



THE UNIVERSITY OF  
**AUCKLAND**  
Te Whare Wānanga o Tāmaki Makaurau  
NEW ZEALAND

# Online Application Guide for the 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.

# English Language Proficiency:

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](http://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.

A screenshot of the University of Auckland website. The top navigation bar is blue and contains the "Apply now" button, which is highlighted with a red arrow and a blue box. Below the navigation bar are links for "Students", "Staff", and "Alumni", and a search bar. The main content area features a large image of a crowd at a social event with purple and pink lighting. A blue overlay on the right side of the image contains the text "The time of your life" and "With over 200 clubs and activities, plus accommodation options right in the heart of the city, we offer a social life like no other." Below this text is a white button that says "Find out more".

**Apply now** >

Students Staff Alumni

Search

Study Research On Campus About Us News and Events

## The time of your life

With over 200 clubs and activities, plus accommodation options right in the heart of the city, we offer a social life like no other.

**Find out more**

Click: 'Let's get started'

## Apply now

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

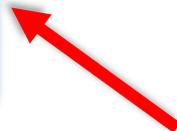
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### Start your Application for Admission

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

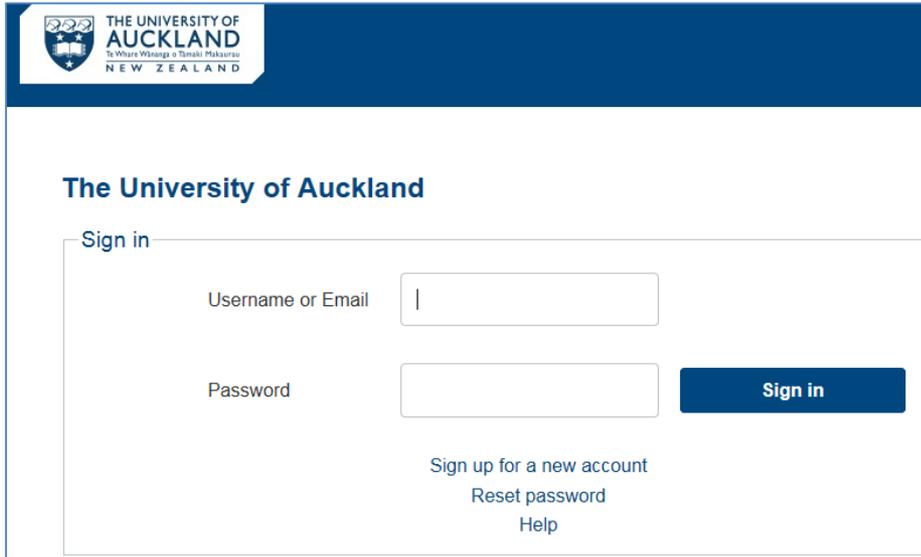
[Let's get started >](#)



### Already started your application?

Maybe you're partway through your application for admission or want to check its status. Perhaps you want to accept or decline an offer?

[Jump back in >](#)



The University of Auckland

Sign in

Username or Email

Password  [Sign in](#)

[Sign up for a new account](#)  
[Reset password](#)  
[Help](#)

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'

### 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.
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](mailto: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](mailto:studentinfo@auckland.ac.nz) and include your full legal name and date of birth.

Cancel

Confirm



- Complete all required fields.
- Tick the terms and conditions box.
- Click the register button.

### The University of Auckland

If you have ever completed this page previously, you will already exist in our system. Please [contact us](#) to obtain your login details.

