

Young Scholars Programme

Application Guide

Required documents

Required documents

To apply for this programme, you will need to provide the following documentation by the application deadline (8 December each year):

- **Discretionary Entrance form (completed by your school)**
- **Letter of support/reference from your school (uploaded by your school)**
- **Certified proof of your identity***

Please note that the Discretionary Entrance form can be accessed via the application checklist once you submitted your initial application (see page 22). When your school fills out the form, they will also be able to upload a letter of support at the same time.

You can upload your proof of identity documents via the application portal at applytostudy.auckland.ac.nz. You can also bring your original ID documents to Student Hubs for certification if you're on campus.

** In order to verify your legal name, date of birth and citizenship status, please send in certified photocopies of your identification documents such as your birth certificate or relevant pages of your passport. You can send a certified photocopy of these via post. Alternatively, if you are on our campus and able to, you can drop in to Student Hubs with the original documents and they can photocopy and certify these for you.*

** Please note, your identity may also be automatically verified through other means such as the National Student Index (NSI) if the details you provided in NSI exactly match the information you declare during the application process.*

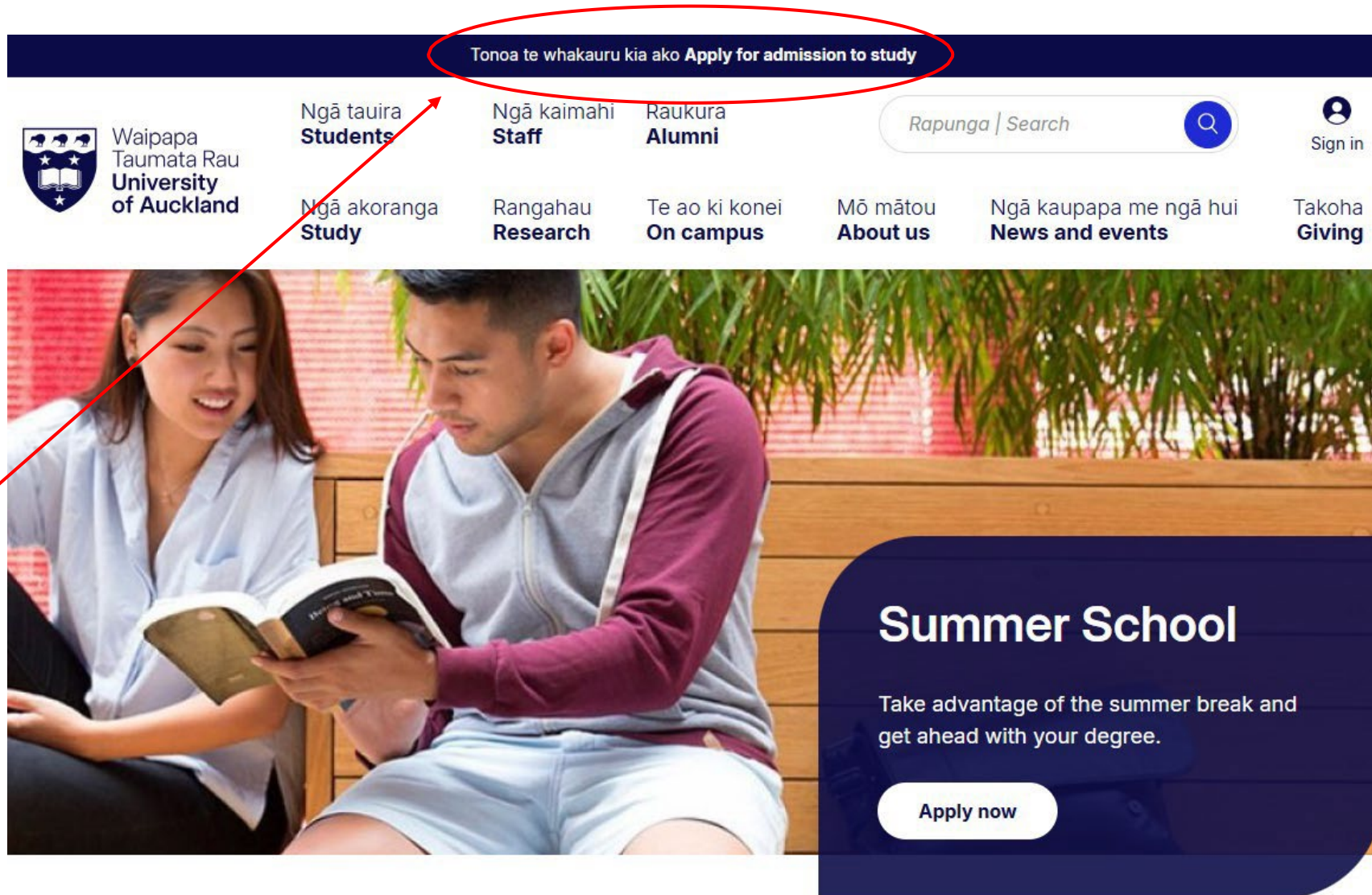
Required documents

The **Discretionary Entrance form** and a **letter of support/reference** need to be completed by your school, so don't leave this to the last minute! Your school will need your University of Auckland ID number (see page 21).

