Otago Global Office Contact Details

| Address                      | International Office  
<table>
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<tr>
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<tbody>
<tr>
<td></td>
<td>University of Otago</td>
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<tr>
<td></td>
<td>Archway West Building</td>
</tr>
<tr>
<td></td>
<td>90 Union Place East</td>
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<tr>
<td></td>
<td>Dunedin 9016, New Zealand</td>
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</table>

<table>
<thead>
<tr>
<th>Exchange Office Staff</th>
<th>Simon Chu</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Acting Manager, Student International Services</td>
</tr>
<tr>
<td></td>
<td>Telephone: +64 3 479 8424 / Fax: +64 3 479 8367 / <a href="mailto:simon.chu@otago.ac.nz">simon.chu@otago.ac.nz</a></td>
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<thead>
<tr>
<th></th>
<th>Celia Corteletti</th>
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<tr>
<td></td>
<td>Exchange Adviser (The Americas)</td>
</tr>
<tr>
<td></td>
<td>Tel: +64 3 479 5293 / Fax: +64 3 479 8367 / <a href="mailto:celia.corteletti@otago.ac.nz">celia.corteletti@otago.ac.nz</a></td>
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<tr>
<th></th>
<th>Iby Virag</th>
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<tr>
<td></td>
<td>Exchange Adviser (Asia/Pacific, Scandinavia, Central Europe)</td>
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<tr>
<td></td>
<td>Telephone: +64 3 479 5209 / Fax: +64 3 479 8367 / <a href="mailto:iby.virag@otago.ac.nz">iby.virag@otago.ac.nz</a></td>
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<tr>
<th></th>
<th>Graeme France</th>
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<tbody>
<tr>
<td></td>
<td>Exchange Adviser (Western Europe, UK, Ireland)</td>
</tr>
<tr>
<td></td>
<td>Tel: +64-3-479-5444 / Fax: +64-3-479-8367 / <a href="mailto:graeme.france@otago.ac.nz">graeme.france@otago.ac.nz</a></td>
</tr>
</tbody>
</table>

| Generic email                | exchange@otago.ac.nz  |

Exchange-Related Information

<table>
<thead>
<tr>
<th>Level of Exchange</th>
<th>Undergraduate/Graduate Course work only.</th>
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<tbody>
<tr>
<td>Otago Campus</td>
<td>The University of Otago has four campuses in New Zealand.</td>
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<tr>
<td></td>
<td><strong>Exchange students will be attending courses offered at the Dunedin campus only.</strong></td>
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</tbody>
</table>
| Duration of Exchange         | Minimum: Summer School (January) or the Otago International School (June/July)  
|                              | Maximum: two semesters + Summer School or International School |
| Restricted programmes        | Medicine, Dentistry, Psychiatry, Physiotherapy, Pharmacology, Pharmacy or any other clinical course are not open to exchange students. Some Otago courses such as MBA, Wildlife Management and Master of Science Communication are restricted in admissions. |
| Smoke Free Policy            | From 1 January 2014 the University of Otago campus has been smoke free.  
|                              | The policy covers all vehicles, buildings and grounds owned or leased by the University of Otago. This policy will also include Residential Colleges and University Flats. |

Nomination and Application Information

| Nomination Deadline          |  
|------------------------------|----------------------------------------|
|                              | 1 October (Summer School and February start)  
|                              | 1 April (July start)  
|                              | 1 March (International School June start)  
|                              | Early nominations are preferred; late nominations may be accepted. Please contact the Otago Exchange Adviser on individual cases. |
### Nomination System
Exchange students must be nominated by the home university to attend the University of Otago. Nominations are made by email to the Exchange Adviser responsible for the region, providing the following information:

- Full name
- Date of Birth
- Email address
- Starting semester of exchange at Otago
- Length of exchange (one semester or Full Year)
- Let us know if the student requires any service provided by the Disabilities Office at Otago.

These are the steps required for you to apply to attend the University of Otago on exchange:

1. Exchange Adviser at Otago receives nomination from your home university.
2. Exchange Adviser at Otago will then email the application instructions to you copying the Exchange Adviser at your home university.
3. You apply online. Please note that you will receive an email acknowledgement only when you have completed the online application.

### Academic Requirements
Students are required to have a minimum “B” average grade (75%) in order to gain admission to the University of Otago.

### English Proficiency
Students must be competent in the use and understanding of written and spoken English. Information on minimum entry requirements for international students is available at:

http://www.otago.ac.nz/international/otago031268.html

The University does not accept responsibility for academic failure which can be attributed to a student’s lack of competence in English.

### Academic Information

#### Language of Instruction:
English

#### Academic Dates

<table>
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<tr>
<th>Academic Year – February to November</th>
<th>Summer School – January to February</th>
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<tbody>
<tr>
<td>Semester One – February to June</td>
<td>Semester Two – July to November</td>
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**University of Otago International School**: 27 June – 16 July 2016

Key dates: http://otago.custhelp.com/app/answers/detail/a_id/712

#### Course Load Requirements
International students are required to maintain a full time student status while at Otago.

- **Minimum Course Load**: 54 Points per semester (3 papers/courses)
- **Recommended Course Load**: 54-72 Points per semester (3 or 4 papers/courses).

