

Young Scholars Programme – Application and Enrolment Guide for MAX

KEEP THIS PAGE AFTER APPLYING and READ IT AGAIN IN LATE JANUARY

This guide will help you through the Application for Admission and Discretionary Entrance processes necessary to be granted entry to the Young Scholars Programme. Please follow the instructions closely.

Important Definitions*

Application for Admission: this is the process of applying for admission to a University of Auckland programme. In this case you will be applying for admission to the Certificate of Proficiency programme – *specialising* in the Young Scholars programme.

Discretionary Entrance: every Young Scholar must apply for Discretionary Entrance to the University of Auckland regardless of whether they have attained University Entrance. This is in addition to the Application for Admission process and should be completed after you have submitted your Application for Admission. International students must have achieved UE before we can consider you for the young Scholars programme.

Online Application for Admission to the Young Scholars Programme

Apply online <http://www.auckland.ac.nz/ua/home/about/apply-now-page/>. Notice all the links for help. Look for **Apply for admission to the University** and click on [Application for Admission](#). You will need to [Sign up for a new account](#). This will generate an email to your address which you will need to open in order to continue the application.

Follow the instructions. If you have difficulties deciding how to answer some of the questions, read the help, or if needed, ring the university help number, 0800-616263. Once you get to the **Select Programme** section, you will need to make the following selections from the drop down boxes (as in the picture below):

Programme Type: Certificate

Programme name: Certificate of Proficiency

Major or specialisation: Young Scholars Programme

The screenshot shows the 'Select Programme' page in Internet Explorer. The browser address bar shows the URL: <https://apply.auckland.ac.nz/programme/edit/1235022/1460600>. The page title is 'Select Programme - Windows Internet Explorer'. The main heading is 'Application for Admission: Select Programme'. Below the heading is a progress bar with four steps: 1. Programme Selection, 2. Supplementary Information, 3. Review, and 4. Declaration. The first step, 'Programme Selection', is highlighted. Below the progress bar is a text box: 'Use this page to select the programme to which you wish to apply. Depending on the programme requirements, you may be requested to provide additional information. Forms and downloadable material will be accessible to you after you have submitted your application.' The 'Select programme' section contains the following fields: 'Programme type' (Certificate), 'Programme name' (Cert of Proficiency), and 'Major or specialisation' (Young Scholars Programme (Specialisat...)). There is an 'Important' note: 'Please select the faculty that you are wishing to take courses in from the list of Specialisations below.' The 'Academic plan / specialisation' section contains an 'Important' note: 'Click here for additional information on the Young Scholars Programme plan. The Young Scholars Programme gives academically-exceptional Year 13 students the opportunity to sample University life with a range of specially selected Stage 1 courses. Applicants who gain entry to this programme may enrol in one 15-point course in Semester One. Applicants are expected to have discussed this study with their High School prior to applying. Fee information is not currently available for this programme.' The 'Start term' field is set to '2011 First Semester' and the 'Campus' field is set to 'City'. The 'Scholarships' section contains a question: 'Do you hold or have you been offered a scholarship or award from The University of' with radio buttons for 'Yes' and 'No'. The 'Yes' button is selected.

There is a link on this page (under "Important") which will take you to the 'Young Scholars Courses and Contacts' so you can look up course information. On the next page, **Supplementary Information**, you will be asked to add intended courses. You will need to make selections as follows:

Term: Choose the appropriate term (e.g. 2020 First Semester)

Campus: **city** or **online** (only if you are doing extramural study)

Subject: Choose the subject Mathematics from the drop down box at right.

Course name: You will then be able to select the appropriate course from the drop down list.

Add Intended Courses

Please list your intended courses. Where available please indicate which class you intend to enrol in.

* Term: 2017 First Semester

* Subject: Mathematics

* Course name: MATHS 199 –Advancing in Mathematics

Close & return to previous page Save

Click **Save**.

You then complete the remainder of the online application and will be able to submit your application. This will take you to view a summary page, which you can update if necessary. Click on the declaration. You must click on "I agree". You can choose to be notified by email **and** by mail if you wish. Finally click on "Submit".

