

MAX Programme: How to Enrol



Holly Honeysett, MAX Academic Adviser



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- ▶ First, apply for admission to the University of Auckland:

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- ▶ First, apply for admission to the University of Auckland:

<https://www.auckland.ac.nz/en/study/applications-and-admissions.html>

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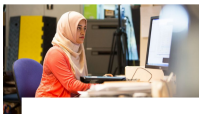
Apply now

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



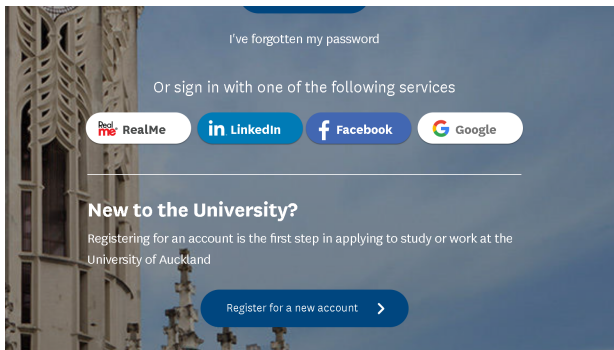
Already started your application?

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

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Please choose from one of the following options

I'm new and I would like to register using:

 RealMe identity

 LinkedIn account

 Google account

I'm not sure if I have a user:

If you've ever applied, stud
Auckland, we can reset acc

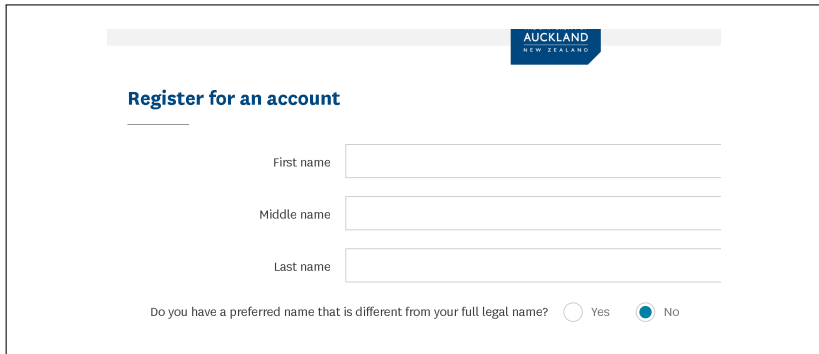
Please contact us for assist

From outside New Zealand

MAX: How to Enrol

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The screenshot shows a registration form for the University of Auckland. At the top right, there is a logo for 'AUCKLAND NEW ZEALAND'. Below the logo, the heading 'Register for an account' is displayed in blue text. Underneath the heading, there are three input fields for 'First name', 'Middle name', and 'Last name'. At the bottom of the form, there is a question: 'Do you have a preferred name that is different from your full legal name?' with two radio button options: 'Yes' and 'No'. The 'No' option is selected.

AUCKLAND
NEW ZEALAND

Register for an account

First name

Middle name

Last name

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

MAX: How to Enrol

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Have you already started or completed an application for admission?

- Yes
 No

Are you applying for any of the following programmes?

[Help](#)

- Doctoral degrees
 - Foundation programmes (including New Start)
 - Certificate programmes (excluding Postgraduate Certificates, Certificate in Languages and Graduate Certificate in Law)
- Yes
 No

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- ▶ Your program type is a “Certificate of Proficiency.”

MAX: how to enrol

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- ▶ Your major is the “Young Scholars Programme.”

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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.

Academic History

English language qualifications

* What is your first language? 

English

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.

MAX: how to enrol

- ▶ Your program type is a “Certificate of Proficiency.”
- ▶ Your major is the “Young Scholars Programme.”

Application for Admission: Select Programme

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

Use this page to select the programme you wish to apply for. Depending on the programme requirements, you may be requested to provide additional information.