The Discretionary Entrance form can be accessed after you submit your initial application via the application checklist (see page 22). When your school fills out the form, they will also be able to upload a letter of support at the same time. Please ensure both documents reach us prior to the application deadline, so that your application can be processed.

The **letter of support/reference** will need to be written by an adviser, which will be either your principal or their nominee (e.g. your HOD). The letter your adviser writes should ideally be on your school letterhead and should address your suitability for the proposed course of study. It can be brief and just needs to indicate that you are academically strong and mature enough to be able to handle taking a university course, while still at school. The letter needs to be signed off by your adviser AND your principal.

How to apply



Tonoa te whakauru kia ako **Apply for admission to study**

Waipapa Taumata Rau
University of Auckland

Ngā tauira
Students

Ngā kaimahi
Staff

Raukura
Alumni

Rapunga | Search

Sign in

Ngā akoranga
Study

Rangahau
Research

Te ao ki konei
On campus

Mō mātou
About us

Ngā kaupapa me ngā hui
News and events

Takoha
Giving

Summer School

Take advantage of the summer break and get ahead with your degree.

Apply now

To start your application, click 'Apply for admission to study' at the top of the University of Auckland homepage.

Apply now

Start your journey to the University with an Application to Study.

Click 'Apply now' to start a new application, or 'Continue your application' to resume an existing application.



Get started with ATS - Apply to Study

Welcome to the first step of an exciting journey! If you're not sure what to apply for, you can discover your options in the guides below.

Tono ināiane | Apply now >



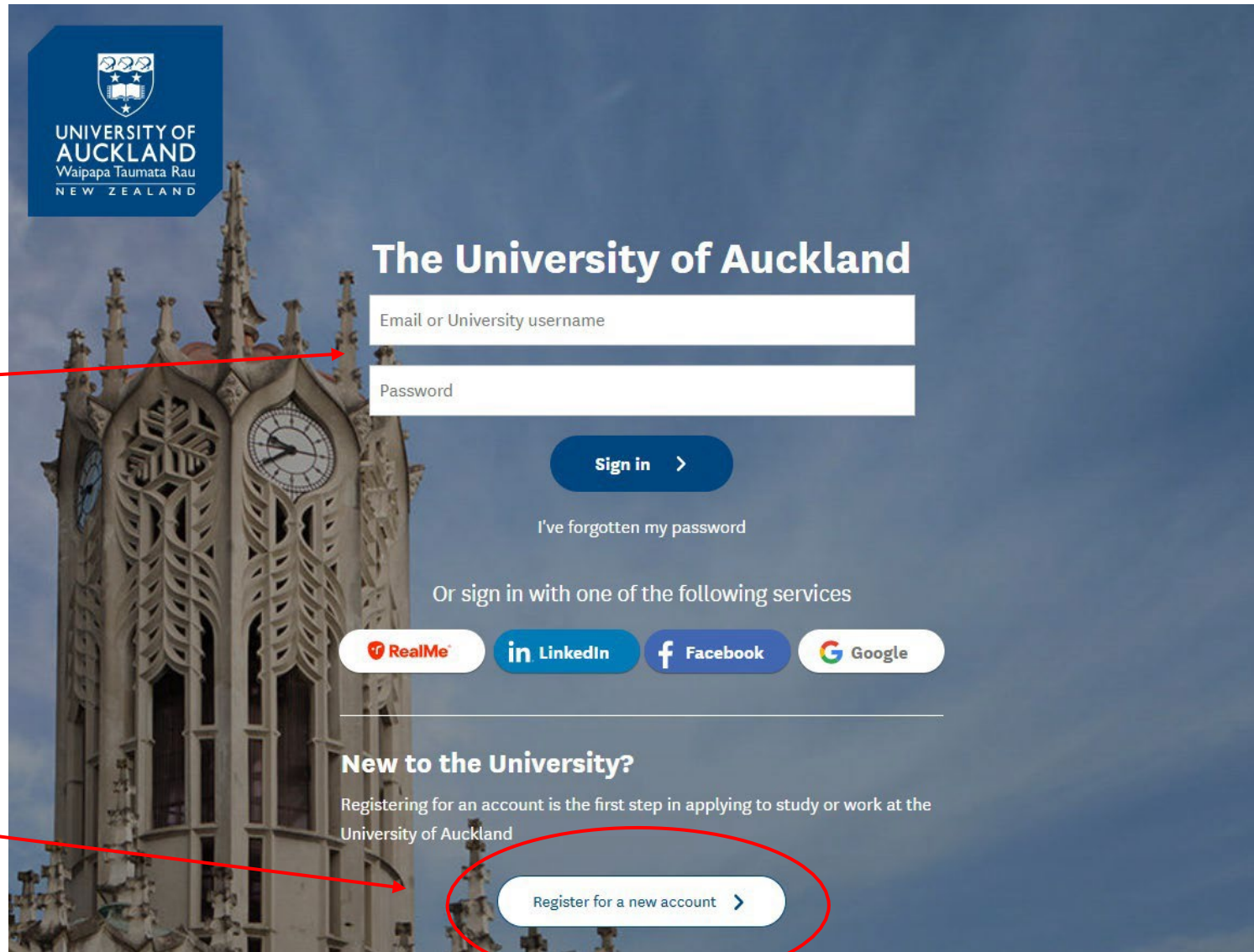
Already started your application?

