Online Application Guide for the Certificate of Proficiency Short Programme (COPSP) at The University of Auckland
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](http://www.auckland.ac.nz)
Click on the ‘Apply now’ button as shown below.
Click: ‘Let’s get started’

Apply now

Start your journey to the University with an Application for Admission.

Start your Application for Admission

Congratulations! You’re ready to apply for your chosen programme. If you’re not sure how to apply, read the guides below.

Let’s get started
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’

**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.
3. You have ever *been a student* at The University of Auckland, Auckland College of Education or the Centre for Continuing Education.
4. You have ever been a permanent, contract, part-time, casual or visiting *member of staff* at The University of Auckland or UniServices.
5. 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 int-marketing@auckland.ac.nz.

To log in, please use your username 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 all required fields.
• Tick the terms and conditions box.
• Click the register button.
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.
Your 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 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.
We now require that you provide one emergency contact, with at least one contact phone number.
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 enter details 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 copies of your required academic documentation here.

**Please note:** You will be required to submit a correctly certified copy of your passport/birth certificate (this cannot be uploaded).
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 upload your official academic transcripts and other required documents through your Application for Admission or ask your home university to send us your documents by email. Certified copies of Identity documents can be posted 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?
Points to note

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