree only)*

☐ Yes ☐ No

Signed:

Letter of Conditional Offer Sent:

Date: _____ Sent By: _____

Enrolment Completed on SELMA & ID

Date: _____ Completed By: _____

Conditional or Confirmation Sent to Student:

Date: _____ Sent By: _____