Online Application Guide for the Certificate of Proficiency Short Programme (COPSP) at The University of Auckland

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1. **Entry Requirements**

This course is designed for students with two years’ undergraduate experience. A background in English, film or media production, drama (theatre), or creative writing, is preferred, but not essential. Students with only one year of undergraduate experience and a strong creative and theatre portfolio are also eligible for entry. Applicants need to have a strong academic record (equivalent to at least a B average).

2. **English Language Proficiency**

All applicants for whom English is a second language are required to provide evidence of their proficiency in the English language.

For undergraduate study:
- IELTS (academic), total of 6.0, no band less than 5.5
- TOEFL (internet), total of 80 with a writing score of 21
- TOEFL (paper), total of 550 with a TWE of 4.5

We also accept other English language tests as proof of English proficiency. For more information see, [www.auckland.ac.nz/is-entry](http://www.auckland.ac.nz/is-entry)

3. **Registration**

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

Apply for admission to the University
To become a student at the University you must apply for admission, and accept an offer of place into a programme. Once you have applied for admission, you can apply for student accommodation and scholarships. Each application will require you to submit your full contact details so please ensure you use exactly the same name each time.

Complete the Application for Admission now
Help tutorials
How to apply for admission
How to check your application status
How to accept or decline an offer of place

Undergraduate applications:
Undergraduate admission and enrolment guide
Undergraduate entry requirements

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 iv 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

- Email address
- First name
- Last name
- Choose a password
- Confirm password

(Your personal email address)
(Given name)
(Family name / Surname)
(must be at least 8 characters long)

I accept the terms and conditions, and disclaimer.

Register

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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.

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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

Continue

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]

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

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4. **Personal Details**

Complete the rest of your personal details:

- **Full legal name**
  - Ensure the name reflects the legal name on passport or birth certificate.

- **Preferred name**
  - Use this section to indicate other names.

- **Contact phone**

- **Mobile phone**

- **Mailing address** (for receiving mail)
  - New Zealand postal addresses only

- **Home address** (where you live)

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

Please provide a comprehensive history of your complete and incomplete prior study. This information will be used to assess your application for admission to the University of Auckland, so the more thorough understanding of your academic background the better.

5.1 **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.
5.2 Secondary school / High school

**Secondary school history and qualifications**

*Was the last secondary school you attended in New Zealand?*
- Yes
- No

*In what country was this school?*
- Select -

*Name of school:*

*In what year did you last attend this school?*
- Select -

*Are you currently, or have you previously, attempted or completed a formal secondary school qualification?*
- Yes
- No

*Please list ALL of the formal secondary school qualifications you have attempted, completed or are in the process of completing.*

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

**Enter Secondary School Qualification**

Complete this form for every secondary school qualification that you have either, attempted, completed or are currently completing.

*Country in which qualification was sat:*
  - United States

*Name of qualification:*

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:

<table>
<thead>
<tr>
<th>Year</th>
<th>Country</th>
<th>Qualification Name</th>
<th>NSN / Candidate Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>United States</td>
<td>ACT Test</td>
<td></td>
</tr>
</tbody>
</table>

Continue adding qualifications until all your secondary qualifications are listed.

5.3 Foundation level study

**Foundation Level study**

*Have you completed, or are in the process of completing, Foundation Level Study at an institution other than the University of Auckland?*
- Yes
- No
5.4 Tertiary study

You will be required to provide a qualification in this section for any COPSP application. Please select ‘Yes’ and click the ‘Add Qualification’ button to enter the details. Please note: this is for all incomplete as well as completed tertiary qualifications you might have. 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>

If you have more than one tertiary qualification, you will be able to click ‘Add Qualification’ again after saving your first one.
5.5 Additional information

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

6. Programme selection

6.1 Programme Type
Select the programme type “Certificate”

6.2 Programme Name
Select the programme “Certificate of Proficiency Short Programme (COPSP)”
6.3 Major/specialisation
Your major/specialisation will be “Certificate of Proficiency”

6.4 Start Term
Select “2019 Quarter Three” as your start term

6.5 Campus
Your campus will be “City”

6.6 Academic Credit
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.

6.7 Scholarships
In general, your answer to both questions will be “No”.

6.8 Agency/Provider/Partner Information

6.8.1 Click “Yes” and select your agency or provider from the drop-down list below.
6.8.2 If you are not coming from an agency or provider, select your home university from the drop-down list.
6.8.3 If your home university is not in the drop-down list, change your answer in this section to “No”
If you answered “Yes”, you will be asked to confirm your association with our agency, provider or partner:

**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).

[Cancel & Return to Previous Page] [Confirm]

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**7. Supplementary information**

**7.1 Complete the programme specific requirements**

**Programme specific requirements**

**Supplementary information**

Important: Once you have submitted your application the following supplementary items must be provided. If you are asked to upload an item this can be done through your "Things I need to do" list which will display on your Application Summary page within two to three working days of submitting your application.

