



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

ATS Agent Application Centre Guide

For student recruitment agents & providers

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Introduction to the ATS Agent Application Centre

This guide provides international student recruitment agents & providers with information on using the University of Auckland's ATS (Apply to Study) Agent Application Centre.

The ATS Agent Application Centre (<https://applytostudy.auckland.ac.nz/agent>) allows you to manage applicants' applications, including but not limited to:

- Adding a new applicant
- Adding different programmes for an existing applicant
- Tracking applications status
- Withdrawing applications
- Uploading documents

For queries, please contact the International Office on int-marketing@auckland.ac.nz

Doctoral degree (PhD) applications

Doctoral degree applications cannot be submitted or managed through the ATS Agent Application Centre.

Doctoral applicants are required to submit their own applications through their student portal and select an agency during the application process as the admissions team requires direct engagement with the applicant.

Doctoral applications can be viewed in the ATS Agent Application Centre as read-only. Communications will only be sent to the applicant and documents would need to be submitted directly by the applicant through their student portal.

Registering for access (new users only)

To register for access to the University of Auckland's ATS Agent Application Centre, please contact the International Office on int-marketing@auckland.ac.nz

Once your access has been set up, you will receive email confirmation from the International Office.

- Sign in to <https://applytostudy.auckland.ac.nz/agent> with the username and password sent to your email
- Complete your personal details on the "**Apply to Study**" agent registration screen
- Click "**Next**" to continue to the agent portal home page

(see sample of the agent registration screen on the next page)

Apply to Study

Your demographics

Gender

Do you identify as lesbian, gay, bisexual, transgender, queer, intersex or Takatāpui (LGBTQITakatāpui+)? ?

Date of birth

Citizenship

Please specify your Permanent Residency status New Zealand Australia Neither !

Are you or your parents/primary guardian(s) from a refugee background? ?

Ethnicity

Your contact details

Mobile phone

Country Code Area code/Number

I don't have a mobile number

Mailing address

Country

Address line 1

Address line 2

Address line 3

Suburb

City / Town

State

Postcode

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? ?

Do you need some form of assistance from the University?

Visit our website (click for [staff](#) or [students](#)) to find out how the University can assist you.

Next >

Using the ATS Agent Application Centre

Logging into the ATS Agent Application Centre

Registered agents can go to <https://applytostudy.auckland.ac.nz/agent> and log in with their username and password. If you do not have access, please see section [Registering for access](#) in this guide.

Important Note: The ATS Agent Application Centre requires the latest version of Firefox, Chrome or Internet Explorer browser.

Navigating around the ATS Agent Application Centre

The screenshot shows the ATS Agent Application Centre interface. At the top right, there is a user profile icon (A) and the text 'Agent ID: 123456789'. Below this, the header 'Agent Application Centre' is displayed, followed by a welcome message 'Welcome, TESS TING' (A). A 'Register new applicant' button (B) is located in the top right. A search bar (G) is positioned below the welcome message, with a dropdown menu for 'Applicant Name' and search criteria 'Search by first name' and 'last name'. A search icon and a 'Filter' button (H) are also present. Below the search bar, there are three tabs: 'All Current Agency Applications' (C), 'My Current Applications' (D), and 'Other Applicants' (E). A 'Sort by' dropdown menu (F) is set to 'Recent submission date'. The main content area shows 'Showing 7 of 7 results' and a table of applications. One application is highlighted, showing 'On hold supplementary requirements' (I) with details for John Smith, including his ID, date, and course information.

A Your name will appear on the top left of the page, and your agent ID number on the top right of the page.

B **“Register an Applicant” button:** Click to register a new applicant not linked to your agency. See [Registering a new applicant](#) in this guide.

C **“All Current Agency Applications” tab:** This tab displays all the applications for applicants linked to your entire agency. If you cannot find an applicant on this tab, try searching the other two tabs.

D **“My Current Applications” tab:** This tab displays all the applications linked to your specific agent login. If you cannot find an applicant on this tab, try searching the other two tabs.

E **“Other Applicants” tab:** This tab displays all applicants registered by your agency who do not have any applications or any current applications. If you cannot find an applicant on this tab, try searching the other two tabs.



Sort by function:

You can sort the applications in each tab by the application submission date (or creation date if the application is unsubmitted).



Search applicants function:

You can search for an applicant using their legal first name and last name, or their ID number.



Filter applications function:

You can filter applications by the number of days in status, application status and semester.



Application card:

Each card refers to a particular application and displays the applicant's name, ID number, linked agent's email address, the status of the application, and programme information.

Important Note: Hit the refresh button of your browser to ensure that you are viewing the most up-to-date information or if your browser appears blank.

Viewing application cards

An application card is generated for each application created. The same applicant can have multiple application cards depending on how many applications have been created for them.

A	On hold supplementary requirements	John Smith 655476306	C
B	16 Days in status	03/03/2020 Linked Agent - tess.ting@agencyabc.com	D
		Bachelor of Advanced Science (Honours) 2021 Semester One	E
			F



The current application status



The number of days in status



The applicant's legal first name last name, and ID number



The application creation date (if not submitted) or the application submission date



The email address of the agent linked to the application



The programme name and semester

Clicking on the arrow on an application card will take you from the ATS Agent Application Centre to the applicant overview page. See section [Applicant overview page](#) in this guide for information about that page.

Searching for an applicant

Use the search bar on the top of your ATS Agent Application Centre to search for an applicant using their legal first name and legal last name, or their ID number.



If you are searching for an applicant but cannot find them, try:

- Clearing all the filters (See section **Clearing all filters** on the next page of this guide)
- Looking under a different tab ("**All Current Agency Applications**" / "**My Current Applications**" / "**Other Applicants**")
- Refreshing the page

Important Note: Search for an applicant using their legal first and last name.

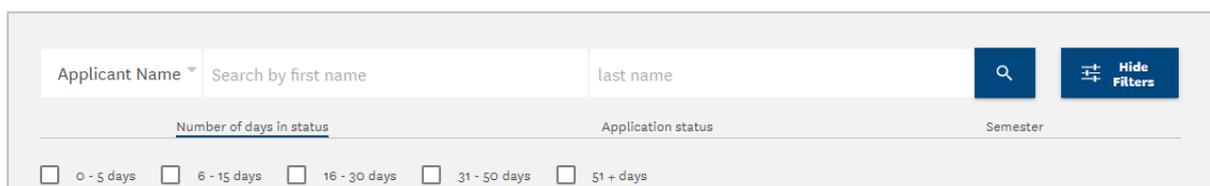
If you started registering the applicant but didn't complete the registration, then your agency will not be linked to the applicant. Please send **Form B - Agent Appointment** (See [Appendices in this guide](#)) to the International Office on int-marketing@auckland.ac.nz to link the applicant to your agency.

Filtering applications

You can filter applications by the number of days in status, application status or semester.

Important Note: The filter button is only available for the "**All Current Agency Applications**" and "**My Current Applications**" tabs.

a. Filtering by "Number of days in status"



1. Click on the "**Filter**" button and select the "**Number of days in status**" tab.
2. Select the categories you require.
3. The search results will only list the applications whose status falls under the selected categories.

b. Filtering by "Application status"

The screenshot shows a search interface with three tabs: "Number of days in status", "Application status", and "Semester". The "Application status" tab is selected. Below the tabs, there are three columns of checkboxes for different application statuses. The first column is labeled "Action required" and includes: Approved, Conditional Offer, Meet conditions, On hold for Admission Information, On hold supplementary requirements, Submission failed, and Unsubmitted application. The second column is labeled "No action required" and includes: Applicant Withdrawal, Application Submitted, Conditions Met, Declined, Enrol, Enrolment not open, Offer Accepted, Offer Declined, Offer Expired, and On hold pending Results. The third column includes: Pending, Processing and Assessing, Submission in progress, Submitting, Under Reconsideration, Waitlist, and Withdrawn.

1. Click on the **"Filter"** button and select the **"Application Status"** tab.
2. Select the statuses you wish in order to see all the applications that fall under those statuses.
3. The search results will only list the applications that fall under the selected statuses.

c. Filtering by "Semester"

The screenshot shows the same search interface as above, but with the "Semester" tab selected. Below the tabs, there are three columns of checkboxes for different semesters and terms. The first column is for the year 2019 and includes: Late Year Term. The second column is for the year 2020 and includes: Quarter One, Semester One, Quarter Three, Late Year Term, Quarter Two, Semester Two, Quarter Four, and Academic Year Term. The third column is for the year 2021 and includes: Quarter One, Late Year Term, Semester One, Quarter Three, Summer School, Quarter Four, Semester Two, and Quarter Two. There is also a checkbox for "No term selected".

1. Click on the **"Filter"** button and select the **"Semester"** tab.
2. Select the semesters you wish in order to see all the applications that fall under those semesters.
3. **"No term selected"** means that an application has been started, but no terms have been selected for it yet.
4. The search results will only list the applications that fall under the selected semesters.

