



Application for PhD Admission as an International Student

This form will be used as the basis of assessment by academic staff in relevant academic units and the Graduate Research School. Immediately below is an overview of the application process.

Complete the application form on pages 1 to 5 and send with supporting documents. Required fields for completion are outlined in red. Applications can be submitted at any time.



If and when all academic conditions have been met the University will issue an offer of a PhD place.



Accept the offer of place by using the acceptance of offer form; ensure that you have provided all required documentation; pay the due fees or provide evidence of scholarship; apply for accommodation and a student ID card.



University issues a confirmation of place.



Make contact and work together with your Main Supervisor to complete the Provisional Registration form which must be submitted to the Graduate Research School (downloadable from the Higher Research Degrees [website](#)). You will be unable to commence your PhD formally and will not be enrolled until your provisional registration form is completed.



Arrive at Massey and attend an international student orientation session and a PhD induction course.

Begin PhD research



Application for PhD Admission as an International Student

PART A: YOUR PERSONAL DETAILS

Family name (as shown in passport)			
Given names			
Preferred name			
Citizenship (as shown in Passport)			
Ethnic Group (if different from citizenship)			
Do you have New Zealand or Australian Residency?			
Date of Birth (dd/mm/yyyy)		Gender	
Your postal address (for correspondence on this application)		Your Email	
		Your Telephone	
		Your Mobile	
		Emergency Contact Name	
		Relationship to you (e.g. parent)	
Your home country address (if different to the above)		Their Telephone	
		Their Email	
Have you studied at Massey before?		If Yes, give student ID number	
NSI number (only if you have studied in New Zealand previously)			
What is your intended career?			
Will the Massey PhD help with your continuing professional development?			
Agent stamp (only relevant if applying through an agent)		Agent's email address	
		Agent must give applicant's email in the personal details section. The words in Parts D and E must be those of the applicant, and may not be originated by the Agent or any other third party.	

PART B: YOUR ACADEMIC BACKGROUND TO DATE

B1 Have you studied previously at any educational institution in New Zealand?						
B2 Give name of secondary school and highest secondary qualification level completed						<i>use dd/mm/yyyy</i>
Name of Secondary/High School	Country	Qualification Level completed successfully	Start Date	Finish Date		
B3 List all tertiary education qualifications completed						<i>use dd/mm/yyyy</i>
Name of Tertiary Institution	Country	Qualification Title	Grade	Start Date	Finish Date	
B4 List any imminent tertiary education qualification pending , if applicable (you may only enter one and the qualification result must be due within 3 months from the date you submit this application)						<i>use dd/mm/yyyy</i>
Name of Tertiary Institution	Country	Qualification Title	Grade	Start Date	Expected Result Date	
B5 Nature of Research undertaken in your Bachelor's Qualification*						
B.5(a) Was independent research under supervision a component of this qualification**?						
B.5(b) If you answered yes to B(5a) above, what percentage of the qualification did this research take up (either in terms of credits, or in terms of time if credits were not given for components of the qualification)?						
B.5(c) If you answered yes to B(5a) above, were you examined orally on this research by at least one academic or established researcher external to the tertiary institution awarding you the qualification?						
B.5(d) If you answered yes to B(5a) above, give the title of the dissertation/ report arising from your research and the name and professional address of your supervisor						
B6 Nature of Research undertaken in your Master's Qualification*						
B.6(a) Was independent research under supervision a component of this qualification**?						
B.6(b) If you answered yes to B(6a) above, what percentage of the qualification did this research take up (either in terms of credits, or in terms of time if credits were not given for components of the qualification)?						
B.6(c) If you answered yes to B(6a) above, were you examined orally on this research by at least one academic or established researcher external to the tertiary institution awarding you the qualification?						
B.6(d) If you answered yes to B(6a) above, give the title of the dissertation/ report arising from your research and the name and professional address of your supervisor						

* You must show clear evidence of independent research under either B5 or B6. If you have instead obtained such experience in the workplace you must show this in the curriculum vitae/resume you attach to this application and explain the circumstances fully in Part D
 ** A module, course or paper in research methodology does **not** count as research

PART C: YOUR ENGLISH LANGUAGE COMPETENCE

Is English your first Language?			
If English is not your first Language, give details of the English Language Tests (ELT) scores* you have achieved:-			<i>use dd/mm/yyyy</i>
Test Type (e.g. IELTS)	Score Details	Date Taken	

*For those whose first language is not English, admission to the PhD requires a minimum academic IELTS score of 6.5 with no band less than 6.0; or a minimum TOEFL score of 575 paper based test along with a minimum TWE score of 4 (Essay Rating 4.0 or Writing 20). Some academic units may require higher scores.

