

A guide to MVM enrolment for new international students

This guide has been prepared to assist you with enrolment at Massey University. The admission and enrolment process can take several weeks to complete so once you decide to enrol in an MVM course it is good to start the process promptly.

The first time you enrol with us you will have to print out forms and send them to us. For future courses you can complete the enrolment process online.

Most of the forms are quite straight-forward to complete but as the MVM programme is a distance learning programme our notes below may help clarify some aspects of the forms for you.

Let's get started!

Step 1: Check entry requirements

Before completing the forms please check you meet the entry requirements here: [mvm entry requirements](#)

Step 2: Verified documents

Part of the enrolment process is providing Massey with verified documents. The verified documents you need to provide depends on your circumstances but are likely to include:

- Evidence of citizenship (either your birth certificate **or** the identity page of your current passport)
- Academic transcripts (results) with a grading scale
- Graduation certificate
- English language test results (where applicable)
- Evidence of a name change (if applicable) e.g. a deed poll or marriage certificate.

To verify the documents you need to:

- Photocopy both sides of each page of the original document
- Take the original document and the photocopy of the document to an authorised person such as:
 - notary public
 - justice of the peace
 - solicitor
 - commissioner of oaths
 - official of the issuing authority
 - approved Massey University agent

- The authorised person must sign and date the copy using an official company stamp (in English) and include the words *"This is a true copy of the original"* on the front of each page.
- The signature and company stamp must be original and not a copy.

Any documents in languages other than English must be translated into English by a certified translator and then verified in English.

Please do not send Massey the original documents, only verified copies.

Step 3: Collect the information you need about MVM courses and qualifications

The second thing to do is choose and take note of the courses you wish to study and the qualification you would like to achieve. You should consult the information available at [mvm courses and qualifications](#)

Take note of the following details as you will need to enter them in on the enrolment form later:

- The number and name of the course(s) you wish to study (eg: 118.756 Canine and Feline Neurology).
- The year each course is next offered (eg: 2015)
- The semester the course is offered (eg: semester 2)
- The programme or qualification you would like to enrol in. You need to choose a qualification at the beginning but you can change it later (eg: Master of Veterinary Medicine).
- If you have chosen the MVM or PGDipVSc programmes you may wish to nominate an endorsement (eg: small animal surgery). You can choose or change this at a later date.

You should also check that the examination date and contact course (also known as on-campus workshop) dates suit you. You do not need to write these on enrolment forms.

Step 4: Complete Application for Admission as an International Student

Open the **Application for Admission and Enrolment as an International Student in the Master of Veterinary Medicine (MVM)** form available at this link: [mvm application form](#)

The first page of this form is shown in the following screenshot. Useful information is contained in the first two pages – please read them carefully.

MASSEY UNIVERSITY
NEW ZEALAND

Please complete this form electronically, print, sign, and send to Massey International

APPLICATION FOR ADMISSION AND ENROLMENT AS AN INTERNATIONAL STUDENT IN THE MASTER OF VETERINARY MEDICINE (MVM)

Complete the application form and post with supporting documents

When all conditions have been met the University will issue an Offer of Place

Accept the Offer of Place, pay the total fees due and apply for a student ID card

University issues a Confirmation of Place

University confirms enrolment in your chosen MVM Papers

Begin Programme of Study

For more information visit <http://international.massey.ac.nz>

ACADEMIC YEAR
Massey University operates a semesterised academic year:
Semester One - February to late June
Semester Two - July to early November
Semester Three - mid November to mid February

The MVM papers generally run for two consecutive semesters (either Semesters One and Two or Semesters Two and Three) in alternate years. Refer to www.mvm.massey.ac.nz for details.

APPLICATION CLOSING DATES
Semester One (February) applications close 1 February* the previous year
Semester 2 (July) applications close 1 July*
* Application received after these dates will be considered on a case-by-case basis and are subject to programme and campus availability.

ADMISSION CRITERIA
To be admitted into the Massey University MVM programme applicants need to meet both the academic and English language requirements.

ACADEMIC ADMISSION
Postgraduate
Admission into the MVM postgraduate programme requires an appropriate undergraduate degree from a recognised tertiary institution (see www.mvm.massey.ac.nz for more information).

ENGLISH LANGUAGE REQUIREMENTS
The minimum English language requirements for admission to Massey University are:
Postgraduate
Academic IELTS 6.5 (no band less than 6.0), or
TOEFL 575 (paper), TWE 4.0, or TOEFL 232 (computer), ER 4.0, or

This is the form you will complete online, print out, sign and date then post (courier) to Massey University.

Begin filling in the form at Part A on page 3. Type in your information online and print the form later when you have finished.

