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

Contents

i. Registration .............................................................................................................................. 2

ii. Personal Details.......................................................................................................................... 6

1. Academic history ....................................................................................................................... 7

   1.1 English language .................................................................................................................. 7

   1.2 Secondary school / High school .......................................................................................... 8

   1.3 Foundation level study ....................................................................................................... 8

   1.4 Tertiary study ..................................................................................................................... 9

   1.5 Additional information ...................................................................................................... 10

2. Programme selection ............................................................................................................... 10

3. Supplementary information .................................................................................................... 12

4. Application review ................................................................................................................. 13

5. Declaration ............................................................................................................................. 14

6. Summary of your application(s) ............................................................................................ 15

7. Notes ....................................................................................................................................... 16
**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>Details</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>(Must match the password entered above)</td>
</tr>
</tbody>
</table>

[ ] I accept the terms and conditions, and disclaimer.

**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:

- applicanttesting@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](image)

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:

- **Full legal name**: Please ensure the name reflects the legal name on your passport or birth certificate.
  - Title
  - First name
  - Middle names
  - Last name

- **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**
  - **Contact phone**
  - **Mobile phone**
    - Country Code
    - Area
    - Number
    - Exit

- **Mailing address** (for receiving mail)
  - New Zealand postal addresses only
    - Enter overseas address
    - Or Manually enter a NZ address
    - 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.

- **Home address** (where you live)
  - Same as Mailing address
  - Add new address

- **Your demographics**
  - **Gender**
  - **Date of birth**
  - **Citizenship**
  - **Please specify your Permanent Residency status**
  - **Ethnicity**

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

Updated February 2016. 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.
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:

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
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>

Updated February 2016. 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.
1.5 **Additional information**

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

---

**Application for Admission: Select Programme**

2. **Programme selection**

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

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

<table>
<thead>
<tr>
<th>Major / specialisation</th>
<th>Certificate of Proficiency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Important:</td>
<td>Click here for information on fees.</td>
</tr>
<tr>
<td>Start term:</td>
<td>- select -</td>
</tr>
<tr>
<td>Campus:</td>
<td>- select -</td>
</tr>
</tbody>
</table>

**Academic credit**

<table>
<thead>
<tr>
<th>Do you wish to apply for academic credit?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
</tr>
</tbody>
</table>

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 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:
   2.7.1  In general, your answer to both questions will be “No”.
   2.7.2  Select “Yes” to the second question only if your tuition fees are being paid by your sponsor. If you select “Yes”, please select the appropriate sponsor from the drop-down list.

**Scholarships**

<table>
<thead>
<tr>
<th>Do you hold or have you been offered a scholarship or award from the University of Auckland?</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Are you expecting your tuition fees to be paid by a scholarship organisation (other than the University of Auckland)/institution or provider on your behalf?</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
</tr>
</tbody>
</table>

2.8  Agency/Provider/Partner information:
   2.8.1  Click “Yes” and select your agency or provider from the drop-down list below.
   2.8.2  If you are not coming from an agency or provider, select your home university from the drop-down list.
   2.8.3  If your home university is not in the drop-down list, change your answer in this section to “No”

**Agency/Provider/Partner Information**

<table>
<thead>
<tr>
<th>Are you using the services of a recruitment agency or provider or applying through an exchange partner?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>

Important: Agencies and providers are official representatives for the University of Auckland. They may provide information, certification of documents and assistance with your application for admission. Exchange partners are overseas universities that the University of Auckland has an exchange agreement with.

<table>
<thead>
<tr>
<th>Agency/Provider/Partner name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- select -</td>
</tr>
</tbody>
</table>
If you answered “Yes”, you will be asked to confirm your association with our agency, provider or partner:

![Confirmation](image)

### 3. Supplementary information

#### 3.1 Complete the programme specific requirements (one question)

The following box will appear:

![Programme specific requirements](image)

#### 3.2 How did you hear about the University?

![Additional information](image)
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:

**Declaration**

_Important: Please read the following applicant declaration. If you agree, please check the ‘I Agree’ check box to submit the application._

**Information for applicant**

**Application Fee**

Please read this section to find out whether an application fee applies to your application:

- If your highest qualification (gained or attempted) is from an overseas secondary school (including International Baccalaureate), you will be charged NZ$85.
- If your highest qualification (gained or attempted) is from an overseas tertiary institution, you will be charged NZ$140.
- If you are applying for academic credit for study carried out at another New Zealand tertiary institution, you will be charged NZ$85.
- If you are applying under the Discretionary Entrance or Special Admission categories, you will be charged NZ$50.

_Note: Fees will be applied based on the fee current at the date of processing and not the lodgement date of the application._

*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 awaiting from you.

**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._

☐ Please notify me of an offer of place by email and letter.

**Certified admission documents**

- Your application will be processed only after the admission documents have been received.
- You must provide all original admission documents and a copy of your passport. 
- You must provide evidence of English language proficiency, if applicable (e.g., verified copies of English language test results).
- A recent colour, passport-sized and quality photograph of yourself with your name, date of birth and student ID number on the reverse.

**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 on 64 9 308 2930 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 88 88 77/FREE to request an application pack.
6. Summary of your application(s)

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

![Image of a form with the title "Application successfully submitted"]

**Personal summary**

- Your current residential address is: [ ]
- Your highest known qualification is: [ ]

**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.

<table>
<thead>
<tr>
<th>Programme</th>
<th>Plan</th>
<th>Status</th>
<th>Expiry Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cert of Proficiency for Overseas</td>
<td>Certificate of Proficiency</td>
<td>Pending</td>
<td></td>
</tr>
</tbody>
</table>

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

You can check the status of your application here.

Updated February 2016. 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.
After two working days, the following section (Things you need to do) will appear on your Application summary page:

**For study abroad students**, there will be two or three 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.
- 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.

### 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 “Study Abroad Programme: Information for students” for more information. Your provider, University of Auckland Study Abroad partner, or home university Study Abroad office should have a copy of this document.

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