

## 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 DD  MM  YYYY

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 below, you must submit an 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 image shows two screenshots of the application form. The left screenshot is the 'Hi, Adegoke Olaniyan' section. It includes a progress bar with steps 1-5, where step 1 is active. The questions are: 'Have you previously studied (at any level) in New Zealand?' with 'No' selected; 'What is your first language?' with 'Chinese (Mandarin)' selected; and 'Will you be applying using an international agency, or a study abroad or exchange partner?' with 'No' selected. The right screenshot is the 'English Language Proficiency' section. It includes a progress bar with steps 1-5, where step 3 is active. The question 'Have you completed an English language test?' is circled in red, with 'Yes' selected. Below it, 'Which test have you completed?' is set to 'IELTS (Academic)' in May 2019. The 'Programme' section shows 'Exchange or Study Abroad' and '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.

The image shows a screenshot of the application form. It includes a progress bar with steps 1-5, where step 1 is active. The questions are: 'Have you previously studied (at any level) in New Zealand?' with 'No' selected; and 'What is your first language?' with 'English' selected. Below the questions are two buttons: 'Next >' and 'Save and exit'.

5. Exchange students are all from exchange partners. You must click 'Yes' to the question below and enter 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.

1 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

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

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

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

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](#)

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

Where did you study this qualification?

United States ▼  
Carnegie Vanguard High School ▼

Qualification name

High School Diploma ▼

This qualification is:

Complete  
 In progress

When did you complete this qualification?

2018 ▼

Done

**Please select done if you are finished editing the qualification**

**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).

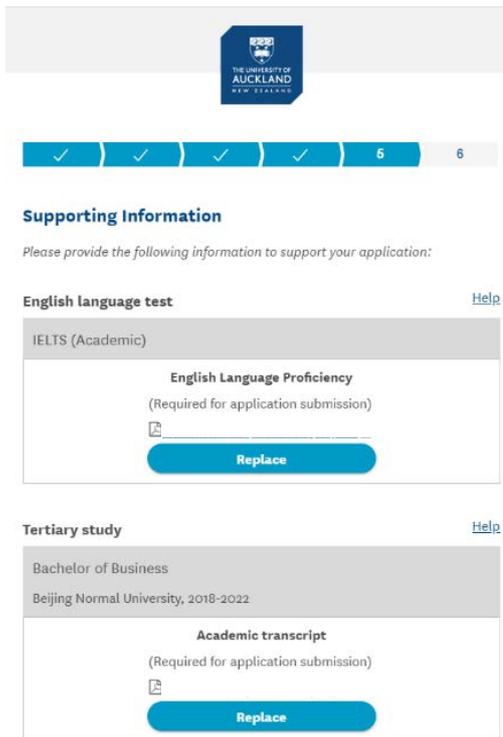
✓ ✓ 3 4 5  
**Programme**  
 Which programme are you applying for? [Help](#)  
 Exchange or Study Abroad  
**Programme** [Help](#)  
 Certificate of Proficiency for Exchange  
Note: Students applying under an official exchange programme with The University of Auckland must be nominated by their home 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.  
 Major/Specialisation: [Help](#)  
 Certificate of Proficiency (Default)  
 You have reached the maximum number of majors/specialisations you can apply for.  
 Done Next >

✓ ✓ 3 4 5  
 Which programme are you applying for? [Help](#)  
 Certificate of Proficiency for Exchange [Edit](#)  
 First Major/Specialisation: Certificate of Proficiency  
 This section is complete  
 When do you want to start your studies? [Help](#)  
 2021 Semester One  
 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

8. Select how long you will study with us – one semester or two semesters.

✓ ✓ ✓ 4 5 6  
**Supplementary Programme Information**  
**Programme specific question**  
 Please indicate if you've been nominated by your home university for a 1 or 2 semester exchange.  
 One Semester  
 Next >  
 Save and exit

