

학생 준비 서류/문서 가이드라인

Document guidelines for applications



Q. 어떤 문서들을 준비해야하나요?

학사/석사학위 과정에 지원할 때 필요한 서류:

1. 여권사본 (여권 앞장에 온라인 폼에 한 전자서명과 같은 서명이 있어야 합니다)
2. 유효한 뉴질랜드 비자 (현재 뉴질랜드 거주 중인 경우)
3. 영문 고등학교 졸업 증명서 외 취득한 학위의 졸업 및 성적증명서
4. 아이엘츠 등 공인 영어 성적표 (IELTS/ PTE/TOFEL)
5. 학업 계획서 (Statement of Purpose)
6. 최신 업데이트된 이력서(CV) - 고등학교 졸업 이상의 학력 자
(전문대/대학졸업 등 시작 년도와 마친 년도 넣어서, 학업이든 일이든 중간에 3개월 Gap Period가 있을 경우 무엇을 했는지 적어야 함)

지원 문서 필수 조건

모든 서류들은 반드시:

- ☐ 선명하게 전체 내용이 보이도록 스캔해주세요
- ☐ PDF 파일을 권장합니다
- ☐ 파일 제목은 문서 내용과 일치해야합니다







1. 졸업 증명서와 성적 증명서는 영문이어야합니다
2. 원본 문서가 영문이 아니라면 영문 번역 공증을 받아야합니다

공인 영어성적표

IELTS
Total Report Form

ACADEMIC

Centre location: 123456 Date: 2023/01/01 Candidate Number: 123456789

Candidate Details

Family Name: CHEN, CHIE
First Name: CHIE
Candidate ID: CH0000000000

Place of Birth: CHINA Date of Birth: 2000/01/01 Gender: Female

Country of Origin: CHINA

Country of Birth: CHINA

First Language: CHINESE

Test Results

Listening: 8.0 Reading: 8.0 Writing: 7.0 Speaking: 7.0 Overall Score: 7.5

Administrative Comments

Signature: [Signature] Date: 2023/01/01

Test Report Number: 12345678901234567890

IELTS logo, IDP logo, Cambridge English logo

문서 도용 방지를 위해 유학원에서는
시험기관에 시험번호 확인을 의뢰할 수
있습니다

1. 도입

- 자신에 대해 소개하세요.
- 수강하려는 과정, 학습 기간 및 입학하고자 하는 대학에 대해 작성하세요.

2. 개인 및 학업 배경에 대한 간략한 설명

- 한국에서의 경제적, 사회적 배경에 대해 설명하세요.
- 학업 및 전문 경력에 대해 작성하세요.
- 한국에서의 경험이 어떻게 뉴질랜드에서의 학업 과정에 도움이 되는지 설명하세요.

3. 학업 과정에 대하여

- 수강하려는 과정에 대한 세부 정보를 작성하세요.
- 이 과정이 어떻게 경력 형성에 도움이 되는지 설명하세요.
- 과정을 수강할 자격에 대해 언급하세요.

4. 뉴질랜드 대학에서 원하는 프로그램에 대한 포부

- 원하는 프로그램에 대한 포부를 작성하세요.
- 이 과정의 미래 전망에 대해 설명하세요.
- 과정의 세부 사항 (기간, 시작일 등)에 대해 작성하세요

5. 왜 뉴질랜드인가요?

- 왜 한국이나 다른 나라가 아닌 뉴질랜드를 선택했는지 설명하세요.
- 한국에서의 해당 과정 제공 여부에 대해 언급하세요.

6. 경력 및 직업 목표

- 과정을 마친 후 자신이 한국으로 돌아가서 어떤 일을 하고 싶은 지 설명하세요.
- 과정을 마친 후 한국에서의 취업이나 연구과정을 하는데 이로운 점이 있다면 설명해주세요

7. 귀국 계획

- 한국으로 돌아갈 이유를 언급하세요. (예 - 학업을 마쳐야 함, 연로하신 부모님, 부양할 가족 등)

8. 결론

- 자기소개서를 뒷받침하는 추가 정보를 작성하세요.
- 대학에서 공부하는 동안 최선을 다하겠다는 감사와 인사를 전하세요.

SOP(Statement of Purpose) 샘플

Statement of Purpose

Name:

Present Address:

Philippine Address:

Email Address:

Mobile Number:

Passport Number:

I. Personal Background

I would like to start this letter of intent by introducing myself, I'm 31-yr old from Philippines who aims to further my career in the field of technology. I have recently completed my degree in Graduate Diploma in Information Technology from Auckland Institute of Studies in May 2024, which I'm proud to have achieved remarkable grades. My career started as an Electronics Engineer in the Philippines and transitioned to Software Engineer in Accenture in 2014. I have also explored international opportunities and worked as a Surveillance Officer on different luxury cruise lines for 7 years, which enriched my skills in data analysis and multi-cultural collaboration. During the pandemic, I started freelancing in digital content, which has reignited my passion for technology, particularly in the field of software engineering and data analytics.

