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 int-questions@auckland.ac.nz

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i. Registration

Open the Study Abroad and Exchange webpage at https://www.auckland.ac.nz/en/study/international-students/study-options-for-international-students/study-abroad-and-exchange/guide-to-applying.html and select “Apply Now“:

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Guide to applying

Find out how to apply for the University’s Study Abroad and Exchange programmes.

The application process varies slightly depending on which programme you are applying for, and whether you are applying directly, or through an overseas representative, Study Abroad provider or your home university.

To complete your application you will need:

- A copy of your official academic transcript, showing your current (and previous, if applicable) undergraduate and/or postgraduate studies at university.
- A copy of your English language test results (if applicable).
- A certified* copy of the identity page of your passport or your birth certificate (identity cards and driver’s licences are not accepted).
- Exchange students only - an official nomination letter from your home university.

*Certified means the document is signed, dated and stamped by a Justice of the Peace, solicitor, notary public, Exchange coordinator, Study Abroad provider or a authorised agent.

For more information on which authorities can certify documents in your home country, email us at studyabroad@auckland.ac.nz.

Exchange programme

- Application deadlines: 1 December / 1 April.
- Your home university must be a University of Auckland partner through a formal student exchange agreement. See Exchange partner universities.
- You must be nominated for the programme by the exchange coordinator of your home university.
- You must have a better-than-average academic record, particularly in your major subject and in your most recent academic year of study.
- If English is not your first language, and English is not the medium of instruction at your home university, then you must meet the University of Auckland’s English language requirements.
- If accepted, you remain enrolled with your home university.
- You will continue to pay your home university fees, and be exempt from University of Auckland tuition fees.
- Your courses may be credited towards your degree as per the formal agreement between the two universities. Please check course credit arrangements with your home university exchange coordinator.
- Programme code: Certificate of Proficiency- Exchange (COPEX).

Apply now

Step-by-step application guide for Exchange students

Download this PDF 1.8 MB
Select “Let’s get started”:  

Apply now  
Start your journey to the University with an 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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</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>Make sure you have read and understood the terms and conditions.</td>
</tr>
</tbody>
</table>

Register for a new account

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]

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
ii. Personal Details

Complete the rest of your personal details:

- **Your name**
  - Full legal name
    - Important: Please ensure the name reflects the legal name on passport or birth certificate
  - 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*
  - *Mailing address* (for receiving mail)
    - New Zealand postal addresses only
    - Enter overseas address
    - 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*
    - New Zealand
    - Australia
    - Neither
  - *Ethnicity*
1. Academic history

Application for Admission: Academic History

The academic history information collected on this page will help determine whether or not you meet the University Entrance Standard and entry requirements for a specific programme.

1.1 English language

English language qualifications

* What is your first language? - select -

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

If you answered another language, complete the following:

- Have the last two years of your education been conducted in English in one of the countries specified? Click here for more information.
- If you have sat an IELTS (Academic) or TOEFL please list your test results.

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.

Updated November 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.
1.2 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>
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”:

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:

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

[Cancel & Return to Previous Page] [Confirm]

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### 3. Supplementary information

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

The following box will appear:

### 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

The following box will appear:

### Add Programme Specific Questions

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.)

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#### 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

<table>
<thead>
<tr>
<th>Academic History</th>
<th>Programme Selection</th>
<th>Supplementary Information</th>
<th>Review</th>
<th>Declaration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Number: 111011867</td>
<td>Application Status: Unsubmitted</td>
<td>Expiry Date: 29 Mar 2016</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:

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**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$60.

**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 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.  

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

**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 University. The original endorsement of the certificate(s) (if applicable) must be in the original language of the certificate(s) or a certified translation. A certified document is a copy of the original signed and sealed by an officer of a Trade Mea (JP); solicitor; notary public; or an officer of a Trade Mea. You are required to provide:

- A recent colour, passport-sized and quality photograph of yourself with your name, date of birth and student ID number noted on the reverse
- 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
- A copy of your official academic records, or course outlines, if available

**Note:** Exchange students can receive a firm offer based on uncertified copies of documents uploaded online. However, your home university will need to send us your passport copy before you enrol in courses.

**Viewing and making changes to your application**

If you wish to make any changes to your application, you can log in 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 2288 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 on-line at the StudyLink website, or by calling 0800 88 99 00 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

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

You can check the status of your application here.

Updated November 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 will appear on this page. Your home university will email us your certified documents so you do not need to do anything with this section.

### 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 int-questions@auckland.ac.nz