Each 18 point paper will require approximately 18 hours study a week made up of a combination of lectures, tutorials, laboratories, assignments and reading. **Only in exceptional circumstances will an Otago Academic Advisor approve a programme of 5 papers a semester.**

#### LAW Students
Exchange students from non-English speaking countries or from a civil law background can take maximum of 3 Law papers (45 points) per semester. A 4th paper will be required in order to fulfil the minimum 54 points immigration requirement.

#### Course Information

The online course catalogue can be found at:

http://www.otago.ac.nz/courses/subjects/index.html

http://www.otago.ac.nz/courses/summerschool

http://www.otago.ac.nz/international-school/index.html

While there is no limit on the number of students accepted to a particular course, entry to any course is based on relevant academic background. Applications will not be processed until students have indicated which papers they would like to take during their time at Otago.
Study Options

A document entitled “Study Options for International Students Whose First Language Is Not English” offers study options particularly to students coming from non-English Speaking countries. [http://www.otago.ac.nz/study/studentexchange/otago001485.html#study_options](http://www.otago.ac.nz/study/studentexchange/otago001485.html#study_options)

Law Courses

A selection of courses at the Faculty of Law may be available to high achieving non-law students. For full details please see [www.otago.ac.nz/law/undergraduate/international](http://www.otago.ac.nz/law/undergraduate/international).

Disability Information and Support

Disability Information and Support provides learning support, advice, advocacy and information to students with permanent, recurring or temporary impairments. [http://www.otago.ac.nz/disabilities/](http://www.otago.ac.nz/disabilities/)

Students who have a disability which affects their study can contact Disability Information and Support to check what support will be available for them during their time at Otago.

Examination Period

Please check when the examination period ends for your semester at Otago prior to booking your return flight. Students must sit their final exams while still on the Otago campus.

Transcripts

Official grades are available to students online as soon as grades are released. Transcripts for exchange students are sent to the host institution at the end of their study period at Otago. Transcripts are usually posted in:  

March (Summer School)  July (Semester One)  October (International School)  December (Semester Two)

### Arrival / Orientation Programme

#### Arrival Date

You should plan to be on campus by:

- **8 January 2016** (Summer School)
- **22 February 2016** (Semester One)
- **1 July 2016** (Semester Two)
- **25 June** (International School)

Please check the dates for 2016 at: [http://otago.custhelp.com/app/answers/detail/a_id/712](http://otago.custhelp.com/app/answers/detail/a_id/712)

#### Welcome Desk

Please check in at the Welcome Desk upon your arrival in Dunedin. For dates and additional information see [www.otago.ac.nz/international/otago005495.html](http://www.otago.ac.nz/international/otago005495.html).

#### Pre-arrival information

For more information on these please see [http://www.otago.ac.nz/international](http://www.otago.ac.nz/international). There are links to these sections under the Related Information section on this page.

#### Mandatory Orientation

**Exchange students must arrive on campus in time to attend International Student Orientation.**

The Orientation session covers academic information, course advice, a tour of the campus, information about living in New Zealand, etc. Full programme is available at: [http://www.otago.ac.nz/international/otago005495.html](http://www.otago.ac.nz/international/otago005495.html)

If for unforeseen circumstances a student is not able to arrive at Otago by the deadline, they should contact the Otago Exchange Adviser in the first instance.

A free course for new exchange students focusing on study, language and cultural skills in February only. Limited number of places available. Students are encouraged to apply early. In 2016, the course runs from 1 February to 12 February. The application form and more information can be found at: [http://www.otago.ac.nz/prodcons/groups/public/@otagostudentexchange/documents/webcontent/otago035332.pdf](http://www.otago.ac.nz/prodcons/groups/public/@otagostudentexchange/documents/webcontent/otago035332.pdf)

#### Prepare for Otago (February only)

The Otago International Friendship Network matches new international students with enthusiastic, friendly Otago students to help them settle into Dunedin and adjust to life at the University. Our Otago partners all volunteer their time to be a part of the Network and receive peer support training to help prepare them for their role.

To find out more and to apply, please visit: [http://www.otago.ac.nz/international/oifn.html](http://www.otago.ac.nz/international/oifn.html)

### Accommodation

**Accommodation**

The University of Otago is renowned for its residential campus environment and exchange students coming to Otago are encouraged to apply for **Uniflats**. All the University Flats are located within an easy walk of the University campus and main shopping centre. Students share the cleaning and cooking duties and usually shop together for the food. Rent fees include electricity, internet, bed linen, kitchen equipment, **Uniflats** community events and the services of the University Flats. Flatting expenses/utilities...
are shared with the other students in the flat and are not included in the rent.


**When to apply**

Applications for accommodation for semester one 2016 need to be made between 1 August 2015 and 1 December 2015. Applications for Semester Two 2016 may be made from 1 April 2016 and before 1 June 2016. Once an Academic Offer is confirmed the accommodation application will be forwarded to the first preference for consideration, and then the student will be contacted directly with an accommodation offer.

