



Agent Handbook

Your guide to successfully placing an international student application at the University of Otago.

Note: this handbook does not include guidance for placing students in Pathway and English Language Centre programmes.

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SECTION 1:

Where to find relevant information

1. Prospectus

The Otago International Prospectus is a summary of everything you need to know about international students at Otago.

The back section of the International Prospectus PDF version provides a detailed summary of programmes available to international students, including tuition fees and semester intakes. We recommend this as the first place to look when researching programme options for your students. otago.ac.nz/study/publications.html#international

2. Otago website: otago.ac.nz

Otago's website is the most comprehensive and up to date source of information.

A. Structure of the University Website

Depending on what you need and how you like to search for information, there are various ways you might want to use the website:

Academic Divisions & Pathway programmes

- Business otago.ac.nz/business/index.html
- Health Sciences otago.ac.nz/healthsciences/index.html
- Humanities otago.ac.nz/humanities/index.html
- Science otago.ac.nz/sciences/index.html

Pathway and English Language Centre
otago.ac.nz/uolcfy/index.html

If you want to apply for the Diploma in Arts, Commerce or Science you can do so through your eVision portal. If you are a Pathway and English Language Centre agent and you don't have an eVision portal please email pathways.admissions@otago.ac.nz for a link to apply.

Departments

Within each Division are a number of academic Departments. You can find these in the Divisional websites above, or access them all here: otago.ac.nz/departments/

The Department webpages may have more detailed, or different, information to the Subject pages (as below).

International Office

Start here for any international-specific information, eg visas, insurance, student support, as well as information about Dunedin and New Zealand otago.ac.nz/international/

B. Subjects and programmes

Subjects

Each subject at Otago has a dedicated page with all programme options for that subject.

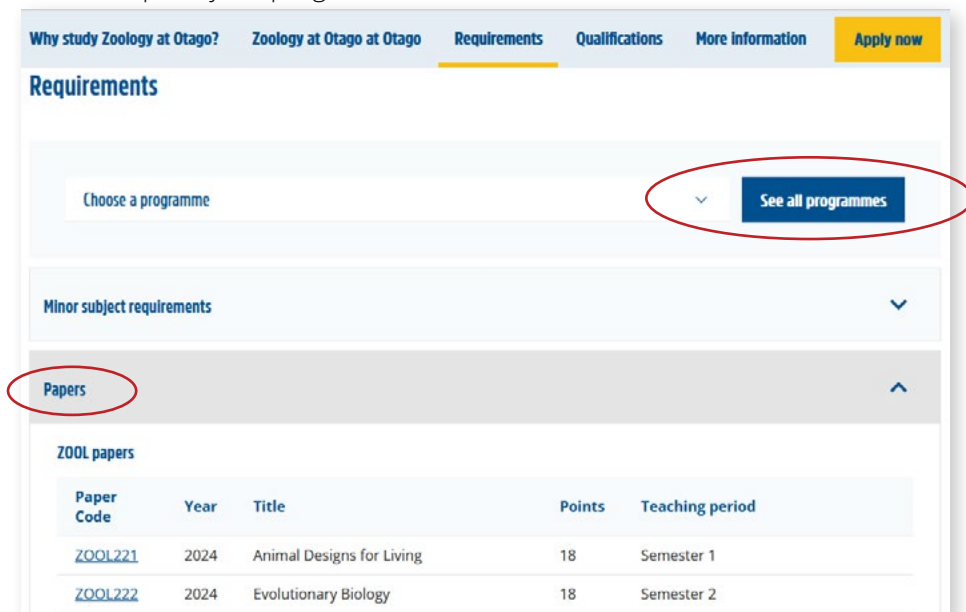
Undergraduate subjects: otago.ac.nz/subjects/

Postgraduate subjects: otago.ac.nz/postgraduate-study/subjects



You can then click on Requirements (as per image above) to see all the qualifications under which that subject can be studied – both undergraduate and postgraduate.

Select your qualification to view the programme structure and papers required to complete your programme.



