

Your step by step guide to applying for the Bachelor of Nursing

Thank you for applying for our degree programme. Please follow the flowchart below and ensure you understand the application process, and what requirements you need to meet.

THIS GUIDE IS FOR DOMESTIC STUDENT APPLICATIONS ONLY. If you are an international student, please contact your international admissions team: international@op.ac.nz

Step 1

Submitting an application

Ensure you know the preferred by date for applications and our entry requirements – please see the prospectus or www.op.ac.nz/nursing

WHAT YOU NEED TO DO

Please ensure your application includes:

- > academic records that meet the entry criteria
- > referee reports that identify applicants as highly suitable (both referee reports will be considered as they are expected to identify strengths in different areas)
- > a cover letter and CV that reflects your secondary or tertiary academic results and achievements to date.
- > First Aid Certificate
- > a completed School of Nursing declaration form.

PENDING RESULTS

We are aware that some applicants may not be able to provide all their academic results at the time of applying. It is important that you forward any academic results as soon as they become available.

WHAT WE WILL DO

If your application is successful you will be notified within two weeks of the selection procedure with a place offered pending the results of police vetting. As required by the Vulnerable Children's Act (2014), students who may work with children during the course of their study must be safety checked. The police vetting consent form will be emailed to you with your offer of place.

Please note, you may still need to supply certified copies of your results if this has not already been done.

If you do not hear from us within two weeks of submitting your completed application (including your academic results), please email info@op.ac.nz

WHAT YOU NEED TO DO

1. PLACE OFFERED

Please ensure you notify the School of Nursing within 10 working days of receiving the offer if you wish to accept or decline your offer of place.

2. WAITLISTED

The waitlist will be confirmed by the last week in January. You will be notified should a place become available.

3. WAITING RESULTS

As soon as you have obtained updated academic results, please send them to the School of Nursing immediately.

4. PLACE NOT OFFERED

If your application is not accepted, it may be because you did not meet our entry requirements.

We strongly recommend you consider the following options:

- > enrolling in Otago Polytechnic's Health Bridging Certificate (Level 3) and (Level 4)
- > enrolling in the University of Otago's Human Body Systems 1 (HUBS 191) and Human Body Systems 2 (HUBS 192) papers
- > undertaking work experience in a health-related industry and/or working with people in a people-centred area.

Please contact the School of Nursing if you would like further guidance on your career options.

WHAT WE WILL DO

1. PLACE OFFERED

If your application is successful you will be notified within two weeks of the selection procedure with a conditional offer of place. The School of Nursing will then contact you closer to the programme start date with information regarding your studies.

2. WAITLISTED

Should the number of applicants who meet the selection procedure requirements exceed available places, applicants will be placed on a prioritised waitlist.

3. WAITING RESULTS

If your application is complete, but you have not yet received your results, then your application status will be classed as 'Waiting Results'.

4. PLACE NOT OFFERED

If your application is not successful you will be notified within two weeks of the selection procedure.

Step 2

Selection Procedure

WHAT YOU NEED TO DO

We welcome any questions you may have about your application. However, we do ask that you check this flowchart before contacting us to ensure you understand the application process.

IMPORTANT: It is the School of Nursing's policy that any questions relating to applications must be asked by the applicant – in other words, we would like to hear from you directly, not your parent or other advocate (unless you have identified an agent to act on your behalf).

WHAT WE WILL DO

Applications are assessed by the Bachelor of Nursing Selection Committee, and are placed into the following categories:

1. Place offered
2. Waitlisted
3. Waiting results
4. Place not offered

The panel may request an interview with you if they believe there is a lack of congruence in the information you have submitted.