Would you like to do an English course?
 For further information go here: [English at Massey University](#)

PART D: YOUR ANTICIPATED RESEARCH AND STUDY RELATED INFORMATION

D1 When do you intend to commence your PhD study with Massey?

(NB PhD students may commence at any time of year. Once you have a confirmed place, you and your Main Supervisor will need to submit the Provisional Registration Form before you start and enrol. The form can be downloaded from the Higher Research Degrees [website](#)).

D2 Outline in the box below the area of research you are interested in pursuing for the PhD

(Describe and justify the issues and questions you wish to research in broad terms in your own words - 500 Words maximum)

D3 In order to help us navigate your application to the right academic unit, please select the Massey academic department which best fits your PhD research interests.

You can review the academic departments on the [Massey website](#)

D4 Have you discussed your research outline with a potential Massey University supervisor (e.g. by e-mail exchange, Skype, telephone, face to face)?

D5 If you have discussed your interests with a Massey supervisor, please give the potential supervisor's name and their department

Use keywords to search our staff publications and expertise databases to find a potential supervisor. These search facilities can be found on the research section of the [Massey website](#).

D6 Would you be willing to accept an alternative research topic proposed by a Massey supervisor?

D7 Which campus would you prefer to be based at? Please note that your campus location will depend on your Main Supervisor's location and facilities availability - your preference cannot be guaranteed.

PART E: YOUR RESEARCH-RELATED CAPABILITIES AND FIT

E1 Describe in your own words the characteristics and experience you already possess which will equip you for the PhD (250 words max). Make references as necessary to the CV you have enclosed. If you are applying to undertake a PhD in the creative and performing arts be sure to summarise your portfolio and creative outputs to date.

E2 Describe briefly how you think your area of research outlined at **Part D** above might fit in with one or more of Massey's institutional research themes - see the research section of the [Massey website](#) (your outline does not have to fit in with a Massey research theme and this is not mandatory, so just enter 'not applicable' if you cannot see any relationship)

PART F: YOUR REFERENCES (REFER APPENDIX 1 ALSO)

You should attach signed references to this application or arrange for them to be sent separately. Notes for referees are shown in Appendix 1 at p6 below. An unconditional offer of PhD place cannot be made until two academic references have been received and deemed satisfactory by a potential supervisor and/or by the potential supervisor's head of Department (or academic nominee). Referees should be from competent academics or proven independent researchers who have first-hand knowledge of your academic abilities and research capability. Give their contact details below:-

	Referee 1	Referee 2
Name:		
Position:		
Organisation & Address:		
Email:		
Telephone:		

If academic references are not available (for example, your referees have retired or are untraceable), please explain this in a covering letter.

PART G: YOUR SOURCE(S) OF FUNDING

What is your primary source of intended funding?

PART H: YOUR HEALTH OR DISABILITY

Do you have any disability, impairment (including learning disabilities), long-term injury, or chronic medical condition(s) that may impact on your ability to study and/or participate in university activities

If yes, please provide a report from a registered health professional so we can assess our ability to support you during your study in New Zealand.

PLEASE NOW ENSURE YOU ATTACH THE FOLLOWING DOCUMENTS WHEN YOU SUBMIT YOUR APPLICATION FORM. REFERENCES THAT ARE BEING SENT SEPARATELY BY REFEREES WHO WISH TO MAINTAIN THEIR CONFIDENTIALITY SHOULD BE SENT AT THE SAME TIME AS YOU SUBMIT. WE REQUIRE COPIES OF ALL THOSE ITEMS BELOW MARKED WITH AN ASTERIX * IN ORDER TO PROCESS YOUR APPLICATION FOR ACADEMIC ASSESSMENT. ORIGINALS OF THE DOCUMENTS MARKED WITH AN ASTERIX ARE REQUIRED BEFORE WE CAN ISSUE AN UNCONDITIONAL OFFER OF PhD PLACE. ORIGINALS OF ALL DOCUMENTS MUST HAVE BEEN RECEIVED BY THE TIME YOU ACCEPT AN OFFER.

