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

October 2015
Entry Requirements

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

Please note: There is a maximum class size of 16 for this course.
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 OR
TOEFL (internet), total 80 with a writing score of 21 OR
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
Step 1: Registering with the University of Auckland

The Online Application is supported by:
• Internet Explorer version 8 or newer
• Latest version of Firefox

Please note: we have provided answers relevant to the majority of students. If your personal situation differs, please adjust and tick the appropriate field on the application. The following is a guideline only.
Go to: www.auckland.ac.nz
Click on the ‘Apply now’ button as shown below.
Click: ‘Complete the Application for Admission now’
If this is your first time registering with the University of Auckland, click: ‘Sign up for a new account’

If you have ever completed, or partially completed an application to the University of Auckland before please enter your email address and password and click the ‘sign in’ button.
Read the information carefully before clicking: ‘Confirm’
• Complete all required fields.
• Tick the terms and conditions box.
• Click the register button.
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

- A message will appear asking you to validate your email address.
- An email will have been sent to your declared email address.
- Log into your email account and open the email from ‘onelogon’

**Keep this browser window open as you’ll need to come back to it**
Once you open the email the following email will appear:

In order to validate your email simply click the bright green complete your registration button.
Once this message appears, return to your registration window.

Click the ‘Continue’ button to begin your application.

If your session has expired, go to https://apply.auckland.ac.nz and sign in with your email address and password. Do not sign up for a new account!
Step 2: Entering your personal details

Ensure that all fields with a red asterisk * are completed. These are required fields and you will not be able to submit your application unless they are all completed.
You’re official legal full name as it appears on the front page of your passport.

We require at least one contact phone number. If you have an additional mobile phone number please enter it. This is required unless you tick the ‘I don’t have one’ box.
If your mailing address is overseas please click this button to manually enter it.

If you have a current NZ mailing address you can simply start typing it and it will be auto filled once enough information is input.

If your home address is the same as your mailing address simply tick here.

If your home address is different from your mailing address tick here to enter a new address.
Only fill this out if you have previously worked in New Zealand and have been issued an IRD number.

We now require that you provide one emergency contact, with at least one contact phone number.

Click to proceed
Check to ensure the name you have provided is the same as on your Passport front cover/Birth Certificate.

To confirm that the name you have provided is your full legal name select the tick box.

Then click ‘Continue’ to confirm.
Step 3: Entering your 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.
First Language

If you have selected English as your first language you will be able to proceed. If you select another language you will be given further options:

If you have IELTS (Academic) or TOEFL results, sat within the last 2 years you can upload a copy here.
Once you have completed the required fields click this button to add your previous Secondary (High school level) qualifications.
The name of the qualifications available will be automatically updated depending on the country that you select.
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.
The box that appears for you to fill in will change depending on the answers you give and guide you through declaring your prior study.

Once you have finished, click ‘Save’ to return to your application.

**Please note:** If you have more than one tertiary qualification, you will be able to click ‘Add Qualification’ again after saving your first one.
Once you have completed the two quick required statistical questions click save to move onto the programme application.
Step 4: Programme Application

The required selections are shown for the Certificate of Proficiency Short Programme (COPSP).

Please make sure you have selected all of the correct options then click ‘next’.

Please note: If you are not ready to submit your application you can click ‘Save and Exit’ and return to your application within 2 weeks to submit it.
Please provide the required answers and work history information as required, by clicking on the ‘Add…’ buttons.

Complete the statistical information and click next to finalise your application.
Please read the question carefully and answer in full.

**Please note:** Each answer has a character limit.

Click ‘Save’ to return to the main screen.

**Please note:** 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.
Ensure that all sections are completed and displaying as green. If there are any incomplete sections you will need to go back in and complete them before you will be able to proceed to the declaration.
Ensure that you read all parts of the Declaration

Tick the ‘I agree’ box and you will then be able to submit your application.

Please note: The application fees stated are not applicable to international students.
Note down your University of Auckland ID number.

The status of your application will be displayed here. You can log in anytime to check any status updates.

You can upload unofficial copies of required documentation here.

Please note: Official correctly certified hard copies will also be required.
From now on, when you sign in to Application for Admission, you will see a page similar to this.

24 hours after submission, an acknowledgment email will be sent notifying you of the supporting documents we require in order to process your application. You will see a new section called “Things you need to do”. Please ask your home university to send us your documents by email or post them to:

Applications and Admission
The University of Auckland
Private Bag 92019
Auckland 1142
New Zealand

Your application will only be assessed when we have received your supporting documents.

Useful links:
• Where to send documents?
• Who can certify documents?
Once an application is successfully submitted

– It cannot be deleted.
– To withdraw your application, click on the application that you wish to withdraw. Click ‘withdraw application’ located at the top right hand corner of the page.

To Accept or Decline an Offer

– Once you receive your Offer Communication, 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 Offer online first

Contact int-questions@auckland.ac.nz if you need any assistance