Guide to the Online Application for Admission

Winter Programme (COPWP)

The Application for Admission is supported by:

- Internet Explorer version 8 or newer
- The latest version of Firefox

Please note:

The following is a guideline only. We have indicated the answers most applicable to the majority of applicants. If your personal situation differs, please tick the field that applies to you.



November 2013



Winter Programme 2014 Application for Admission

Please read all instructions carefully.

- •There is a maximum class-size for each course:
 - Marine Science and Field Studies in Environment 24 students only
 - Field and Laboratory Methods in New Zealand Archaeology 16 students only
 - Lights! Camera! Action! TV Drama Studio 16 students only

•Applications close on 10 January 2014. Late applications may be considered if places are still available.

•Should a programme not have sufficient enrolments, the University of Auckland reserves the right to cancel it. A full refund of any programme fees will be made.

•Where the number of applicants exceeds available places, the University will select students in accordance with criteria approved by the University Council.



Registration

www.auckland.ac.nz











Create a new account if you have not registered with us before.

If you already have an account, please log in and start from page 12 of this guide.

THE UNIVERSITY OF AUCKLAND NEW ZEALAND Te Whare Wananga o Tamaki Makaurau	
	Application for Admission Sign in NetID/UPI or Email Password Sign up for a new account I cannot log in I forgot my password
<mark>Prot</mark> Rem This	ember to always log out by completely exiting your browser when you leave the computer. will protect your personal information from being accessed by subsequent users.
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Registration



Click Confirm

Confirm "Sign up for a new account"

Important Please read the following before you create a new account, as creation of a duplicate account, or multiple accounts, may result in a delay to the processing of your registration.

You will not need to create an account if:

- 1. You have previously registered with The University of Auckland.
- 2. You have ever applied to study or work at The University of Auckland.
- You have ever been a student at The University of Auckland, Auckland College of Education or the Centre for Continuing Education.
- You have ever been a permanent, contract, part-time, casual or visiting member of staff at The University of Auckland or UniServices.
- You have been set up with access by the International Office as an agent or partner institution. If you are unsure about your access, please email intmarketing@auckland.ac.nz.

To log in, please use your NetID/UPI and password if you know them. If you do not remember these details, please contact us for assistance on 0800 61 62 63 (or +64 9 373 7513 for enquiries from outside New Zealand), or email studentinfo@auckland.ac.nz and include your full legal name and date of birth.





Complete the fields below

OF AUCKLAND NEW ZEALAND Te Whare Wänanga o Tämaki Makaurau		
	The University of Auckland	ł
	If you have ever completed this page pro us to obtain your login details.	eviously, you will already exist in our system. Please contact
	Email address	
	First name	Given names
	Last name	Family name/surname
	Choose a password	Must be 8 characters long
	Confirm password	
	I accept the	e terms and conditions, and disclaimer.



Validate your email address

THE UNIVERSITY OF AUCKLAND NEW ZEALAND Te Whare Wananga o Tamaki Makaurau	Other services
	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
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Check your E-mail account and complete your registration. If you can't see a message from onelogon, check your junk/spam mail folder.

onelogon	Welcome from The University of Auckland - Contact us Welcome from The University of Auckland Thank you for registering with The University of
Gmail Team	Customize Gmail with colors and themes - To spice up your inbox with colors and themes, check out the Themes tab under Settings. Customize
Gmail Team	Import your contacts and old email - You can import your contacts and mail from Yahoo!, Hotmail, AOL, and many other web mail or POP

Welcome from The University of Auckland	
onelogon@auckland.ac.nz to me <	12:27 PM (5 minutes ago) 📩
THE UNIVERSITY OF AUCKLAND NEW ZEALAND To Whare Wänanga o Täimaki. Makaurau	Contact us
Welcome from The University of Auckland	
Thank you for registering with The University of Auckland. Please click the following button to complete your registration	on now.
Complete your registration	
If you have not registered with The University of Auckland and believe you have received this emayin error, please de Why might I have got a registration confirmation email?	lete it or read:
Should the above button to complete your registration not work, please try cutting and pasting this address into your https://iam.auckland.ac.nz/email/verify/applicantesting@qmail.com?identity=8197469&key=cc6acc687fd4425761a40er	web browser: c883ab2ad6&fine=1354663644555
You might also check solving problems confirming my registration for further information.	



Your email address is now validated. You can close this window and return to your registration.





Click continue



If your session has expired, visit <u>www.apply.auckland.ac.nz</u> and sign in with your email address and password. Please do not sign up for a new account again.

