STEP 1

Apply online at: www.waikato.ac.nz/enrol

» Click on the 'APPLY NOW!' button to start the Application to Enrol process.

We prefer online applications, but we can supply a paper form upon request.

STEP 2

Complete and return the attached Teacher Education Supplementary Form.

CHECKLIST - Have you?

☐ Completed the Application to Enrol form (preferably online)

☐ Completed the Teacher Education Supplementary form, this includes:
  • Referee Report forms
  • School Confidential Report form
  • A handwritten Personal Statement
  • Consent to Disclosure of Information form

☐ Signed the Student Declaration on your application form

☐ Sent the Confidential Referee forms to your referees

☐ Handed the School Confidential Report form to your school (for school leavers only)

☐ Ensured your referees are not family members or close friends

Provide verified* copies of:

☐ academic transcript to date, if applicable

☐ school qualifications: NCEA results notice to date or Bursary

☐ your birth certificate or passport

☐ evidence of change of name (if your name is different from that on your birth certificate)

☐ evidence of your citizenship

☐ evidence of your base school (BTchg - Primary MMP students only)
  See the Base School Confirmation Form

☐ evidence of IELTS assessment, if applicable
  See Section 7: Language Requirements

* A verified copy is a copy sighted and signed by a JP, solicitor, barrister, court registrar or school principal.

** Your application will not proceed until all relevant documentation has been received.
SELECTION PROCESS
Following application you will receive one of the following responses:
» Notification of an interview time and date
» Notification that your application has been unsuccessful.

ATTEND AN INTERVIEW AS REQUESTED
Following your interview you will receive one of the following responses:
» An unconditional offer of place
» An offer of place conditional on meeting entry requirements
» An offer of place on a waitlist
» Notification that your application has been unsuccessful.

IF SELECTED
» Complete and return your Papers Selection form if applicable
» Sign and return the Enrolment Agreement indicating method of payment
» Your Student ID card will now be available to you.

DATES
| June | » Online applications open. |
| July - December | » Interviews take place for programmes beginning in Summer School and Semester A. |
| October 1 | » Applications for Halls of Residence accommodation close. » Applications will be considered after this date. |
| December 1 | Applications close for:
» New students
» Summer school students
» Applications may be considered after this date. |
| December onwards | » Apply for your student loan and/or student allowance
» Apply early before your classes start
» Contact StudyLink on 0800 88 99 00 or apply online at: www.studylink.govt.nz |
| Early January | » University opens
» Final date for paying fees for Summer School enrolment
» Summer School begins
» MTchgLn begins |
| Mid January | The following programmes begin:
» GradDipT Early Childhood
» GradDipT Primary
» NCEA results available – students with required credits will receive confirmation of acceptance to the University Information Evenings. |
| February | These programmes begin one to two weeks prior to the beginning of Semester A:
» BTchg (Mixed Media Presentation)
» BTchg Early Childhood
» BTchg Primary
» BTchg Primary (Conjoint)
» BTchg Secondary (Conjoint)
» GradDipT Secondary |

CONGRATULATIONS YOU ARE NOW OFFICIALLY A UNIVERSITY OF WAIKATO STUDENT.
## SECTION 1 – PROGRAMME CHOICE

1.1 Have you previously applied to the University of Waikato for Teacher Education?

- [ ] Yes - In what year? ____________
- [ ] No

1.2 Please tick to indicate which programme and programme location you are applying for. If you are applying for more than one programme, please number in order of preference. The closing date for teacher education applications is **December 1**.