We are upgrading our systems and introducing a new application to study. If you intend to apply for a programme that is not listed here or cannot see an application you have submitted, please go to <https://applytostudy.auckland.ac.nz>

Select programme

* Programme type:

* Programme name:

Important: Please select the faculty in which you wish to take courses.

Major / specialisation

* Major or specialisation:

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- ▶ The campus is “City,” or “Online” if you are a distance student. The semester is “2022 Semester 1.”

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- ▶ The course is Maths 199 - Advancing in Mathematics.

MAX: how to enrol

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- ▶ The course is Maths 199 - Advancing in Mathematics.

The screenshot shows the 'Application for Admission: Supplementary Information' page on the MAX system. At the top left is the University of Auckland logo. A progress bar at the top indicates five steps: 1 Academic, 2 Programme, 3 Supplementary (current step), 4 Campus, and 5 Postgraduate. The main heading is 'Add Intended Courses'. Below this, a text prompt asks the user to list intended courses and indicate the class to enrol in. There are three mandatory fields: Term (set to '2020 Semester One'), Subject (set to 'Mathematics'), and Course title (set to 'MATHS 199 - Advancing in Mathematics'). At the bottom of the form are two buttons: 'Close & return to previous page' and 'Save'.

THE UNIVERSITY OF
AUCKLAND
NEW ZEALAND

Application for Admission: Supplementary Information

1 2 3 4 5
Academic Programme **Supplementary** Campus Postgraduate

Add Intended Courses

Please list your intended courses. Where available please indicate which class you intend to enrol in.

* Term: 2020 Semester One

* Subject: Mathematics

* Course title: MATHS 199 - Advancing in Mathematics

Close & return to previous page Save

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- ▶ Congrats! You have completed

MAX: how to enrol

- ▶ Congrats! You have completed . . . *half* of the application process.

MAX: how to enrol

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- ▶ In a few days, Admissions will process your application.

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- ▶ Those things are the following:
 - ▶ A passport-sized full-color photo.

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 - ▶ A passport-sized full-color photo.
 - ▶ Evidence of citizenship/permanent residency (JP-verified.)

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- ▶ Those things are the following:
 - ▶ A passport-sized full-color photo.
 - ▶ Evidence of citizenship/permanent residency (JP-verified.)
 - ▶ The **Discretionary Entrance** form.


MAX: how to enrol

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- ▶ The Discretionary Entrance form can be downloaded by logging into your application. It looks like the following:

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 **THE UNIVERSITY OF AUCKLAND**
Te Hōkanga Matua o Aotearoa
NEW ZEALAND

AS-11

Discretionary Entrance

Please print in upper case letters or mark box with **X**, using a black or dark blue pen. Complete this form **ONLY** if you do not have a University Entrance qualification **AND WILL BE UNDER 20 YEARS OF AGE** at the beginning of the semester you wish to enrol in.

LEGAL FAMILY NAME

LEGAL FIRST NAME(S)

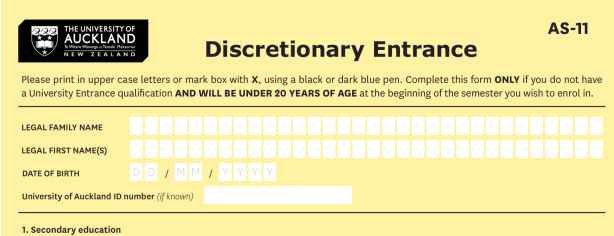
DATE OF BIRTH DD / MM / YYYY


University of Auckland ID number (if known)

1. Secondary education

MAX: how to enrol

- ▶ The Discretionary Entrance form can be downloaded by logging into your application. It looks like the following:
- ▶ Fill out sections 1 and 3.



 THE UNIVERSITY OF AUCKLAND
Te Whare Wānanga o Āwhiorangi
NEW ZEALAND

AS-11

Discretionary Entrance

Please print in upper case letters or mark box with **X**, using a black or dark blue pen. Complete this form **ONLY** if you do not have a University Entrance qualification **AND WILL BE UNDER 20 YEARS OF AGE** at the beginning of the semester you wish to enrol in.

