Guide to the Online Application for Admission

Note:

The Online Application is supported by all common internet browsers. If you have any difficulty, ensure your browser is updated to the latest version.

This guide contains information relevant to the majority of Exchange programme applicants. If your personal situation differs, please adjust your application accordingly. The following is a guide only.

For assistance, please contact us at int-questions@auckland.ac.nz

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i. **Registration**

Open our website at [www.auckland.ac.nz](http://www.auckland.ac.nz) and select “Apply Now”: 

![Website Screenshot]

**What's happening**

**East/West**
An exhibition of paintings by Reagan Lee.

**Seaweek 2016**
Join us for a week of fun, family activities and learning with a focus on the sea at the Goat Island Marine Discovery Centre.

**News**

**Should the Geological Time Scale be changed?**
25 February 2016
Historian Professor John Hattula will talk on whether there should be a change to the Geological Time Scale to add the Anthropocene era.

**Academic to share Shakespeare knowledge at Pop-Up Globe**
24 February 2016
Professor Tom Bishop has been thinking about, acting in and studying Shakespeare since his high school days. He will share his expertise at a special two-hour seminar inside the recently-built Pop-Up Globe.

**Events**

**East/West**
29 February 2016 - 03 March 2016
An exhibition of paintings by Reagan Lee.

**Speed Dating Session**
26 February 2016, 1 – 2:30pm
Are you looking for a place to live but don't want to live alone? Do you have a flat and are on the lookout for some flatmates? Our Speed Dating sessions are a great opportunity for you to match yourself up with potential housemates!

**Clue Expo**
29 February 2016 - 03 March 2016
Come along and sample the wide variety of clues!
Select “Complete the Application for Admission“:

![Application for Admission form]

If you have registered with us before, log in to your account, or request a new password if you have forgotten it. Once you have logged in to your account, go to Step ii of this guide.

If you have NOT registered with us before, sign up for a new account.
To sign up for a new account, complete the fields below, accept the terms and conditions, and click Register:

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email address</td>
<td>(Your personal email address)</td>
</tr>
<tr>
<td>First name</td>
<td>(Given name)</td>
</tr>
<tr>
<td>Last name</td>
<td>(Family name / Surname)</td>
</tr>
<tr>
<td>Choose a password</td>
<td>(must be at least 8 characters long)</td>
</tr>
<tr>
<td>Confirm password</td>
<td></td>
</tr>
</tbody>
</table>

☐ I accept the terms and conditions, and disclaimer.

Register

Step 1 Complete and submit this registration form, using your personal email address.

Step 2 Select a secure password that must be between 8 and 50 characters in length. We also recommend using a combination of upper and lower case letters, punctuation, and numbers to strengthen your password.

Step 3 You will receive an email, please use this to activate your account so it can be used next time to sign in at the University of Auckland.

Please note

The email address you register with as your username should not be a shared email address such as SmithFamily@gmail.com or enquiries@yourwork.com.

Please feel free to review our privacy policy.

We have disability services available.

Validate your email address

We have sent an email to the following address. Please click on the link within the email to validate your address:

- applicantesting@gmail.com

Check your email for an email from “onelogon@auckland.ac.nz” with subject line “Welcome from the University of Auckland”. If the email is not there, remember to check your spam mail folder.

Open the email and complete your registration.
Welcome from The University of Auckland

Thank you for registering with The University of Auckland. Please click the following button to complete your registration now.

[Complete your registration]

If you have not registered with The University of Auckland and believe you have received this email in error, please delete it or read:

Why might I have got a registration confirmation email?

---

Email address successfully validated

Thank you for validating your email address with The University of Auckland.

If you were logging into an application, you may now close this window and continue on to the application.

Close the window and return to your application. If your session has expired, log in again using your email and password at apply.auckland.ac.nz
### ii. Personal Details

Complete the rest of your personal details:

**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**

*Required fields*

<table>
<thead>
<tr>
<th>Important: Please ensure the name reflects the legal name on passport or birth certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
</tr>
<tr>
<td>First name</td>
</tr>
<tr>
<td>Middle names</td>
</tr>
<tr>
<td>Last name</td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>*Contact phone</th>
<th>Country Code</th>
<th>Area</th>
<th>Number</th>
<th>Ext</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Mobile phone</td>
<td>Country Code</td>
<td>Area</td>
<td>Number</td>
<td></td>
</tr>
</tbody>
</table>

* Mailing address (for receiving mail)

New Zealand postal addresses only

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
- Manually enter a NZ address

* Home address (where you live)

- Same as Mailing address
- Add new address

**Your demographics**

<table>
<thead>
<tr>
<th>*Gender</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Date of birth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Citizenship</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please specify your Permanent Residency status

- New Zealand
- Australia
- Neither

Note: If you hold residency status in both New Zealand and Australia, then please select 'New Zealand'. [Click here](#) for more information.

