Your step by step guide to applying for the New Zealand Diploma in Enrolled Nursing (Level 5)

Thank you for applying for our diploma 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**

Submitting an applica	ation		
Step1 — 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	WHAT WE WILL DO
WHAT YOU NEED TO DO	WHAT WE WILL DO	1. PLACE OFFERED You must notify the School of Nursing within	1. PLACE OFFERED If your application is successful you will be
 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 	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	10 working days of receiving the offer if you wish to accept or decline your offer of place.	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.
 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. 	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.	 2. WAITLISTED The waitlist will be confirmed by the last week in January. You will be notified should a place become available.	2. WAITLISTED Should the number of applicants who meet the selection procedure requirements exceed available places, applicants will be placed on a prioritised waitlist.
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.	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	3. WAITING RESULTS As soon as you have obtained updated academic results, please send them to the School of Nursing immediately.	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'.
Step 2 Selection Procedure		4. PLACE NOT OFFERED If your application is not accepted, it may be because you did not meet our entry requirements.	4. PLACE NOT OFFERED If your application is not successful you will be notified within two weeks of the selection procedure.
WHAT YOU NEED TO DO	WHAT WE WILL DO	We strongly recommend you consider the following options:	procedure.
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	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	 > enrolling in Otago Polytechnic's Health Bridging Certificate (Level 3) and (Level 4) > 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. 	
parent or other advocate (unless you have identified an agent to act on your behalf).	if they believe there is a lack of congruence in the information you have submitted.		OTAGO POLYTECHNIC Te Kura Matatini ki Otago