Clearing all filters

The screenshot shows the search interface with the "Number of days in status" tab selected. Below the tabs, there are five checkboxes for different day ranges: 0 - 5 days, 6 - 15 days, 16 - 30 days, 31 - 50 days, and 51 + days. The "51 + days" checkbox is checked. At the bottom right, there is a blue button labeled "Clear all filters" and a text label "There are active filters applied".

Click on **"Clear all filters"** which appears on the bottom right of any of the filters tabs if any filters have been selected. All the filters in all three filters tab will be cleared.

Sorting applications

You can sort the applications in each tab by the application submission date. To sort applications click on "**Recent Submission Date**" drop box on the right of your screen.



The screenshot shows a search and filter interface. At the top, there is a search bar with a dropdown menu labeled "Applicant Name" and two input fields: "Search by first name" and "last name". To the right of the search bar are a magnifying glass icon and a blue button labeled "Filter". Below the search bar, there is a "Sort by" dropdown menu with "Recent submission date" selected and a downward arrow.

When the arrow points down, applications are sorted in the following order:

- a. Unsubmitted applications display first, from newest creation date to oldest creation date
- b. Submitted applications display after that, from newest submission date to oldest submission date

When the arrow points up, applications are sorted in the following order:

- c. Submitted applications display first, from oldest submission date to newest submission date
- d. Unsubmitted applications display after that, from oldest creation date to newest creation date

Logging out of the ATS Agent Application Centre

To log out of the ATS Agent Application Centre, just close the browser. There is no log out button.

Registering a new applicant

Important Notes:

Please ensure **Form B - Agent Appointment** (see Appendices) has been completed and signed by the student before you start registration. All completed forms must be retained by your agency for a period of two-and-a-half years following completion of enrolment.

If the applicant's email address exists in our system, an error message will advise you that the email address has already been used. Please complete **Form B - Agent Appointment** (see Appendices) and return to int-marketing@auckland.ac.nz

- 1 Click on **"Register New Applicant"** in the Agent Application Centre.



The screenshot shows the 'Agent Application Centre' header with a 'Welcome, TESS TING' message. A 'Register new applicant' button is located in the top right. Below the header is a search bar with a dropdown menu for 'Applicant Name' and input fields for 'Search by first name' and 'last name'. There are search and filter icons on the right side of the search bar.

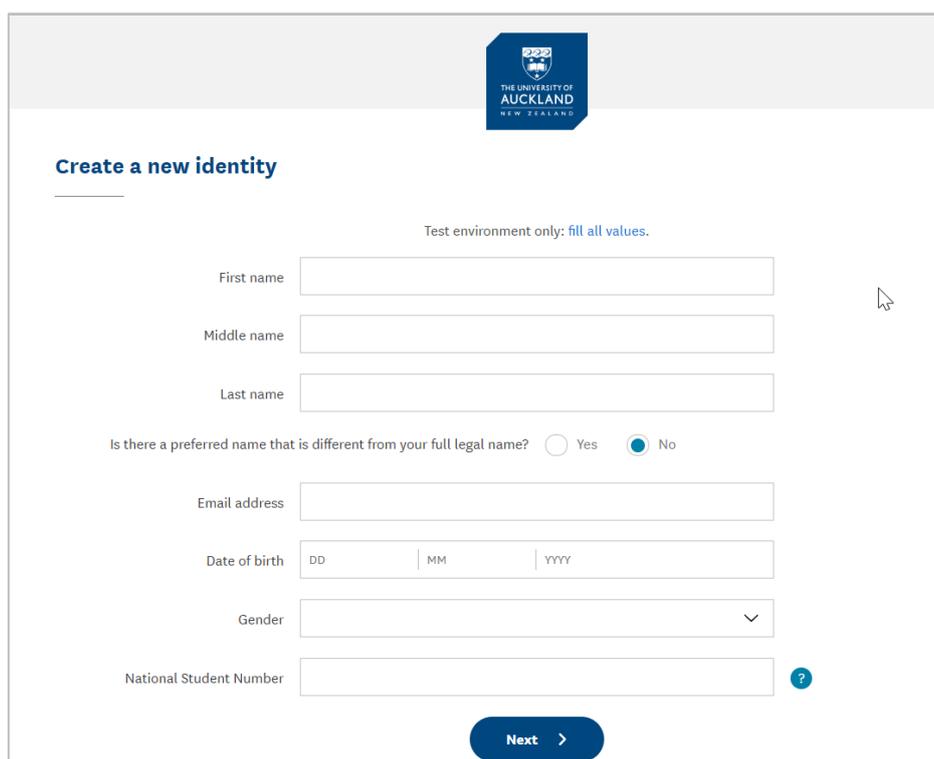
- 2 The screen to create the student's identity will appear. Fill in the applicant's first name, last name, email address and date of birth, and click **"Next"**.

Note: the **"National Student Number"** is a unique number assigned to all New Zealand students. It is not compulsory to provide this number.

Capitalise the Beginning of Each Word when typing in an applicant's name:

Youlin Wang → **Correct**

YOULIN WANG or Youlin WANG or youlin wang → **Incorrect**



The screenshot shows the 'Create a new identity' form. It includes the University of Auckland logo at the top. The form has a heading 'Create a new identity' and a sub-heading 'Test environment only: fill all values.' Below this are input fields for 'First name', 'Middle name', and 'Last name'. There are radio buttons for 'Is there a preferred name that is different from your full legal name?' with 'Yes' and 'No' options. Below these are fields for 'Email address', 'Date of birth' (with DD, MM, and YYYY sub-fields), 'Gender' (with a dropdown arrow), and 'National Student Number' (with a help icon). A 'Next >' button is at the bottom.

3 Fill in the applicant's demographics and contact details, and click "Next".

Justin Case's demographics

Gender

Date of birth

Citizenship
! This field is required

Please specify Justin Case's Permanent Residency status New Zealand **!**
 Australia
 Neither

Ethnicity
! This field is required

Justin Case's contact details

Mobile phone

Country Code Area code/Number

I don't have a mobile number

Justin Case's disability information

Does Justin Case live with the effects of a mental health condition, specific learning disability, long-term medical condition, or other disability or impairment? **?**

Does Justin Case need some form of assistance from the University?

Next >

4 You are now successfully linked to this applicant and can begin submitting an application.

Before starting a new application

Important Note: Before starting an application, please ensure that you have all the applicant's academic transcripts and proof of English language (if the applicant has completed an English test) in PDF format as you cannot complete and submit the application without these documents.

- 1 The following screen will display before you start a new application for your applicant. Click **"No"** and **"Begin"** if you are making a new application for the applicant.

Before you begin

! We are upgrading our systems and introducing a new application to study. Your answers to the questions below will help us ensure you are directed to the correct application system.

Have you already started or completed an application for admission?

Yes

No

[Begin >](#)

- 2 You will then be asked if you are applying for particular programmes.

If you are applying for any of the programmes listed below, then click **"Yes"**. The system will redirect you to previous Application for Admission portal.

If you are not applying for any of the programmes listed (e.g. you are applying for undergraduate or postgraduate degrees), click **"No"** and **"Begin"**. The system will redirect you to the new Apply to Study portal.

Are you applying for any of the following programmes? [Help](#)

- Doctoral degrees
- Foundation programmes (including New Start and Tertiary Foundation Certificate (TFC))
- Certificate programmes (excluding Postgraduate Certificates, Certificate in Languages and Graduate Certificate in Law)
- Summer Research Scholarship
- Study Abroad and Exchange

Yes

No

[Begin >](#)

3 The following screen displays the information you need to provide in order to submit an application.

Click on “**Begin**” to start the application.

Information you will need to provide

Before you can submit your application:

- Documents that provide proof of your academic history: as you fill out your application, we will tell you what documents we need. You will not be able to submit your application without uploading these documents.
Note: *If you're completing NCEA, CIE or IB study in New Zealand (or have in the past) we can access your results directly, so you will not need to provide transcripts for this study.* [Help](#)
- If you have completed an English-language test: your proof of proficiency document or the registration number of the test you completed. [Help](#)

After you submit your application:

- Certified proof of your identity. [Help](#)

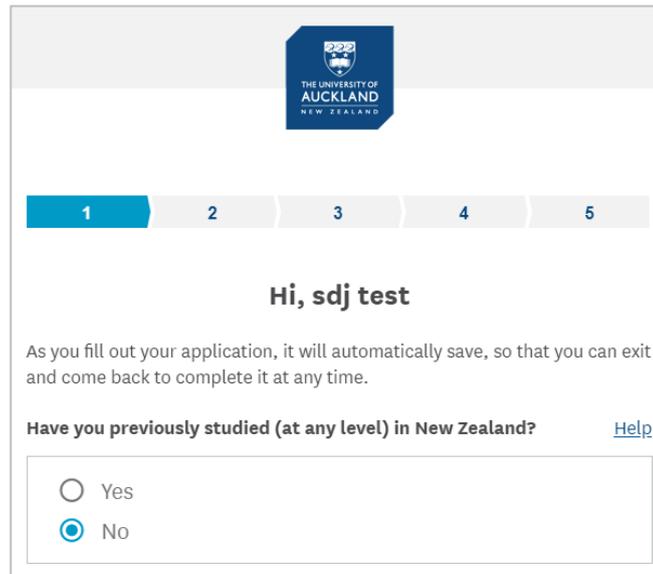
Begin >

Step 1: NZ study history and first language

Important Note: If you are unsure of how to complete a section, click on the **"Help"** link next to the section for information on completing that section.