**Please note:** Programmes fill quickly and may be subject to availability and viability. Early application is advised.

### PROGRAMME LOCATION STREAMS START DATE

<table>
<thead>
<tr>
<th>Programme</th>
<th>Location</th>
<th>Streams</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Childhood</td>
<td>Hamilton</td>
<td>BTchg Early Childhood</td>
<td>February</td>
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<tr>
<td></td>
<td>Tauranga</td>
<td>BTchg Early Childhood</td>
<td>February</td>
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<tr>
<td></td>
<td>Hamilton</td>
<td>BTchg Early Childhood Ki Taiao (conditions apply)</td>
<td>Distance delivery **</td>
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<tr>
<td></td>
<td>Distance delivery **</td>
<td>GradDipT Early Childhood</td>
<td>January</td>
</tr>
<tr>
<td>Primary</td>
<td>Hamilton</td>
<td>BTchg Primary</td>
<td>Kākano Ruā***</td>
</tr>
<tr>
<td></td>
<td>Tauranga</td>
<td>BTchg Primary</td>
<td>Kākano Ruā***</td>
</tr>
<tr>
<td></td>
<td>Hamilton</td>
<td>BTchg Primary Mixed Media Presentation (MMP)</td>
<td>Distance delivery**</td>
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<tr>
<td></td>
<td>Hamilton</td>
<td>BTchg Primary Conjoint</td>
<td>January</td>
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<td>Hamilton</td>
<td>MTchgLn</td>
<td>January</td>
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<tr>
<td>Secondary</td>
<td>Hamilton</td>
<td>BTchg Secondary Conjoint</td>
<td>February</td>
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<td>Hamilton</td>
<td>GradDipT Secondary</td>
<td>February</td>
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<td>GradDipT Secondary</td>
<td>February</td>
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<tr>
<td></td>
<td>Distance delivery**</td>
<td>GradDipT Secondary (MMP)</td>
<td>February</td>
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<tr>
<td></td>
<td>Hamilton</td>
<td>GradDipT Secondary – Technology (two years)*</td>
<td>February</td>
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<td></td>
<td>Tauranga</td>
<td>GradDipT Secondary – Technology (two years)*</td>
<td>February</td>
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<td>Distance delivery**</td>
<td>GradDipT Secondary – Technology (two years)*</td>
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<td>BEd (Technology)</td>
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<td>Hamilton</td>
<td>MTchgLn</td>
<td>January</td>
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*The two-year pathway is for people with a relevant industry qualification and a minimum of three years work experience, but who do not hold a Level 7 qualification. **Some campus attendance is required and conditions apply. ***For those interested in Māori Medium Teaching.
SECTION 2 – BTCHG PRIMARY AND SECONDARY CONJOINT PROGRAMME APPLICANTS ONLY

2.1 In addition to the Bachelor of Teaching, tick the box corresponding to the qualification you wish to apply for:

- [ ] BA
- [ ] BSpLS
- [ ] BSc
- [ ] BSocSc

2.2 BTchg Secondary Conjoint applicants – which New Zealand curriculum subjects do you wish to teach?


SECTION 3 – GRADDIPT EARLY CHILDHOOD AND PRIMARY APPLICANTS ONLY

3.1 Completed qualification ____________________ Institution ____________________ Date of completion ____________________

3.1.1 Evidence required is a minimum of a completed bachelors degree at Level 7 on the New Zealand Qualifications Authority (NZQA) framework that has been completed or is expected to be completed before the start date of the programme. If the relevant qualification was not completed at the University of Waikato, applicants are required to provide verified copies of a degree certificate and an academic transcript with their application.

3.1.2 Applicants with overseas qualifications must attach a NZQA assessment showing degree equivalence, and degree completion (i.e. a degree certificate and an academic transcript). Delays can be expected if documentation is not received at the time of application.

Please note: At the time of applying for registration to teach in New Zealand at the completion of your Teacher Education programme the New Zealand Teachers Council may require evidence of a NZQA assessment showing degree equivalence. Please refer to Section 6 for language requirements.

3.2 Do you intend to complete final papers towards the relevant qualification at Summer School this year? [ ] Yes [ ] No

* Please note: applications will be considered before an entry qualification is completed, however evidence of a completed qualification will be required before the programme commences.

SECTION 4 – GRADDIPT SECONDARY APPLICANTS ONLY

4.1 Completed qualification ____________________ Institution ____________________ Date of completion ____________________

4.1.1 All other applicants: Evidence is required of a tertiary level qualification at Level 7 on the New Zealand Qualifications Authority (NZQA) framework (or equivalent) that has been completed or is expected to be completed before the start date of the programme. If the relevant qualification was not completed with the University of Waikato, applicants are required to provide a degree certificate and an academic transcript with their application.

Please note: Your completed qualification must have at least 72 points at Level 300 in a subject area which supports the New Zealand curriculum.

4.1.2 Applicants with overseas qualifications must attach a NZQA assessment showing degree equivalence, and degree completion (i.e. a degree certificate and an academic transcript). Delays can be expected if documentation is not received at the time of application.

4.2 Do you intend to complete final papers towards the relevant qualification at Summer School this year? [ ] Yes [ ] No

If yes, will this be completed by the start date of the programme? [ ] Yes [ ] No

4.3 Which New Zealand curriculum subjects do you wish to teach at senior level (Years 12-13)? (A range of Level 200/300 papers in your qualification is the minimum requirement).

