



# PhD and Higher Research Degree Application Checklist

You have checked your eligibility for PhD and Higher Research Degree study and received your invitation to apply -you are now ready to start your Application to Enrol.

We have developed a checklist to help you prepare everything you need prior to submitting your online application. We cannot progress your application without all the required documents, so please take the time to make sure you have provided everything requested.

## SUPPLEMENTARY DETAILS

You will be asked to provide information on the following:

- Personal details
- Qualification you are applying for
- Previous qualifications (summary)
- Scholarships and Funding - please indicate if you would like to be considered for
- the University of Waikato Doctoral Scholarship

## PREVIOUS EDUCATION

You will need to provide a copy of your official transcript(s) and certificates for all previous tertiary qualifications held. These documents must detail the qualification, papers/subjects taken, grades awarded and should include information on institution grading systems/scales, and evidence of completion.

If the grading scale/system is not included on your academic transcript, it should be available for you to access online from the university where you completed that qualification. Including a grading scale with your academic transcript is very important, we require this to calculate your GPA (Grade Point Average) accurately.

All tertiary qualifications gained overseas that are used to determine eligibility for enrolment in the degree, will need to be translated and authenticated in English by an approved agent, such as a Justice of the Peace, Notary Public or solicitor.

You do not need to provide transcripts or certificates for any previous study completed at the University of Waikato.

## INVITATION TO APPLY

You will need to provide evidence that at least one University of Waikato research supervisor has agreed to supervise your research and invited you to apply. This can be email communication with your proposed research supervisor.

## CURRICULUM VITAE (CV)

Attach your academic CV. Please ensure that it includes a summary of your academic qualifications, research experience, relevant employment and Publications/exhibitions/performances (if applicable).

## SAMPLE OF ACADEMIC WRITING

You are required to upload one sample of your academic writing to your application. This must be a journal publication, research report or a chapter from your previous thesis or dissertation. This sample of academic writing must be in English or Te Reo Māori and no longer than 4000 words.

## ACADEMIC REFEREES

Nominate two academic referees who have agreed to be contacted to comment on your academic achievements and research capabilities. At least one academic referee should be a supervisor of the qualifying degree you are using for entry into study at the University of Waikato. The University of Waikato will contact your nominated referees directly, using the contact information provided.

## PASSPORT OR BIRTH CERTIFICATE

Upload a copy of your passport or birth certificate. Include a copy of the information page (with your photo) in your passport. This will verify your identity and ensure we can make offers correctly.

## EVIDENCE OF ENGLISH LANGUAGE COMPETENCY

All applicants have to prove they can meet English language requirements. If you do not yet have evidence of your English language competency, you can still complete an application to enrol. Please note, if you are offered admission to the University of Waikato, your offer will be conditional on meeting the English language requirements.

If you're applying to the University but haven't met the English language requirements yet, you can still submit your application. But, you will need to show proof of meeting the requirements once you receive an offer of admission from the University.