Guide to the Online Application for Admission

Note:

The Online Application is supported by all common internet browsers. If you have any difficulty, ensure your browser is updated to the latest version.

This guide contains information relevant to the majority of Exchange programme applicants. If your personal situation differs, please adjust your application accordingly. The following is a guide only.

For assistance, please contact us at studyabroad@auckland.ac.nz

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i. Registration

Open our website at [www.auckland.ac.nz](http://www.auckland.ac.nz) and select “Apply Now”: 
Select “Complete the Application for Admission”:

If you have registered with us before, log in to your account, or request a new password if you have forgotten it. Once you have logged in to your account, go to Step ii of this guide.

If you have NOT registered with us before, sign up for a new account.
To sign up for a new account, complete the fields below, accept the terms and conditions, and click Register:

If you have ever completed this page previously, you will already exist in our system. Please contact us to obtain your login details.

**Register for a new account**

<table>
<thead>
<tr>
<th>Field</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email address</td>
<td>(Your personal email address)</td>
</tr>
<tr>
<td>First name</td>
<td>(Given name)</td>
</tr>
<tr>
<td>Last name</td>
<td>(Family name / Surname)</td>
</tr>
<tr>
<td>Choose a password</td>
<td>(must be at least 8 characters long)</td>
</tr>
<tr>
<td>Confirm password</td>
<td></td>
</tr>
<tr>
<td>☐ I accept the terms and conditions, and disclaimer.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Step 1** Complete and submit this registration form, using your **personal email address**.

**Step 2** Select a secure password that must be **between 8 and 50 characters** in length. We also recommend using a combination of upper and lower case letters, punctuation, and numbers to strengthen your password.

**Step 3** You will receive an email, please use this to activate your account so it can be used next time to sign in at the University of Auckland.

**Please note**

The email address you register with as your username should not be a shared email address such as SmithFamily@gmail.com or enquiries@yourwork.com.

Please feel free to review our privacy policy.

We have disability services available.

**Validate your email address**

We have sent an email to the following address. Please click on the link within the email to validate your address.

- applicantesting@gmail.com

Check your email for an email from “onelogon@auckland.ac.nz” with subject line “Welcome from the University of Auckland”. If the email is not there, remember to check your spam mail folder.

Open the email and complete your registration.
Welcome from The University of Auckland

Thank you for registering with The University of Auckland. Please click the following button to complete your registration now.

![Complete your registration](button)

If you have not registered with The University of Auckland and believe you have received this email in error, please delete it or read:
Why might I have got a registration confirmation email?

---

Email address successfully validated

Thank you for validating your email address with The University of Auckland.

If you were logging into an application, you may now close this window and continue on to the application.

---

Close the window and return to your application. If your session has expired, log in again using your email and password at [apply.auckland.ac.nz](http://apply.auckland.ac.nz)
## ii. Personal Details

Complete the rest of your personal details:

### Application for Admission

*Required fields*

You have been directed to this page to review and update your details. Please provide any missing information, or update out of date information, then click ‘Next’ to proceed.

### Your name

All applicants must provide verified evidence of their legal name, date of birth, and citizenship, such as a verified copy of their passport, birth certificate, marriage certificate, divorce certificate, certificate of citizenship, or change of name by deed poll.

**Full legal name**

*Required fields*

Important: Please ensure the name reflects the legal name on passport or birth certificate

<table>
<thead>
<tr>
<th>Title</th>
<th>First name</th>
<th>Middle names</th>
<th>Last name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Preferred name**

Use this section to indicate other names

Do you have a preferred name that is different from your full legal name?  

- [ ] Yes  
- [ ] No

Add a previous legal or maiden name?  

- [ ] Yes  
- [ ] No

### Your contact details

*Required fields*

#### Contact phone

**Country Code** [ ] [ ] [ ]

**Area** [ ]

**Number** [ ]

#### Mobile phone

**Country Code** [ ] [ ] [ ]

**Area** [ ]

**Number** [ ]

#### Mailing address (for receiving mail)

**New Zealand postal addresses only**

Start typing your address. If you have an overseas address select Enter Overseas Address, or if you can’t find your NZ address, select Manually enter a NZ address.

**Enter overseas address**

Or

**Manually enter a NZ address**

### Home address (where you live)

- [ ] Same as Mailing address
- [ ] Add new address

### Your demographics

*Required fields*

- Gender
- Date of birth
- Citizenship
- Please specify your Permanent Residency status

Note: If you hold residency status in both New Zealand and Australia, then please select 'New Zealand'. Click here for more information.

- Ethnicity

You can select more than one ethnicity.
1. Academic history

1.1 English language

If you answered “English” go to Step 1.2 of this guide.

If you answered another language, complete the following:

Tick “No” if you come from a country where English is NOT the official language. Tick “Yes” only if you are studying at a university in a country where English is the official language such as the UK, USA, Canada, Australia, etc.