Please note that completing the Application for Admission process does not commit you to the Young Scholars Programme. We usually need to wait for Year 12 exam results to be released in January before we can make a final decision to accept a student so normally you will not be able to accept or decline placement until late January or February. Even if you have accepted, you may have until mid-March to change your course or withdraw from the Young Scholars Programme.

What happens now?

Your application will be logged in the system overnight and will be processed in a few days' time.

When you next view your application (at least one day later), it will be described as "pending". Within a few days you will receive an acknowledgement email containing details of your application including a **student ID number and a net ID (login) code**. Please keep these codes safely as you will need to use them to log in again. The acknowledgement email will include a **checklist** on what documentation you will need to submit. These will include:

A. A passport sized full face recent **colour photograph** of yourself. This can also be done if you upload an ID photo online.

B. A JP verified photocopy of **evidence of citizenship or Permanent Residency**: either a full birth certificate, or the photo page of your passport, or your Citizenship Certificate, or if you are a Permanent Resident, **three** pages in your passport: the photo page, the page including your Permanent Residence stamp, and the page including your last entry stamp.

C. The **Discretionary Entrance form**. When you log into your **application summary** to view the **checklists**, a **Discretionary Entrance form** should be available from a separate pop-up box, shortly after you have submitted your application. Download this form. **All Young Scholars need to submit this form even if you have gained UE**. Following is some advice about it. Note that the fee mentioned is not charged to Young Scholars, so **do not pay it**.

1. Don't forget to tick the box showing you will still be at school next year.
2. Fill in your AS and Level 2 courses from all years including the current year, leaving a **space** for the number of credits and grades (eg merit average) where these are not yet known.
3. Our course title is Advancing in Mathematics.
4. In section 4.1 you will write COPUA.
5. Then print this form out and give it to your HOD Mathematics or your Maths teacher to fill in the remainder of the form. Please get the HOD to **write the Advisor's recommendation letter** as required. The recommendation letter must on your school's **official letterhead**. Then get the form signed by your **school Principal**.

***Please also provide full contact details, name, title, phone number and email address of your school liaison person on the recommendation letter. The letter is about the student's maturity, work ethic and mathematical aptitude, i.e. a good grasp of Year 13 calculus and a history of merit/excellence grades in the maths classes.**

A, B and C must be posted to: Admissions Office, The University of Auckland, Private Bag 92019, Auckland 1142.

Getting verified photocopies Take the original documents (birth certificate or passport and later your result Certificates) **and** their photocopies to a Justice of the Peace. You can find a Justice of the Peace by looking in the yellow pages of the telephone book for one near your home: ring for an appointment. **This service is free.** This person will write on the photocopy "Original sighted. Certified true copy." and will sign and date this statement, giving their name and title. Check they do all this else it will have to be done again. Alternatively you can take the original documents to the Student Information Centre at Level 1, the Clock Tower, 38 Princess St. A staff member there can take a photocopy of your documents and return the originals to you.

The enrolment process

Once NCES/CIE/IB results are released in mid-January the university will start issuing offers to eligible students. When your application status appears as "approved", you should either accept or decline the offer. If you have accepted, then apply for a **concession** for **MATHS 199**, or **email padraic.bartlett@auckland.ac.nz** and ask to be added to the paper. The course coordinator will enrol you from your concession request.

<https://www.auckland.ac.nz/en/study/applications-and-admissions/enrolment/choosing-your-courses/applying-for-an-enrolment-concession.html>

Your **tuition fees** will be displayed when the enrolment has been successful. To see these, click on the View Statements link at bottom left of SSO. You can get a fee statement by clicking on the Generate Statement/Invoice button. If your school is going to pay the fees, you should click on the Request Tax Invoice button and follow the instructions given. For further assistance please email the fees office at fees@auckland.ac.nz

University email address: once you are enrolled, the university will send emails **to your university email address** about fees and other important matters. In order to receive these, you will need to either regularly access this address or arrange to have emails forwarded to your usual email address. Go to <http://www.auckland.ac.nz/uoac/cs-ecmail> to do that.

If you have questions about the process of enrolment, read the Student Services Online page at <http://www.studentservices.auckland.ac.nz> or ring the help number 0800-616263. If your question is more about the Max Programme, eligibility and classes, and your question is not answered on the Max webpage at <http://www.math.auckland.ac.nz/max>, then email us max@auckland.ac.nz.