The screenshot shows the 'Requirements' page on the Zoology at Otago website. At the top, there are navigation tabs: 'Why study Zoology at Otago?', 'Zoology at Otago at Otago', 'Requirements' (which is underlined), 'Qualifications', 'More information', and 'Apply now'. Below the tabs, there is a section titled 'Requirements' with a dropdown menu labeled '(Choose a programme)' and a 'See all programmes' button. Below this is a 'Minor subject requirements' section with a dropdown arrow. The 'Papers' section is highlighted with a red circle and contains a table of 'Z00L papers'.

Paper Code	Year	Title	Points	Teaching period
Z00L221	2024	Animal Designs for Living	18	Semester 1
Z00L222	2024	Evolutionary Biology	18	Semester 2

To view a list of Papers scroll down, you will get information about all the papers (individual courses) available under that subject

Programmes

A full list of all Otago's programmes:
otago.ac.nz/courses/qualifications/

C. PhD and Research Master's programmes

Otago's Graduate Research School provides comprehensive information
otago.ac.nz/graduate-research/study/phddoctoral/index.html

Department-specific information about PhD, including potential supervisors, can be found on each of the department's webpages.
otago.ac.nz/departments/

D. Entry and English language requirements

The International Office website contains this information. This information is not located on the subject or the Department websites.

Entry requirements, by country
otago.ac.nz/international/future-students/entrance-requirements/international-entrance-requirements/index.html

English language requirements
otago.ac.nz/international/future-students/entrance-requirements/english-language-requirements/

E. Documentation required

All applicants will be required to submit some documentation in support of their application. This varies by programme and level of study.

It is important that agents verify all documentation submitted.

English language requirements

Most international students must show that they meet Otago's English language requirements. Otago accepts a large number of English tests.
otago.ac.nz/international/future-students/entrance-requirements/english-language-requirements/index.html

Official Academic Transcript

Applicants must provide scanned copies of previous official academic transcripts (awards gained, marks, grades) – certified by you as their agent. Remember to scan the back of the transcript if it includes details of the grading scale.

Certified translations from an official translation service are required if the original document is not in English.

Undergraduate study = scanned copy of your official high school or foundation transcript is required.

Post graduate study = scanned copy of your official tertiary (university) education transcript is required. Your high school results are not necessary.

Identity documentation

Evidence of the applicant's full name, date of birth, and nationality. This must be an agent-certified copy of a passport or birth certificate (in English).

CV (Curriculum Vitae)/Resume

Some programmes may require a CV/Resume. This document should include your work experience, education, interests and skills. Visit our Career Development Centre website for assistance (otago.ac.nz/careers/jobs/cv/index.html). Postgraduate applicants may be required to submit an academic CV, which should focus on academic achievements.

References

Some programmes may require details of a referee to speak to about the applicant's skills, work experience or academic background, or a confidential written reference. Postgraduate applicants may be required to provide academic referees who can speak specifically about academic achievements (eg a previous professor).

Personal Statement

Some programmes may require a personal statement, which should include information such as study and career goals, skills and achievements, personal characteristics/strengths that will support the application, what are the reasons the applicants chose that programme, or chose Otago, or chose New Zealand?

Postgraduate documentation

This varies by programme, but applicants may be required to submit a detailed research proposal (required for most research programmes), confirmation from an academic staff member agreeing to supervise the student (usually just for research programmes, and an approximate start date (may be required for research Masters/PHD).

F. Tuition fees

Note: this information is **not** located on the subject, programme or the Department webpages.

The Fees page contains this information, with the fees displayed by Division:

otago.ac.nz/study/fees/#international

- Division of Health Sciences
- Division of Humanities

- Division of Sciences
- Otago Business School
- Pathway and English Language Centre

G. Scholarships

This information is located on the International pages:

otago.ac.nz/international/future-students/international-scholarships/

H. Accommodation

Accommodation website:

otago.ac.nz/accommodation/index.html

Accommodation information for international students:

otago.ac.nz/accommodation/international-students/index.html

I. Information for students with offers (including fees and fees receipts)

Prepare for Otago pages outline everything students need to know to complete their enrolment and get ready to study at Otago.

otago.ac.nz/international/future-students/prepare-for-otago/

Paying fees and requesting a receipt

Tuition fee receipts are not automatically generated. To request a tuition fee receipt for student visa application purposes complete the International Student Receipt form: [Request a tuition fee receipt](#)

Tuition fee receipts cannot be issued until your payment has been received into the University of Otago bank account. Due to this we encourage new students to make payment well in advance of their student visa application deadline to allow the Revenue Management Office time to supply a receipt.