#### Register for a new account

Email address

First name

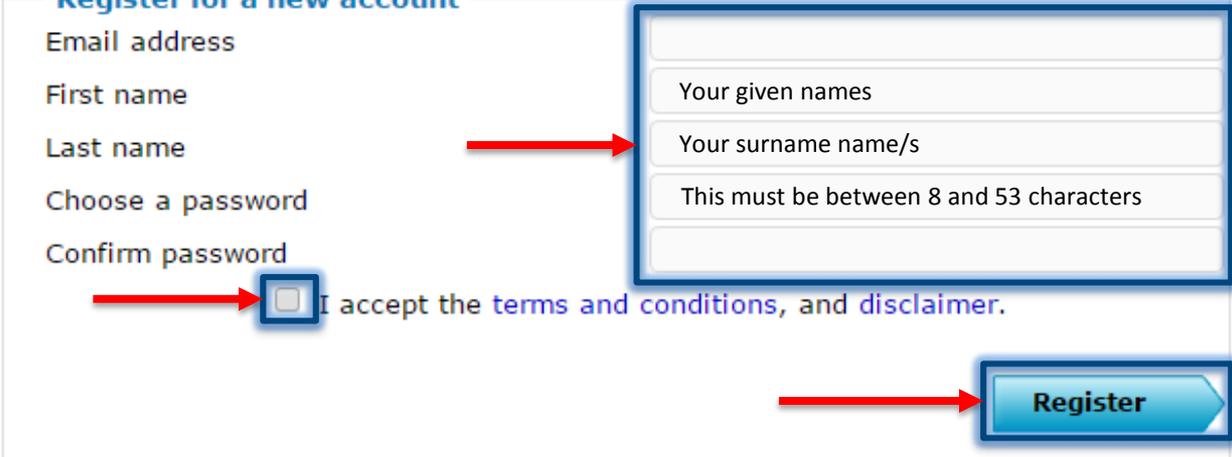
Last name

Choose a password

Confirm password

I accept the [terms and conditions](#), and [disclaimer](#).

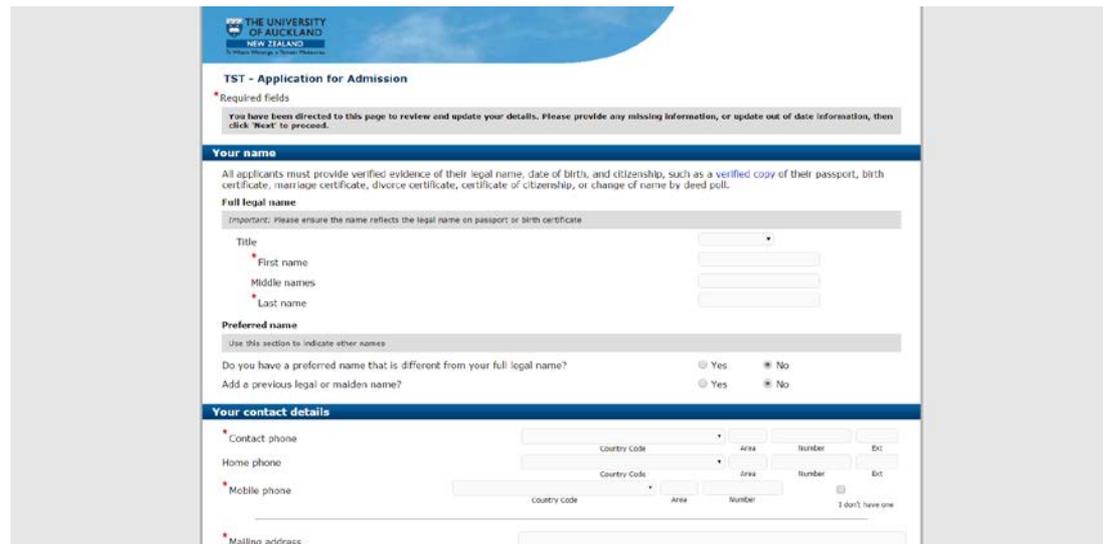
**Register**



The image shows a registration form for The University of Auckland. It includes fields for Email address, First name, Last name, Choose a password, and Confirm password. A red arrow points from the 'Last name' label to the 'Your surname name/s' input field. Another red arrow points from the 'Confirm password' label to the 'I accept the terms and conditions, and disclaimer.' checkbox. A third red arrow points from the 'Register' button to the right. A blue box highlights the password fields, with the text 'Your given names' above the first password field, 'Your surname name/s' above the second password field, and 'This must be between 8 and 53 characters' below the second password field.

