MAX Programme: How to Enrol

Holly Honeysett, MAX Academic Adviser
MAX: How to Enrol

First, apply for admission to the University of Auckland: https://www.auckland.ac.nz/en/study/applications-and-admissions.html
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- First, apply for admission to the University of Auckland:
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First, apply for admission to the University of Auckland:


New to the University?

Registering for an account is the first step in applying to study or work at the University of Auckland

Register for a new account
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► First, apply for admission to the University of Auckland:


Please choose from one of the following options

I'm new and I would like to register using:

- RealMe identity
- LinkedIn account
- Google account

I'm not sure if I have a user:

- If you've ever applied, study Auckland, we can reset acc
- Please contact us for assist
- From outside New Zealand
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► First, apply for admission to the University of Auckland:

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First, apply for admission to the University of Auckland:
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▶ Your program type is a “Certificate of Proficiency.”
MAX: how to enrol

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➤ Your major is the “Young Scholars Programme.”
MAX: how to enrol

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<table>
<thead>
<tr>
<th>Application for Admission: Academic History</th>
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The academic history information collected on this page will help the University of Auckland determine whether or not you meet the University Entrance Standard and entry requirements for a specific programme.

**Academic History**

**English language qualifications**

* What is your first language?  🌐

**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 ISN if you have studied NCEA and your Candidate Code and Centre Code, if you have studied CIE.
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- Your program type is a “Certificate of Proficiency.”
- Your major is the “Young Scholars Programme.”

Application for Admission: Select Programme

Use this page to select the programme you wish to apply for. Depending on the programme requirements, you may be requested to provide additional information.

We are upgrading our systems and introducing a new application to study. If you intend to apply for a programme that is not listed here or cannot see an application you have submitted, please go to https://applytostudy.auckland.ac.nz

Select programme

* Programme type: Certificate
  * Programme name: Cert of Proficiency

Important: Please select the faculty in which you wish to take courses.

Major / specialisation

* Major or specialisation: Young Scholars Programme
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- The campus is “City,” or “Online” if you are a distance student. The semester is “2021 Semester 1.”
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Congrats! You have completed half of the application process.

In a few days, Admissions will process your application. You will get an email with your UoA ID#, an email address, and a checklist for what you need to submit to complete your application.

Those things are the following:

- A passport-sized full-color photo.
- Evidence of citizenship/permanent residency (JP-verified.)
- The Discretionary Entrance form.
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The Discretionary Entrance form can be downloaded by logging into your application. It looks like the following:

▶ Fill out sections 1 and 3.
▶ Skip sections 2 and 4.
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![Discretionary Entrance Form](image)
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1. Secondary education
   (a) Name of secondary school last attended
   (b) How many years have you attended secondary school? eg, 4,5,6
   (c) If you attended a NZ secondary school, were you on an exchange programme in your final year?

Please ensure you have authorised the NZQA to release your results to tertiary institutions. Otherwise, please attach to this form CERTIFIED COPIES of official results for NCEA standards already attempted. Please also include other relevant formal qualifications eg, Polytechnic study. Certified documents are a photocopy of the original endorsed with the statement "Original sighted. Certified true copy" by a person authorised to sign a Statutory Declaration, such as a JP, Solicitor, or a duly authorised staff member of the University of Auckland.
MAX: how to enrol

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2. National Certificate of Educational Achievement Level 2 - please enter details below

<table>
<thead>
<tr>
<th>Year (eg 2015)</th>
<th>Subject</th>
<th>No. of Credits Achieved</th>
<th>Grade Average</th>
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3. Young Scholars Programme

Please enter the title of the course you intend to enrol in:
MAX: how to enrol

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---

3. Young Scholars Programme
Please enter the title of the course you intend to enrol in:

4. Adviser’s recommendation
The **applicant** may list up to **four** programmes, in order of preference, that they wish to be considered for, using the programme codes from the Information Sheet. The **adviser** must indicate by **initialing** if they consider the applicant ready and suitable for each of these choices.

1. [ ] Yes [ ] No [ ] Initial
2. [ ] Yes [ ] No [ ] Initial
3. [ ] Yes [ ] No [ ] Initial
4. [ ] Yes [ ] No [ ] Initial

5. Adviser’s reasons for this recommendation
MAX: how to enrol

Then, take the form to your Maths HoD / teacher, and have them fill out their part (recommending you to the program.)

Make sure that their letter is on official school letterhead, and that your form is signed by your school's principal.

Many school teachers are inaccessible over the summer, so do this before the holidays!
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(Attach on separate sheet. Your application will not be processed if the recommendation is not attached.)

Adviser is your school principal if at school in the school term prior to application; otherwise a Student Recruitment and Course Advice Officer of the University of Auckland. The principal must counter-sign a recommendation if made by another school staff member.

Signature of adviser: __________ dd/mm/yy
Signature of principal: __________ dd/mm/yy
Status of adviser: ______________

APPLICATION FEE: $60 must be included with the application. This fee is non-refundable.
MAX: how to enrol

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December 2015
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December 2015
MAX: how to enrol

Finally, mail this all off to the following address:
Admissions Office, The University of Auckland, Private Bag 92019, Auckland 1142

You can drop these off in person at AskAuckland:
AskAuckland Central, Alfred Nathan House, City Campus Entrance past the General Library from Alfred Street

Do not pay the $60 application fee, as it does not apply to Young Scholar Programme applicants.
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If you encounter any issues, please email max@auckland.ac.nz and we can help!

In particular, please email us if you're in an IB programme and want to do MAX, you're currently in year ≤11, or you're an international student.

Ideally, you want to have this all completed by the 8th of December. If you want to apply but miss this deadline, though, just get it in ASAP! Email us if you're applying late. (We can usually accept applications through the end of January!)
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