<table>
<thead>
<tr>
<th>Item Name</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portfolio</td>
<td></td>
</tr>
</tbody>
</table>

**Work history**

Please list your relevant work experience starting with your most recent. To get started select ‘Add work history’

**Programme specific question**

* Briefly explain why you want to take this course (max. 500 words).
* Provide an analysis of the characterisation and narrative function of ONE central character from a well-known prime time television drama series (max. 500 words).
* Provide an original story idea for a short television drama containing a narrative outline and description of characters (max. 350 words).

**Additional information**

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

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

[Save and Exit]
7.1.1 Please read the question carefully and answer in full. If you are copying and pasting your answer from another programme, please ensure that you do not include any special characters in your answer, as these will create errors that may hold up your application.

8. Application review

8.1 Review Your Application
Return to any sections marked incomplete:

- **Academic history**: This section is incomplete
- **Programme selection**: This section is complete
- **Supplementary information**: This section is complete

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9. Declaration

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

**Declaration**

**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$65.
    - 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$65.
    - If you are applying under the Discretionary Entrance or Special Admission categories, you will be charged NZ$60.

**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 programme 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.

- **Certified admission documents**
  - You may 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 your chosen programme(s). These documents must be appropriately certified. A certified document is a copy of the original endorsed with the statement “Original sighted. Certified true copy” by either a Justice of the Peace (JP); solicitor; notary public (full details of the certifier must be included); an authorised staff member of the University of Auckland’s Student Information Centre; or an officer of a Trade New Zealand Offshore Education Centre, Embassy, High Commission or Consulate General.
  - You are required to provide the University with the following documents:
    - Certified evidence of your legal name, date of birth and citizenship status (e.g. passport or birth certificate)
    - Certified copies of all official academic transcripts/records
    - 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 noted on the reverse

**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 2386 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 00 FREE to request an application pack.
10. Summary of your application(s)

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

[Your name]'s

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.

Notes: 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.

Notes: 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.

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 will appear on your Application summary 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 40mm) th ... more</td>
<td>Incomplete</td>
</tr>
<tr>
<td>Evidence of qual completion</td>
<td></td>
<td>Please submit certified evidence of your degree/qualification ... more</td>
<td>Incomplete</td>
</tr>
<tr>
<td>Unofficial Language Proficiency</td>
<td></td>
<td>Please upload a copy of English Language Proficiency. Th ... more</td>
<td>Incomplete</td>
</tr>
<tr>
<td>English Language Proficiency</td>
<td></td>
<td>Please submit evidence of English Language Proficiency. Th ... more</td>
<td>Incomplete</td>
</tr>
<tr>
<td>Unofficial Completion Evidence</td>
<td></td>
<td>Please upload a copy of evidence of degree/qualification ... more</td>
<td>Incomplete</td>
</tr>
<tr>
<td>Overseas PD Verification reqd</td>
<td></td>
<td>Please submit a verified copy of your birth certificate, pa ... more</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

- If you are applying through one of our Study Abroad partner universities or providers, they will provide us with your certified admissions documents. You do not need to do anything with this section.
- If you are applying independently, you can upload supporting documents here. However, certified copy of your passport must be posted or couriered to The University of Auckland before enrolments.

**11. Notes**

**11.1 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.

**11.2 To Accept or Decline an Offer**

Once you receive your Offer of Admission, login to the Application for Admission.

If you have forgotten your password, please email onelogon@auckland.ac.nz to request for password reset. In your email, please include:

- Full name
- Student ID number
- Date of birth
- Home/Mailing Address

To enrol into your courses, please accept your Offer of Admission online first.

**11.3 Questions**

If you have any questions or require assistance, please contact screentools@auckland.ac.nz