# 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.



**TST - Application for Admission**

**\* Required fields**

You have been directed to this page to review and update your details. Please provide any missing information, or update out of date information, then click 'Next' to proceed.

**Your name**

All applicants must provide verified evidence of their legal name, date of birth, and citizenship, such as a verified copy of their passport, birth certificate, marriage certificate, divorce certificate, certificate of citizenship, or change of name by deed poll.

**Full legal name**

Important: Please ensure the name reflects the legal name on passport or birth certificate

Title

\* First name

\* Middle names

\* Last name

**Preferred name**

Use this section to indicate other names

Do you have a preferred name that is different from your full legal name?  Yes  No

Add a previous legal or maiden name?  Yes  No

**Your contact details**

\* Contact phone  Country code  Area  Number  Ext

Home phone  Country code  Area  Number  Ext

\* Mobile phone  Country code  Area  Number   I don't have one

\* Mailing address

### Your name

All applicants must provide verified evidence of their legal name, date of birth, and citizenship, such as a [verified copy](#) of their passport, birth certificate, marriage certificate, divorce certificate, certificate of citizenship, or change of name by deed poll.

#### Full legal name

*Important:* Please ensure the name reflects the legal name on passport or birth certificate

Title	<input type="text"/>
* First name	<input type="text"/>
Middle names	<input type="text"/>
* Last name	<input type="text"/>

#### Preferred name

Use this section to indicate other names

Do you have a preferred name that is different from your full legal name?

Yes  No

Add a previous legal or maiden name?

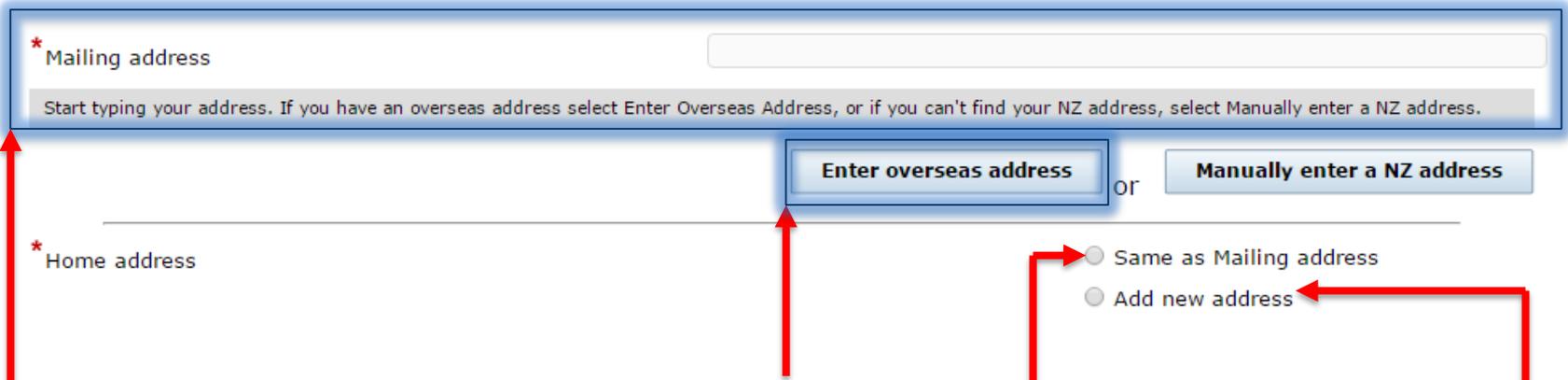
Yes  No

### Your contact details

* Contact phone	<input type="text"/>	<input checked="" type="checkbox"/>							
	Country Code	Area	Number	Ext					
Home phone	<input type="text"/>	<input type="checkbox"/>							
	Country Code	Area	Number	Ext					
* Mobile phone	<input type="text"/>	<input type="checkbox"/>							
	Country Code	Area	Number	Ext					I don't have one

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.