	Verified evidence of citizenship (birth certificate or identity page of current passport) - mandatory
	Verified copies of NZ or Australian Residency Visa - only where applicable
	*Verified copies of academic transcripts with a grading scale for all tertiary qualifications - mandatory
	*Verified copies of degree certificate(s) - mandatory
	*English language test results - mandatory (where English is not declared as your first language at Part C)
	*Your curriculum vitae/resume - mandatory
	*Your academic references - mandatory (refer guidance at Part F above and at Appendix 1 below)
	*Portfolio for applications in the Creative and Performing Arts - mandatory where applicable
	A report from a registered health professional - only where applicable at Part H

Please note: Massey University does not retain hard copies of documents supplied as part of the Admissions process.

The submission of false information or forged documentation in support of this application will automatically disqualify an individual from enrolment as a student. Massey University reserves the right to inform all other New Zealand Universities of such cases, including the individual's name and date of birth. Immigration New Zealand and the New Zealand Police will also be informed. The submission of this Application for Admission will be deemed to be acceptance of these terms and constitutes consent to disclosure for the purposes of Privacy Principle 11 of the Privacy Act 1993.

I understand and agree that this Application for Admission may form part of a contract between Massey University and myself. I declare that the information I have provided is true and correct, and no information that may have a bearing on my enrolment as a student has been withheld. The other terms of that Contract are set out or referred to in the Student Contract which can be viewed on the Massey University website. The Contract will be formed if Massey University gives me an Offer of Place and if Massey University receives my acceptance of the Offer of PhD Place. Massey University will issue a Confirmation of Enrolment and then I am enrolled as a student.

I understand that Massey University will collect, store, use and disclose personal information about me in the course of conducting its 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 (<http://privacy.massey.ac.nz>) and in the University Calendar. I acknowledge that I have the right to access and seek correction of personal information about me.

Signature of Applicant:		Date:	
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Please complete this form electronically, sign and send to International Office at Massey

By Mail: International Office Massey University Private Bag 11-222 Palmerston North 4442 New Zealand	By Courier: International Office Massey University Courtyard Complex Tennent Drive, Palmerston North 4442, New Zealand	By Email: international@massey.ac.nz For preliminary assessment only. Massey University will need to receive hard copies of official documentation by post.
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NB. To verify documents, photocopy each page of the original document and mark each page with "This is a true copy of the original". The mark must then be signed over and dated by a notary public, a justice of the peace or national equivalent, a solicitor, a commissioner of oaths, or an approved Massey University agent. The signor should then stamp each page with their company/organisational stamp. Documents in languages other than English must be translated into English by a certified translator and verified in English. Applicants who have had a name change must provide verified evidence of that change, e.g. a deed poll or marriage certificate.

Appendix 1

Notes for Academic Referees commenting on international applicants seeking admission to the PhD at Massey University, New Zealand

References should be in writing and may be submitted privately if referees wish to maintain confidentiality.

Referees should normally have seen a draft of the completed application form above.

Referees should:-

- state the full name of the applicant clearly at the beginning of the reference, and mark the reference as 'Confidential' if they do not wish it to be revealed to the applicant
- indicate how long and in what capacity they have known the applicant
- summarise their experience of the applicant's academic and research work
- identify the level of confidence they have in the applicant's ability to undertake a Massey PhD research programme to successful conclusion, commenting on any particular strengths or weaknesses

Additionally, referees are asked to conclude a reference by commenting briefly on their own expertise and experience which equips them to make the determinations contained in their reference, including giving their current or most recent professional affiliation.

By Mail: International Office Massey University Private Bag 11-222 Palmerston North 4442 New Zealand	By Courier: International Office Massey University Courtyard Complex Tennent Drive Palmerston North 4442 New Zealand	By Email: international@massey.ac.nz
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