



Waipapa  
Taumata Rau  
**University  
of Auckland**



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## Application Guide for Exchange Students

1. Go to the University of Auckland website [www.auckland.ac.nz/applynow](http://www.auckland.ac.nz/applynow) and click on "Start your Application for Admission." If you have started an application before, you can click "Already started your application?"

[Home](#) / [Study](#) / [Applications and admissions](#) / [Apply now](#) 

### 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 not sure how to apply, read the guides below.

[Let's get started >](#)




#### 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?

[Jump back in >](#)

2. Create a new identity.



**Create a new identity**

First name

Middle name

Last name

Is there a preferred name that is different from your full legal name?  Yes  No

Email address

Date of birth

Gender

National Student Number

[Next >](#)

3. Your University of Auckland 'Student ID' has been created. Please remember your UoA ID number for future enquiries.
4. Declare your first language.
  - a) If English is not your first language, you need to submit evidence of English proficiency. Please refer to pages 7-9 of this guide regarding English proficiency documents.

If you click 'Yes' to the question asking if you have completed an English language test. You must submit the English test result at the end of your application in the 'Supporting Information' section. Otherwise, you will be unable to submit your application. If you don't have a test result to upload, please click 'No' to this question.

If you click 'No' to this question, you will be required to provide evidence of English proficiency after you have submitted your application. Please check the 'Things you need to do' list.

The screenshot shows the 'English Language Proficiency' section of the application form. The question is 'Have you completed an English language test?'. The 'Yes' radio button is selected and circled in red. Below this, there are dropdown menus for 'Which test have you completed?' (IELTS (Academic)), '6', 'May', and '2019'. A 'Done' button is at the bottom of this section. Below the English Language Proficiency section is the 'Programme' section, with a dropdown menu set to 'Exchange or Study Abroad' and another dropdown menu set to 'Certificate of Proficiency for Overseas'.

- b) If English is your first language, you can continue.

As you fill out your application, it will automatically save, so that you can exit and come back to complete it at any time.

Have you previously studied (at any level) in New Zealand? [Help](#)

Yes  
 No

What is your first language? [Help](#)

English

[Next >](#)

[Save and exit](#)

5. Exchange students are all from exchange partners. You must click 'Yes' to the question below and search your home university's name.

1 2 3 4 5

No

What is your first language? [Help](#)

Chinese (Mandarin) ▼

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?

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

Next >

Save and exit

6. Enter your current and previous academic history.

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

Tertiary means undergraduate or postgraduate study. Please click "Yes" if you have done any university study.

Where did you study this qualification?

United States ▼  
Arcadia University ▼

Qualification name

Bachelor of Arts ▼

This qualification is:

Complete  
 In progress

When did you begin this qualification?

2018 ▼

When do you expect to complete this qualification?

2021 ▼

Done

Remove this qualification

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

Yes  
 No

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  
 No

Do not click 'Yes' to this question. Not applicable to Exchange students.

We will contact you to request course details if required.

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

Please select done if you are finished editing the qualification

Where did you study this qualification?

United States ▼  
Carynre Vanguard High School ▼

Qualification name

High School Diploma ▼

This qualification is:

Complete  
 In progress

When did you complete this qualification?

2018 ▼

Done

Next >

7. Select the programme "**Certificate of Proficiency for Exchange**" (COPEX), and then select the correct semester. You must be nominated by your home university first to apply for this programme.

**NOTE:** Please do not select the wrong programme (e.g., Bachelor of Arts, Bachelor of Science, etc.) Our Semester One runs from February to June (northern hemisphere spring semester) and Semester Two runs from July to

November (northern hemisphere fall semester). For example, if you come to study in February 2024, please select 2024 Semester One.

The screenshot shows a multi-step application form for the University of Auckland. The progress bar at the top indicates steps 1, 2, and 3 are completed, with step 3 being the current step. The 'Programme' section includes a dropdown menu for 'Which programme are you applying for?' with 'Exchange or Study Abroad' selected. Below this, the 'Programme' dropdown is set to 'Certificate of Proficiency for Exchange', which is circled in red. A note below states: 'Note: Students applying under an official exchange programme with The University of Auckland must be nominated by their home university. If accepted the University of Auckland tuition fees will be \$0. Please click "No" to the question below, "Do you wish to apply for academic credit?". Click [here](#) for more information on this programme.' The 'Major/Specialisation' dropdown is set to 'Certificate of Proficiency (Default)'. A red error message below reads: 'You have reached the maximum number of majors/specialisations you can apply for.' To the right, the 'When do you want to start your studies?' dropdown is also circled in red and shows '2021 Semester One'. Other sections include 'Campus Location' (City dropdown) and 'Scholarships' (radio buttons for Yes/No).

8. Select how long you will study with us – 1 or 2 semesters.

The screenshot shows the 'Supplementary Programme Information' section of the application form. The progress bar at the top indicates steps 1, 2, 3, and 4 are completed, with step 4 being the current step. The section title is 'Supplementary Programme Information' and the sub-section is 'Programme specific question'. The question asks: 'Please indicate if you've been nominated by your home university for a 1 or 2 semester exchange.' Below the question is a dropdown menu with '1 Semester' selected, which is circled in red. At the bottom of the form, there are two buttons: 'Next >' and 'Save and exit'.