\* Mailing address

Start typing your address. If you have an overseas address select Enter Overseas Address, or if you can't find your NZ address, select Manually enter a NZ address.

Enter overseas address or Manually enter a NZ address

\* Home address

Same as Mailing address  
 Add new address

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 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.

### Your demographics

\* Gender  Male  Female

\* Date of birth

\* Citizenship

\* Ethnicity   
You can select more than one ethnicity.

### 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

The IRD number is a NZ code assigned for the purpose of paying income tax

### Your emergency contacts

Please provide the contact details of the person that we should contact in case of emergency.

\* Contact Name

\* Relationship

Email Address

\* You must enter at least one telephone number.

Mobile phone

Home phone

Work phone

Next

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.



**Confirm your legal name**

It is a government requirement that we collect your full legal name as it is written on your birth certificate or passport. If you do not give us your full legal name it will delay the processing of your application.

Please confirm that your legal name is:

**Ms New Applicant**

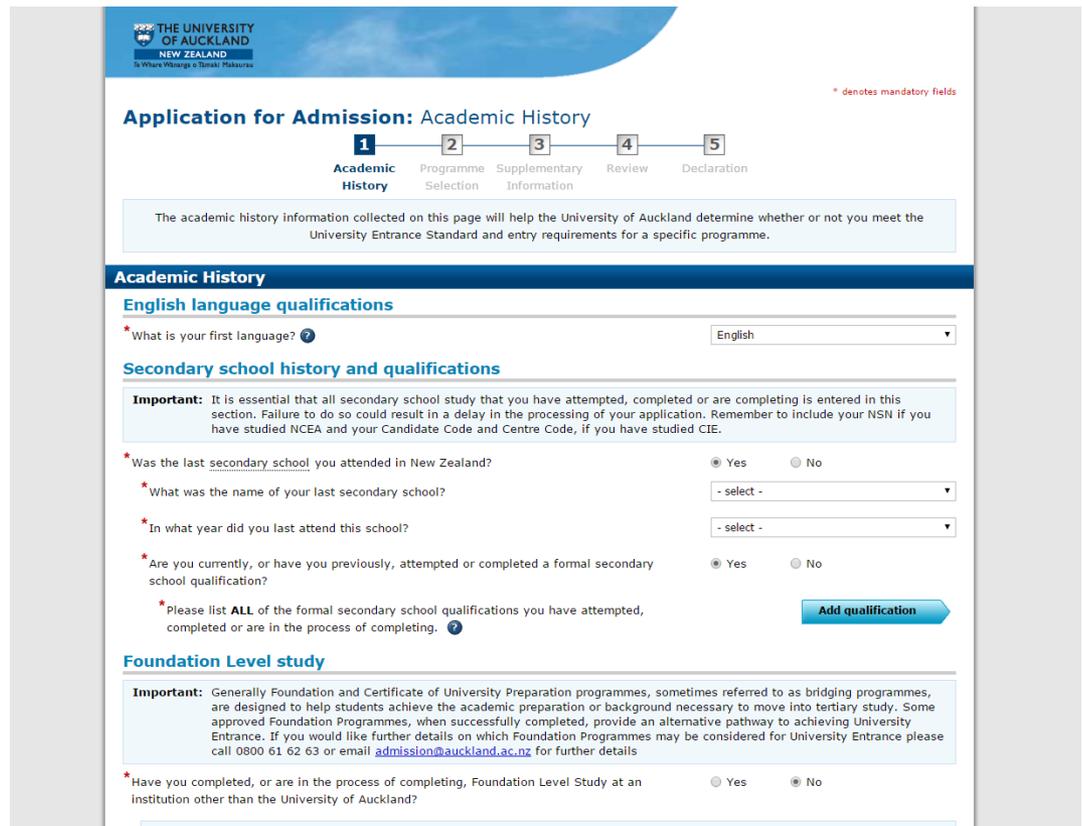
I confirm that this is my full legal name.