1 ____________________
2 ____________________

4.4 Which New Zealand curriculum subjects do you wish to teach at junior level (Years 9-11)? (A range of Level 100/200 papers in your qualification is the minimum requirement).

1 ____________________
2 ____________________

* Please note: applications will be considered before an entry qualification is completed, however evidence of a completed qualification will be required before the programme commences.
**SECTION 5 – TWO YEAR TECHNOLOGY PATHWAYS**

5.1. Completed qualification ___________________ Institution ___________________ Date of completion ___________

5.1.1 GradDipT Secondary – Technology (two year) applicants: You must supply evidence of a relevant industry qualification with a minimum of three years work experience.

5.1.2 Which technological areas do you wish to teach?

- Biotechnology
- Design/Graphics
- Electronics
- Fabric technology
- Food technology
- Information Communication Technology
- Metal technology
- Wood technology

**SECTION 6 – EMPLOYMENT RECORD**

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Year Dates From - To</th>
<th>Reason for leaving</th>
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**SECTION 7 – LANGUAGE REQUIREMENTS**

7.1. What is your first language? ________________________________

If English or Māori is not your first language you need to provide evidence of your competency in English. For entry to the BTchg, BEd or GradDipT initial teacher education programmes you require a band score of 7.0 or higher for each component of the academic version of IELTS. (For further information about this test go online to: http://www.ielts.org/)

7.2 Māori Language Proficiency. (To be completed if you are applying for a bilingual programme or if Māori is chosen as a teaching subject). I am:

- a basic second language speaker
- a fluent second language speaker
- a fluent first language speaker

**SECTION 8 – REFEREES**

Year 13 secondary students require: One Confidential Referee’s Report

One School Confidential Report (ask your school careers guidance adviser or Dean about this)

All other applicants require: Two Confidential Referees’ Reports

Please choose referees carefully, family, partner or close friends are not suitable. Referees should be able to comment on personal qualities in relation to your suitability to be a teacher. They should also be able to give information regarding your involvement with children, young adults or other learners, as well as your academic ability.

Your choice of referee is important and deserves careful consideration. Because you are applying for a place in a professional degree, it would be appropriate to include a practising teacher, if possible.

Referee reports are confidential and for the sole use of the Faculty of Education as part of the selection process. The reports are the property of the Faculty of Education and will be destroyed at the end of the selection process.

It is your responsibility to ensure that your referees complete and return the forms to the Centre for Teacher Education. At the top of the Confidential Referee’s Report please check that you have given your full name and indicated the programme/s for which you are applying. It is advisable to provide the referees with a Freepost or stamped addressed envelope.

An application cannot proceed until the referees’ reports are received by the Centre for Teacher Education.
SECTION 9 – DISABILITY SUPPORT

9.1 Do you have or have you had a medical or psychological condition which could limit your full participation in a teacher education programme including the practical teaching component?

☐ No
☐ Yes (If yes, please state what assistance you may need to facilitate your full participation in a teacher education programme.)

Please note: You may be required to supply a medical certificate before an offer of place at the Faculty of Education is confirmed. Please refer to New Zealand Teachers Council Good Character and Fit to be a Teacher Policy 2007: www.teacherscouncil.govt.nz/policy/goodcharacter2007.stm

SECTION 10 – CONVICTIONS

10.1 Have you ever been convicted of a criminal offence? (Including a serious traffic offence).

☐ Yes ☐ No

10.2 Are there any charges pending against you?

☐ Yes ☐ No

If you answered yes, you must mail an official court record in a separate sealed envelope marked confidential to the Associate Dean, Centre for Teacher Education, Faculty of Education, The University of Waikato, Private Bag 3105, Hamilton 3240, Waikato Mail Centre, New Zealand. Forms to request records can be obtained at your nearest court. This process may take up to 12 weeks.

Please note: If a conviction occurs after your application has been submitted contact the Associate Dean, Teacher Education. Please refer to New Zealand Teachers Council Good Character and Fit to be a Teacher Policy 2007: www.teacherscouncil.govt.nz/policy/goodcharacter2007.stm

10.3 Please list the countries you have lived in for 12 months or more in the last 10 years other than New Zealand.

<table>
<thead>
<tr>
<th>Country</th>
<th>From month/year</th>
<th>To month/year</th>
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Please note: Police certificates from any country where you have lived for 12 months or more in the last 10 years, will need to be supplied to the New Zealand Teachers Council on completion of your teacher education programme.

