

Guide to Submitting Online Applications



WITT

WESTERN INSTITUTE OF
TECHNOLOGY AT TARANAKI

TE KURA MATATINI O TARANAKI

Step One: Choosing the Programme

Check the student meets:

- Academic Entry Requirements
- English Entry Requirements

Detailed information on entry requirements and programme details can be found by following the links on the [International Programmes](#) page.

Please feel free to contact us to confirm your eligibility for the programme of interest. However, we do not accept students documents for review or provide advice on which programme to apply for.

Step Two: Gathering Required Documents

Documents Required:

- Academic transcripts/certificates (translated into English)
- English test results (Academic IELTS, PTE or equivalent)
- Passport identification page
- Evidence of farming experience (if applying for the NZ Certificate in Agriculture)

If the student has other tertiary qualifications or previous work experience they may be eligible for [Recognition of Prior Learning \(RPL\)](#)

*All document copies must be certified on behalf of your agency

Step Three: Apply Online

1. Submit the [online application](#)
2. Select 'International Student' (*figure 1*)
3. Select 'yes' for having an agent and select your agency from the drop down list (*figure 2*)
4. Fill in the form
 1. Under Personal Information, Email Address – we recommend entering both the students email the agency responsible for their application. If no specific agency email is provided, correspondence will be sent to the agencys general email address we have on file (*Figure 3*)
5. Uploaded all required certified documents
6. Press submit

If the application does not go through and you do receive a confirmation screen – look back over the application for items showing a red outline. Fill/amend these areas and try again.

Step Three: *Figures for Reference*

Figure 1

Apply now to study at WITT Te Pūkenga
At WITT we believe your success is our success, and we are committed to supporting you during your learning journey with us.

If you have any questions, or would like someone to help you complete the application process, get in touch by phoning 0800 WITT NZ or email info@witt.ac.nz and we'll walk you through it.

I am a:

- New Student
- Returning Student
- Short/Standalone Courses
- International Student**
- NZIHT Short Course Student
- Star/3+2/Trades Academy Student

Figure 2

Agent Company Name

Do you have an agent? Yes No

Agency Name will appear in drop down if you have an active agreement with WITT

If you are completing this International Application Form as an international agent on behalf of a student, it is your responsibility to make the student aware and agree to the student declaration, refund policy, and all the terms and conditions contained within the form. Your submissions of this form is confirmation that this is understood and agreed by you. The student will be required to sign and agree to these declarations, terms and conditions as part of their enrolment process, on arrival in New Zealand and prior to the commencement of study.

Figure 3

Personal Information

Email Address *

students@email.com / agency@email.com

Step Four: WITT to Process Application

WITT aims to process all online received applications within 24-48 business hours of being received.

From here we will either:

- Schedule an interview if entry criteria is met (relevant only to Agriculture programme)
- Issue a conditional offer of place to request further documentation (e.g. additional requirements for particular programmes)
- Issue an unconditional offer of place

Step Five: Accept the Offer

Once an unconditional offer of place is issued the next steps are to;

- Return the signed offer letter to international@witt.ac.nz
- Arrange payment for the tuition fees as outlined in the offer letter (*WITT will provide a tuition fees receipt once fees are received – this is to be provided to Immigration New Zealand*)
- Submit the student visa application

Please note: onshore students can submit a visa application using a conditional offer of place.

Step Six: Prepare for Arrival

Once the student visa is approved;

- Email a copy of the visa to international@witt.ac.nz
- Book travel to New Plymouth, New Zealand
- Arrange [accommodation](#)
- Complete our [International Student Arrival Form](#) before departure to let us know:
 - Day and time of arrival
 - Accommodation arrangement

witt.ac.nz

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international@witt.ac.nz

<https://www.witt.ac.nz/international-students/>

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