MASSEY UNIVERSITY
NEW ZEALAND

**APPLICATION FOR ADMISSION AND ENROLMENT
AS AN INTERNATIONAL STUDENT IN THE
MASTER OF VETERINARY MEDICINE (MVM)**

Please complete this form electronically, print, sign, and send to Massey International

PART A: Personal Details of Applicant

Massey University student identification number (if already allocated) _____

NSI number (if you have previously studied in New Zealand) _____

Surname (family name as shown on passport) _____

Given names (as shown on passport) _____ Preferred name _____

Date of birth (dd/mm/yyyy) _____ Gender Male Female

Citizenship (as shown on passport) _____ Ethnic group (if different from Citizenship) _____

Current Postal Address (Please use 4 lines only)

Email _____
Telephone _____
Mobile _____

Residential Address while studying at Massey University (if different from above)

Emergency Contact _____
Relationship (eg parent) _____
Telephone _____
Email _____

Part A: Personal Details of Applicant
This section is self-explanatory.

NSI (National Student Index) number – insert this if you have the number from any previous study in New Zealand. Otherwise leave blank.

PART B : Intended Programme of Study

Please tick one:

Master of Veterinary Medicine (MVM) 4811 Postgraduate Diploma in Veterinary Clinical Sciences (PGDipVCS) 4608

Postgraduate Certificate of Science (PGCertSc) 4250 Certificate of Proficiency (Science) (COP Science) 4001

Intended start date: (indicate month and year e.g. July 2016) _____

Papers:

If I am accepted into my intended programme of study please enrol me in the following papers:

Paper Title	Paper No.	Semester	Location	Mode
_____	_____	_____	04	E
_____	_____	_____	04	E
_____	_____	_____	04	E
_____	_____	_____	04	E

Academic Background Please provide verified official documentation of academic transcripts for all qualifications.
Higher Education (must have a Veterinary Degree OR for business papers only, can have any tertiary qualification and/or relevant work experience)

Name of Institution	Country	Qualification	Date Started	Date finished
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Part B: Intended Programme of Study

Tick your selected Programme of Study and insert the start date of your first course (e.g. February 2016).

Courses – insert the details for courses you intend to study this year.

Academic Background: insert details of your veterinary degree and any other degrees you hold.

What is your intended career? _____

Will your chosen Massey University programme help you achieve your career goals? Yes No

English language proficiency (International certificates (IELTS, TOEFL) or other evidence of English language proficiency)

Applicants who have completed a qualification in a country where English is the first language are exempt from providing English language test results.

I will take/have taken _____ Date to be taken _____ Result if known _____

PART C: Health and 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? Yes No

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

PART D: Declaration

I declare that the information given in this form is true and correct, and no information that would have a bearing on my enrolment has been withheld.

I understand and agree that:

- This application for admission will form part of a contract between me and Massey University. The terms of that contract are set out in the document entitled "Student Contract" (which can be viewed on the Massey University website). The contract will only be formed, however, when a Confirmation of Enrolment issued by Massey University.

Complete these sections as they apply to you.

Print, sign and date the form.

Check you have the supporting documentation in the checklist on the form. Details of how to verify documents are in the information section on page 1 of the form.

Please ensure you have attached the following documents

<input type="checkbox"/> Verified evidence of citizenship (birth certificate or identity page of current passport)	<input type="checkbox"/> Verified copies of academic transcripts with a grading scale
<input type="checkbox"/> Verified copies of graduation certificate (where applicable)	<input type="checkbox"/> A report from a registered health professional (where applicable)
<input type="checkbox"/> English language test results (where applicable)	<input type="checkbox"/> Curriculum vitae (CV) - required only if you are a non-veterinarian applying for business papers

Please print, sign and return this form and all supporting documentation as noted under Checklist on Page 2.

The submission of false information or forged documentation in support of this application will automatically disqualify a student from enrolment. Massey University reserves the right to inform all other New Zealand Universities of such cases, including the student'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.

Signature of applicant Date

Please print, sign and return by post, this form and all supporting documentation.

By Airmail:
International Office
Massey University
Private Bag 11 222
Palmerston North 4442
New Zealand

By Courier:
International Office
Massey University
Tannock Drive (off Courtyard Car Park)
Palmerston North 4442
New Zealand

Post only, please do not fax or email.

- Verified evidence of citizenship (birth certificate or identity page of current passport)
- Verified copies of graduation certificate
- Verified copies of academic transcripts with a grading scale
- English language test results (where applicable)
- Report from a registered health professional (where applicable)
- Curriculum vitae (CV) – unlikely to be required

Step 5: Send documents to Massey University

Once you have completed and checked all the forms and made sure that you have all your verified documents please send them by post or courier to the International Office at Massey University:

By Airmail:

International Admissions Team
Student Administration, Massey University
Private Bag 11 222
Palmerston North 4442
New Zealand

By Courier: (recommended, tracked)

International Admissions Team
Student Administration, Massey University
Room 3.01, Ruahine Building
Hokowhitu Campus
Palmerston North 4442
New Zealand

You should be sending us:

- A completed **Application for Admission and Enrolment as an International Student in the Master of Veterinary Medicine (MVM)** form
- All verified documents required

What happens next?