J. Publications

Find our International Prospectus, Study Abroad and Exchange Guide and Chinese-language publications for viewing and download:

otago.ac.nz/study/publications.html#international

3. Key contacts

Before submitting an application

If you have questions about the suitability of a student for a particular programme, contact AskOtago:

Email: university@otago.ac.nz

After submitting an application

If you have questions about a specific application, check your eVision portal for alerts.

If you still have questions about an application, contact International Marketing:

Email: international.marketing@otago.ac.nz.

Technical support

If you are having problems with eVision, contact International Marketing.

Email: international.marketing@otago.ac.nz.

Agreement questions

If you have any questions regarding your agent agreement with Otago, contact your Regional Market Manager.

4. Other resources

A. Otago Videos

International Student Videos

youtube.com/playlist?list=PLC0982FB020CDE55B

All Otago videos

youtube.com/channel/UCPVjZXotZ5oX9jyXIFFRj2w

Otago videos in Chinese

For Youku, Tencent and Weibo search our account name: 新西兰奥塔哥大学 (Uni of Otago, New Zealand)

B. Social Media Channels

International Office facebook

facebook.com/OtagoInternationalOffice

University of Otago facebook

facebook.com/otagouniversity

International Office instagram

instagram.com/universityofotagointernational/

China platforms

Otago website universityofotago.cn/

Weibo m.weibo.cn/u/2517655933

WeChat mp.weixin.qq.com/s/PPryYywn4KFcN8VPUcl2tQ

C. Information Sheets

We have a range of information sheets for our programmes, such as Health Science First Year or Postgraduate Business.

Contact your Regional Market Manager who will be able to provide the relevant information.

D. Student Profiles

We have a range of student profiles, across different programmes and nationalities, which may assist you in presenting Otago's programmes to your applicants.

Contact your Regional Market Manager who will be able to provide the relevant information.

SECTION 2:

Student management system, eVision

Overviews

Otago's student management system, where online applications are submitted, is called eVision.

Otago does not accept paper applications.

Applications for Foundation Year Certificate and English language programmes are not accepted via eVision.

Applications can be submitted by:

- Applicants themselves, who can then select their agent
- By agents, on behalf of applicants.

Agents have their own eVision portal where they can login in and:

- Submit applications
- Monitor the status of applications.

Applications status:

Offer of place

- Applicant is emailed their portal login details.
- Agent can view the offer of place in the agent portal, but doesn't receive alert.

Conditional offer of place

- Agent receives an alert advising of the programme decision. Conditional offer appears as an alert in the tasks to complete.
- Applicant is not emailed and is unable to access their portal.

Rejected application

- Agent receives alert advising of the programme decision. This appears as an alert in the tasks to complete.
- Applicant is not emailed and remains unable to access their portal.
- Agent has opportunity to apply for another programme on behalf of the applicant.