**How to apply**

[www.otago.ac.nz/about/accommodation/application/](http://www.otago.ac.nz/about/accommodation/application/)

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**Cost of Living**

**Cost of living**

[www.otago.ac.nz/international/otago005589.html#CostofLiving](http://www.otago.ac.nz/international/otago005589.html#CostofLiving)

**Fees other than tuition:**

Exchange students may be required to pay Student Services Fee at Otago, depending on how this matter is covered in the Agreement between our Institutions.

[www.otago.ac.nz/study/fees/otago001301.html#student-services-fees](http://www.otago.ac.nz/study/fees/otago001301.html#student-services-fees)

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**Visa Requirements**

**All Exchange Students must obtain a student visa prior to their arrival in New Zealand.** Students who do not hold a valid student visa will not be permitted to enrol in any course at the University of Otago.

Exchange students enrolled for one year (two semesters) at the University of Otago may be granted a “variation of conditions” to work for up to 20 hours per week while studying and work full time during the Christmas-New Year holiday period. Students entitled to work rights who were not issued with a “variation of conditions” overseas may apply at the International Office of the University of Otago once they arrive in New Zealand.

Students from a selected number of countries are permitted to study for one semester only on a Working Holiday Visa. Information about visas and permits (including forms) can be found at:

[www.immigration.govt.nz](http://www.immigration.govt.nz)


*Students should not rely on finding work in Dunedin to support themselves.*

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**Medical and Travel Insurance**

**Mandatory Insurance**

The New Zealand Government requires that all international students have appropriate and current medical and travel insurance while studying in New Zealand.

**Studentsafe-University is Otago’s recommended insurance policy.** This is a comprehensive travel and health insurance.

**Policy details**

[http://www.studentassist.co.nz/university-main](http://www.studentassist.co.nz/university-main)

**How to register**

Automatic. You will sign up for insurance during the online course enrolment process.

**How to pay**

You will be billed for Studentsafe. You may pay when you arrive at Otago.

**Waiver**

(Must apply six weeks prior to the start of your course)

- You may request for an alternative policy to be assessed.
- Only policies found to be compliant will be accepted.
- You will need to email an English version of the complete policy to international.insurance@otago.ac.nz a minimum of six weeks prior to the start of your course to have it assessed for compliance.
- **Do not** purchase an alternative insurance policy until the University has confirmed that the policy is acceptable. The University accepts no responsibility for the purchase of alternative cover which does not comply.

**Website**

[http://www.otago.ac.nz/international/healthcare.html](http://www.otago.ac.nz/international/healthcare.html)
The University of Otago

The University of Otago is New Zealand's oldest university, founded in 1869. It has earned an international reputation for the quality of its research and teaching. Teaching at Otago is closely related to scholarly research, with the result that most teaching is undertaken by academics at the forefront of relevant knowledge.

As a student at New Zealand's oldest university you will become part of a unique educational experience. Otago's attractive campus is a mixture of historic and modern buildings located in the centre of Dunedin. The campus is a short walk from the city's central shopping and services.

Otago students rate its campus lifestyle as one of its strongest attractions. The students live as a community immediately around the campus area in student Colleges of Residence or self-catering flats.

The City of Dunedin

Dunedin is a city by the sea. It has white sand beaches, bush clad hills, tidal inlets and volcanic landforms. The heart of the city is lined with restaurants and sidewalk cafes. Modern shopping complexes trade alongside boutiques, galleries and craft markets.

Nature endowed Dunedin with coastal colonies of the shy Yellow-eyed penguins, and the world's only mainland breeding colony of the Royal Albatross. Dunedin's green belt and its many parks and gardens add to the breadth and soul of the city.

The 'kiwi' passion for water sports is met by Dunedin's long natural harbour - ideal for wind surfing, yachting, kayaking, canoeing, rowing and fishing. Surf's up all year round on Dunedin's beaches. St Clair beach is considered one of New Zealand's best for surfing.

For further information on Dunedin visit one of these websites:

Important Links

<table>
<thead>
<tr>
<th>Main website</th>
<th><a href="http://www.otago.ac.nz">www.otago.ac.nz</a></th>
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<tbody>
<tr>
<td>International Office</td>
<td><a href="http://www.otago.ac.nz/international">www.otago.ac.nz/international</a></td>
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<tr>
<td>Exchange Website</td>
<td><a href="http://www.otago.ac.nz/study/studentexchange">www.otago.ac.nz/study/studentexchange</a></td>
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<tr>
<td>Facebook</td>
<td><a href="http://www.facebook.com/OtagoInternationalOffice">www.facebook.com/OtagoInternationalOffice</a></td>
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<td>International Prospectus</td>
<td><a href="http://www.facebook.com/OtagoGlobalStudentExchange">www.facebook.com/OtagoGlobalStudentExchange</a></td>
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<td>Otago videos</td>
<td><a href="http://www.otago.ac.nz/international/internationalmarketingpublications.html">http://www.otago.ac.nz/international/internationalmarketingpublications.html</a></td>
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