II. Reasons for Continuing Studies

When I started my degree in Auckland Institute of Studies, I gained friends and most importantly as I learned more about Information Technology, I have had a better understanding of what career specialization I would love to focus on, and that is Information Systems. My interest in data analytics grew more as A.I (Artificial Intelligence) became one of the most notable inventions in the world of technology. Thus, this led me to continue my studies and choose master's in information technology specialising in Information Systems.

Staying in New Zealand for a year gave me more creative ideas on how technology can help in improving our way of living. There are two ideas that I am still currently deciding on, first is a further study on how A.I, software applications, and data analytics can help improve our healthcare system and second is a further study on the impacts of A.I, software applications, data analytics in improving our environment especially to help in climate change. With these ideas, I hope that you will allow me to continue my studies here in Aotearoa.

III. Auckland Institute of Studies

Reflecting on my learning journey, I believe Auckland Institute of Studies will continue in providing me great exposure to a real-world learning environment that combines industry-leading theory and hands-on practical experience. Thus, I choose to continue in the same institution as it has already become a second home where I feel comfortable and know that they will take care of my learning and development needs. With its friendly and diverse learning environment, I have been enjoying my studies as well as have made lots of friends and connect with great professors. I also believe that I can leverage the skills and additional knowledge I will learn in my plans of going back to travelling the world while working online and I would love to use this year of studying.

III. Financial Information

I am fortunate to have the financial support of my parents, who will be sponsoring me during my studies in New Zealand. With their support, I am confident that I will be able to focus on my studies and achieve my academic goals. I have attached my parents bank statement and family certificate as an evidence

VI. Ties to Home Country

Upon completing my degree, I plan to apply for a post study work visa to implement what I have learned in a practical setting. Otherwise, I will make sure to go back to my home country to contribute what I have learned here in New Zealand. Furthermore, I am still in contact with my previous Manager on the cruise ship and has offered me that I can continue working in the cruise lines should I decide to come back and would be willing to help me secure an IT position in the company.

My other plans also include continuing my digital freelancing while travelling abroad. It has always been my dream to travel to different countries while offering my expertise in technology online. I also believe this can be a way for me to explore various technology and innovations from different countries that can help me in my IT career advancement. I also own a house property in Philippines and would love to be reunited with my dogs as well.

VII. Conclusion

I hope that you accept my genuine intent to study here to follow my dreams and experience more of the beautiful sceneries, make technology advancement research and most especially finally spend time with the people I love and cherish, my parents.

Sincerely,



이력서 (CV) 샘플

이름

주소, 이메일, 전화번호

OBJECTIVE

Recent school leaver looking for a building apprenticeship.

PERSONAL STATEMENT

I'm a mature, fit and positive school leaver wanting to get into the building industry. I'd like to take my NCEA workshop technology skills and my work experience on building sites and apply them to an apprenticeship role. I learn quickly, have good attention to detail and work well in a team.

TECHNICAL SKILLS

- Full driver's licence
- Current First Aid Certificate
- Site Safety Foundation Passport
- Microsoft Office skills

PERSONAL SKILLS

Willingness to learn

- Gateway work experience on building site
- Studied credits towards a New Zealand Certificate in Carpentry while at school

Teamwork

- Member of school water polo team

Problem solving

- Competed in New Zealand Engineering Science Competition

EDUCATION

Tupelo High School

Pukekohe
2015-2018

NCEA Level 2

Subjects: Construction and mechanical technologies, processing technologies, te reo Māori, physical education, mathematics

WORK HISTORY

Potatoland

Pukekohe
2016, 2017, 2018

Potato picker

- Picked potatoes
- Weeded potato fields
- Graded and packed potatoes

WORK AND VOLUNTEER EXPERIENCE

Workbuild Ltd

Auckland
July 2010 – Aug 2020

Work experience labourer

- Cleaned work environment and made it safe
- Loaded and unloaded trucks and sorted stock
- Lifted and nailed frames and sheets for a house

SPCA

Pukekohe
Mar 2009 – June 2009

Volunteer

- Cleaned animal cages and dog runs
- Fed animals and walked dogs

ACHIEVEMENTS

- Construction and mechanical technologies school award 2017

INTERESTS

- Water polo, upcycling old furniture, triathlons, kapa haka

REFEREES

추천인1
정보

추천인2
정보

**추가 문의가 있으시면 언제나
SOL 직원들에게 문의 해주세요!**