DECLARATION

I declare that the information provided by me in this application and any attached documentation is true and correct and that I have not withheld any information in respect of this application which could have a bearing on my enrolment or the conditions of my enrolment at The University of Waikato. I understand that my making a false declaration to the University in respect of this application, or failing to disclose all information which may be relevant to the University in its consideration of my application for enrolment, may result in the University declining my Application to Enrol and may prevent me from gaining Teacher Registration. I agree and acknowledge that in the event the University at any stage becomes aware through information obtained from the NZ Police Licensing and Vetting Service Centre or otherwise, that I have a criminal conviction which I have not declared, the University in its sole discretion may immediately decline my Application to Enrol or cancel my Enrolment Offer or Enrolment Agreement (as the case may be). Notwithstanding anything else, I agree and acknowledge that the University will not be liable to me for any losses, claims, expenses or damages incurred or suffered by me, arising out of or flowing from the University’s decision to decline my Application to Enrol or cancel my Enrolment Offer or Agreement (as the case may be).

I agree to the disclosure and use of my personal information contained in this application and attached documents by the University and to the disclosure and use of any other personal information about me which is held by the University, to any authorised bodies in response to requests by those bodies or organisations under statutory authority. I understand that I have the right to access my personal information and to request the correction of that information pursuant to the Privacy Act 1993.

Full name of Applicant ____________________________________________

Signature of Applicant ____________________________________________ Date ____________
SECTION 11 - PERSONAL STATEMENT

Name __________________________________________

The University places a great deal of importance on personal statements when short-listing and selecting students for teacher education programmes. Please describe any recent experiences that would support your application. Include experiences with your community, other cultures, art, sport, drama, travel, outdoor education, teaching or coaching, and working with children or young adults. Say why you wish to teach at the level you have chosen, and describe any recent experiences you have had at centres and schools at this or any other level.

If you can attach evidence that confirms your involvement, this may strengthen your application.

You may add pages to your personal statement, or substitute your personal statement with a separate document.

This statement must be presented in your own handwriting.
The purpose of this report is to determine the suitability of the applicant for teacher education and university level study.

1. How do you know the applicant? 
   How long have you known the applicant? Number of years From To

2. I know/do not know the applicant well enough to complete this form. (Please return the form even if incomplete).

3. What are the applicant’s special interests, skills and activities in relation to teacher education and teaching?

4. Please indicate where you have had any opportunity to observe the applicant’s relationship with people, particularly those of
   O under school age   O school age   O applicant’s age   O older age
   What were your impressions of the applicant’s ability to communicate and relate effectively?

5. Please comment on the applicant’s qualities (in relation to teaching). Consider for example, leadership, initiative, reliability, co-operation, perseverance, maturity of outlook, general bearing, preparedness for independent academic study and any other personal qualities.
6. Would you be happy to have this applicant teach members of your family? Please state why or why not.


7. Overall recommendation (Please tick the appropriate box)

☐ I recommend the applicant without reservation as a prospect for teacher education.

☐ I have some reservations but would recommend the applicant as an appropriate prospect for teacher education (My reservations are given below).

☐ I believe the applicant is unsuitable for teacher education.

☐ I have other comments, but I prefer to be contacted about the details by the Associate Dean, Teacher Education, Faculty of Education.

Please add any further comments you would like to make.


Please indicate if you are a ☐ teacher or a ☐ former teacher (not necessarily of the applicant).

Signed

Date

Referee's Name

Day/ Business Phone

Address

Mobile

Email


Applicant’s Full Name

The above applicant for our  Early Childhood,  Primary,  Secondary teacher education programme has named you as a referee to support an application to the Faculty of Education. You are asked to complete this form and return it to the Faculty of Education within 10 working days of receiving it. (Your report’s late arrival will delay the selection, interview and offer process for the applicant.) When selecting people for teacher education, the Selection Committee places great importance upon referees’ reports.

The purpose of this report is to determine the suitability of the applicant for teacher education and university level study.

1. How do you know the applicant?  
   Number of years From To

2. I know/do not know the applicant well enough to complete this form. (Please return the form even if incomplete).

3. What are the applicant’s special interests, skills and activities in relation to teacher education and teaching?

4. Please indicate where you have had any opportunity to observe the applicant’s relationship with people, particularly those of
   under school age  school age  applicant’s age  older age
   What were your impressions of the applicant’s ability to communicate and relate effectively?

5. Please comment on the applicant’s qualities (in relation to teaching). Consider for example, leadership, initiative, reliability, co-operation, perseverance, maturity of outlook, general bearing, preparedness for independent academic study and any other personal qualities.
6. Would you be happy to have this applicant teach members of your family? Please state why or why not.

