APPLICATION FORM

CAMPUS ☐ Auckland

Personal Details

Have you previously studied at Canterbury Institute of Management (CIM)? ☐ Yes ☐ No

If yes, please provide your **CIM Student ID Number**

Title ☐ Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Other

Family Name

Given Name

Gender ☐ Male ☐ Female ☐ Unspecified

Date of Birth* *(as shown on passport)* day month year

Telephone Number

Mobile Number

Email Address

Address in New Zealand *(if known)*

Suburb/City

Postcode State

Nationality

Country of Birth

Passport Number

NZ Visa Type *(if held)*

Visa Expiry Date day month year

Country of Issue

At the time of application, are you in New Zealand ☐ Yes ☐ No

Please provide name of your current education provider *(if applicable)*

Home Country Address

Suburb/City

Postcode State

Note*: Under-18 policy to align with NZ's Code of Practice for learners.

Authorised Agent Details (If Applicable)

Agency Name

Email Address

Contact Person

Telephone Number

Program, Major & Semester Selection

☐ **New Zealand Certificate in English Language (Level 4) Academic**

☐ **New Zealand Certificate in English Language (Level 5) Academic**

☐ **Diploma in Business (Level 5)**

Semester/Intake Selection

☐ **2026**

○ *26 October* ○ *07 December*

☐ **2027**

○ *01 February* ○ *08 March* ○ *12 April* ○ *14 June* ○ *12 July* ○ *16 August* ○ *11 October* ○ *15 November*

English Language Proficiency

Is English your first language? ☐ Yes ☐ No if no, what is your first language?

Have you completed any secondary or tertiary studies with English as the medium of instruction? ☐ Yes ☐ No

Please indicate if you have taken any of the following English language rests:

☐ IELTS ☐ TOEFL ☐ PTE ☐ NZCEL (Level 4 or 5) Academic or evidence meeting Compliance with the NZQA Programme Approval, Recognition, and Accreditation Rules (and the official NZQA Table of Internationally Recognised English Proficiency Outcomes)

☐ Other Overall Score: Test Date: / /

Note: To check if you have met CIM's English language entry requirements, please refer to the NZ CIM website (www.ciom.ac.nz) or handbook for Student Admission Policy.

Academic Qualifications

Institution/School	Name of Qualification	Location	Year completed

Advanced Standing

Do you wish to apply for advanced standing? ☐ Yes ☐ No National Student Number (NSN):

Compliance with the NZQA Programme Approval, Recognition, and Accreditation Rules (and the official NZQA Table of Internationally Recognised English Proficiency Outcomes)

If you have studied or are currently studying at another academic institution, you may be eligible for credit/advanced standing towards your program at CIM. Please refer to the Advanced Standing and Credit Transfer Policy & Procedure available on the CIM website (www.ciom.ac.nz) for further information on the process.

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NOTE: If you are seeking Advanced Standing, please complete the following details. If **Not**, please proceed to **Page 3**)

Advanced Standing Assessment Rules

Students can only apply for Advanced Standing at the beginning of their program. Advanced Standing applications received by current students mid-way through their program or for courses already attempted will be rejected. Students may receive Advanced Standing for up to a maximum of 50% of their course in CIM program.

- A course for which Advanced Standing is being applied, must be at least 80% similar in content to the course studied at another institution.
- Previous study graded as Advanced Standing cannot be used for Advanced Standing.
- Any study cited in an Advanced Standing application must have been completed within the past seven years.
- Approved study must have been completed at a comparable New Zealand Qualifications Framework (NZQF) level. Examples of approved study Qualifications from accredited New Zealand Higher Education institutions or equivalent overseas institution as assessed by the New Zealand Qualifications Authority (NZQA).

Please Note: While CIM will take every effort to ensure that Advanced Standing for accounting/information systems courses meet the criteria of professional accounting/information systems bodies, it is the discretion of the professional accounting/information systems bodies whether to accept the Advanced Standing granted by CIM. CIM encourages students applying for Advanced Standing for accounting/information systems courses to seek advice from the relevant professional accounting/information systems body prior to applying.

Course Equivalence for Advanced Standing

Applicants of Advanced Standing are advised to review the Program Structure of the CIM program you are seeking credits on CIM website to complete this section. Applicants must clearly identify the courses that are being requested to be considered for Advanced Standing.

Name of the previous Institution		**CIM Program Name**		(**Official use only**)	
				Approved Advanced Standing	
	Course Code and Name	CIM Equivalent Course Code and Name	Date Completed		
1			/ /	☐ Yes	☐ No
2			/ /	☐ Yes	☐ No
3			/ /	☐ Yes	☐ No
4			/ /	☐ Yes	☐ No
5			/ /	☐ Yes	☐ No
6			/ /	☐ Yes	☐ No
7			/ /	☐ Yes	☐ No
8			/ /	☐ Yes	☐ No
9			/ /	☐ Yes	☐ No
10			/ /	☐ Yes	☐ No
11			/ /	☐ Yes	☐ No
12			/ /	☐ Yes	☐ No

Documents

The following documents must be provided with Advanced Standing application:

- A certified copy of the **Official Statement of Academic Records** from the institution(s) at which the previous studies were undertaken. This documentation is to be provided in English.
- You are required to submit **Course Outlines** for all course(s) on the basis of which you are seeking Advanced Standing. That is to facilitate Advanced Standing assessment at CIM.
- If you have received a Vocational Education and Training (VET) Diploma from New Zealand Institution, course outlines are not required.