9. Upload supporting documents like your academic transcript and English language proficiency (if applicable). Note that you cannot submit your application without uploading a copy of your academic transcript. This is an essential document required for admission.

**Supporting Information**

Please provide the following information to support your application:

**English language test** [Help](#)

IELTS (Academic)

**English Language Proficiency**  
(Required for application submission)

[Replace](#)

**Tertiary study** [Help](#)

Bachelor of Business  
Beijing Normal University, 2018-2022

**Academic transcript**  
(Required for application submission)

[Replace](#)

**Please upload your home university's transcript in "tertiary study"**

## 10. Review and submit your application.

**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](#)  
[Applying for a New Zealand Visa](#)  
[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

**Certificate of Proficiency for Exchange - Certificate of Proficiency 2021 Semester One**


**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.

## 11. After you have submitted your application, you can log back in after 24 hours to upload any additional documents you need to complete your application:

- **Nomination by home university:** Please ignore this. Our Study Abroad Team will confirm this with your home university.
- **Academic transcript:** Upload a copy of your official or unofficial academic transcript in English, or your application will not be assessed. This document does

not need to be certified, but must contain your name and the name of your home university.

- **English proficiency:** Students for whom English is not their first language are required to provide evidence of English proficiency. We accept a number of English language test results including IELTS, TOEFL, Cambridge, MELAB, Pearsons and other alternatives. Please visit our website for details: [www.auckland.ac.nz/is-english](http://www.auckland.ac.nz/is-english). On pages 7-10, you can find a list of alternative proofs of English proficiency for Exchange students from some countries.
- **COPOS COPEX requirements:** This is to upload a certified copy of your birth certificate or passport. To be recognised as a certified copy, it needs to be signed and stamped by a staff member from your exchange office, or notarised. Alternatively, your home university can email a copy to our Study Abroad office directly at [studyabroad@auckland.ac.nz](mailto:studyabroad@auckland.ac.nz).



**Hi, Adegoke Olaniyan**

[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) **Nomination by home university**  
Please disregard. This item will be updated once your application has been assessed.

(Received) **Academic transcript**  
Please upload your previous university/tertiary institution academic transcript(s), and include evidence of any completed study, if these documents... [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) **COPOS COPEX requirements**  
Please upload scanned copies of (either) your birth certificate or passport certified by your institution. For details on who can certify your... [Show all](#)

[Send document >](#)

(Received) **English Language Proficiency**  
Please upload evidence that you are proficient in English. You will need to meet the minimum English-language requirements for entry to your chosen... [Show all](#)

### Your applications

- [Start a new application](#)
- [Start a doctoral application](#)

**Certificate of Proficiency for Exchange** - Certificate of Proficiency  
2021 Semester One

**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. Please be aware that during peak admission periods (October-February, June-July) it may take up to 3 weeks to process and assess your application.

[Withdraw application](#)

## **Alternative evidence for English proficiency 2026 (COPEX/COPOS)**

\*New Zealand and Australian citizens are not included as they are domestic students and therefore do not fall under the international student language requirement.

### **1. Australia (non-Australian citizens who are nominated by Australian partners)**

- 50% in an English-intensive subject<sup>1</sup> in a recognised Year 12 qualification, or
- Within the last two years, a minimum one year of full time study at a university recognised by NARIC or NOOSR and the degree should be a comparable to New Zealand university degree, or
- Completion of a Foundation Programme from a Go8 University<sup>2</sup>, through a Go8 University or a recognised partner institution, with 70% or Grade B in Academic English

### **2. Canada (non-Canadian citizens who are nominated by Canadian partners)**

- 50% in an English-intensive subject<sup>1</sup> in a recognised Year 12 qualification, or
- Within the last two years, a minimum one year of full-time study at a university recognised by NARIC or NOOSR and the degree should be a comparable to New Zealand university degree (if the degree is taught in English)

### **3. Denmark**

- Weighted grade average of 6 in English A or 9 in English B (Studentereksamen), or
- A letter of recommendation from a lecturer/International Office at your home university stating that you have sufficient proficiency in English to cope with English medium tertiary study. This letter must be based on the student's study of English as a Second Language or study in the English medium

### **4. Finland**

- Grade of 5 (scale 0-7) in English Language in Ylioppilastutkinoto or Studentexamen, or grade 8 (scale 4-10) in English or English A language in the Upper Secondary School Certificate, or
- A letter of recommendation from a lecturer/International Office at your home university stating that you have sufficient proficiency in English to cope with English medium tertiary study. This letter must be based on the student's study of English as a Second Language or study in the English medium

### **5. Europe (France)**

- B2 grade at Common European Framework of Reference for Languages (CEFR) as equivalent to IELTS 6.0

### **6. Germany**

- Grade of 3 (scale 1-6 and 1 = very good) or 10 (scale 1-15 and 15 = very good) in English Language in Abitur, or
- Score of B2 in each of the three sections of the DAAD test, or
- A letter of recommendation from a lecturer/International Office at your home university stating that you have sufficient proficiency in English to cope with English medium tertiary study. This letter must be based on the student's study of English as a Second Language or study in the English medium