Admission and fee payment:

Enrolling can take up to six weeks from start to finish. During peak times it can take a longer, so start the process well ahead of the date your course begins and try to meet enrolment deadlines.

When the International Office at Massey receives your application documents they acknowledge receipt by email within one week and provide you with your Massey University Student ID number.

If you want to check what stage your admission is at, email international@massey.ac.nz. If you have a Massey student ID number include it in the subject line to help streamline your query.

Your application is assessed to ensure you meet the admission requirements for your chosen programme. Once complete, you will be emailed an **Offer of Place** to study at Massey.

On receipt of the **Offer of Place** please immediately print and sign the document. Return the signed Offer of Place to the International Office by post or courier, or by scanning the document and emailing it to international@massey.ac.nz.

The **Offer of Place** outlines the fees due. These fees must be paid by the expiry date quoted in the **Offer of Place**. International Students are protected under the Massey University Fees Refund and Protection Policy.

Pay your fees by credit card or go to the following link for more information about fee payment: <http://www.massey.ac.nz/massey/admission/fees/fees-payment.cfm>

When your payment has been received you will be issued with a **Receipt of Payment** which includes a receipt for your tuition fees.

Confirmation of enrolment

Once a **Receipt of Payment** has been issued, you will be enrolled in your selected course(s) and sent a **Confirmation of Enrolment**.

The **Confirmation of Enrolment** Form contains the following information:

- Confirmation of your approved course(s)
- Any courses that could not be approved or that you withdrew from (the reason is shown)
- Confirmation of your course of study and endorsement
- Dates you may withdraw from courses without financial and academic penalties.

Accessing the Massey website and your online class materials

To access your online class materials and the library you need to go on the Massey website. Your login details should have been sent to you, but if you don't already have them here is the link to obtain them: <https://enrolnow.mymassey.com/onlineenrolment/MUOEForgottenPin.aspx>

Changing your programme or course choice

After your enrolment is complete, if you want to make changes to your programme and course choices you can use Online Enrolment at any time up until you start study. We recommend that you make any changes early to avoid delays in providing you with study materials. Please note you may not receive an additional Confirmation of Enrolment Form for all changes that you make.

The link for Online Enrolment is:

https://www.massey.ac.nz/massey/admission/enrolment/enrolment_home.cfm

You will need to login. If you have don't have these details follow the process outlined in "Accessing the Massey website and your online class materials", or contact the Massey Contact Centre using the details below. Massey Contact will also be able to advise you on the status of any changes.

Telephone (from outside NZ)	+64 6 350 5701
Email	contact@massey.ac.nz
Internet chat	chat.massey.ac.nz

Course materials:

Course materials are despatched when your enrolment is completely processed (please make sure we have your correct address!). Your materials include an **administration guide** which tells you all you need to know about how the course will be run and what you need to do by any particular time. Have a good look through it when your materials arrive.

Online materials:

Online materials will first become available to you through your class website when your course commences and access continues until the completion of the course. The administration guide in your course materials explains how to access your class website.

Textbooks:

Details of any textbooks you need are on the detailed pages about each course on the MVM website at <http://mvm.massey.ac.nz> . Link to these detailed pages from [What can I study](#) .

Bennetts bookshop at Massey will usually have textbooks in stock and be able to get the text to you quickly.

Massey University ID card:

We recommend that you get a Massey ID card – instructions for obtaining this are at http://www.massey.ac.nz/massey/learning/distance-learning/studying/first_weeks/id-cards.cfm .

Contact workshops:

We hope you will plan to come to contact workshops in Palmerston North. While not compulsory these are worth the trip to Palmerston North. You will be able to get more information about them on your class website once you start and the MVM website (<http://mvm.massey.ac.nz/>).

Examinations:

To select your exam venue, go to www.mymassey.com . Log in using your Student ID and password details, then click MyEnrolment and go to the Exam venues page.

If you find that you need to change a previously selected examination venue see the instructions at this link: http://www.massey.ac.nz/massey/learning/exams/venues/changing-your-exam-venue/changing-your-exam-venue_home.cfm

If you have any queries about examination venues it is best to contact the Exams Office direct: exams@massey.ac.nz

Getting help:

Frances Little, MVM Administrator, can assist you with any questions you have about enrolling in an MVM course or administrative questions once the course has started.

The quickest approach is to directly email Frances at mvm@massey.ac.nz . She will find the answers to any of your administrative questions and get back to you as soon as possible.

Frances Little
MVM administrator
Institute of Veterinary, Animal and Biomedical Sciences
Phone: +64 6 350 5303
Email: mvm@massey.ac.nz
Website: <http://mvm.massey.ac.nz>

The enrolment procedure can be a little confusing, but we hope that we have helped clarify the process for you. If you have any questions please contact us.

We wish you well in your study!