Accessing eVision

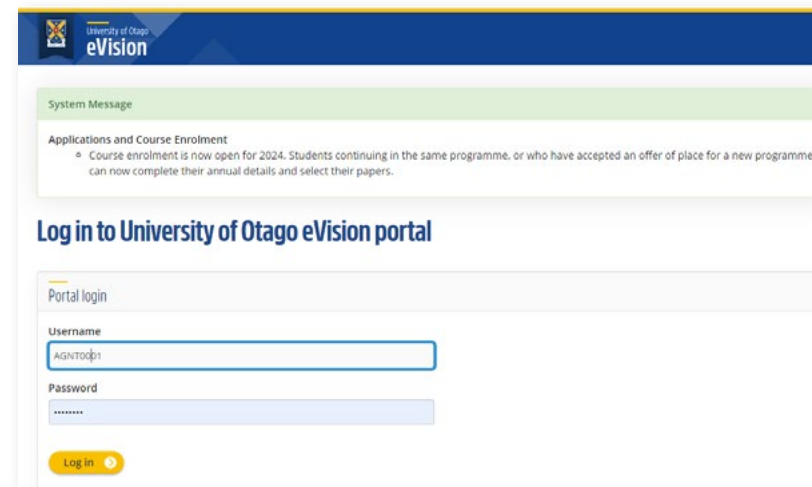
Login to eVision here: evision.otago.ac.nz

The Department webpages may have more detailed, or different, information to the Subject pages (as below). Note that these pages vary both visually and in level of content.

International Office

Start here for any international-specific information, eg visas, insurance, student support, as well as information about Dunedin and New Zealand.

otago.ac.nz/international/



Before you begin

Where to start an application

Start new applications in your eVision portal: evision.otago.ac.nz

Click on the 'New Application' button.

Do not start a new application by going to a specific programme page on the Otago website – it is designed for applicant-initiated applications.

Application process – a **two step** process

There are two steps to the Application process:

1. Create a new application

Agent: complete the applicant's name and contact details and click submit.

Otago: checks that no duplicate applications exist. If we find a duplicate your application will not show in your agent portal.

Please email international.marketing@otago.ac.nz

2. Submit the application

If there are no duplicate applications, you will be able to complete and submit the application.

Locate the new application and complete the rest of it by clicking the 'Application Form' link.

Important notes:

- Always use the **applicant's own email** in the application form, do not use an agency email address.
- Note: **unfortunately** there are issues around communicating via Hotmail addresses, so ensure your applicant's address is not Hotmail.
- Ensure your applicant's name is entered exactly as it appears on their passport. If the student has changed their name or married, documents must be provided to support the change.
- If you are submitting an application for 'Study Abroad', choose 'Certificate of Proficiency - Incoming Study Abroad' as programme selection.
- You will see various messages addressed to your student as you complete their application process. Ignore these messages as all information is sent to you only. Access for your applicant is enabled when they accept an unconditional offer of place.
- If there is no back button in the browser window, you need to close that window (tab) and go back to the main agent portal window.
- Make sure you submit the application on the 'Declaration and Legal Statement' page. If you don't do this all of your application will be lost.

Avoiding duplicate applications

As soon as applicants start an application they are creating an eVision account. They don't have to submit an application to have a student ID number.

We strongly encourage you to directly ask your applicant if they have already created an eVision record by starting an application or submitted an online application themselves.

If they have, you will not be able to submit their application in your agent portal. You have three options:

1. Ask the applicant for their login details and complete the application in the student portal. You can select yourself as the agent, so the application will appear in your agent portal once submitted.
2. Ask the applicant to complete the application and they can select you as their agent when completing the programme part of the application.
3. If the applicant has submitted the application please contact International Marketing for further information:
international.marketing@otago.ac.nz

Supporting documents

You may be required to provide documentation for your applicant. It is best to organise this before you begin the application.

Please see section 1:2.F of this handbook for the types of documentation you may be required to provide.

Important notes:

Undergraduate study - all supporting documents should be submitted together into **one PDF document up to 5MB**. If your file exceeds 5MB please email it to international.marketing@otago.ac.nz. These can be uploaded in the Educational background, High school details section of the application. If you need to send any additional documentation please use the email above.

Academic transcripts - if the mark sheet or grading sheet is in the back or reverse of your academic transcript, ensure that it is scanned and sent through.

eVision alerts and updates

Each Agency only has one email address to which alerts will be sent.

You should check your eVision agent portal regularly, for updates on the current status of your applications.

Programme opening and closing dates

The majority of programmes offered open for applications on 1 May.
For programmes that do not have a start date of 1 May, the opening and closing dates listed in the table below apply.