Add any English language test results you have from the past two years. If you are not able to provide evidence of your English language proficiency right now, you may do this at a later date without affecting the assessment of your application to study at the University of Auckland.
1.2 Secondary school / High school

After you click “Add qualification” the following screen will appear:

After you click “Add qualification” the following screen will appear:

Select the country in which you attended secondary school and the qualification you attempted. If your qualification is not listed, select “Other”

You will then be prompted to fill in whether you completed the qualification and in what year.

Once you have saved the information, it will appear as in the following example:

Continue adding qualifications until all your secondary qualifications are listed.

1.3 Foundation level study

Foundation Level study

Important: Generally Foundation and Certificate of University Preparation programmes, sometimes referred to as bridging programmes, are designed to help students achieve the academic preparation or background necessary to move into tertiary study. Some approved Foundation Programmes, when successfully completed, provide an alternative pathway to achieving University Entrance. If you would like further details on which Foundation Programmes may be considered for University Entrance please call 0800 61 62 63 or email admissions@auckland.ac.nz for further details.
1.4 Tertiary study

Add all tertiary qualifications you have completed or are completing at present. If you are adding the qualification you are currently studying for:

- Put the “Last year of study” as this year.
- Select “None” for the award type.
- Select “No” when asked if the qualification is complete.

Your information will appear as in the following example:

<table>
<thead>
<tr>
<th>Year</th>
<th>Country</th>
<th>Institution</th>
<th>Programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>United Kingdom</td>
<td>University of Manchester</td>
<td>Bachelor of Arts</td>
</tr>
</tbody>
</table>
1.5 Additional information

This section is for statistical purposes only and will not affect the outcome of your application.

2. Programme selection

2.1 Select the programme type “Exchange or Study Abroad”:

2.2 Select the programme “Certificate of Proficiency for Exchange”.
2.3 Your major/specialisation will be “Certificate of Proficiency”:

![Major / specialisation](image)

2.4 Select the term you wish to start at the University of Auckland. Note:
- Semester One runs late February – end of June
- Semester Two runs July - November

2.5 Your campus will be registered as City, regardless of whether you later enrol in courses taught at other campuses.

2.6 Select NO when indicating if you wish to apply for academic credit. Academic credit is only relevant for applicants who are intending to complete a full degree at the University of Auckland.

2.7 Scholarships – select “No” to both questions. As an Exchange student you will not pay fees to the University of Auckland:

![Scholarships](image)

2.8 Partner information – Click “Yes” and select your home university from the drop-down list:

![Agency/Provider/Partner Information](image)
You will be asked to confirm your association with our partner university:

**Confirmation**

I confirm that I wish this application and all subsequent applications to be linked to the following organisation:

Lund University

*Important: By confirming this you are authorising this organisation to act on your behalf and access your personal information and application(s).*

![Confirm button]

**3. Supplementary information**

3.1 Complete the programme specific requirements (one question)

**Programme specific requirements**

**Programme specific question**

*Please indicate if you've been nominated by your home university for a 1 or 2 semester exchange.*

![Add answer button]

The following box will appear:

**Add Programme Specific Questions**

Please answer the following question.

Please indicate if you've been nominated by your home university for a 1 or 2 semester exchange.

**Answer:**

(Answer 1 or 2 in this free text box.)

![Character limit: 2048]

3.2 How did you hear about the University?

**Additional information**

*Important: Statistical information collected and used by the University of Auckland.*

*How did you find out about the University of Auckland?*

- select -
4. Application review

Review your application. Return to any sections marked incomplete:

**Academic history**
- This section is incomplete
  - Update Academic History

**Programme selection**
- This section is complete
  - View Summary

**Supplementary information**
- This section is complete
  - View Summary
5. Declaration

When all sections are complete and you are ready to submit your application, complete the declaration:

<table>
<thead>
<tr>
<th>Declaration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Information for applicant</strong></td>
</tr>
<tr>
<td><strong>Application Fee</strong></td>
</tr>
<tr>
<td>Please read this section to find out whether an application fee applies to your application:</td>
</tr>
<tr>
<td>• If your highest qualification (gained or attempted) is from an overseas secondary school (including International Baccalaureate), you will be charged NZ$85.</td>
</tr>
<tr>
<td>• If your highest qualification (gained or attempted) is from an overseas tertiary institution, you will be charged NZ$140.</td>
</tr>
<tr>
<td>• If you are applying for academic credit for study carried out at another New Zealand tertiary institution, you will be charged NZ$85.</td>
</tr>
<tr>
<td>• If you are applying under the Discretionary Entrance or Special Admission categories, you will be charged NZ$85.</td>
</tr>
<tr>
<td><strong>Note:</strong> Fees will be applied based on the fee current at the date of processing and not the lodgement date of the application.</td>
</tr>
</tbody>
</table>

**Application fees apply to New Zealand and Australian Citizens and Permanent Residents only.**

An application fee will not be charged if your only current application is for a New Start programme. However, if you also apply for a formal award program you may be charged a fee.