**Cancel** **Continue**

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.



**THE UNIVERSITY OF AUCKLAND**  
NEW ZEALAND  
Te Whare Wānanga o Tamaki Makaurau

**Application for Admission: Academic History**

1 **Academic History** 2 Programme Selection 3 Supplementary Information 4 Review 5 Declaration

\* denotes mandatory fields

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 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

\* What was the name of your last secondary school?

\* In what year did you last attend this school?

\* 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.

#### 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](mailto:admission@auckland.ac.nz) for further details

\* Have you completed, or are in the process of completing, Foundation Level Study at an institution other than the University of Auckland?  Yes  No

## First Language

**Academic History**

**English language qualifications**

\* What is your 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:

**Academic History**

**English language qualifications**

\* What is your first language? 

\* Have the last two years of your education been conducted in English in one of the countries specified? [Click here](#) for more information.  Yes  No

\* If you have sat an IELTS (Academic) or TOEFL please list your test results: 

**Add test result** 



If you have IELTS (Academic) or TOEFL results, sat within the last 2 years you can enter details here.

## 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** 



Once you have completed the required fields click this button to add your previous Secondary (High school level) qualifications.

## Enter Secondary School Qualification

Complete this form for every secondary school qualification that you have either, attempted, completed or are currently completing.

\* Country in which qualification was sat:

United States ▼

\* Name of qualification:

- select - ▼

- select -

ACT Test

GCE/CIE A-Levels

GCE/CIE AS-Levels

GED Test

High School Diploma

IB Diploma

SAT

Other

[Cancel & return to previous page](#)

The name of the qualifications available will be automatically updated depending on the country that you select.

Please ignore this section unless you are sure that a prior qualification fits with the description under 'Important'

### 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](mailto:admission@auckland.ac.nz) for further details

\* Have you completed, or are in the process of completing, Foundation Level Study at an institution other than the University of Auckland?  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.  
**Your University of Auckland foundation level study, including New Start, is kept on record so you are not required to enter it here. This study will not be displayed in this application.**

### Tertiary study

\* Have you attended the University of Auckland?  Yes  No

\* Do you hold, or have you partially completed, a tertiary qualification at an institution other than the University of Auckland?  Yes  No

**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. 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.

Add qualification

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.

### Add Tertiary Qualification

To add a tertiary qualification to your academic record complete the following questions:

**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.

\* Country:

\* State/Province:

\* Qualification:

\* First year of study:

\* Institution:

If you have indicated your qualification is a Bachelors or Masters please enter the award type:

\* Is this qualification complete or will it be completed before your intended start date?  Yes  No

[Cancel & return to previous page](#) [Save](#)

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.

## 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 - ▼

\* 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 your Academic History details may not be up-to-date. For example, if you are a University student and you are unable to select this option you may not have provided the relevant information in the Tertiary Study section of your Academic History to indicate you were a University student. To review the information that you have previously provided in your Academic History please save and exit this page and select the 'Update Academic History' button on your application summary page.

Save and Exit

Next

Once you have completed the two quick required statistical questions click save to move onto the programme application.

# Step 4: Programme Application

**Select programme**

\* Programme type:  

\* Programme name:  

**Major / specialisation**

\* Major or specialisation:  

**Important:** Click [here](#) for additional information on the Media, Film and Television major/specialisation.

This programme is ideal for a study abroad experience or recent screen production graduates. Screen Tools is a practical course designed to equip students with the tools required to develop a career in film, television and digital media industries.

Click [here](#) for information on fees.

\* Start term:  

\* Campus:  

**Scholarships**

\* Do you hold or have you been offered a scholarship or award from the University of Auckland?  Yes  No



**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.

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'.

## Application for Admission: Supplementary 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 application.

### Programme specific requirements

#### Supplementary information

**Important:** Once you have submitted your application the following supplementary items must be provided. If you are asked to upload an item this can be done through your 'Things I need to do' list which will display on your Application Summary page within two to three working days of submitting your application.

