

Enrolment guidelines for Study Abroad at The University of Auckland

After you create your account, and all your documents have been submitted:

1. You will receive a password notification via email.



Notify password

The University of Auckland welcomes you, and is pleased to provide you with a username and an initial password to access those services to which you are now entitled. Your username is:

ab od 123

...and your initial password is:

xyz1234

Please visit https://iam.auckland.ac.nz/identity and use your username with this password to log in. After logging in, you will be asked to select a new password of your own choosing.

- 2. Use your Auckland username and password to log in and accept your Offer
 - Go to http://www.studentservices.auckland.ac.nz/uoa/home/student-services-online/sso-apply
 - Click "accept or decline your offer of place"
 - There is a section labelled "Your applications" where you can see the Status and accept or Decline.

Futu



Apply for admission, check and manage your applications, or apply to change your programme.

Future undergraduates

Apply for admission to the University

To become a student at the University you must apply for admission.

For information about the entire application process, including **application closing dates** and **entry requirements**, see the <u>Admission and enrolment guide</u>.

For information about completing your online application, see <u>How to apply for admission</u>.

Are you ready?

■ Complete the Application for Admission

Check your application status

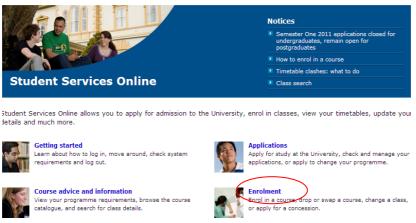
You can come back at any time to check your application status.

Accept or decline an offer of place

If you receive an offer of place in a programme, you can accept or decline your offer of place.



Enrol in, drop or change courses through <u>Student Services Online</u>.
 You will be able to enrol in most of the 100 level courses directly as they do not have prerequisites

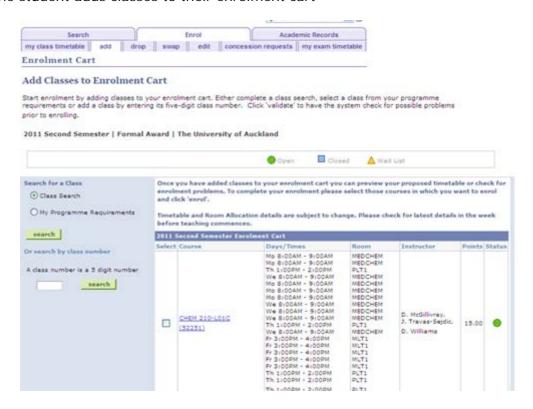


4. Login to your student account

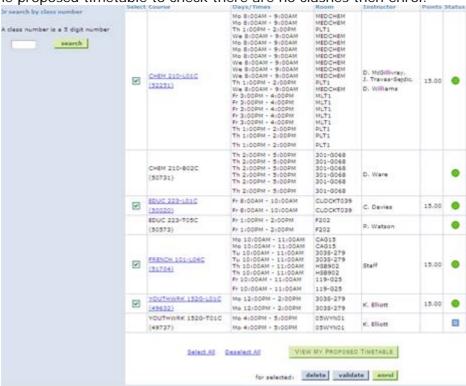




5. The student adds classes to their enrolment cart



6. View the proposed timetable to check there are no clashes then enrol.





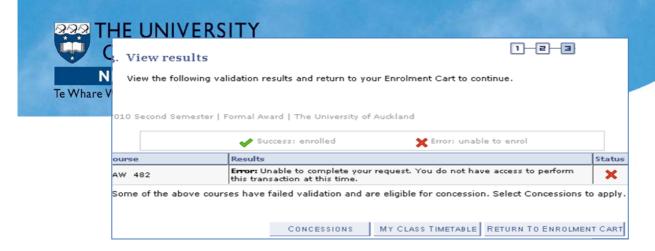
7. As part of the enrolment process, all students will be asked to indicate an intended payment method for the courses they enrol in. Please tick Sponsor, accept Term and Conditions and finish enrolling.