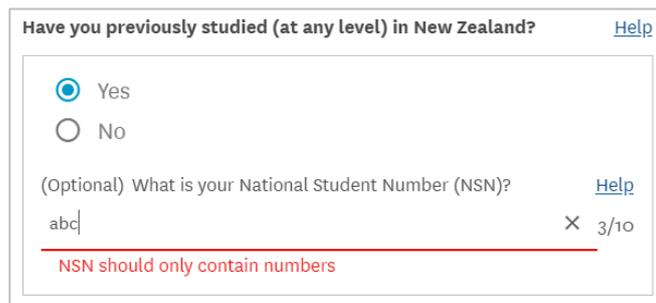
1 Previous study (at any level) in New Zealand

Select **"Yes"** or **"No"** depending on whether the applicant has previously studied at any level in New Zealand.



The screenshot shows the University of Auckland logo at the top. Below it is a progress bar with five steps, where step 1 is highlighted in blue. The main heading is "Hi, sdj test". A message states: "As you fill out your application, it will automatically save, so that you can exit and come back to complete it at any time." The question is "Have you previously studied (at any level) in New Zealand?" with a "Help" link. There are two radio button options: "Yes" (unselected) and "No" (selected).

If **"Yes"** is selected you will be asked to provide the applicant's National Student Number (NSN). Only numbers can be entered and there is a limit of 10 digits. Providing the NSN is optional at this point.



This screenshot shows the "Have you previously studied (at any level) in New Zealand?" question with the "Yes" radio button selected. Below it is the optional question: "(Optional) What is your National Student Number (NSN)?" with a "Help" link. The input field contains "abc" and has a character count "3/10". A red error message below the field reads: "NSN should only contain numbers".

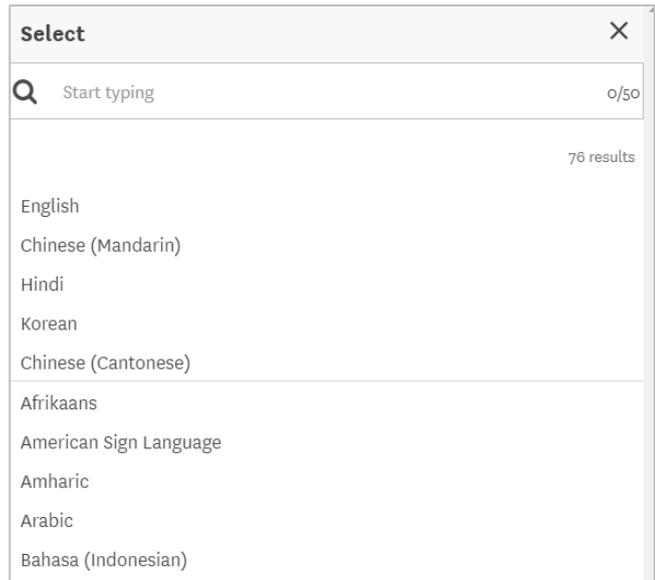
2 First language

Click on the drop-down box with a list of languages displayed alphabetically with the five most common languages listed first.



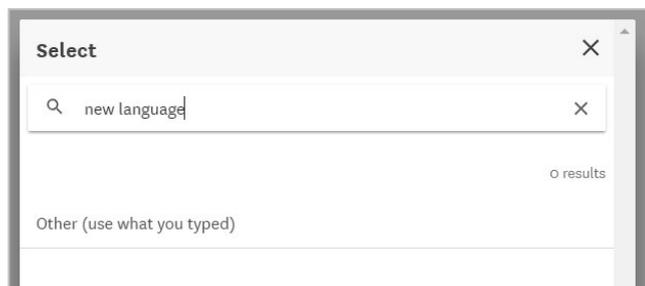
The screenshot shows the question "What is your first language?" with a "Help" link. Below it is a dropdown menu currently displaying "English" with a downward arrow icon.

Select the applicant's first language.



A screenshot of a 'Select' dropdown menu. The menu is titled 'Select' and has a close button (X) in the top right corner. Below the title is a search bar with the placeholder text 'Start typing' and a character count '0/50'. Below the search bar, there are 76 results listed. The visible results are: English, Chinese (Mandarin), Hindi, Korean, Chinese (Cantonese), Afrikaans, American Sign Language, Amharic, Arabic, and Bahasa (Indonesian).

If the first language is not listed then type in the name of the first language and select **"Other (use what you typed)"**.



A screenshot of a 'Select' dropdown menu. The menu is titled 'Select' and has a close button (X) in the top right corner. Below the title is a search bar with the text 'new language' and a character count '0/50'. Below the search bar, there are 0 results listed. The visible result is: Other (use what you typed).

3 Click on **"Next"** to proceed to the next section.



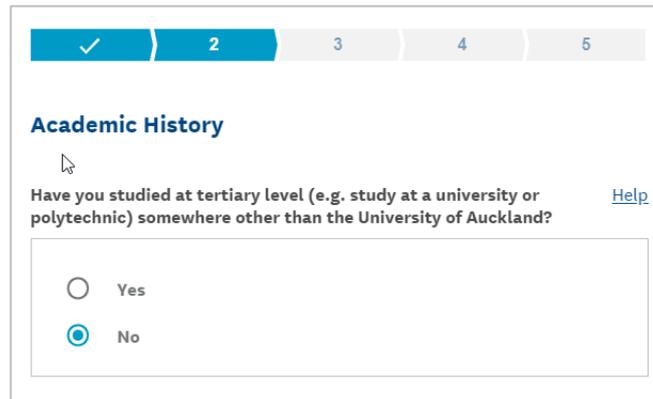
A screenshot of two buttons. The top button is blue with the text 'Next >'. The bottom button is white with a blue border and the text 'Save and exit'.

Step 2: Academic history

Important Note: Select **"Done"** after completing each section on this page.

1 Tertiary level study

Select **"Yes"** or **"No"** depending on whether the applicant has done any other tertiary study (i.e. at a university or similar institution).



✓ 2 3 4 5

Academic History

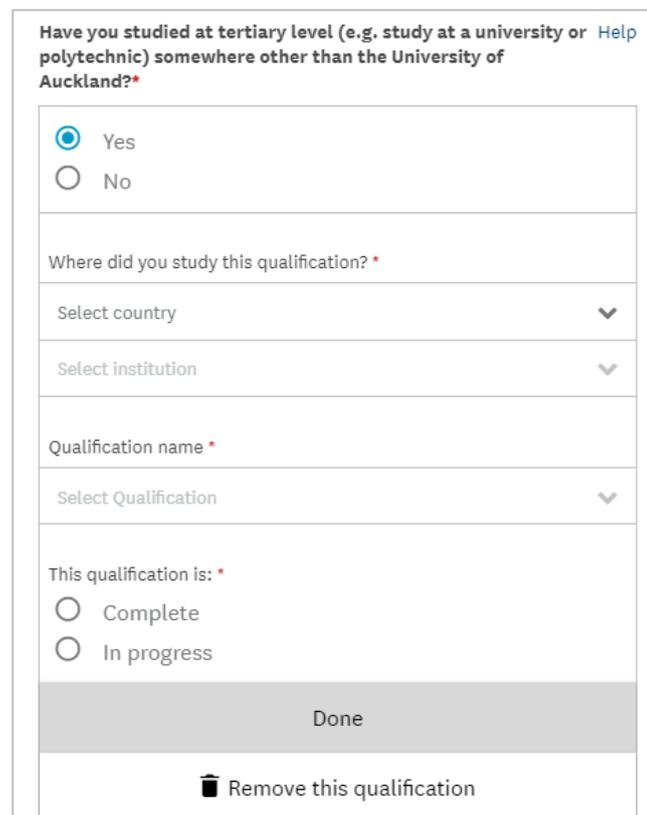
Have you studied at tertiary level (e.g. study at a university or polytechnic) somewhere other than the University of Auckland? [Help](#)

Yes

No

If **"Yes"** is selected, you need to provide the country of study, institution and qualification name, and select whether the qualification is completed or in progress. Select **"Done"** when finished.

You do not need to declare certificate-level study, diploma-level study (if it is pre degree level study), short courses or study at the University of Auckland.