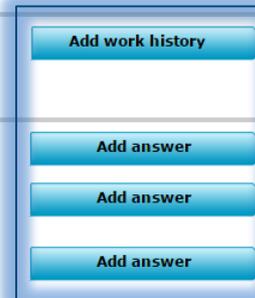
Item Name	Comments
Portfolio	

#### Work history

Please list your relevant work experience starting with your most recent. To get started select 'Add work history'

#### Programme specific question

- \* Briefly explain why you want to take this course (max. 500 words).
- \* Provide an analysis of the characterisation and narrative function of ONE central character from a well-known prime time television drama series (max. 500 words).
- \* Provide an original story idea for a short television drama containing a narrative outline and description of characters (max. 350 words).



### Additional information

**Important:** Statistical information collected and used by the University of Auckland.

- \* How did you find out about the University of Auckland?

Save and Exit

Previous

Next

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.

**Add Programme Specific Questions**

Please answer the following question.

Briefly explain why you want to take this course (max. 500 words).

**Answer:**

2048 characters left.

Close & return to previous page

Save

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

## Review Your Application



Application Number: 55281286  
Application Status: Unsubmitted  
Expiry Date: 29 Oct 2015 ?

[Print Page](#)   
[Delete application](#)

Please review all the information you have provided. To make amendments, click the associated 'Update' button.

**Note:** To delete this application select the 'Delete application' link.

### Academic history

This section is complete

[View Summary](#)

### Programme selection

This section is complete

[View Summary](#)

### Supplementary information

This section is complete

[View Summary](#)

[Exit](#)

[Previous](#)

[Declaration](#) 

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.

### Acknowledgement email

You will receive an acknowledgement email from the University. That email will tell you if there is any documentation we require from you in order to complete the processing of your application. You will also be able to return to your application at any time to see its status and view what we are still waiting for. You will most likely receive your email within a few minutes of submitting your application, but in some cases it may take us up to two working days to verify that your account is unique.

### Offer of Place

All admission decisions will be communicated to you by email. If you are made an offer of place and would also like to receive notification in writing please tick the box below.

**Note:** Notification by letter may take up to ten days.

Please notify me of an offer of place by email and letter.

### Admission documents

You may need to provide proof of your identity and evidence of your qualifications. This allows us to assess your entry to the University, and to your chosen programme(s).

#### 1. Proof of Identity

You are required to provide the University with the following:

- Certified evidence of your legal name, date of birth and citizenship status (e.g. passport or birth certificate)

For further information, please see:

[Who can certify my documents?](#)

[Where should I submit my certified documents?](#)

[Why do I have to supply certified hard copies of my birth certificate, passport and/or residence evidence?](#)

#### 2. Evidence of academic qualifications

You may also be required to provide evidence of your previous qualifications. These may include copies of your official academic transcripts, completion evidence for prior qualifications, and English language qualifications (such as IELTS). You can upload these through your online **Application for Admission**.

### 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 understand that, in addition to requirements relating to my study in this programme, there may be further qualifications, registration, licensing and/or other legal requirements necessary to fulfil my career intentions. I understand that it is my responsibility to ensure that I can meet these requirements.

I promise to comply with the Statutes, Regulations, Policies, Rules and reasonable requirements of the University of Auckland. 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 [Admission Privacy Statement](#) and I authorise the University to collect, use and disclose personal information about me in accordance with that Statement and the [Privacy Act 1993](#).

I agree

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.

Your University of Auckland ID: 627628928

This page is used to manage your applications and to upload any documents required.  
**Note:** To apply for another programme click the 'Apply for another programme' button.

**Please be aware that documents may take approximately three weeks to process during peak admission periods.**

**Note:** If you have sent in all your documents at one time, certain admission documents will be processed and updated in the system sooner than others.

### Personal summary

Your current residential address is:

Shop 7, 350 Queen Street Auckland Central Auckland NZL 1010

[View / Update Personal Details](#)

Your highest known qualification is:

Bachelor of Education

[View / Update Academic History](#)

### Your applications

To apply for another programme select 'Apply for another programme'. For each programme that you submit an application to you may be required to provide additional information to assist in the selection process.

