

Applying to study at MAINZ

A step by step guide...

1 Complete the green and white Application for Enrolment form.

Please make sure this form is clearly filled out and complete.



2 Complete the Application Information Record.

There are three parts to this as outlined below.

Part 1

Fill out all of the questions in Section One.

AND

Part 2

Fill out the section for the programme you are applying for. You only need to fill out the section for your ***first*** choice of study.

E.g. if you put a **1** beside Certificate in Audio Engineering and Music Production you will need to fill out the section headed:

Applying for Certificate in Audio Engineering and Music Production?

THEN

Part 3

Complete the Declaration on page 8 of the Application Information Record. **Don't forget to sign and date this.**

3 The application checklist is on the back of this page.

Go through this list and make sure you've included everything for your application.

Please note: *If your application is incomplete it will be held back until we receive all of the required information from you.*



4 Post or bring your application into us.

The details for the campus you are applying for are on the back of this page or by visiting www.mainz.ac.nz



If you would like a hand to complete your application feel free to contact us on 0800 265 526

Application checklist

Please check the following list to make sure you've got everything you need for your enrolment to go through quickly.

COMPULSORY ITEMS TO INCLUDE WITH YOUR APPLICATION

Application for Enrolment

Completed in full, signed, dated, and includes an emergency contact.

Application Information Record

Please make sure that you have clearly marked your preferred study options and have completed the form to the best of your ability.

Copies of qualifications or academic transcripts

You **must** supply a copy of your qualifications if you have listed them on your Application for Enrolment.

Certified* copy of your Birth Certificate or Passport

2 Passport sized photographs

These must be taken professionally: Full face. NO hats. NO sunglasses. NO helmets and NO bandanas.

**Copied documents can be certified by a Justice of the Peace, Police Officer, School Principal or by a MAINZ Administration staff member on viewing the original document.*

OPTIONAL ITEMS TO INCLUDE WITH YOUR APPLICATION

Updated Curriculum Vitae (CV)

Demo CD and/or lyric sheets

(Optional to include if applying for the Certificate or Diploma in Contemporary Music Performance, Certificate in DJ & Electronic Music Production or Certificate or Diploma in Audio Engineering and Music Production)

Get your application to us...

Applying to study at MAINZ Auckland – Please post your completed application to:

Enrolments Officer

MAINZ

P.O. Box 90 113

Auckland Mail Centre 1142

Or come in and see us...

Level 3

150 Victoria Street West

Freeman's Bay

Auckland

Applying to study at MAINZ Christchurch – Please post your completed application to:

Enrolments Officer

MAINZ

191 High Street

Christchurch

Or come in and see us...

Level 2

191 High Street

Christchurch