



Quick Reference Guide to the ATS Agent Application Centre

Your Name
Welcome, TESS TING

Search applicants by name or ID number
Applicant Name Search by first name last name

Register a new applicant
Register new applicant

Filter applications by no. of days in status, application status & semester
Filter

Sort applications in tab by submission date
Sort by Recent submission date

View all applications & applicants linked to your agency
All Current Agency Applications My Current Applications Other Applicants

View all applications linked to your agent ID
Showing 7 of 7 results

View all applicants linked to your agency without current or any applications
On hold supplementary requirements

Application Card Fields:
 Applicant's legal first name, last name & ID
 Application creation / submission date
 Click arrow to proceed to applicant overview page
 Email address of the agent linked to application
 Programme name & semester
 Current application status
 Number of days in status

Agent ID: 123456789

Refer to the [ATS Agent Application Centre Guide](#) for detailed information. For issues or queries about the agent portal, contact int-marketing@auckland.ac.nz

Accessing the ATS Agent Application Centre
<https://applytostudy.auckland.ac.nz/agent>

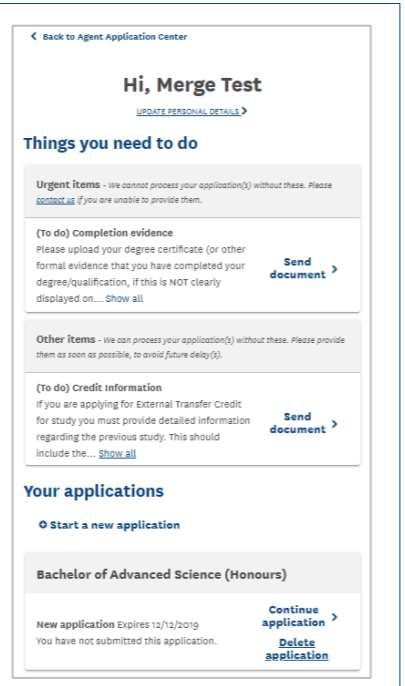
Refresh your internet browser to ensure you are viewing up-to-date information.

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

Applicant overview page

Click on the arrow on an application card to go to the 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 submitted for that applicant.



Before starting an application

- Ensure *Form B - Agent Appointment* has been completed and signed by the student. All completed forms must be retained for a period of 2.5 years
- Ensure 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 an application without these documents

Managing applications

- Agents **may** delete applications that are not submitted
- Agents **may** withdraw submitted applications
- Agents **cannot** accept or decline offers
- Agents **cannot** submit or manage doctoral degree (PhD) applications

Searching for an applicant

- Search for an applicant using their legal first and last name, or ID number
- If you cannot find an applicant, try:
 - a. Clearing all the filters
 - b. Searching under a different tab ("All Current Agency Applications" / "My Current Applications" / "Other Applicants")
 - c. Refreshing the page

Deferring applications / offers

- On the applicant overview page, click on the "Defer application" link next to the programme the students wishes to defer
- Deferrals through the agent portal can only be done for future semesters. For past applications or offers, contact the admissions team to defer