<table>
<thead>
<tr>
<th>*Ethnicity</th>
<th></th>
</tr>
</thead>
</table>
1. Academic history

Application for Admission: Academic History

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.

1.1 English language

If you answered “English” go to Step 1.2 of this guide.

If you answered another language, complete the following:

Tick “No” if you come from a country where English is NOT the official language.
Tick “Yes” only if you are studying at a university in a country where English is the official language such as the UK, USA, Canada, Australia, etc.

Add any English language test results you have from the past two years. If you are not able to provide evidence of your English language proficiency right now, you may do this at a later date without affecting the assessment of your application to study at the University of Auckland.
1.2 Secondary school / High school

After you click “Add qualification” the following screen will appear:

Select the country in which you attended secondary school and the qualification you attempted. If your qualification is not listed, select “Other”

You will then be prompted to fill in whether you completed the qualification and in what year.

Once you have saved the information, it will appear as in the following example:

Continue adding qualifications until all your secondary qualifications are listed.

1.3 Foundation level study
1.4 Tertiary study

Add all tertiary qualifications you have completed or are completing at present. If you are adding the qualification you are currently studying for:

- Put the “Last year of study” as this year.
- Select “None” for the award type.
- Select “No” when asked if the qualification is complete.

Your information will appear as in the following example:

<table>
<thead>
<tr>
<th>Year</th>
<th>Country</th>
<th>Institution</th>
<th>Programme</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>United Kingdom</td>
<td>University of Manchester</td>
<td>Bachelor of Arts</td>
<td></td>
</tr>
</tbody>
</table>
1.5 Additional information

This section is for statistical purposes only and will not affect the outcome of your application.

2. Programme selection

2.1 Select the programme type “Exchange or Study Abroad”

2.2 Select the programme “Certificate of Proficiency for Overseas”.

Important: This programme is for international fee paying Study Abroad students who are applying for one or two semesters of study. The estimated fee for this programme is based on a full year (usually 120 points over two semesters). Students studying for one semester will be charged half of the estimated fee.

Click here for more information on this programme.
2.3 Your major/specialisation will be “Certificate of Proficiency”:

2.4 Select the term you wish to start at the University of Auckland. Note:
- Semester One runs late February – end of June
- Semester Two runs July - November

2.5 Your campus will be City, regardless of whether you later enrol in courses taught at other campuses.

2.6 Select NO when indicating if you wish to apply for academic credit. Academic credit is only relevant for applicants who are intending to complete a full degree at the University of Auckland.

2.7 Scholarships:
2.7.1 In general, your answer to both questions will be “No”.
2.7.2 Select “Yes” to the second question only if your tuition fees are being paid by your sponsor. If you select “Yes”, please select the appropriate sponsor from the drop-down list.

2.8 Agency/Provider/Partner information:
2.8.1 Click “Yes” and select your agency or provider from the drop-down list below.
2.8.2 If you are not coming from an agency or provider, select your home university from the drop-down list.
2.8.3 If your home university is not in the drop-down list, change your answer in this section to “No”.
If you answered “Yes”, you will be asked to confirm your association with our agency, provider or partner:

3. Supplementary information

3.1 Complete the programme specific requirements (one question)

The following box will appear:

3.2 How did you hear about the University?
4. Application review

Review your application. Return to any sections marked incomplete:

**Academic history**

This section is incomplete

[Update Academic History]

**Programme selection**

This section is complete

[View Summary]

**Supplementary information**

This section is complete

[View Summary]
5. Declaration

When all sections are complete and you are ready to submit your application, complete the declaration:

<table>
<thead>
<tr>
<th><strong>Declaration</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Important:</strong> Please read the following applicant declaration. If you agree, please check the 'I Agree' check box to submit the application.</td>
</tr>
<tr>
<td><strong>Information for applicant</strong></td>
</tr>
<tr>
<td><strong>Application Fee</strong></td>
</tr>
<tr>
<td>Please read this section to find out whether an application fee applies to your application:</td>
</tr>
<tr>
<td>• If your highest qualification (gained or attempted) is from an overseas secondary school (including International Baccalaureate), you will be charged NZ$65.</td>
</tr>
<tr>
<td>• If your highest qualification (gained or attempted) is from an overseas tertiary institution, you will be charged NZ$140.</td>
</tr>
<tr>
<td>• If you are applying for academic credit for study carried out at another New Zealand tertiary institution, you will be charged NZ$65.</td>
</tr>
<tr>
<td>• If you are applying under the Discretionary Entrance or Special Admission categories, you will be charged NZ$60.</td>
</tr>
<tr>
<td><strong>Note:</strong> Application fees apply to New Zealand and Australian Citizens and Permanent Residents only. If you are applying through one of our Study Abroad partner universities or providers, they will provide us with your certified documents. If you are applying independently, you can upload supporting documents online. However, certified copy of passport must be posted to The University of Auckland before enrolments.</td>
</tr>
<tr>
<td><strong>Acknowledgement email</strong></td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td><strong>Offer of Place</strong></td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td><strong>Certified admission documents</strong></td>
</tr>
<tr>
<td>You may need to provide the University with the original endorsed with the statement &quot;Original of the certificate must be included&quot;; an authenticated copy of the certificate; and a photocopy of your passport.</td>
</tr>
<tr>
<td><strong>Certified evidence of your legal name</strong></td>
</tr>
<tr>
<td>• Certified copies of all official academic transcripts/records</td>
</tr>
<tr>
<td>• Evidence of English language proficiency, if applicable (e.g. verified copies of English language test results)</td>
</tr>
<tr>
<td>• A recent, passport-sized and quality photograph of yourself with your name, date of birth and student ID number noted on the reverse</td>
</tr>
<tr>
<td><strong>Viewing and making changes to your application</strong></td>
</tr>
<tr>
<td>If you wish to make any changes to your application, you can login at any time from Student Services Online. You will not be able to make changes to any information that has been verified already (such as your academic history, or name and date of birth). You can track the progress of your application online at any time as well. We will advise you via email if your application(s) have been successful.</td>
</tr>
<tr>
<td><strong>Contacting the University</strong></td>
</tr>
<tr>
<td>If you have not received your acknowledgement email within two working days, or if you have any queries about your application for admission, please contact the University on 0800 61 62 63 FREE (or on +64 9 308 2390 for calls from outside New Zealand). For more information on admission to the University of Auckland, including the admission and enrolment process, admission regulations and academic credit, please visit the Admission and Enrolment web page. For domestic applicants applying for a student loan or allowance if you have not already applied for a student loan or student allowance you should do so now. You can apply for a student loan or allowance online at the StudyLink website, or by calling 0800 80 88 00 FREE to request an application pack.</td>
</tr>
</tbody>
</table>

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6. Summary of your application(s)

To return to this webpage at any time, log in at apply.auckland.ac.nz

You can update your personal details and academic history at any time.

You can check the status of your application here.
After two working days, the following section will appear on your Application summary page:

### Things you need to do

<table>
<thead>
<tr>
<th>Item</th>
<th>Programme</th>
<th>Instruction/Comments</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID Photo required</td>
<td></td>
<td>Please submit a standard passport photograph (30 x 40mm)</td>
<td>Incomplete</td>
</tr>
<tr>
<td>Evidence of stage completion</td>
<td></td>
<td>Please submit certified evidence of your degree/qualification</td>
<td>Incomplete</td>
</tr>
<tr>
<td>Unofficial Language Proficiency</td>
<td></td>
<td>Please upload a copy of English Language Proficiency. The...</td>
<td>Incomplete</td>
</tr>
<tr>
<td>English Language Proficiency</td>
<td></td>
<td>Please submit evidence of English Language Proficiency. The...</td>
<td>Incomplete</td>
</tr>
<tr>
<td>Unofficial Completion Evidence</td>
<td></td>
<td>Please upload a copy of evidence of degree/qualification...</td>
<td>Incomplete</td>
</tr>
<tr>
<td>Overseas PO Verification req</td>
<td></td>
<td>Please submit a verified copy of your birth certificate.</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

- If you are applying through one of our Study Abroad partner universities or providers, they will provide us with your certified admissions documents. You do not need to do anything with this section.
- If you are applying independently, you can upload supporting documents here. However, certified copy of your passport must be posted or couriered to The University of Auckland before enrolments.

### 7. Notes

#### 7.1 Withdrawal of an application
Once an application has been submitted, it cannot be deleted. If you wish to withdraw an application, open it from your Application summary page and click on "Withdraw application" on the top right-hand corner of the page.

#### 7.2 Accepting or declining an offer
When you have received an offer letter, log in to apply.auckland.ac.nz Accept or decline your offer on the Application summary page.

#### 7.3 Enrolling in courses
To enrol in courses you must first accept your offer online. See our document “Study Abroad Programme: Information for students” for more information. Your provider, University of Auckland Study Abroad partner, or home university Study Abroad office should have a copy of this document.

#### 7.4 If you need any assistance, please contact us at int-questions@auckland.ac.nz