Programme	Plan	Status	Expiry Date
<a href="#">Cert of Proficiency Short Prog</a>	Media, Film and Television	Pending	

[Apply for another programme](#)

### Things you need to do

You may be required to provide additional information depending on your residency status or your programme requirements. If you have items that need completing they will be displayed in this section.

Item	Programme	Instruction/Comments	Status	
Unofficial Completion Evidence		Please upload evidence of your degree/qualification complet ... <a href="#">more</a>	Incomplete	<a href="#">Upload</a>
Official Academic Transcript		Please submit certified copies of your Official Academic Tr ... <a href="#">more</a>	Incomplete	
Evidence of qual completion		Please submit certified evidence of your degree/qualificati ... <a href="#">more</a>	Incomplete	
Unofficial Academic Transcript		Please upload a copy of your academic transcript/s from you ... <a href="#">more</a>	Incomplete	<a href="#">Upload</a>
OS personal doc req		Please submit certified copies of (either) your birth certi ... <a href="#">more</a>	Incomplete	
ID Photo required		If you go on to enrol in at least one course at the Univers ... <a href="#">more</a>	Incomplete	<a href="#">Upload</a>

#### Mailing Address

Applications and Admissions  
the University of Auckland  
Private Bag 92019  
Auckland 1142

#### Courier and in person submission at:

[Student Information Centre](#)

You may require Adobe Reader to view some forms. Adobe Reader is free of charge and can be downloaded from the [Adobe Website](#).

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)

This page is used to manage your applications and to upload any documents required.  
**Note:** To apply for another programme click the 'Apply for another programme' button.

**Please be aware that documents may take approximately three weeks to process during peak admission periods.**

**Note:** If you have sent in all your documents at one time, certain admission documents will be processed and updated in the system sooner than others.

## Personal summary

Your current residential address is:

Shop 7, 350 Queen Street Auckland Central Auckland NZL 1010

[View / Update Personal Details](#)

Your highest known qualification is:

Bachelor of Education

[View / Update Academic History](#)

## Your applications

To apply for another programme select 'Apply for another programme'. For each programme that you submit an application to you may be required to provide additional information to assist in the selection process.

Programme	Plan	Status	Expiry Date
<a href="#">Cert of Proficiency Short Prog</a>	Media, Film and Television	Pending	

[Apply for another programme](#)

## Things you need to do

You may be required to provide additional information depending on your residency status or your programme requirements. If you have items that need completing they will be displayed in this section.

Item	Programme	Instruction/Comments	Status
Unofficial Completion Evidence		Please upload evidence of your degree/qualification complet ... <a href="#">more</a>	Incomplete <a href="#">Upload</a>
Official Academic Transcript		Please submit certified copies of your Official Academic Tr ... <a href="#">more</a>	Incomplete
Evidence of qual completion		Please submit certified evidence of your degree/qualificati ... <a href="#">more</a>	Incomplete
Unofficial Academic Transcript		Please upload a copy of your academic transcript/s from you ... <a href="#">more</a>	Incomplete <a href="#">Upload</a>
OS personal doc req		Please submit certified copies of (either) your birth certi ... <a href="#">more</a>	Incomplete
ID Photo required		If you go on to enrol in at least one course at the Univers ... <a href="#">more</a>	Incomplete <a href="#">Upload</a>

### Mailing Address

Applications and Admissions  
the University of Auckland  
Private Bag 92019  
Auckland 1142

### Courier and in person submission at:

[Student Information Centre](#)

You may require Adobe Reader to view some forms. Adobe Reader is free of charge and can be downloaded from the [Adobe Website](#).

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](mailto: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](mailto:int-questions@auckland.ac.nz) if you need any assistance



THE UNIVERSITY OF  
**AUCKLAND**  
Te Whare Wānanga o Tāmaki Makaurau  
NEW ZEALAND