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

Continue your application >

If you already have a University of Auckland ID, log in here. If you have forgotten your ID or password, follow the “I’ve forgotten my password” link.

If you have never been a student or applied to the University of Auckland before, you will need to register for an account.

The image shows the University of Auckland login page. At the top left is the University of Auckland logo with the text 'UNIVERSITY OF AUCKLAND', 'Waipapa Taumata Rau', and 'NEW ZEALAND'. The background features a large, ornate clock tower. The main heading is 'The University of Auckland'. Below it are two input fields: 'Email or University username' and 'Password'. A blue 'Sign in >' button is positioned below the password field. A link 'I've forgotten my password' is located below the sign-in button. Further down, the text 'Or sign in with one of the following services' is followed by four buttons: 'RealMe', 'LinkedIn', 'Facebook', and 'Google'. At the bottom, the section 'New to the University?' contains the text 'Registering for an account is the first step in applying to study or work at the University of Auckland' and a button 'Register for a new account >'. Red arrows point from the instructional text on the left to the 'I've forgotten my password' link and the 'Register for a new account >' button. The 'Register for a new account >' button is also circled in red.

To register for a new account with the University of Auckland, please follow the prompts. You can log in with your RealMe, LinkedIn, etc. or manually enter your details for an account.



Please choose from one of the following options

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



Registering with one of these services will allow you to use that account to log in to your University account

Register manually

[I already have a username](#)

I'm not sure if I have a username or not already:

If you've ever applied, studied or worked at the University of Auckland, we can reset access to your account.

Please contact us for assistance on **0800 61 62 63**

From outside New Zealand **+64 9 373 7513**

Email studentinfo@auckland.ac.nz

For more information about benefits of using Realme please click [here](#).



Register for an account

First name

Middle name

Last name

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

Date of birth

Email address

Choose a password

☐ ☐ ☐

Confirm password

If you choose to register manually, follow the prompts to enter your personal details. Make sure to enter the correct citizenship and residency, as this will be used to calculate your fee type (domestic vs. international).