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

7. Overall recommendation (Please tick the appropriate box)

☐ I recommend the applicant without reservation as a prospect for teacher education.

☐ I have some reservations but would recommend the applicant as an appropriate prospect for teacher education (My reservations are given below).

☐ I believe the applicant is unsuitable for teacher education.

☐ I have other comments, but I prefer to be contacted about the details by the Associate Dean, Teacher Education, Faculty of Education.

Please add any further comments you would like to make.
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Please indicate if you are a ☐ teacher or a ☐ former teacher (not necessarily of the applicant).

Signed _______________________________ Date _______________________________

Referee's Name _______________________________ Day/ Business Phone _______________________________

Address _______________________________ Mobile _______________________________

______________________________ Email _______________________________
**APPLICANT’S DETAILS**

Applicant’s name ___________________________ Date of birth ___________________________

School  ____________________________________

1. Application to the Bachelor of Teaching (BTchg) degree programme (tick as applicable):

   - Early Childhood
   - Primary
   - Secondary

**APPLICANT’S CRITERIA**

2. Is the applicant likely to achieve University Entrance?  ○ Yes  ○ No

<table>
<thead>
<tr>
<th>Qualifications e.g. NCEA, CIE</th>
<th>Subjects in current year</th>
<th>Level of study</th>
<th>Total credits likely to be achieved (if known)</th>
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</table>

Has the applicant achieved the literacy requirements for University Entrance? ○ Yes ○ No ○ In progress

Has the applicant achieved the numeracy requirements for University Entrance? ○ Yes ○ No ○ In progress

3. Is the applicant able to communicate clearly in both verbal and written contexts? ○ Yes ○ No

4. Does the applicant have the ability to succeed at independent study for the Bachelor of Teaching degree? ○ Yes ○ No

   If yes, please indicate anticipated ability to succeed:

   - ○ only with concerted effort
   - ○ with some difficulty, though has necessary skills
   - ○ no anticipated difficulty

5. Does the applicant possess suitable personal qualities to become a teacher? Please indicate degree of suitability:

   - ○ not suitable
   - ○ suitable
   - ○ very suitable
   - ○ extremely suitable

I would like to add the following about the applicant:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

**REFEREE’S DETAILS**

Referee’s Name ___________________________ Signature ___________________________

Designation ___________________________ Date ___________________________

Phone ___________________________ Mobile ___________________________

Email ___________________________

Official school stamp
APPLICANT’S DETAILS

Applicant’s name

Please have this form completed by the principal of your chosen base school and return with your application.

BASE SCHOOL DETAILS

Name of School

Phone

Physical Address

Fax

Email

Name of Principal

Email

Coordinating Teacher (If known)

Email

For information about the programme, and the role of the Base School, please see: http://education.waikato.ac.nz/mmp/

I agree that School will support as a base school for the first three semesters of the six semester Bachelor of Teaching programme.

Further Comments:

Principal’s Signature

Date

Please note: All applicants complete a comprehensive selection process, after which the programme coordinator will contact the base school principal with further information if the application is to proceed.
All applicants must complete and return this form to the Faculty of Education with their application.

Programme applying for (please tick):

- Bachelor of Teaching Early Childhood
- Graduate Diploma of Teaching Early Childhood
- Bachelor of Teaching Primary
- Graduate Diploma of Teaching Primary
- Bachelor of Teaching Secondary
- Graduate Diploma of Teaching Secondary
- Master of Teaching and Learning

I, ____________________________________________ (Family Name) ________________________________________ (First Name/s)

__________________________________________ (Previous or any other names used)

Gender  ○ Male  ○ Female  Date of Birth ______________________________ (Day/Month/Year)

Place of Birth __________________________________________ Nationality ______________________________

Street Address ________________________________________________________________

Suburb __________________________________________ City ________________________________________

NZ Driver’s Licence Number ________________________________________________

hereby consent to the disclosure by the New Zealand Police of any information they may have pursuant to this application, to the Faculty of Education, The University of Waikato. I understand that any record of criminal conviction I might have will automatically be concealed if I meet the eligibility criteria stipulated in Section 7 of the Criminal Records (Clean Slate) Act 2004.

Signed ______________________________________ Date ______________________________ (Day/Month/Year)

FOR OFFICE USE ONLY

Date offer made ______________________________ Date form submitted ______________________________

(Day/Month/Year) (Day/Month/Year)

Clear  __________________________________________ Not Clear  ___________________________________