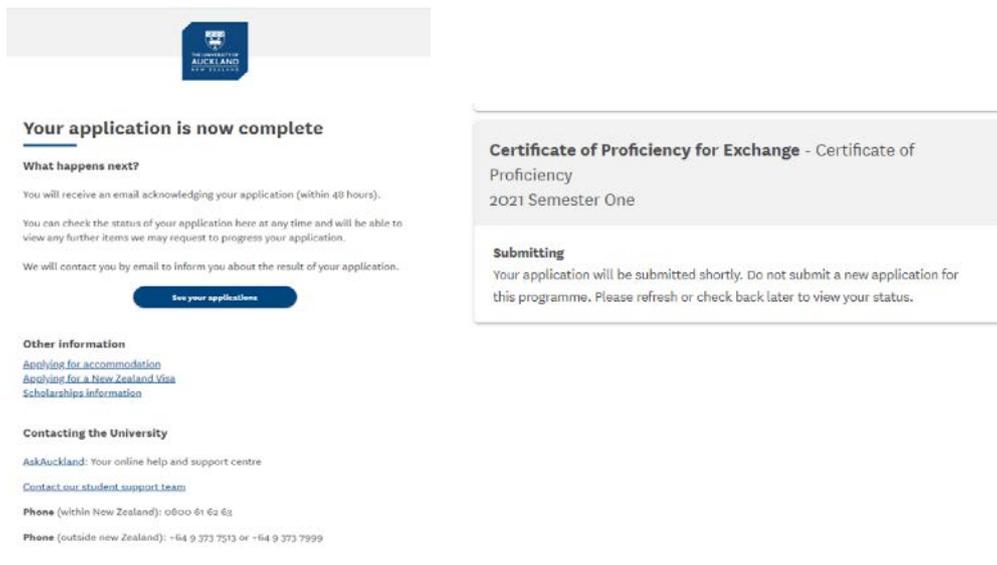
9. Upload supporting documents like your academic transcript and English language proficiency (if applicable). Note that you cannot submit your application without uploading a copy of your academic transcript. This is an essential document required for admission.



The screenshot shows the University of Auckland application portal. At the top, there is a progress bar with five steps, the fifth of which is highlighted with the number '6'. Below this, the 'Supporting Information' section is titled, followed by the instruction: 'Please provide the following information to support your application:'. There are two sections for document uploads, each with a 'Help' link:

- English language test:** Under the heading 'IELTS (Academic)', there is a sub-heading 'English Language Proficiency (Required for application submission)'. A document icon is shown next to a 'Replace' button.
- Tertiary study:** Under the heading 'Bachelor of Business', there is a sub-heading 'Academic transcript (Required for application submission)'. A document icon is shown next to a 'Replace' button.

## 10. Review and submit your application.



The screenshot shows the 'Your application is now complete' message. It includes the following information:

- 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): 0600 61 62 63
  - Phone** (outside New Zealand): +64 9 373 7513 or +64 9 373 7999

On the right side, there is a box for the 'Certificate of Proficiency for Exchange - Certificate of Proficiency 2021 Semester One'. It includes a 'Submitting' section with the text: '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 7-9, 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](#)

**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**

**Your applications**

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

## Evidence of English Proficiency for Study Abroad and Exchange Students

Please find a summarised list below of the evidence of English proficiency that is accepted by the University of Auckland for our study abroad and exchange programmes. The full list of English language requirements can be viewed online [here](#). If you're uncertain what type of evidence you need to provide with your application, please email [studyabroad@auckland.ac.nz](mailto:studyabroad@auckland.ac.nz) for help. New Zealand and Australian passport holders are considered domestic students and are therefore not required to provide evidence of English language proficiency with their applications.

### 1. International Students from Majority English Speaking Countries

Passport holders of the countries listed below will be deemed to have satisfied English language proficiency requirements if they have completed a senior secondary school qualification with successful study in an English-intensive subject<sup>1</sup>, or successful tertiary study in the English medium:

- Canada
- Ireland
- Singapore
- United Kingdom
- United States of America

### 2. English Proficiency Tests

All test results are valid for two years from the date on the test certificate to UoA programme commencement. The requirements must be met within one test certificate.