LEGAL FAMILY NAME

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

LEGAL FIRST NAME(S)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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DATE OF BIRTH

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

University of Auckland ID number *(if known)*

<input type="text"/>

1. Secondary education

MAX: how to enrol

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1. Secondary education

(a) Name of secondary school last attended

(b) How many years have you attended secondary school? eg. 4,5,6 Are you still attending secondary school? Yes No

(c) If you attended a NZ secondary school, were you on an exchange programme in your final year? Yes No

Please ensure you have authorised the NZQA to release your results to tertiary institutions. Otherwise, please attach to this form CERTIFIED COPIES of official results for NCEA standards already attempted. Please also input other relevant formal qualifications eg. Polytechnic study.
Certified documents are a photocopy of the original endorsed with the statement 'Original sighted. Certified true copy' by a person authorised to sign a Statutory Declaration, such as a JP, Solicitor, or a duly authorised staff member of the University of Auckland.

MAX: how to enrol

- ▶ The Discretionary Entrance form can be downloaded by logging into your application. It looks like the following:
- ▶ Fill out sections 1 and 3.

2. National Certificate of Educational Achievement Level 2 - please enter details below			
Year (eg 2015)	Subject	No. of Credits Achieved	Grade Average
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Young Scholars Programme

Please enter the title of the course you intend to enrol in:

MAX: how to enrol

- ▶ The Discretionary Entrance form can be downloaded by logging into your application. It looks like the following:
- ▶ Fill out sections 1 and 3.
- ▶ Skip sections 2 and 4.

2. National Certificate of Educational Achievement Level 2 - please enter details below

Year (eg 2015)	Subject	No. of Credits Achieved	Grade Average
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Please enter the title of the course you intend to enrol in:

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3. Young Scholars Programme

Please enter the title of the course you intend to enrol in:

4. Adviser's recommendation

The **applicant** may list up to **four** programmes, in order of preference, that they wish to be considered for, using the programme codes from the Information Sheet. The **adviser** must indicate by **initialling** if they consider the applicant ready and suitable for each of these choices.

1. <input type="text"/>	2. <input type="text"/>	3. <input type="text"/>	4. <input type="text"/>
Yes <input type="checkbox"/> No <input type="checkbox"/> Initial <input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> Initial <input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> Initial <input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> Initial <input type="text"/>

5. Adviser's reasons for this recommendation

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- ▶ Then, take the form to your Maths HoD / teacher, and have them fill out their part (recommending you to the program.)

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5. Adviser's reasons for this recommendation

*(Attach on separate sheet. **Your application will not be processed if the recommendation is not attached.**)*

Adviser is your school principal if at school in the school term prior to application; otherwise a Student Recruitment and Course Advice Officer of the University of Auckland. The principal **must** counter-sign a recommendation if made by another school staff member.

Signature of adviser dd/mm/yy

Signature of principal dd/mm/yy

Status of adviser

APPLICATION FEE: \$60 must be included with the application. This fee is non-refundable.

December 2015

MAX: how to enrol

- ▶ Then, take the form to your Maths HoD / teacher, and have them fill out their part (recommending you to the program.)
- ▶ Make sure that their letter is on official school letterhead, and that your form is signed by your school's principal.

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- ▶ Make sure that their letter is on official school letterhead, and that your form is signed by your school's principal.
- ▶ Many school teachers are inaccessible over the summer, so do this *before* the holidays!

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- ▶ You can drop these off in person at AskAuckland:

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Entrance past the General Library from Alfred Street

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Entrance past the General Library from Alfred Street
- ▶ Do **not** pay the \$60 application fee, as it does not apply to Young Scholar Programme applicants.

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- ▶ A document with these instructions is on our website:
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Thank you!

As always, send all questions/etc to max@auckland.ac.nz. We're glad to help!