Apply to Study

Your demographics

Gender

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



Date of birth

Citizenship

This field is required

Please specify your Permanent Residency status

☐ New Zealand

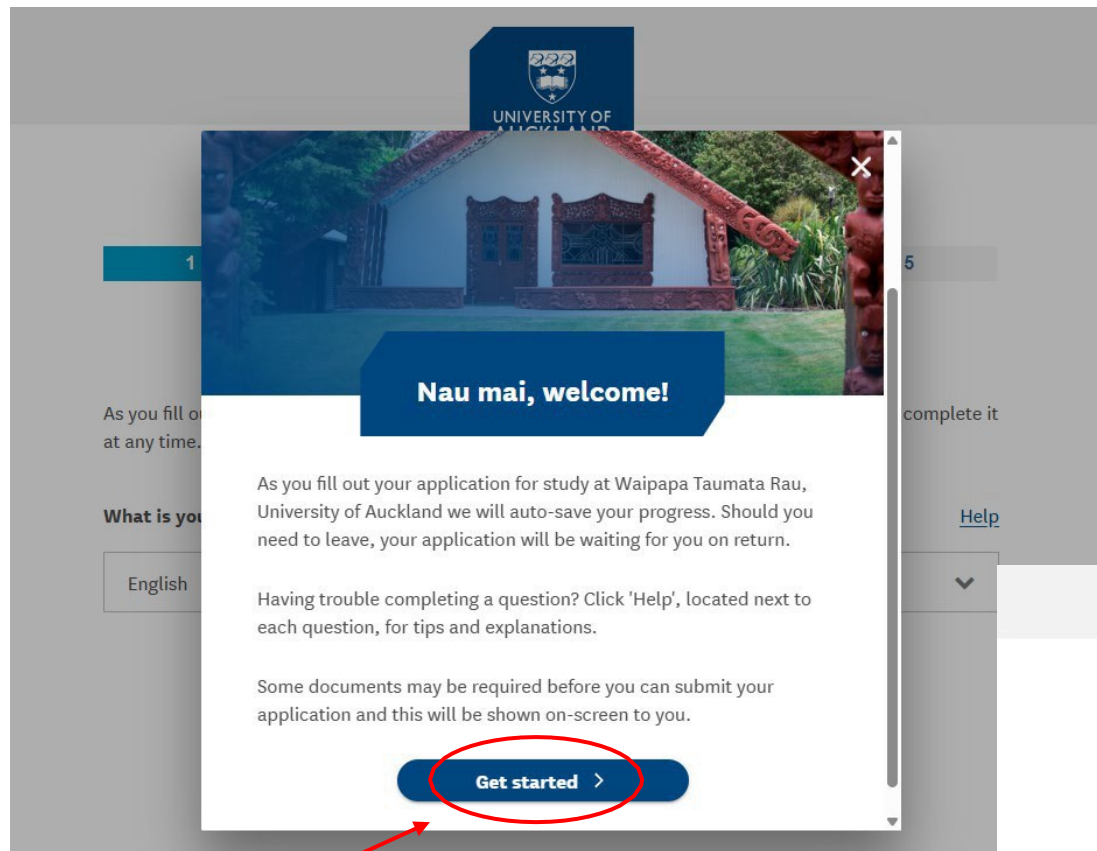
☐ Australia

☐ Neither

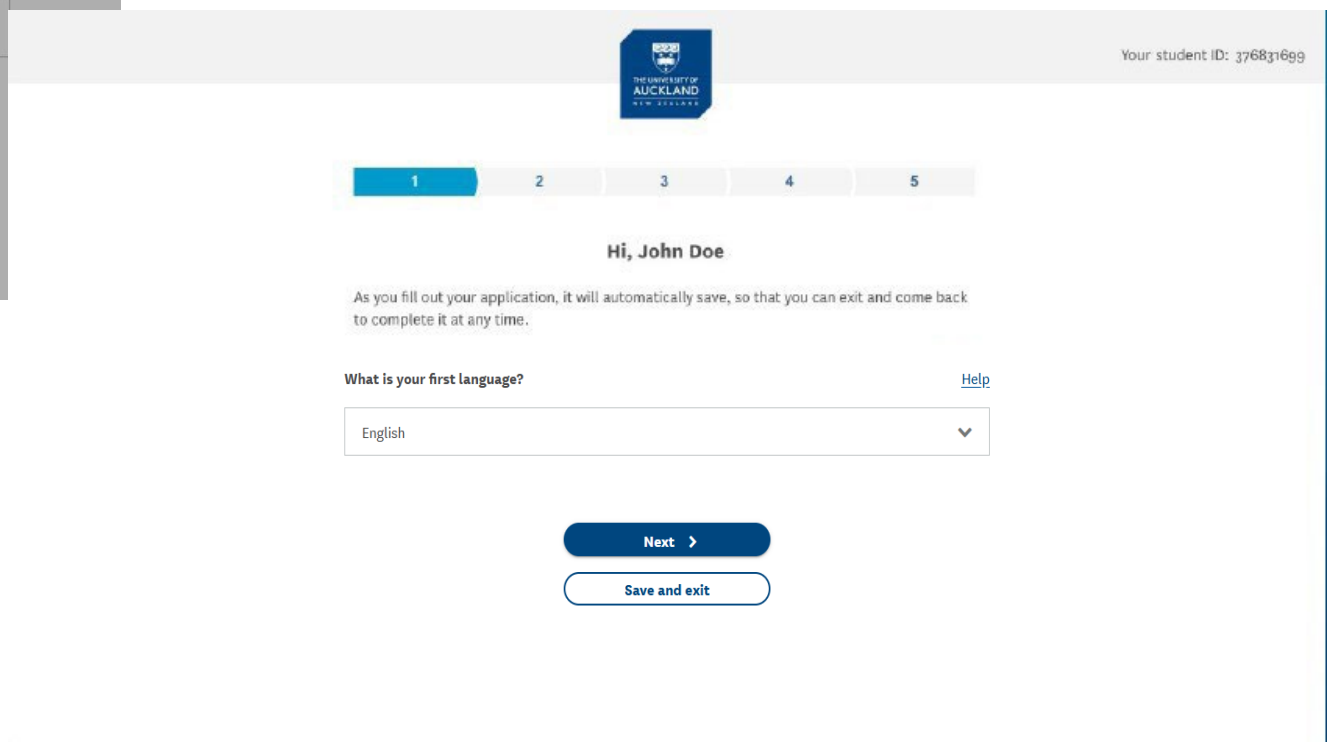


Are you or your parents/primary guardian(s) from a refugee





Click 'Get started'. You will be prompted to enter your previous academic history.





✓

2

3

4

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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

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

☐ Yes

☒ No

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

Where did you study this qualification?

New Zealand

Select school

Qualification name

Select Qualification

This qualification is:

☐ Complete

☐ In progress

Done

Add your high school study. You will need to have your NSN number ready.

You can add qualifications you have completed and those you are still working towards.

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

NCEA Level 2 [Edit](#)

✓ This section is complete

NCEA Level 3 [Edit](#)

✓ This section is complete



View saved programmes (0)

Programme

Which programme are you applying for?

[Help](#)

Select a programme type

Next >

Save and exit

Make sure to select 'Certificate' as 'Programme Type'.

Programme

Which programme are you applying for?

[Help](#)