Have you studied at tertiary level (e.g. study at a university or polytechnic) somewhere other than the University of Auckland? [Help](#)

Yes

No

Where did you study this qualification? *

Select country ▼

Select institution ▼

Qualification name *

Select Qualification ▼

This qualification is: *

Complete

In progress

Done

Remove this qualification

If required, you can provide multiple tertiary qualifications by clicking on **"Add another Tertiary Qualification"**.

2 Foundation level study

Select **"Yes"** or **"No"** depending on whether the applicant has studied at foundation level (e.g. pre-university preparation programme) somewhere other than the University of Auckland.

If **"Yes"** is selected, then you need to provide the country of study, institution and qualification name, and select whether the qualification is completed or in progress. Select **"Done"** when finished.

Have you studied at foundation level (e.g. pre-university preparation programme) somewhere other than the University of Auckland? [Help](#)

Yes
 No

Where did you study this qualification? *

Select country ▼

Select institution ▼

Qualification name *

Select Qualification ▼

This qualification is: *

Complete
 In progress

Done

 Remove this qualification

If required, you can provide multiple foundation qualifications by clicking on **"Add another Foundation Qualification"**.

3 Transferring credits from previous tertiary level study (optional)

If you answered **"Yes"** to the question on **tertiary level study** above, then the following optional question is displayed.

The applicant may have the option of transferring credits from previous study. If the applicant would like to transfer credits from previous study then answer **"Yes"** to the following question.

Would you like to apply to have courses from your previous study considered for credit towards the programme you are now applying for? [Help](#)

Yes

We will contact you to request course details if required.

4 Secondary school (high school) qualifications

Please declare all the applicant's secondary school qualifications. You can add up to six secondary school qualifications.

You need to provide the country of study, institution and qualification name, and select whether the qualification is completed or in progress. Select **"Done"** when finished.

Please add all your secondary school (high school) qualifications, [Help](#)
including any that you are currently working towards.*

Where did you study this qualification? *

Select country ▼

Select institution ▼

Qualification name *

Select Qualification ▼

This qualification is: *

Complete

In progress

Done

If required, you can provide multiple secondary school qualifications by clicking on **"Add another Secondary Qualification"**.

5 Click on **"Next"** to proceed to the next section.

Next >

Save and exit

Step 3: English language, programme selection and scholarships

Important Note: Select **"Done"** after completing each section on this page.

1 English language test

This section will only display if an applicant is required to provide English language proficiency. Select **"Yes"** or **"No"** depending on whether the applicant has completed an English language test.

The screenshot shows a progress bar at the top with five steps. Steps 1 and 2 are completed (indicated by checkmarks), step 3 is the current step (indicated by the number 3), and steps 4 and 5 are not yet started. Below the progress bar is the title "English Language Proficiency" and a question: "Have you completed an English language test?" with a "Help" link. There are two radio button options: "Yes" and "No".

If **"Yes"** is selected, then you need to select the name of the English language test and the date of completion. Select **"Done"** when finished.

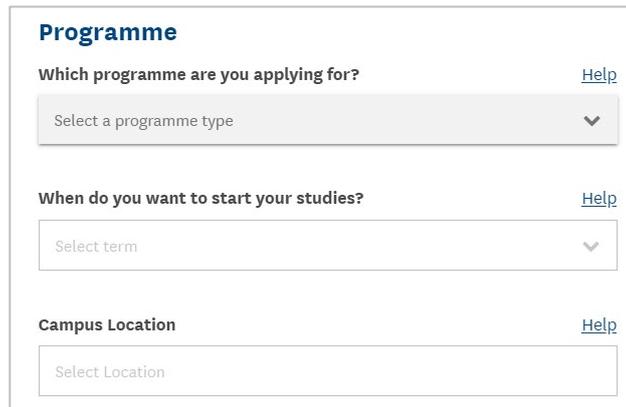
The screenshot shows the "English Language Proficiency" section with the "Yes" radio button selected. Below the question "Have you completed an English language test?" is a dropdown menu labeled "Which test have you completed?" with the text "Select Test" and a downward arrow. Below this are three date selection fields: "Select Day", "Select Month", and "Select Year", each with a downward arrow. At the bottom of the form is a grey button labeled "Done".

If **"No"** is selected, then you need to select whether the applicant is interested in attending the University of Auckland's English Language Academy (ELA).

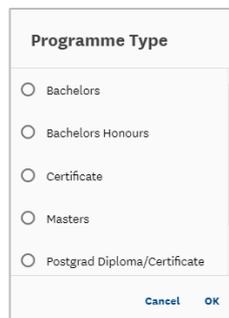
The screenshot shows the "English Language Proficiency" section with the "No" radio button selected. Below the question "Have you completed an English language test?" is a question: "Are you interested in attending the University of Auckland's English Language Academy (ELA)?" with a "Help" link. There are two radio button options: "Yes" and "No". Below this is a note: "If you select 'Yes', we will contact you with more information about the English Language Academy (ELA)".

2 Programme selection

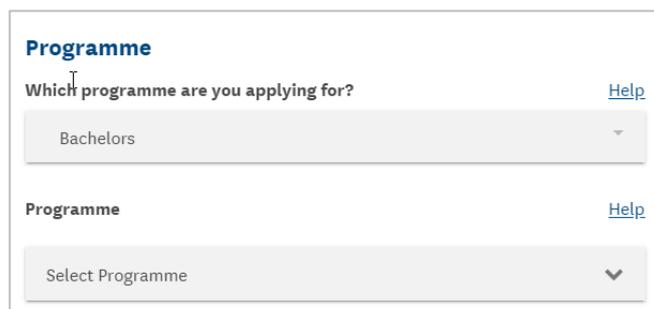
You need to choose the programme type, the programme itself and the major/specialisation.



- a. When you click on **"Select the programme type"** from the above screen, the following box appears. Select the programme type and click **"OK"**.



- b. Click on **"Select Programme"** to choose from the list of programmes associated with the programme type and click **"OK"**.



- c. Click on **"Select major/specialisation"** to select a major/specialisation associated with the programme.

Some programmes do not require a major/specialisation, or can only accept a limited number of majors/specialisations. If this is the case, the system will display the following message: **"You have reached the maximum number of majors/specialisations you can apply for"**.

When you have completed this section, click **"Done"**.

(see sample of this screen on the next page)

Programme

Which programme are you applying for? * [Help](#)

Bachelor of Arts ▼

Note: Select a major in one subject area and a second major in another subject area.

Click [here](#) for more information on this programme.

Major/Specialisation: [Help](#)

Select major/specialisation ▼

Select major/specialisation ▼

Done

3 Semester/Term selection

Select the semester/term to start the applicant's studies.

When do you want to start your studies? * [Help](#)

Select term ▼

When you click on **"Select Term"** in the screen above, the below box with a list of options pops up. Choose a term from the available list. Click on **"OK"**.

Please note that not all programmes and/or majors are available in every semester/term.

Select term

2019 Summer School

2019 Semester One

2019 Semester Two

Cancel OK

4 Campus selection

If a programme is run in more than one location, you will be given the option of choosing a campus location. The system will only display one campus location, if there is only one campus available for the programme.

Click on the **"Campus Location"** box, select one campus location and press **"OK"**.

When do you want to start your studies? * [Help](#)

2019 Semester One ▼

Campus Location [Help](#)

City (Default) ▼

Select Campus Location

City (Default)

Grafton

Cancel OK

5 Scholarships

Select **"Yes"** or **"No"** depending on whether the applicant has been awarded a scholarship or other funding.

If **"Yes"** is selected, please specify what scholarship the applicant has been awarded.

Scholarships

Have you been awarded a scholarship or other funding that will pay for your University of Auckland tuition fees? [Help](#)

Yes
 No

What is the name of the scholarship or funding provider?

Select ▼

If you have more than one, please enter the name of your primary scholarship.

6 Click on **"Next"** to proceed to the next section.

[Next >](#)

[Save and exit](#)

Step 4: Supporting information

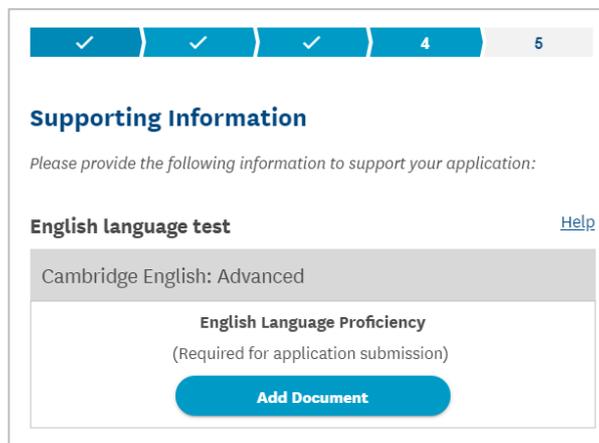
Important Note: Do not combine multiple qualifications and/or transcripts into one PDF document. Each qualification needs to be a separate PDF document.

You will be required to upload PDF documents to provide proof for the highest qualifications of an applicant's academic history and English language proficiency. If an applicant has multiple tertiary qualifications, documents need to be provided for all those qualifications.