Test	Score requirement
IELTS (Academic)	Overall score of 6.0 and no bands below 5.5
Internet-based TOEFL (iBT)	Overall score of 80 and a writing score of 21
Paper-based TOEFL	Overall score of 60 and a writing score of 21
C1 Advanced (previously Cambridge English Advanced CEA)	Overall score of 169 and no bands below 162
C2 Proficiency (previously Cambridge English Proficiency CEP)	Overall score of 169 and no bands below 162
Pearson Test of English (PTE) Academic	Overall score of 50 and no PTE Communicative score below 42
Michigan English Language Assessment Battery (MELAB)	80

### 3. International Secondary Qualifications

These academic qualifications and required results are accepted as meeting the minimum English language requirement for entry to the University.

Qualification	Subject	Grade
General Certificate of Education Advanced Level (GCE A-Level <sup>2</sup> )	English-intensive Subject <sup>1</sup>	E
General Certificate of Education Advanced Subsidiary Level (GCE AS-Level <sup>2</sup> )	English Language or English Literature	E
General Certificate of Secondary Education (GCSE <sup>2</sup> )	English Language or English Literature	C

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

<sup>2</sup>Must be endorsed by Cambridge International, OCR, Edexcel, AQA or other UK authority, and fully taught and examined in English.

International Baccalaureate (IB) Diploma	English A: Literature, or Language and Literature (Higher Level)	4
	English A: Literature, or Language and Literature (Standard Level)	5
	English Language B (Higher Level)	5

#### 4. Country-Specific Secondary Qualifications

These academic qualifications and required results are accepted as meeting the minimum English language requirement for entry to the University.

Country	Qualification	Grade
Australia	Grade 12 English-intensive subject <sup>1</sup>	50%
Canada	Grade 12 English-intensive subject <sup>1</sup>	50%
Denmark	Studentereksamen English A	7
	Studentereksamen English B	10
Finland	Ylioppilastutkinto or Studentexamen, English Language	5 (0-7 grading scale)
	Upper Secondary School Certificate English A or English A Language	8 (4-10 grading scale)
France	Option Internationale du Baccalauréat (American and British)	12
Germany	Abitur English Language	3 (1-6 grading scale)
	Abitur English Language	10 (1-15 grading scale)
	DAAD test	B2 in all three sections
Hong Kong	Hong Kong Diploma of Secondary Education (HKDSE)	Level 4
Malaysia	STPM English	D
	SPM English 1119 (English as a First Language)	C
Norway	Vitnemål English Language	4 (1-6 grading scale)
Singapore	National University of Singapore (NUS) High School Diploma	Successful completion
	Three-year full-time diploma from: Singapore Polytechnic, Ngee Ann Polytechnic, Temasek Polytechnic, Nanyang Polytechnic, or Republic Polytechnic	Successful completion
Sweden	Högskoleförberedande examen English 7	C
The Netherlands	Vorbereidend Wetenschappelijk Onderwijs (VWO) (Gymnasium A/B and Atheneum A/B) Diplomas (university preparatory education) English Language	7 (0-10 grading scale)
USA	High School Diploma	Successful completion (minimum two years of attendance)
	SAT Reasoning Test Evidence-based Reading & Writing	550
	ACT ELA Score	25
	Recognised two-year Associate degree	Successful completion

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

## **5. Tertiary Study in the English Medium**

Prior enrolment in Bachelor degree level study (must be NZ comparable), or above at a University or Polytechnic Institution from a country listed below:

- Australia
- Canada (if the degree has been taught in English)
- Hong Kong (if the degree has been taught in English)
- Ireland
- Malaysia (if the degree has been taught in English)
- Singapore
- Sweden
- The Netherlands
- UK
- USA

## **6. Letter of Recommendation**

A letter of recommendation from a professor or study abroad/exchange coordinator at their home university, from one of the countries below, stating that the applicant has sufficient proficiency in English to cope with tertiary study in the English medium. This letter must be based on the applicant's study of English as a Second Language or study in the English medium:

- Denmark
- Finland
- Germany
- Norway
- Sweden
- The Netherlands