PROGRAMME	OPENING DATE	CLOSING DATE
Health Sciences Undergraduate Professional Programmes: Bachelors of: Dental Surgery (BDS) Dental Technology (BDentTech) Medical Laboratory Science (BMLSc) Medicine and Bachelor of Surgery (MB ChB) Oral Health (BOH) Pharmacy (BPharm) Physiotherapy (BPhty)	1 August (Medicine via HSFY & Graduate categories opens on 1 August)	15 September (Medicine via HSFY & Graduate categories closes on 15 September)
Bachelor of Medicine and Bachelor of Surgery (MB ChB) "Alternative" category	1 April	1 May
Bachelor of Teaching (BTchg)	1 May	31 August
Postgraduate Certificate in Pharmacy (PGCertPharm)	1 May	15 July (following year)
Postgraduate Diplomas in: Clinical Dental Technology (PGDipCDTech) Clinical Dentistry (PGDipClinDent) Community Dentistry (PGDipComDent)	1 April	31 May
Postgraduate Diploma in Dental Technology (PGDipDentTech)	1 April	31 July
Postgraduate Certificate in Science Communication (PGCertSciComm) Postgraduate Diploma in Science Communication (PGDipSciComm)	1 May	15 July
Master of Business Administration (MBA)	refer to website	refer to website
Master of Community Dentistry (MComDent) Master of Dentistry (MDent) Master of Dental Technology (MDentTech)	1 April	31 July
Master of Oral Health (MOH)	1 April	31 May

PROGRAMME	OPENING DATE	CLOSING DATE
Master of Marketing (MMart)	1 April	1 February (following year)
Master of Nursing Science (MNSc)	1 July	31 January
Postgraduate Diploma in Wildlife Management (PGDipWLM) Master in Wildlife Management (MWLM)	1 May	1 October
Master of Teaching and Learning (MTchgLn)	1 May	31 July
Doctor of Business Administration (DBA)	1 January	10 May
Doctor of Business Administration (DBA) (For Shanghai based students only)	1 January	10 May
Doctor of Clinical Dentistry (DClinDent)	1 April	31 May
Doctor of Education (EdD)	30 June	31 March



eVision User Guide

eVision is your administration tool for submitting online applications to the University of Otago

eVision User Guide

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Agent portal navigation and overview

Navigation otago.ac.nz/evision

- 1 Log in to your agent portal using the username created for you by International Marketing and the password you created (or the login details created for you by the branch manager or head office).
- 2 Click on the **Agent** tab or select the link **See more**.
- 3 In the **Agent** box click **New application** to start an application.
- 4 **Application search*** to search for existing applications in your agent portal.
* In the Application search fields enter the applicant ID if you know it. If not, enter applicant's name.
IMPORTANT - leave the **Year** search field blank and click **Search**.

TIPS

1. The year field defaults to the current year (e.g., 2024). If your application is for study in 2025 when you click **Search** the application will not show up in the results.
2. If you leave all fields blank and click **Search** you will see a list of all applications you have in your agent portal.

1 Log in to University of Otago eVision portal

2 Home Agent Agent maintenance

3 Agent

4 Agent - application search

Agent portal overview

- 1 **Year**
Refers to programme intake, not the year when the application was placed.
- 2 **Logged by student / agent manager**
The *student*-logged applications have been started by applicants, then transferred into the agent portal by selecting the agent in their application form before they submit.
- 3 The **Agent Manager** logged applications have been started by the agent on behalf of the applicant.
- 4 **Filter**
Useful when there are multiple applications. This is a quick way to find an application if you are unsure of the ID number or the intake year, for example.
- 5 Page links open new pages (or tabs in your browser):
Application form
Sections on required personal information, academic background, programme specific information, declaration and submit.
- 6 **Application status**
Indicates where the application is in the process towards gaining University Admission.
- 7 **Tasks**
When an eVision alert is issued the **Tasks** column displays **Alerts** and **Tasks**. This indicates there is a task to complete.
If the column contains a **Task** click on the **Admissions tasks** link.
If the column contains an **Alert** click on the **All alerts** link.
- 8 **Offer of place**
When the the full **Offer of place** is issued Agents can view the offer by clicking on the link. A limited/conditional offer is an alert and can be viewed in the **All alerts** link.