1 English language test

If you had indicated that the applicant has completed an English language test then upload the evidence on this page.

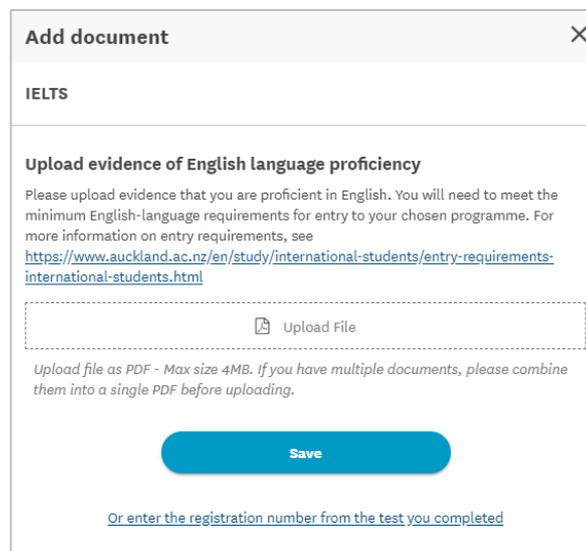
- Under "**English Language test**" click on "**Add Document**".



The screenshot shows a progress bar at the top with five steps, where step 4 is active. Below the progress bar is the heading "Supporting Information" and a sub-heading "English language test" with a "Help" link. The main content area displays "Cambridge English: Advanced" and "English Language Proficiency (Required for application submission)". A blue "Add Document" button is positioned at the bottom of this section.

- On the next screen, click on "**Upload File**" and select the file to upload from your computer. Once the file is uploaded, it will be displayed in the box.

Alternatively, you can provide the registration number of the English test instead of the document by clicking on "**Or enter the registration number from the test you completed**" located below the "**Save**" button.



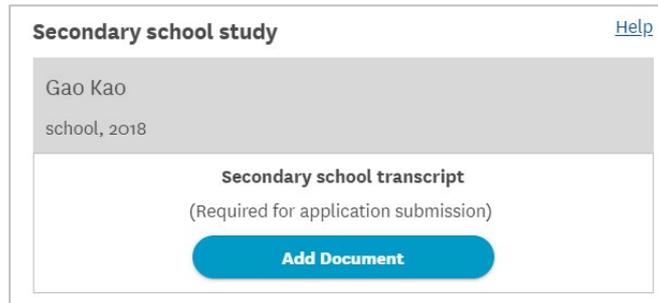
The "Add document" dialog box is titled "Add document" and includes a close button (X). It contains the text "IELTS" and "Upload evidence of English language proficiency". Below this, there is a detailed instruction: "Please upload evidence that you are proficient in English. You will need to meet the minimum English-language requirements for entry to your chosen programme. For more information on entry requirements, see <https://www.auckland.ac.nz/en/study/international-students/entry-requirements-international-students.html>". A dashed box contains an "Upload File" button. Below the dashed box, it says "Upload file as PDF - Max size 4MB. If you have multiple documents, please combine them into a single PDF before uploading." A blue "Save" button is at the bottom, and below it is the text "Or enter the registration number from the test you completed".

- Click "**Save**".

2 Academic transcripts

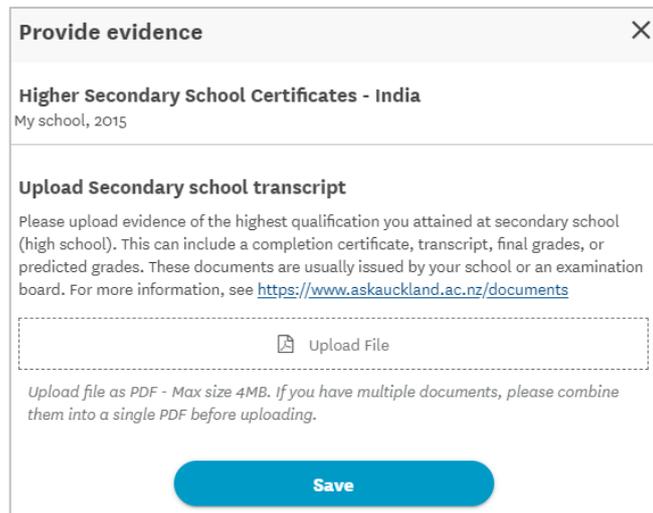
Important: *Uploading transcripts is mandatory in order to submit the application.*

- a. Under "**Secondary School Certificate**" click on "**Add Document**".



The screenshot shows a form titled "Secondary school study" with a "Help" link. Below the title is a grey box containing the text "Gao Kao school, 2018". Underneath this is a white box with the heading "Secondary school transcript" and the subtext "(Required for application submission)". At the bottom of this white box is a blue button labeled "Add Document".

- b. On the next screen, click on "**Upload File**" and select the file to upload from your computer. Once the file is uploaded, it will display in the box. Note: only upload PDF files.

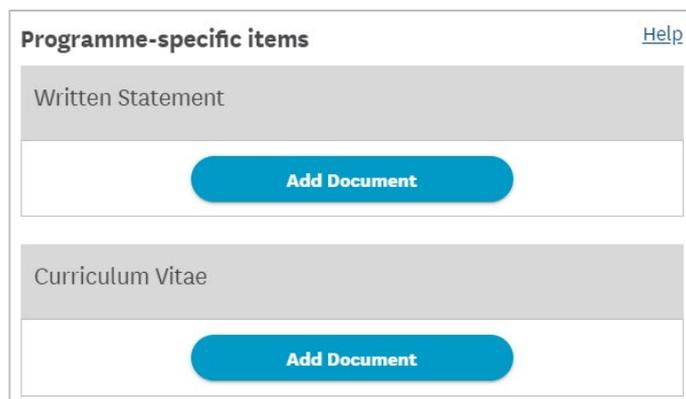


The screenshot shows a form titled "Provide evidence" with a close button (X). Below the title is the heading "Higher Secondary School Certificates - India" and the text "My school, 2015". Underneath is a section titled "Upload Secondary school transcript" with a paragraph of instructions: "Please upload evidence of the highest qualification you attained at secondary school (high school). This can include a completion certificate, transcript, final grades, or predicted grades. These documents are usually issued by your school or an examination board. For more information, see <https://www.askauckland.ac.nz/documents>". Below the text is a dashed box containing an "Upload File" button. At the bottom of the form is a blue button labeled "Save".

- c. Click "**Save**".

3 Programme-specific evidence

Some programmes will require that additional tasks be carried out, which are specific to the programme. Sometimes the tasks will be required for submission. Click on "View Details" to view instructions / what to do next or upload documents.



The screenshot shows a form titled "Programme-specific items" with a "Help" link. Below the title are two sections. The first section is titled "Written Statement" and has a blue button labeled "Add Document" below it. The second section is titled "Curriculum Vitae" and also has a blue button labeled "Add Document" below it.

Note: If the programme requires the applicant’s Curriculum Vitae or Personal Statement, you can either upload these here before submission, or after submission via **the “Things you need to do”** section.

- 4 Click on **“Next”** to proceed to the next section.



Step 5: Review and submit application

The last page of the application will require you to provide additional information, review the application, tick **"I Agree"** to a declaration and then submit the application.

1 Additional Information

You need to select the highest qualification of the applicant's parents and the applicant's occupation required by the Ministry of Education and/or the University for reporting purposes.

✓ ✓ ✓ ✓ 5

Review & submit your Application

Additional Information

The information collected in 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?

Masters degree

What was your main activity or occupation in New Zealand as at 01 October in the year before your intended enrolment?

Overseas

2 Review your application

You then need to review the application. You can go back to edit the application by clicking on one of the blue bars on the process bar at the top of the page.

You can make changes or replace documents, before submitting the application. If you make any changes, ensure that you select either **"Next"** or **"Save and exit"** at the bottom before you proceed to another page. Note that clicking **"Save and exit"** will just save the application but will not submit it.

Important Note: *You will be unable to make any changes once you submit the application. Please ensure all details are correct before you click **"Submit"**.*

Review your Application [Help](#)

Please review the information below and check that the details you have provided are correct.

You are applying for:

Bachelor of Advanced Science (Honours)

First Major/Specialisation: Computer Science

Intended start date: 2020 Semester One

Location: City

3 Applicant declaration

The final step is the declaration. You must tick **"I Agree"** to respond on the applicant's behalf before clicking on **"Submit Application"**. (Note: the sample below only contains a snippet of the declaration text.)

Declaration

Important: Completing and submitting this application online constitutes signing and dating the declaration as defined under the Electronic Transactions Act 2002. **The information contained in this application must be true, correct and complete.**

I declare that the information provided in this application is true, correct and complete, that no information that would have a bearing on my admission or enrolment has been withheld and that I am the legitimate owner of the identity being claimed.

I understand that the University of Auckland (the University) may withdraw, amend or substitute an offer, cancel my enrolment, or apply other measures it considers appropriate if information or documents provided in connection with this application are found to be false, incorrect or incomplete.