| **Acknowledgement email** |
| You will receive an acknowledgement email from the University. That email will tell you if there is any documentation we require from you in order to complete the processing of your application. You will also be able to return to your application at any time to see its status and view what we are still waiting for. You will most likely receive your email within a few minutes of submitting your application, but in some cases it may take us up to two working days to verify that your account is unique. |

| **Offer of Place** |
| All admission decisions will be communicated to you by email. If you are made an offer of place and would also like to receive notification in writing please tick the box below. |
| **Note:** Notification by letter may take up to ten days. |

| **Certified admission documents** |
| You need to provide the University with certain documents in support of your Application for Admission so that we can properly assess your entry to the University, and to ensure that your application is valid. |
| **Note:** For exchange students, there is a streamlined process regarding certified admissions documents. Please check 6. Summary of your application below. |

| **Viewing and making changes to your application** |
| If you wish to make any changes to your application, you can login at any time from Student Services Online. You will not be able to make changes to any information that has been verified already (such as your academic history, or name and date of birth). You can track the progress of your application online at any time as well. We will advise you via email if your application(s) have been successful. |

| **Contacting the University** |
| If you have not received your acknowledgement email within two working days, or if you have any queries about your application for admission, please contact the University on 0800 61 62 63 FREE (or +64 9 308 2398 for calls from outside New Zealand). |
| For more information on admission to the University of Auckland, including the admission and enrolment process, admission regulations and academic credit, please visit the Admission and Enrolment web pages. |
| For domestic applicants applying for a student loan or allowance if you have not already applied for a student loan or student allowance you should do so now. You can apply for a student loan or allowance online at the StudyLink website, or by calling 0800 80 80 70 FREE to request an application pack. |

Updated May 2019. Although every care has been taken to ensure that information contained on this guide is correct, the University of Auckland cannot accept responsibility for any changes that may occur.
6. Summary of your application(s)

To return to this webpage at any time, log in at apply.auckland.ac.nz

Application successfully submitted
Please ensure you provide any documents required to support your application.

This page is used to manage your applications and to upload any documents required.
Note: To apply for another programme click the ‘Apply for another programme’ button.

Please be aware that documents may take approximately three weeks to process during peak admission periods.
Note: If you have sent in all your documents at one time, certain admission documents will be processed and updated in the system sooner than others.

Personal summary

Your current residential address is:

Your highest known qualification is:

You can update your personal details and academic history at any time.

Your applications

To apply for another programme select ‘Apply for another programme’. For each programme that you submit an application to you may be required to provide additional information to assist in the selection process.

You can check the status of your application here.
After two working days, the following section (Things you need to do) will appear on this page.

### Things you need to do

You may be required to provide additional information depending on your residency status or your programme requirements. If you have items that need completing they will be displayed in this section.

<table>
<thead>
<tr>
<th>Item</th>
<th>Programme</th>
<th>Instruction/Comments</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID Photo required</td>
<td></td>
<td>Please submit a standard passport photograph (30 x 45mm)</td>
<td>Incomplete</td>
</tr>
<tr>
<td>Evidence of qual completion</td>
<td></td>
<td>Please submit certified evidence of your degree/qualification</td>
<td>Incomplete</td>
</tr>
<tr>
<td>Unofficial Language Proficiency</td>
<td></td>
<td>Please upload a copy of English Language Proficiency. The</td>
<td>Incomplete</td>
</tr>
<tr>
<td>English Language Proficiency</td>
<td></td>
<td>Please upload a copy of English Language Proficiency. The</td>
<td>Incomplete</td>
</tr>
<tr>
<td>Unofficial Completion Evidence</td>
<td></td>
<td>Please upload a copy of evidence of degree/qualification co</td>
<td>Incomplete</td>
</tr>
<tr>
<td>Overseas PD Verification reqd</td>
<td></td>
<td>Please submit a verified copy of your birth certificate, as</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

For exchange students, there will be four or five items will appear initially.

- **COPOS COPEX requirements** – This is for you to upload a **certified copy of passport, which is signed and stamped by home university** (or notarised).
- **Academic transcript** – This is for you to upload a copy of academic transcript in English, including all courses you have completed and in progress; it does not need to be certified or notarised, but it needs to include a university name and programme name.
- **Nomination by home university** – You do not have to do anything for this. Your home university will send us the nomination directly and our Admissions will update this.
- **English Language Proficiency** – If you declared that English is not your first language, this item will appear for you to upload a copy of IELTS or TOEFL results (no need to be certified) or contact studyabroad@auckland.ac.nz if you have questions regarding this.
- **Courses Outlines in English** – Please ignore this. We are in the middle of updating our system. When you try to enrol in courses which requires our faculty approval, they may ask you to send this information by email.

### 7. Notes

#### 7.1 Withdrawal of an application

Once an application has been submitted, it cannot be deleted. If you wish to withdraw an application, open it from your Application summary page and click on “Withdraw application” on the top right-hand corner of the page.

#### 7.2 Accepting or declining an offer

When you have received an offer letter, log in to apply.auckland.ac.nz
Accept or decline your offer on the Application summary page.

#### 7.3 Enrolling in courses

To enrol in courses you must first accept your offer online. See our document “Student Exchange Programme: Information for students” for more information. Your home university exchange office has a copy of this document.

#### 7.4 If you need any assistance, please contact us at studyabroad@auckland.ac.nz

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