Item		Reference	Fees	Status
LAW 482-0001 (36918)	Criminal Procedure (Led	Criminal Procedure (Lecture)		Open
Student Services Fee			\$58.50	
Building Levy			\$9.30	
	Total (NZD)*		\$673.95	
Fees are GST inclusive and are Intended Payment Me At the beginning of each term you	ethod	s) by which you intend to pay your fees.	Please select fr	om the
third-party fails to pay on time		nsibility and liability for fee payment in the	ne event that th	e
Study Link				
My Employer				
University of Auckland administered scholarship To view a list of scholarships click Search		SEARCH		
Other scholarship, award o		SEARCH		
Sponsor (includes oversea				
_ ' / '	inge programme (fees do not a	(vlan		
Terms and Condition				
Enrolment creates a contract b before completing your enrolm		Please ensure you read the Terms and (Conditions of th	e contract
	ere agreeing to the University of	Auckland's <u>Terms and Conditions</u> and	d Privacy Policy	
☐ I Accept ☐ I Decline				
		CANCEL DEFINANCE	FINISH EN	IROLLING

Tick the box labelled "Sponsor", even though the screen shot is different.

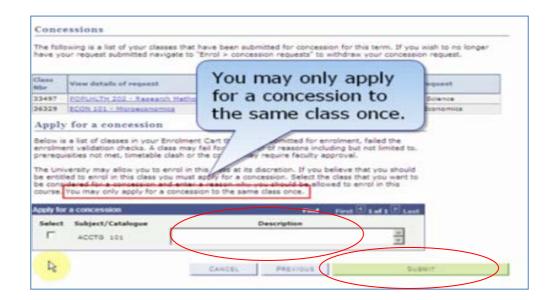
For all Stage 2 and Stage 3 courses, you must apply for a "concession." This basically means that you are showing the Uni of Auckland that you have taken the necessary prerequisites. Until you have applied for a concession (see instructions on next page), you may see an "enrolment error."

- 8. Enrolment errors that will allow you to apply for an enrolment concession online:
 - Class (and waitlist) is full
 - Timetable clash Study Abroad students should always avoid timetable clash
 - Class requisites not met (prerequisites, co-requisites, etc)
 - Class requires departmental permission for enrolment to proceed
 - The Description field is a mandatory field where the student must write an explanation on why they should be considered for a concession.
- 9. Enrolment errors that will not allow a student to apply for an enrolment concession online:
 - Class is full, but waitlist places are available
 - Course has already been passed
 - Negative Service Indicator (pending passport copy) is blocking enrolment



10. **To apply for a concession:** Please provide with a brief explanation in the Description box.

State that you are a Study Abroad student and institution name. State that you are a third year student (rather than freshman, sophomore, junior which isn't recognized). If you are a major in the subject, say so and state number of courses (lower and upper division) that you have taken in the major. Do not give course numbers, but describe the course itself; you may even include a URL to the course description.



11. You can check the status of your request from Student Service Online at any time. Status and Reason messages will change depending on the progress.



Faculty of Arts subjects and courses

http://www.arts.auckland.ac.nz/uoa/home/about/subjects-and-courses

Business School course outlines

http://www.courses.business.auckland.ac.nz/

Mathematics courses

http://www.math.auckland.ac.nz/uoa/home/about/our-courses

Chemistry courses

http://web.chemistry.auckland.ac.nz/course-directory-jahia.aspx

Computer Science courses

http://www.cs.auckland.ac.nz/courses/

School of Environment courses (Geography, Geology, Geophysicists and Environmental Science) http://www.env.auckland.ac.nz/uoa/home/about/our-undergraduate-courses

Physics courses

http://www.physics.auckland.ac.nz/webdav/site/physics/shared/about/our-courses/documents/2011-physics.pdf

Psychology courses

http://www.psych.auckland.ac.nz/uoa/home/about/our-courses

Sport & Exercise Science courses

http://www.ses.auckland.ac.nz/uoa/home/about/our-courses

Medical Sciences courses

http://www.fmhs.auckland.ac.nz/sms/current/default.aspx

Population Health courses

http://www.fmhs.auckland.ac.nz/soph/undergrad/course_outlines.aspx