I understand the University may offer me an alternative programme of study if I do not meet the requirements for my chosen programme of study.

I understand that the University may withdraw or amend an offer, if the

I will comply at all times with the University's [statutes, regulations, rules and policies](#).

I agree *

Submit Application

Save and exit

4 Application submission

After clicking the **"Submit Application"** button, you will see a confirmation page.

Click on the **"See your applications"** button to go to the applications overview page, which will list all the applications for your applicant, and the **"Things you need to do"** checklist.



Your application is now complete

What happens next?

You will receive an email acknowledging your application (within 48 hours).

You can check the status of your application here at any time and will be able to view any further items we may request to progress your application.

We will contact you by email to inform you about the result of your application.

See your applications

Other information

[Applying for accommodation](#)
[Scholarships information](#)

Contacting the University

[AskAuckland](#): Your online help and support centre
[Contact our student support team](#)

Phone (within New Zealand): 0800 61 62 63
Phone (outside New Zealand): +64 9 373 7513 or +64 9 373 7999

After submitting an application

Application status after submission

A different application status message will be displayed depending on the application processing stage. Note: refresh the page to get the latest application status.

- Immediately after an application has been submitted, the status will show as **"Submitting"**.
- Once the application has been successfully received by our system, the status will show as **"Application Submitted"**.
- If the application is pending submission as the applicant's identity has to be verified by the University's identity system, the status will show as **"Pending"**.
- If the application submission was unsuccessful, the status will show as **"Submission Failed"**. Please contact the University for assistance on int-questions@auckland.ac.nz.

Bachelor of Advanced Science (Honours) / Bachelor of Health Sciences Conjoint - Population Health/Ecology
2020 Semester One

Submitting
Your application will be submitted shortly. Please refresh or check back later to view your status.

Bachelor of Advanced Science (Honours) - Chemistry
2021 Semester One

Application Submitted
Great, you've successfully submitted your application. We're checking that we have everything we need to begin assessing your application.

[Withdraw application](#)

Bachelor of Advanced Science (Honours) - Computer Science
2020 Semester Two

Pending
Your application is pending submission. This is likely because of a delay in the verification of your identity.

Bachelor of Advanced Science (Honours) - Computer Science
2020 Semester One

Submission Failed
Your application has failed to submit. Please contact us for assistance.

Applicant overview page

The applicant overview page contains two sections:

- "Things you need to do"** - a checklist of additional documents that need to be submitted or items that need to be completed depending on the programme.
- "Your applications"** - a list of all the applications for that applicant (except for any applications that were unsubmitted in the previous Agent Application Centre).

[← Back to Agent Application Center](#)

Hi, Merge Test
[UPDATE PERSONAL DETAILS >](#)

Things you need to do

Urgent items - We cannot process your application(s) without these. Please [contact us](#) if you are unable to provide them.

(To do) Completion evidence
Please upload your degree certificate (or other formal evidence that you have completed your degree/qualification, if this is NOT clearly displayed on... [show all](#)

[Send document >](#)

Other items - We can process your application(s) without these. Please provide them as soon as possible, to avoid future delay(s).

(To do) Credit information
If you are applying for External Transfer Credit for study you must provide detailed information regarding the previous study. This should include the... [show all](#)

[Send document >](#)

Your applications

[Start a new application](#)

Bachelor of Advanced Science (Honours)

New application Expires 12/12/2019
You have not submitted this application.

[Continue application >](#)
[Delete application](#)

“Things you need to do” checklist

After an application is submitted, checklists will be assigned to the applicant according to their residency status, academic history and programme selection.

There are two sections:

- “Urgent items”**: these are items that are required for the application assessment process/decision.
- “Other items”**: these are less urgent items. Often these can be provided after an offer is made.

Each checklist item is displayed with a name, instructions and status.

Important Note: *In the course of the application being assessed, Applications and Admissions may require new information, such as a final transcript. You will be notified by email and also in the “Things you need to do” list. Please read the instructions stated in the “Things you need to do” list and if required, upload further documentation.*

Things you need to do

Urgent items - We cannot process your application(s) without these. Please [contact us](#) if you are unable to provide them.

(Received) Special Admission CV
Please upload an up-to-date copy of your Curriculum Vitae (CV). Please ensure you include all education/training courses, work, volunteer and other ... [Show all](#)

(Received) Curriculum Vitae for Bachelor of Music - Creative Practice: Jazz
All applicants must provide a statement of musical background and a referee contact email address. List all relevant musical training and performing ... [Show all](#)

(Received) Special Admission
Your application for admission is being assessed under Special Admission. In order to progress your application we require you to complete and submit ... [Show all](#)

Other items - We can process your application(s) without these. Please provide them as soon as possible, to avoid future delay(s).

(To do) NZ citizen doc req
Please submit certified copies of (either) your New Zealand Birth Certificate, New Zealand Passport or Certificate of Citizenship. This documentation ... [Show all](#)

(To do) Audition portfolio for Bachelor of Music - Creative Practice: Jazz
All applicants are required to attend an audition. You will be contacted regarding this via email. [View information >](#)

Deferring applications or offers

On the applicant overview page, click on the **“Defer application”** link next to the programme the student wishes to defer.

The deferral request will display available future semesters and you will be prompted to provide the information required. Once submitted, the deferral request will then be processed by the admissions team.

Things to note:

- Deferrals through the portal can only be done for future semesters. For past applications or offers, contact the admissions team to defer
- There is no guarantee that the same decision (i.e. an offer or conditional offer) will be made to the deferred application. This is because admission requirements and availability of programmes vary between academic years and semesters
- The application the student wishes to defer will be withdrawn once the deferral request has been submitted

Deferral request

If you would like to begin your studies in a future intake, please complete the information below so we can add your new application and assess your deferral request.

Your new application will be re-assessed by the University against the new year or semester that you are wishing to defer to. This **may change** the outcome of your application as the admission requirements and availability of programmes and core courses vary between academic years and semesters.

Your current application and offer (if applicable) will be withdrawn when we add the new application.

It may take up to two weeks to process your new application once we have received all the necessary information from you.

Your current application

Master of Science

First Major/Specialisation: Marine Science - Research 120 points

Intended Start Date : 2023 Semester One

Location : City

Available Terms for deferral [Help](#)

2023 Late Year Term

Reason for deferral

Select deferral reason

[Submit >](#)

[Cancel deferral request](#)

Application status

Viewing the status of an application

The progress of applications may be viewed in the ATS Agent Application Centre or on the applicant overview page. Clicking on the arrow on an application card will take you from the ATS Agent Application Centre to the applicant overview page, that displays the "Things you need to do" and the list of the applicant's applications:

Status viewed in the ATS Agent Application Centre:

On hold supplementary requirements	John Smith 655476306
16 Days in status	03/03/2020 Linked Agent - tess.ting@agencyabc.com
	Bachelor of Advanced Science (Honours) 2021 Semester One



Status viewed on the applicant overview page:

Bachelor of Advanced Science (Honours) - Chemistry 2021 Semester One	
Application Submitted Great, you've successfully submitted your application. We're checking that we have everything we need to begin assessing your application.	Withdraw application

Statuses related to application submission

Status name	Application status message	What this means for an agent
Submitting	Your application will be submitted shortly. Do not submit a new application for this programme. Please refresh or check back later to view your status.	The system is submitting the application. Refresh the page to view the updated status.
Submission in progress	Your application will be submitted shortly. Please refresh or check back later to view your status.	The system is submitting the application. Refresh the page to view the updated status.
Pending	Your application is pending submission. This is likely because of a delay in the verification of your identity. Do not submit a new application for this programme but contact us if you require assistance.	The system is waiting for the applicant's identity to be resolved to submit the application. Identity should be resolved overnight.
Application submitted	Excellent, you've successfully submitted your application. We're checking that we have everything we need to begin assessing your application.	The application has been successfully submitted.
Unsubmitted application	Expires XX/XX/XXXX. You have not submitted this application.	The application has not yet been submitted. You need to submit the application when ready.
Submission failed	Submission of your application failed due to an error. We will try to resolve this and automatically attempt to re-submit your	The system has failed to submit the application. Contact the University for further assistance on int-agents@auckland.ac.nz .

	application so do not submit a new application for this programme. Please contact us if you are still seeing this message after 1-2 business days, or if you require assistance.	
Retry submission	Submission of your application failed due to an error. We will try to resolve this and automatically attempt to re-submit your application so do not submit a new application for this programme. Please contact us if you are still seeing this message after 1-2 business days, or if you require assistance.	The system will try to submit the application again. Refresh the page to view the updated status.

