

PhD APPLICATION PROCESS – UNIVERSITY OF WAIKATO

Application instructions for PhD study at the University of Waikato can be found here:

<https://www.waikato.ac.nz/study/apply/higher-research-degrees-application-process>

It's crucial that applicants provide all required documents when making their application. Around half of all PhD applications are rejected due to missing documents, and we don't normally chase applicants for missing documentation. Required documents are as follows:

1. **Online application form.** This can be found here: <https://enrol.waikato.ac.nz/>
2. **A sample of your academic writing.** This should be a chapter from your master's thesis in English, no longer than 4000 words. Other documents are unlikely to be accepted.
3. **Scholaro Report for International Qualifications.** If your most recent qualification was not completed in New Zealand, you are required to provide a Grade Point Average (GPA) report of your most recent qualification from Scholaro.

Please note that applicants must cover the cost of generating this report. Unfortunately we will not be able to consider your application without a Scholaro report, if your most recent qualification was completed outside of New Zealand. To generate a report, please visit <https://www.scholaro.com/apply/waikato>

For instructions on how to generate the report, visit <https://support.scholaro.com/portal/kb/articles/waikato>

4. **Copies of academic transcripts, certificates and grading scales for qualifications held.** This must include certificates, transcripts and grading scales for all tertiary qualifications. If any documents are missing, it's unlikely the application will be processed. If you are not in possession of any of these documents, you must obtain a replacement from your university and upload this to your application.
4. **Academic References.** You are required to arrange for two academic referees to complete the University of Waikato Academic Referee Confidential Report found here:

https://squiz-matrix.its.waikato.ac.nz/_matrix-data/assets/pdf_file/0030/65487/1.-REFEREE-REPORT-FINAL.pdf

At least one of these academic reports must be from a supervisor of the qualifying degree you are using for entry into higher degree study at the University of Waikato. These references must be sent directly by your referees

to references@waikato.ac.nz. References not sent directly by your referees will not be accepted. We cannot accept references uploaded as application documents.

We do not contact referees on your behalf so it is your responsibility to ensure we receive your references before the closing date of the round you are applying to.

5. A copy of your passport or birth certificate.

6. Evidence of English language competency.

- If you have graduated from a university that teaches in English medium less than 3 years ago and the programme of study lasted 2 years or longer, you may not need to provide evidence of English language proficiency. However, you must upload a document from the university stating that you were taught in English, unless you graduated from the UK, Ireland, USA, Canada, Australia or New Zealand. This will be considered alongside your application.

- If this does not apply to you, you should provide evidence of English language proficiency. The certificate must be less than 2 years old at the time of application.

- IELTS (Academic), 6.5 with no component below 6.0
- TOEFL (Internet Based), overall 90 with 21 or more in writing
- PTE Academic, overall 58 with no PTE communicative skills below 50

If you do not provide evidence of English language proficiency at the time of application, you may still receive an offer of place conditional on English language.

As part of the online application form, you will need to provide a brief summary of your proposed area of research. In order to stand the best chance of success, you should spend some time looking at our staff profiles here:

<https://www.waikato.ac.nz/staff-profiles/>.

Potential PhD supervisors have specific areas of expertise, and are only able to supervise candidates whose research interests match their expertise. Applicants are welcome to contact academics individually, but this isn't necessary as all complete applications will be sent to the relevant faculty staff for assessment. Academics are often very busy and may not have time to reply to PhD supervision enquiries.