Registration



Add your personal details

THE UNIVERSITY OF AUCKLAND New ZEALAND To Whare Wanaga o Tamaki Makaurau	Other services
Application for Admission *Required fields	
Your name	
All applicants must provide verified evidence of their legal name, date of birth, and citize birth certificate, marriage certificate, divorce certificate, certificate of citizenship, or ch Full legal name Important: Please ensure the name reflects the legal name on passport or birth certificate	enship, such as a verified copy of their passport, nange of name by deed poll.
Title *First name Middle names *Last name Breferred name	
Preferred liame	
Use this section to indicate other names	
Do you have a preferred name that is different from your full legal name? Add a previous or maiden name?	YesNoYesNo



						Ignore this fi	eld
Your contact details							
*Contact phone				+ Country	Area	Number	Ext
*Mailing address			Complete this section	on only if you ha	ave a NZ pos	stal/mailing a	ddress
Start typing your address. If you have address.	an overseas address s	elect Enter Overseas Ad	ldress, or if you can't fi	nd your NZ addre	ess, select Mar	nually enter a I	NZ
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* Home address				O Same as	5 Mailing add	iress	
				🔘 Add new	v address		
	Select this if your	home address is also	your mailing address	5			
Your demographics							
*Gender				🔘 Male	🔘 Fema	le	
[*] Date of birth				v	~		
*Citizenship				Please sel	ect		*
*Ethnicity				Please sel	ect		*
Iwi affiliations				Ignore thi	s unless you	are Māori	~
*Are you a permanent resident of Ne	ew Zealand?	International studer have permanent res New Zealand.	its usually do not idency status in	🔿 Yes	⊙ No 🗲		

Registration



Your disability information		
Do you live with the effects of a mental health condition, specific learning disability, long-term medical condition, or other disability or impairment?	🔿 Yes	⊙ No
Do you need some form of assistance from Disability Services?	🔘 Yes	⊙ No
Your IRD number		
Please provide your IRD number	Ignore this if you have no	t worked in New Zealand before
The IRD number is a NZ code assigned for the purpose of paying income tax		
		Next
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Confirm your full legal name.

Please ensure that you have entered the exact name recorded on your passport/birth certificate.









Secondary school history and qualifications

Important: It is essential that all secondary school study that you have attempted, completed or are completing is entered in this section. Failure to do so could result in a delay in the processing of your application. Remember to include your NSN if you have studied NCEA and your Candidate Code and Centre Code, if you have studied CIE.

*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. 👔		Add qualification	
After completing the fields above, plea	se add your quali	fications by clicking here	



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 admission@auckland.ac.nz for further details Have you completed or are in the process of completing Foundation level study? O Yes 💿 No Important: It is essential that all foundation level study that you have attempted, completed or are currently completing is entered in this section. Failure to do so could result in a delay in the processing of your application. Please also note that you are not required to enter your University of Auckland foundation level study as this is kept on record and will not display in this application. **Tertiary study** *Have you attended The University of Auckland? 💿 No 🔘 Yes * Do you hold or have you partially completed a tertiary qualification from an institution other 💿 Yes 🔘 No than The University of Auckland? You should answer "Yes" if you are applying for the Winter Programme (COPWP) Important: Your University of Auckland qualifications are kept on record so you are not required to enter them here. They will not be displayed in this application. List all **non-University of Auckland** tertiary qualifications you have gained or attempted. Add qualification You must provide a certified copy of your official academic transcripts with subjects undertaken and results. Transcripts not in English must be accompanied by a certified English translation.

Make sure you add your completed and partially-completed qualifications here





This section is only for statistical purposes and will not affect the outcome of your application. You must complete it before you click "Next"

Additional information

Important: The information collected on this section is for statistical use by the Ministry of Education and The University of Auckland. It will not be possible to identify any individual whose information has been used to produce those statistics. Your answers will not affect your entry to the University or to a particular programme.

*What is the highest qualification held by your parent or caregiver?

- select -	v
- Select -	

*What was your main activity or occupation in New Zealand as at 01 October in the year before your intended enrolment? - select -

Important: If the main activity or occupation you wish to select is not showing in the drop-down list please review your entries in the Academic History section. For example, if you are a University student and you are unable to select this option you may not have correctly completed the Tertiary Study section to indicate you were a University student.

Save and Exit		Next	,
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Scholarships	
[*] Do you hold or have you been offered a <u>scholarship</u> or award from The University of Auckland?	🔿 Yes 💿 No
*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?	Q Yes 💿 No
Generally you need to tick "No". Tick "Yes" only if your tuition fees are paid by your sponsor. If you have ticked "Yes", pleas sponsor from the drop-down list.	ase choose the appropriate





If applicable, please indicate the agency or provider you are coming from.