Statuses related to processing applications

Status name	Application status message	What this means for an agent
On hold for admission information	We need you to upload admission documents before we can begin assessing your application. Please see your Things you need to do section above for what we'll need from you. If you have released your documents through My eQuals or CHESICC please allow time for us to receive these.	The application has been submitted but certain documents are required to make an assessment. Please check the "Things you need to do" list.
On hold supplementary requirements	We need you to submit supplementary documents before we can continue to assess your application. A list of the supplementary requirements is in your acknowledgement email or in the Things you need to do section.	Supplementary application documents are required before an application can be assessed. Please check the " Things you need to do " list.
On hold pending results	We are waiting for your results to be released to us. We expect to receive these on XX/XX/XX	This applies to NZ high school, UP Education or Taylors applications. This means assessment will only begin once the results are given directly to the University from the respective examining bodies.
Processing and assessing	Great, we've received everything we need and are assessing your application. You will receive an email within 10 working days with a decision on your application.	All the documents required for assessment have been submitted and the admissions team or faculty is currently assessing the application.
Waitlist	Your application has been waitlisted and may be approved, subject to available spaces. Please contact your [<i>faculty contact</i>] for further information.	The application has been waitlisted and may be approved, subject to available spaces. Contact the faculty for further information.

Under reconsideration	Your Fast Track Offer has expired. Your application will be reconsidered in January when your final results are released.	The applicant's Fast Track Offer has expired. The application will be reconsidered in January when their final results are released.
Applicant withdrawal	You have withdrawn this application.	The applicant has withdrawn the application.
Declined	Unfortunately your application has been declined. If you have gained University Entrance then you may wish to consider [<i>another programme at the University of Auckland</i>]. If you have not attained University Entrance, you may wish to consider completing one of our [<i>acceptable foundation programmes</i>].	The application has been declined.

Statuses related to offers on applications

Status name	Application status message	What this means for an agent
Approved	Congratulations, we have approved your application! You now need to accept your offer. If you've changed your mind please decline the offer as soon as possible.	The applicant has received a firm offer for the application. Please encourage your applicant to accept their firm offer at the earliest opportunity. Agents cannot accept or decline offers. The applicant must log into their student portal with their login details to do so.
Conditional offer	Congratulations, we have approved your application subject to some conditions! You now need to accept your offer and then meet the conditions specified. If you've changed your mind please decline the offer as soon as possible.	The applicant has been given a conditional offer for the application. Please check the offer letter or " Things you need to do " list for a description of the conditions. Please encourage your applicant to accept their conditional offer at the earliest opportunity. Agents cannot accept or decline offers. The applicant must log into their student portal with their login details to do so.
Meet conditions	We are waiting for you to meet the conditions of your offer. This may mean we still need more admission documents from you or we are assessing the documentation you have provided. The conditions you need to meet are listed in the Things you need to do section above.	There are still documents that need to be uploaded or items that need to be completed in order for the applicant to meet the conditions of the offer. Please refer to the "Things you need to do" list.
Conditions met	Fantastic! You've met the conditions of your offer. You now need to accept the offer before you	The conditions of the offer have been met and once the applicant has accepted their conditional

	can enrol. If you've changed your mind please decline the offer as soon as possible.	offer, a firm offer letter will be issued. Please encourage your applicant to accept their conditional offer at the earliest opportunity. Agents cannot accept or decline offers. The applicant must log into their student portal with their login details to do so.
Offer accepted	You have accepted this offer.	The applicant has accepted their firm offer.
Offer declined	You have declined this offer.	The applicant has declined their offer.
Offer expired	This offer has expired.	The offer has expired. Submit a new application or contact the University admissions team on admission@auckland.ac.nz to see if the expiry date can be extended.

Statuses related to enrolment

Status name	Application status message	What this means for an agent
Enrol	Fantastic, you have accepted your offer. You can now enrol in courses.	The applicant can now enrol and enrolments are open for their intake.
Enrolment not open	Fantastic, you have accepted your offer. Enrolment opens on XX/XX.	The enrolment period for this intake has not yet opened. Once open, the applicant can enrol in courses.

Managing your applicants

Applicant self-nomination of an agency/provider

Applicants can register and submit applications themselves.

International applicants who self register and complete their own applications are prompted to select an agency from a list of approved agencies/providers.

If they do so, the applicant will be asked to confirm their selection.

After the agency/provider has been confirmed by the applicant, the agency/provider will be able to view the applicant's academic history and programme applications.

Will you be applying using an international agency, or a study abroad or exchange partner? [Help](#)

Yes

No

What is the name of the agency, or study abroad or exchange partner you are using?

Select ▼

We recommend you contact your agent so they can complete your application on your behalf.

Accept, decline, withdraw and delete applications

- Agents **may** delete applications that have not been submitted.
- Agents **may** withdraw submitted applications.
- Agents **cannot** accept or decline an offer of place in a programme made to an applicant.

Important Note: *Applicants may accept or decline an offer of place - agents are not able to accept or decline an offer of place for their applicants.*

Applicants can accept or decline an offer of place by going to the following website and logging in with their login details: <https://applytostudy.auckland.ac.nz>. Please ensure you communicate this URL to the applicant (it is also provided in the offer letters).

Note: applicants will require login details to accept or decline their offer (*See next section [Login details for applicants](#) for more information*).

Login details for applicants

Login details are provided to applicants according to the way their applications were received and any agency requirements.

- If your applicant has self-registered then he/she will have login details already.
- If you have registered your applicant, login details will be sent to them once an application is submitted (unless your agency is approved to delay login details going out until after an offer is made).
- If your agency is set up to prevent offer letters going to their applicants, login details will be sent to your applicants 24-48 hours after an offer is made. This allows you that time to advise your applicant of any offers in advance of any communications from the University.

If an applicant does not receive login details they can select 'I forgot my password' and use their email address to retrieve a temporary password.

Updating applicant's personal details

If your agency initially registered the applicant, you can update their personal details through your ATS Agent Application Centre.

Applicants who self register cannot have their personal information updated by their representative agent/provider. If the applicant's personal information is incorrect:

- ask the applicant to update their own record (see section [Login details for applicants in this guide](#)) or
- contact the University for assistance on int-questions@auckland.ac.nz

Communications from the University

Agents receive all acknowledgements and offer letters for their applicants. These are usually copied to the applicant as well.

If your agency wishes to prevent these letters from going to the applicant then you must contact the International Office at int-marketing@auckland.ac.nz so that it can be set up.

Communications relating to applicants who self register and nominate an agency will be sent to the email address of the primary contact of the agency.

Expiry of agency link to applicant

Two-and-a-half years after the initial link to your agency, the link between the applicant and your agency will automatically expire. This means that the applicant will no longer be visible in your ATS Agent Application Centre.

If the applicant wishes to reinstate the relationship with your agency, the applicant and your agency need to complete **Form B – Agent Appointment** (See [Appendices in this guide](#)) and email it to the International Office at int-marketing@auckland.ac.nz

If two agencies claim the same applicant

An applicant may only be linked to one agency at any given time. If two agencies lay claim to the same applicant, the system will place a hold on the applicant. This means:

- Only the original agency will be able to see all the applications associated with the applicant and action applications until the issue is resolved by the International Office.
- The last agency to lay claim to the applicant will not be able to view the applicant in the ATS Agent Application Centre.

Resolving this scenario: If an applicant wishes to be represented by the last agency, the applicant along with the original agency and the last agency need to complete **Form A – Change of Agent** (See [Appendices](#)) and email it to int-marketing@auckland.ac.nz.

The agent whom the applicant wishes to cease relationship with, will no longer be able to view the applicant in their ATS Agent Application Centre.

Appendices

These forms are available by contacting int-marketing@auckland.ac.nz

Appendix 1: Agent Application Centre Access Form

Agent Application Centre Access Form

For employees of international student recruitment agencies/partners

Please submit the completed form to int-marketing@auckland.ac.nz



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

EMPLOYEE INFORMATION: To be completed by agent/employee

Last name: _____ Date of birth: ___ / ___ / ____
First name(s): _____ Gender: Male Female
Email address: _____

EMPLOYEE ACKNOWLEDGEMENT: To be completed by agent/employee

I have read and understood the University of Auckland's IT policies and the notices set out below governing the use of University computing facilities. I agree to abide by them and to accept liability for loss or damages suffered by the University as a result of my use of these services in breach of the University's IT policies and the notices set out below.

Name of Signatory (Please print): _____

Signature: _____ Date: ___ / ___ / ____

AGENCY AUTHORISATION: To be completed by agency owner/director

I warrant that the employee is eligible to use the computer services as indicated. I agree that this Agency / Partner will be responsible for the appropriate use of this computer service, and accept liability for any damages or costs incurred through breaches of the University of Auckland's IT policies and the notices set out below, governing the use of these services.