Note: Semester result notices are not considered to be an **Official Statement of Academic Records**.

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APPLICATION FORM

Health and Travel Insurance Compliance

All international students must have appropriate medical and travel insurance as per the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021.

Support Services

Do you have a disability, impairment or long-term medical condition, which may affect your studies? ☐ Yes ☐ No

If yes, please specify: ☐ Hearing ☐ Vision ☐ Learning ☐ Mobility ☐ Medical ☐ Other _____

Application Checklist

I have:

- ☐ Completed all sections of the application form
- ☐ Attached evidence of English language proficiency
- ☐ Read and signed the student declaration
- ☐ Appropriate medical and travel insurance evidence (or confirmation to arrange through CIM)
- ☐ Attached certified copy of passport and current New Zealand visa (if applicable)
- ☐ Attached certified copies of academic transcript(s) and certificate(s) translated into English (if applicable)
- ☐ Certification must meet NZQA certification guidelines (Justice of the Peace, Lawyer, Notary Public)

GENUINE STUDENT(GS) SECTION

Academic Details

- Why do you want to study the course/s you have applied for? _____
- Is this course relevant to your current qualifications/previous work experience? Please briefly provide details of how it will contribute to your future career plans. _____

If **ONSHORE**, have you previously enrolled in courses in New Zealand? ☐ Yes ☐ No
If **Yes**, list the courses (attach evidence) _____

- Do you have a gap of more than 1 year since your last qualification? ☐ Yes ☐ No
  If **Yes**, please explain what you have been doing? _____
- Have you completed any English Language proficiency test? ☐ Yes ☐ No
  If **No**, CIM will assess your current English Language proficiency.
  If **Yes**, which one? (please attach evidence) ☐ IELTS ☐ TOEFL ☐ PTE ☐ Other _____ Score: _____
  ☐ NZCEL (Level 4 or 5) Academic or evidence meeting NZQA Rule 18 English Proficiency Requirements

Personal Details and History

- Are you married? ☐ Yes ☐ No
  If **Yes**, please provide details of spouse and dependents. _____
  Will your dependents be accompanying you to New Zealand? ☐ Yes ☐ No
- Have you had a visa refused or canceled from any country including New Zealand? ☐ Yes ☐ No
  If **Yes**, please provide details and copies of documentation. _____
- Who will finance your studies in New Zealand? _____
  Relationship: _____ Occupation: _____
  (CIM can request sponsor's bank statement showing access to 1 year's living cost/tuition fees/air fare etc.)
- Do you want to do further studies after this course? ☐ Yes ☐ No
  If **Yes**, which program? _____

Declaration

I declare that information provided in this application form is true and correct, and the academic records provided are a true record of my academic results

- I authorise Canterbury Institute of Management (CIM) to obtain enrolment and academic information from any of my previous or current education providers.
- I declare that I have accessed information regarding the costs related to studying at **CIM** available on the **CIM** website (www.ciom.ac.nz) and that I have accessed information regarding the costs associated with living in New Zealand published at www.studywithnewzealand.govt.nz or immigration New Zealand website at www.immigration.govt.nz.
- I declare that I have adequate funds available to cover tuition fees, ancillary costs and living expenses for myself and any dependents travelling with me.
- I consent to information collected about me on this form being disclosed if authorised or required by law and/or the New Zealand Government and/or designated authorities authorised by **CIM**.
- I understand that CIM may vary or reverse any decision regarding admission or enrolment based on incorrect, incomplete or fraudulent information provided by me.
- I understand that all documents I submit with my application become the property of **CIM** and will not be returned.
- I confirm that I have read and fully understand the requirement of the program as outlined on the **CIM** website (www.ciom.ac.nz).
- I will notify **CIM** immediately if there is any change to the information I have given in this application.
- I am aware that application fee of NZ$200 is non-refundable, in accordance with CIM's Refund Policy and NZQA Student Fee Protection Rules.
- Refunds will be handled according to CIM's Refund Policy, compliant with NZQA and the Education and Training Act 2020.

Full Name (please print) _____

Student's Signature _____ **Date** day ____ month ____ year ____

For current fees and Health and Travel Insurance rates, please refer to CIM website (www.ciom.ac.nz) or email at admissions@ciom.ac.nz

* Information provided will be managed in accordance with the New Zealand Privacy Act 2020 and may be disclosed to Immigration New Zealand, NZQA, and other relevant government agencies as required. In accordance with Information Privacy Principle 3 (IPP 3), you have the right to access, and request the correction of, any personal information held about you by the Canterbury Institute of Management.