If you are not coming from an agency or provider please select your home university. If your university if not listed please click "No" for this section.

A	Agency/Provider/Partner Information					
	*Are you using the services of a recruitment agency or provider or applying through an exchange partner?	• Yes	C No			
	portant: 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.					
	*Agency/Provider/Partner name:	- select -	¥			
	Save and Exit		Next			



Programme selection For TV Drama Studio applicants only.



*Please provide no more than a 350 word description of an original story idea for a short television drama containing a narrative outline and description of your characters.





	* denotes mandatory fields
Application for Admission: Supplementary Information	
1 2 3 4	
Programme Supplementary Review Declaration Selection Information	
This page contains links to any supplementary information required to support your application Forms are accessible to you now but can only be uploaded once you have submitted your applicat	tion.
Additional information	
Important: Statistical information collected and used by The University of Auckland.	
*How did you find out about The University of Auckland? - select -	T
Save and Exit	Previous Next
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In order to proceed, you must have completed all sections. Any incomplete sections will be indicated here. Click on Declaration to continue.





Read the declaration page.

Tick "I agree" and then "submit application".

<u>Note</u>: The application fees stated on this page do not apply to international students.



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\$80.
- If your highest qualification (gained or attempted) is from an overseas tertiary institution, you will be charged NZ\$130.
- If you are applying for academic credit for study carried out at another New Zealand tertiary institution, you will be charged NZ\$80.
- If you are applying under the Discretionary Entrance or Special Admission categories, you will be charged NZ\$55.

Note: Fees will be applied based on the fee current at the date of processing and not the lodgement date of the application. Applicant declaration

Important: I accept that completing and submitting the Application for Admission online constitutes signing and dating the declaration as defined under The Electronic Transactions Act 2002.

I promise to abide by the Statutes and Regulations, and comply with the reasonable requirements of The University of Auckland as published in the University Calendar. I declare that the information set out in this application is complete and correct and I acknowledge that the University may cancel my enrolment if false information has been supplied or if the information required is not supplied by the due date.

I have read and understand the outline of how the Privacy Act 1993 will be applied to the information I supply and I authorise the University to collect, use and disclose personal information about me in accordance with that outline and the Privacy Act 1993.

I understand that if I apply for a Student Allowance or a Student Loan, the University may disclose relevant personal information to the Student Services Unit of the Department of Work and Income for the administration of those schemes.



Exit









Your applica	tion	,	Return to Your University of Auc	Application Centre kland IC 123456			
	tion						
This pa Note: 1	ige is used to manage your applications a To apply for another programme click the	ind to upload any documen 'Apply for another program	ts required. me' button.				
Please be aware that de Note: I	cuments may take approximately the f you have sent in all your documents at will be processed and updated in the	ree weeks to process duri one time, certain admission system sooner than others	ng peak admission documents	periods.			
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our current residential address is:		_					
12 A Road, 23 B Street C City Anhui CHN 06427			View / Update Personal Details				
Your highest known qualification is:							
Diploma for Graduates			View / Update Acade	mic History			
bur applications							
o apply for another programme select 'Apply for another programme'. For each programme that you submit an application to you may be							
Programme	Plan		Expiry Date	۵			
Programme Rachelor of Arts	Anthropology	• Status	• Expiry Date				
Bachelor of Arts	Anthropology	withdrawin					
Doctor of Philosophy	Engineering Science	Approved	01/01/2013				
Doctor of Philosophy	Engineering Science	Unsubmitted	24/04/2013	delete			
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Student Services

The University of Auckland offers a range of services to make your stay with us more enjoyable. Find out more about:

ccommodation Services

- areers Services
- hildcare Service Recreation Services
- Health Services

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1-2 working days after submission, you will receive an acknowledgment email to notify you which supporting documents we require to process your application.

Sign in to Application for Admission and view the 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 Admissions The University of Auckland Private Bag 92019 Auckland 1142 New Zealand

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

Useful links:

- Where to send documents?
- Who can certify documents?



Important Notes

- Once an application is successfully submitted
 - It cannot be deleted.
 - However you may withdraw it by selecting the application and clicking the 'withdraw application' button located at the top right hand corner of the page.
- To accept or decline an Offer
 - If you receive an Offer of Admission, log in to your <u>Application for Admission</u> (www.apply.auckland.ac.nz)
 - If you have forgotten your password, please email <u>onelogon@auckland.ac.nz</u> to request a password reset. In your email, please include:
 - Full name
 - Student ID number
 - Date of birth
 - Home/mailing address
- To enrol in courses, please first accept your Offer of Admission online.
- For assistance contact <u>int-questions@auckland.ac.nz</u>