Agency: _____

Name of Signatory (Please print): _____

Signature: _____ Date: ___ / ___ / ____

IMPORTANT NOTICES

i. The University of Auckland's IT policies
It is a condition of use that all Users abide by the terms and conditions of the University of Auckland's IT policies when accessing Student Services Online. As implied or explicit in the University of Auckland agency agreement, Users are required to abide by the statutes and regulations of the University of Auckland and to comply with the reasonable requirements of the University of Auckland. You must read the following IT policies carefully as a reasonable requirement:

- a) **IT Acceptable Use Policy:** <https://www.auckland.ac.nz/en/about/the-university/how-university-works/policy-and-administration/computing/use/it-acceptable-use-policy.html>
- b) **IT Offensive Materials Policy:** <https://www.auckland.ac.nz/en/about/the-university/how-university-works/policy-and-administration/computing/use/it-offensive-material.html>
- c) **IT Privacy and Monitoring Policy:** <https://www.auckland.ac.nz/en/about/the-university/how-university-works/policy-and-administration/computing/use/it-privacy-and-monitoring.html>
- d) **IT Security Policy:** <https://www.auckland.ac.nz/en/about/the-university/how-university-works/policy-and-administration/computing/security/security-1.html>

ii. Obligations of Employees of Agencies

- a) The employee will not disclose their password to anyone and will take all possible measures to keep any access codes or passwords or personal identification codes confidential and private.
- b) The employee will not reveal their login or any other information particular to their employment to any other person. The employee will not leave passwords written down on any documents or in any accessible location.
- c) The employee will change their password regularly and whenever there is any indication that it may have been compromised.
- d) The employee will use computer facilities and software only for approved purposes as consistent with their agency agreement and will only access, copy, distribute or update systems, software, documentation or data as authorised.

iii. The NZ Privacy Act 1993
The personal information requested on this form will be stored in databases managed by the University. This information will be used directly in the provision of these computer services. All of the fields in this form must be completed, or the form will be returned and the service will be denied. Contact the International Office to review or correct personal information held by the University with respect to this service.

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Appendix 2: Form B – Agent Appointment Form

Form B: Appointment of Agent Form



Please submit the completed form to Int-marketing@auckland.ac.nz

SECTION ONE: To be completed by student

University of Auckland Student ID:

Student name:

Date of birth: / /

Email address:

I, certify that I wish to appoint
(agency name) to act on my behalf as my
agency service provider. I authorise this agency provider to submit enrolment applications to the University on my behalf.

SECTION TWO: To be completed by new agency service provider

On behalf of my agency, I confirm that this student has entered a relationship with our agency.

Agency name:

Name of agent:

Agent email:

Date: / /

Company stamp

SECTION THREE: To be completed by student to the best of his/her ability

Why have you decided to appoint this agency?

SECTION FOUR: To be completed by student

Authorisation for new agency service provider to access student information held by the University of Auckland Student Services Online

I, the Student, authorise the above Agency and any designated employees acting on their behalf to access any enrolment applications made by me or on behalf of me to the University ("my Application") through Student Services Online (SSO).

I understand that access by the Agency to my Application will be solely for the purpose of advising, submitting and tracking progress of my Application to the University and the Agency will not disclose any Information in my Application to another person without my written permission.

I confirm to the University of Auckland that I will allow the Agency to act on my behalf through SSO for a period of two years and six months from the date of the signing of this consent. I understand that I may withdraw consent to the Agent having access to my Application(s) at any time by notifying the Agent or the University in writing.

Student Signature:

Date: / /

For University of Auckland staff use only

	Date received	<input type="text"/>
Actioned by	Date actioned	<input type="text"/>

Appendix 3: Form B – Agent Appointment Form - Chinese

Form B: Appointment of Agent Form (代理人指定表)



Please submit the completed form to int-marketing@auckland.ac.nz

SECTION ONE: To be completed by student in English (由学生用英文填写)

University of Auckland Student ID (奥克兰大学学生ID): _____

Student name (学生姓名): _____ Date of birth (出生日期): ____/____/____

Email address (电邮地址): _____

本人 _____ 证明，本人希望指定
(代理机构名称) _____ 作为我的代理服务提供
商代表本人行事。本人授权该机构提供商代表本人向大学提交入学申请。

SECTION TWO: To be completed by new agency service provider in English

On behalf of my agency, I confirm that this student has entered a relationship with our agency.

Agency name: _____

Name of agent: _____

Agent email: _____

Date: ____/____/____

Company stamp

SECTION THREE: To be completed by student to the best of his/her ability in English (由学生用英文尽其所能回答)

Why have you decided to appoint this agency (你为何决定指定该机构)?

SECTION FOUR: To be completed by student (由学生填写)

授权新代理服务提供商访问奥克兰大学学生在线服务持有的学生信息

本人(学生)授权上述代理机构以及代表其行事的任何指定员工，通过学生在线服务(SSO)访问本人或代表本人向大学(“我的申请”)提出的任何入学申请。

本人了解该代理机构对我的申请的访问仅为提供建议、提交申请并跟踪本人提交入学申请的进度，未经本人书面许可，代理机构不得向他人透露我的申请中的任何信息。

本人向奥克兰大学确认，本人将允许该代理机构代表本人访问SSO，期限为自签署本同意之日起两年零六个月。本人理解，本人可通过书面形式通知代理人或大学，随时撤销授权代理人访问本人申请的同意。

Student Signature

(学生签名): _____

Date (日期): ____/____/____

For University of Auckland staff use only

Date received	
Actioned by	
Date actioned	

Appendix 4: Form A – Change of Agent Form

Form A: Change of Agent Form



Please submit the completed form to int-marketing@auckland.ac.nz

SECTION ONE: To be completed by student

University of Auckland Student ID:

Student name: Date of birth: / /

Email address:

I, certify that I have informed my current agency service provider (agency name) that I wish to end my relationship with them.

SECTION TWO: To be completed by CURRENT agency service provider

On behalf of my agency, I confirm that this student has ended his/her relationship with our agency.

Agency name:

Name of agent:

Agent email:

Date: / /

Company stamp

SECTION THREE: To be completed by NEW agency service provider

On behalf of my agency, I confirm that this student has entered a relationship with our agency.

Agency name:

Name of agent:

Agent email:

Date: / /

Company stamp

SECTION FOUR: To be completed by student to the best of his/her ability

Why have you decided to change agents?

SECTION FIVE: To be completed by student

Authorisation for NEW agency service provider to access student information held by the University of Auckland Student Services Online

I, the Student, authorise the Agency indicated in Section Three above and any designated employees acting on their behalf to access any enrolment applications made by me or on behalf of me to the University ("my Application") through Student Services Online (SSO).

I understand that access by the Agency to my Application will be solely for the purpose of advising, submitting and tracking progress of my Application to the University and the Agency will not disclose any information in my Application to another person without my written permission.

I confirm to the University of Auckland that I will allow the Agency to act on my behalf through SSO for a period of two years and six months from the date of the signing of this consent. I understand that I may withdraw consent to the Agent having access to my Application(s) at any time by notifying the Agent or the University in writing.

Student Signature: Date: / /

For University of Auckland staff use only		Date received	<input type="text"/>
Actioned by	<input type="text"/>	Date actioned	<input type="text"/>

Appendix 5: Form A – Change of Agent Form – Chinese

Form A: Change of Agent Form (代理人变更表)



Please submit the completed form to int-marketing@auckland.ac.nz

SECTION ONE: To be completed by student in English (由学生用英文填写)

University of Auckland Student ID (奥克兰大学学生ID): _____

Student name (学生姓名): _____ Date of birth (出生日期): ____/____/____

Email address (电邮地址): _____

本人 _____ 证明, 本人已通知当前的代理服务提供商 (代理机构名称) _____, 希望结束与他们的业务关系。

SECTION TWO: To be completed by CURRENT agency service provider in English

On behalf of my agency, I confirm that this student has ended his/her relationship with our agency.

Agency name: _____

Name of agent: _____

Agent email: _____

Date: ____/____/____

Company stamp

SECTION THREE: To be completed by NEW agency service provider in English

On behalf of my agency, I confirm that this student has entered a relationship with our agency.

Agency name: _____

Name of agent: _____

Agent email: _____

Date: ____/____/____

Company stamp

SECTION FOUR: To be completed by student to the best of his/her ability in English (由学生用英文尽其所能回答)

Why have you decided to change agents (你为什么决定更换代理人)?

SECTION FIVE: To be completed by student (由学生填写)

授权新代理服务提供商访问奥克兰大学学生在线服务持有的学生信息

本人 (学生) 授权上述代理机构以及代表其行事的任何指定员工, 通过学生在线服务 (SSO) 访问本人或代表本人向大学 (“我的申请”) 提出的任何入学申请。

本人了解该代理机构对我的申请的访问仅为提供建议、提交申请并跟踪本人提交入学申请的进度, 未经本人书面许可, 代理机构不得向他人透露我的申请中的任何信息。

本人向奥克兰大学确认, 本人将允许该代理机构代表本人访问SSO, 期限为自签署本同意之日起两年零六个月。本人理解, 本人可通过书面形式通知代理人或大学, 随时撤销授权代理人访问本人申请的同意。

Student Signature

(学生签名): _____

Date (日期): ____/____/____

For University of Auckland staff use only

Date received	_____
Actioned by	_____
Date actioned	_____