Select a programme

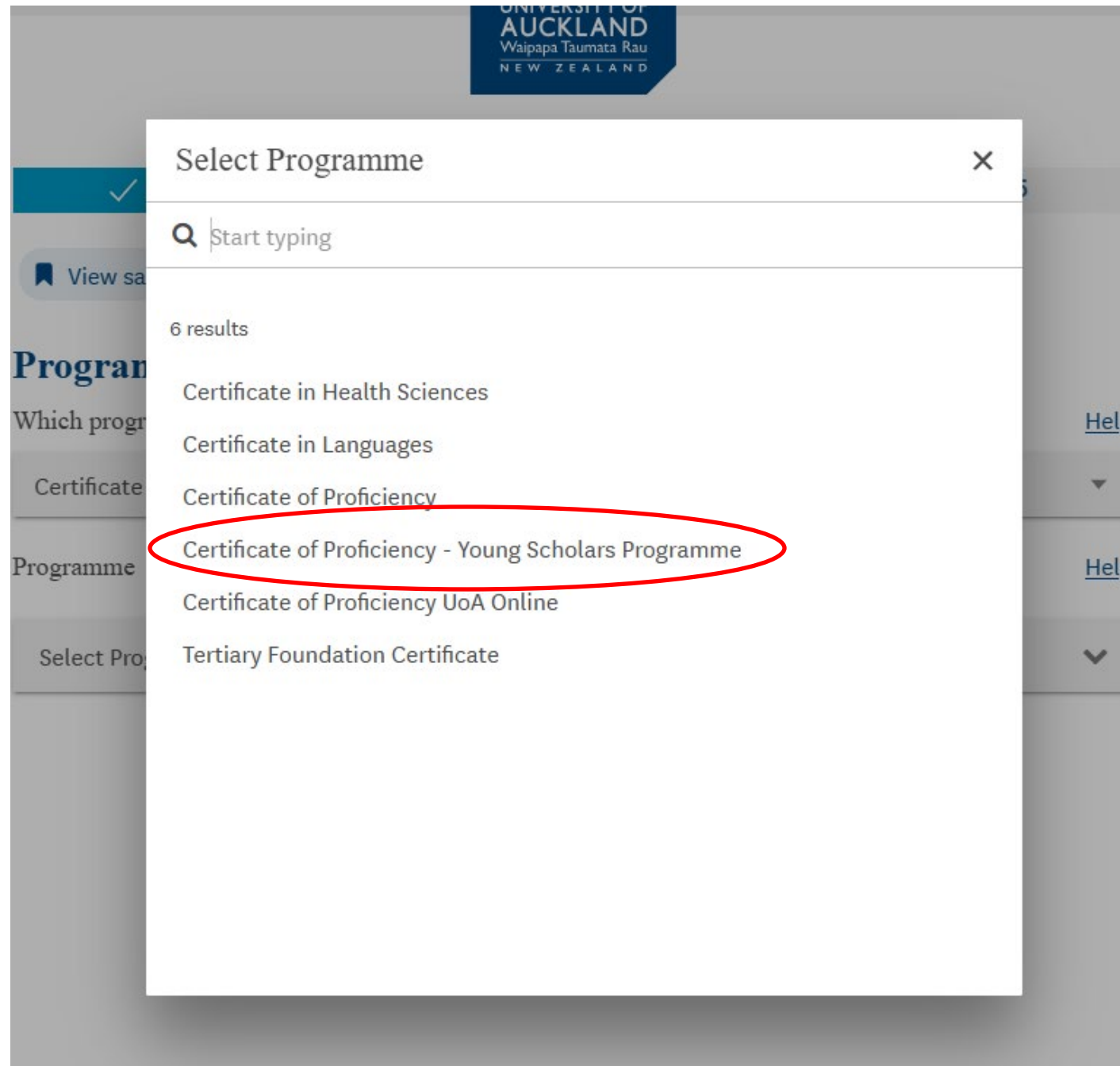
Select a programme type

- ☐ Bachelors
- ☒ Certificate
- ☐ Masters
- ☐ Micro-credentials
- ☐ New Start
- ☐ Postgrad Diploma/Certificate

CANCEL

OK

Select 'Certificate of Proficiency – Young Scholars Programme' in the next drop down box. Then click "Done" to progress to the next question.



You will be prompted to select a start term. Please select Semester One of the relevant year and click OK.

The screenshot shows a web application interface for selecting a programme. At the top, there is a progress bar with five steps: 1 (checkmark), 2 (checkmark), 3 (active, highlighted in blue), 4, and 5. Below the progress bar, there is a link 'View saved programmes (0)'. The main heading is 'Programme'. Below it, the question 'Which programme are you applying for?' is displayed, followed by a 'Help' link. A list of programmes is shown, including 'Certificate of Proficiency' and 'First Major/Specialisation: Young Sc'. The 'First Major/Specialisation: Young Sc' entry is highlighted, and a 'Select term' modal is open over it. The modal has three options: '2026 Semester One' (selected with a blue radio button), '2026 Semester Two' (unselected), and '2027 Semester One' (unselected). At the bottom of the modal are 'CANCEL' and 'OK' buttons. Below the modal, there is a 'When do you want to start your stu' section with a 'Select term' dropdown menu and a 'Help' link. At the bottom of the page, there are two buttons: 'Next >' and 'Save and exit'.

View saved programmes (0)

Programme

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

Certificate of Proficiency [Edit](#)

First Major/Specialisation: Young Sc

✓ This section is complete

When do you want to start your stu [Help](#)

Select term

Select term

- ☒ 2026 Semester One
- ☐ 2026 Semester Two
- ☐ 2027 Semester One

[CANCEL](#) [OK](#)

[Next >](#)

[Save and exit](#)

Check all your programme selections.

For a March start-date, you should have the following options selected:

- **Select a programme type:** Certificate
- **Programme:** Certificate of Proficiency
- **Select major/specialisation:** Young Scholars Programme
- **When do you want to start your studies:** Semester One
- **Campus Location:** City (Default) or Online (for MATHS 199, outside of Auckland students only)

Currently the fee for the Young Scholars Programme is \$0, so please select 'No' in the Scholarships section.

✓

✓

3

4

5

[View saved programmes \(0\)](#)

Programme

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

Certificate of Proficiency

Edit

First Major/Specialisation: Young Scholars Programme

✓ This section is complete

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

2026 Semester One

Select your preferred campus location [Help](#)

City

Scholarships

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

☐ Yes

☒ No

Next >

Save and exit

In this step, you will be prompted to select your intended course. If you are unsure what course you wish to study, please reach out to our Faculty Academic Coordinators.



