Registration Instructions for Uni of Auckland students

To receive your “Offer of a Place” letter, you will need to create an online account with the U of Auckland. Here’s how you do it:

1) Go to the following link; APPLY NOW (http://www.auckland.ac.nz/uoa/home/about/apply-now-page/)
2) Click on the “Complete the Application for Admission now” link.
3) Click on “Sign up for a new account”, and enter your info.
   a. Please note your password must be exactly 8 characters.
4) You will be sent an e-mail to the address you provided with a link to complete your app.
5) Click on “Complete your registration”

Fill in the application using the following guidelines (the rest should be self-explanatory):

Part 1: Academic History
- Secondary education is your high school information.
- Tertiary education is your university information. For “Programme”, choose the closest thing to your major. (e.g., Bachelor of English)
- Your main activity in NZ as of... in the year: Overseas

Part 2: Programme Selection
- Under ‘select programme’ section choose Exchange or Study Abroad.
- Under ‘programme name’ section choose Cert of Proficiency for Overseas.
- Under ‘major’ section, the system will automatically select Certificate of Proficiency (Specialisation)
- Under ‘start term’ please choose the relevant option
- Under ‘campus’ select ‘city’
- Under ‘do you wish to apply for academic credit?’ the system will automatically select ‘no’.
- Under ‘scholarships’, leave both selections as ‘no’.
- **IMPORTANT:** Under the last section called ‘Agency/Provider/Partner Information’, students need to select ‘Yes’ and select ‘Boston University’ from the drop-down menu.

Part 3: Supplementary Information
- Programme specific question: Type in “I will enrol in Semester 2”
- Additional information: How did you find out about the U of A? Select OTHER, type in “Home institution”

Once you’re finished, it may look like your application is missing documents (e.g. passport copy, photo, transcript). These are the items you submitted to the BU Study Abroad office, and your Program Manager must upload them on your behalf. **Once you’ve submitted the application, your part is done.** You can save and exit the application whenever you want; to log back in, go to http://www.auckland.ac.nz/uoa/ and select “Student Services Online  Apply Now or View Your Application.” Let us know if you have any questions or concerns!