## **7. Hong Kong**

- Level 4 in English in Hong Kong Diploma of Secondary Education (HKDSE), or
- Within the last two years, a minimum one year of full-time study at a university recognised by NARIC or NOOSR and the degree should be a comparable to New Zealand university degree (if the degree has been taught in English)

## **8. India**

- Indian School Certificate, All India Senior School Certificate, and Grade 12 English from specified Higher Secondary State Boards with grade over 70%, or
- Grade 12 English from all other Higher Secondary State Boards with grade over 80%, or
- If degree has been taught in English, and awarding institution is on this [list](#)) – i.e. O.P. Jindal Global University (exchange partner)

## **9. Ireland**

- Within the last two years, a minimum one year of full time study at a university recognised by NARIC or NOOSR and the degree should be a comparable to New Zealand university degree

## **10. Malaysia**

- C Grade in English in STPM, or
- C Grade in English 1119 (English as a First Language paper in Malaysian SPM), or
- Within the last two years, a minimum one year of full time study at a university recognised by NARIC or NOOSR and the degree should be a comparable to New Zealand university degree (if the degree has been taught in English)

## **11. Norway**

- Pass (minimum 4 on the 1-6 scale with 6 being the highest) in English Language in the Vitnemal, or
- A letter of recommendation from a lecturer/International Office at your home university stating that you have sufficient proficiency in English to cope with English medium tertiary study. This letter must be based on the student's study of English as a Second Language or study in the English medium

## **12. Singapore**

- E (pass) grade in Knowledge & Inquiry (at H2 level) or a C grade in the General Paper (at H1 level) from Singapore-Cambridge GCE Advanced Level<sup>3</sup>, or

- National University of Singapore High School Diploma, or
- Completed three-year diploma (full-time) conducted in English, from one of the following polytechnics: Singapore Polytechnic, Ngee Ann Polytechnic, Temasek Polytechnic, Nanyang Polytechnic and Republic Polytechnic, or
- Within the last two years, a minimum one year of full-time study at a university recognised by NARIC or NOOSR and the degree should be a comparable to New Zealand university degree

### **13. Sweden**

- VG or grade of 4 in English in the Avgangsbetyg or Slutbetyg, or
- A letter of recommendation from a lecturer/International Office at your home university stating that you have sufficient proficiency in English to cope with English medium tertiary study. This letter must be based on the student's study of English as a Second Language or study in the English medium, or
- Within the last two years, a minimum one year of full-time study at a university recognised by NARIC or NOOSR and the degree should be a comparable to New Zealand university degree

### **14. Switzerland**

- Score of 5 or higher in English in *Certificat de Maturité Fédérale / Maturitätszeugnis / Attestato Di Maturità*, or
- Within the last two years, a minimum one year of full-time study at a university recognised by NARIC or NOOSR and the degree should be a comparable to New Zealand university degree

### **15. The Netherlands**

- Grade of 7 (in a scale 0-10) in English Language in the Voorbereidend Wetenschappelijk Onderwijs (VWO) (Gymnasium A/B and Atheneum A/B) Diplomas (university preparatory education), or
- A letter of recommendation from a lecturer/International Office at your home university stating that you have sufficient proficiency in English to cope with English medium tertiary study. This letter must be based on the student's study of English as a Second Language or study in the English medium, or
- Within the last two years, a minimum one year of full time study at a university recognised by NARIC or NOOSR and the degree should be a comparable to New Zealand university degree

### **16. UK (non-UK citizens who are nominated by UK partners)**

- Within the last two years, a minimum one year of full-time study at a university recognised by NARIC or NOOSR and the degree should be a comparable to New Zealand university degree

### **17. USA (non-USA citizens who are nominated by USA partners)**

- Completion of a recognised two-year community college Associate degree, or
- Completion of High School Diploma with a minimum attendance of at least 2 years, or
- SAT Reasoning Test with an Evidence-Based Reading and Writing score of 600, or
- Within the last two years, a minimum one year of full-time study at a university

recognised by NARIC or NOOSR and the degree should be a comparable to New Zealand university degree

<sup>1</sup>Biology, Classical Studies, Economics, English Language, English Literature, History, History of Art, Geography

<sup>2</sup>Monash University, University of New South Wales, The University of Sydney, The University of Western Australia, The University of Melbourne, The University of Queensland, The University of Adelaide, Australian National University

<sup>3</sup>Must undertake Diagnostic English Language Needs Assessment (DELNA) screening and any stipulated follow-up action within 6 months of enrolment at the University of Auckland

\* The same applies for universities with campuses located in other countries but all the courses are taught in English

- University of Nottingham Ningbo
- Monash University (Malaysian campus)
- CUHK Shenzhen

\* Exchange and Study Abroad (COPOS/COPEX) applicants who have successfully completed one of the International Secondary Qualifications or Country Specific Qualifications (listed above) will not be subject to the two-year validity period for prior study completed in English.