UNIVERSITY OF
AUCKLAND
Waipapa Taumata Rau
NEW ZEALAND

✓ ✓ ✓ 4 5 6

Supplementary Program

Please select the Young Scholars program you are only able to enrol in one course

☒ Semester One

☐ Semester Two

What is your intended course for this semester?

Select an answer

Select an answer

- ☐ CHEM 120 - Chemistry of the Material World
- ☐ COMMS 100 - Communication, Technology and Culture
- ☐ COMPSCI 101 - Principles of Programming
- ☐ FRENCH 203 - Intermediate French Language 1
- ☐ HISTORY 103 - Global History

CANCEL OK

Next >

Save and exit

Please indicate which degree you are planning to study in the future. It's ok if you're still unsure, just choose the option that's closest to your current plans.

Supplementary Programme Information

Please select the Young Scholars Programme Term and Course that you would like to enrol into. You are only able to enrol in one course.

☒ Semester One

☐ Semester Two

What is your intended course?

MATHS 199 - Advancing in

Future study

What degree do you plan to

Select an answer

Select an answer

- ☐ Architecture and Design
- ☐ Business and Property
- ☐ Education and Teaching
- ☐ Engineering
- ☐ Fine Arts
- ☐ Humanities and Social Sciences
- ☐ Law
- ☐ Māori, Pacific, and Indigenous Worlds
- ☐ Medical and Health Sciences

CANCEL OK



Supporting Information



Simply click Next in this step 😊

I understand that the University may withdraw or amend an offer, if the information or documents required by the University to support this application are not provided by the requested date.

I will provide the originals of my qualifications, if requested to do so by the University.

I am aware that a non-refundable [fee for admission](#) may be payable for this application, and I have read, understood and agree to comply with the University's rules on deletion, withdrawal, and the refund or credit of fees, as described in the [Enrolment and Programme Regulations](#) and the [Fees Statute](#).

I understand that in addition to the academic requirements of this programme, further requirements may be necessary for my chosen career. These could include other qualifications, registration with a professional body, licensing, or other legal requirements. I understand that it is my responsibility to be aware of these additional requirements and to ensure that I can meet them.

I acknowledge that the Application for Admission requests that I authorise certain entities that hold personal information about me to disclose that information to the University on request, and I confirm that I authorise such information be requested by the University and provided to the University by the relevant entity.

I understand that the University may otherwise collect, use and disclose personal information about me in accordance with its [Privacy Statements](#) and the [Privacy Act 2020](#).

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

☒ I agree

Submit Application

Save and exit

Provide the Additional Information requested, review your application details, and then read and agree to the student agreement and terms and conditions, then click 'Submit Application'.



Your student ID: 592699290

Hi, John Doe

[UPDATE PERSONAL DETAILS](#) >

Your applications

+ Start a new application

+ Start a doctoral application

Certificate of Proficiency - Young Scholars Programme
2022 Semester One

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.

Once you submit you will be able to see your University of Auckland ID in the top right corner.

Provide this ID to your school and quote your ID in any communication with us so we can easily locate your application.

Hi, John Doe

[UPDATE PERSONAL DETAILS >](#)

You can come back and check on your application at any time here:

applytostudy.auckland.ac.nz/

Any outstanding tasks will appear in the 'Things you need to do' list.

The discretionary entrance form will become available here and this is also the page where you upload your certified proof of identity.

Note: Until we are assessing your application, the status of your documents will not change. Once Admissions has picked up your application after the application deadline, the status will change to 'received'.

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) Letter of evidence of teaching & practical experience for Master of Educational Leadership - Educational Leadership - Taught 180 points

All applicants need to provide evidence of at least three years practical experience in teaching, including experience in a formal or informal... [Show all](#)

(Received) Curriculum Vitae for

Master of Business Development - Innovation and Product Management - Taught 120 points

Applicants require three years of relevant work experience to join this programme.

(Received) Curriculum Vitae for

Master of Engineering Project Management - Engineering Project Management - Taught 120 points

Please upload a curriculum vitae with details of your work experience

(Received) Curriculum Vitae for

Master of Public Policy - Public Policy (Online) - Taught 180 points

All applicants must upload an up to date Curriculum Vitae.

(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).