The screenshot shows the 'eVision' agent portal interface. At the top, there's a navigation bar with 'Home', 'Agent', and 'Agent maintenance' links. Below that, a 'Results retrieved' section includes a 'Show 10 entries' dropdown and a 'Filter:' input field. The main content is a table with columns: ID, Name, Programme, Year, Start semester, Logged by, Status, Application status, Tasks, and Actions. The table contains four rows of application data. Red numbered callouts (1-8) point to specific elements: 1 points to the 'Year' column, 2 to the 'Logged by' column, 3 to the 'Logged by' value 'AGENT MANAGER', 4 to the 'Filter' input, 5 to the 'Actions' column, 6 to the 'Application status' column, 7 to the 'Tasks' column, and 8 to the 'Offer of place' link in the 'Actions' column. At the bottom, there's a 'Showing 1 to 4 of 4 entries' indicator and 'Previous 1 Next' navigation buttons.

ID	Name	Programme	Year	Start semester	Logged by	Status	Application status	Tasks	Actions
		Master of Science	2024	Semester 2	Student	In progress	Student action required	Task	<ul style="list-style-type: none"> Application form Application status All alerts Admission tasks
		Master of Business Data Science	2024	Semester 1	Student	Rejected	Further information required	Task	<ul style="list-style-type: none"> Application form Application status All alerts Admission tasks
		Master of Accounting and Finance	2024	Semester 1	AGENT MANAGER	In progress	Student action required	Task	<ul style="list-style-type: none"> Application form Application status All alerts Admission tasks
		Master of Peace and Conflict Studies	2024	Semester 1	Student	In progress	Complete pending arrival	Task	<ul style="list-style-type: none"> Application form Application status All alerts Admission tasks Offer of place

Application – Initiated by agent

The agent places an online application on behalf of the applicant*.

This section will cover:

- 1 Login as an agent
- 2 Initiate a new application
- 3 Create an eVision account (for your applicant)
- 4 Complete the application
- 5 Application form
 - uploading academic documents
 - programme specific questions
- 6 Submit the application
- 7 Application status
- 8 Alerts and tasks to complete
- 9 Application status and completed programmes

***IMPORTANT**

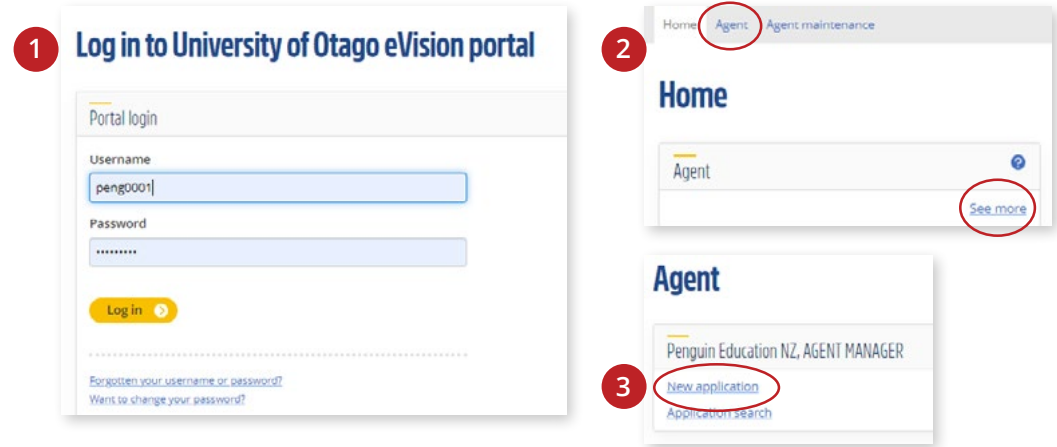
Please ask the applicant if they have created an eVision record by starting an application or submitted an online application themselves.

If the applicant starts an application but does not submit it they have created an eVision record. If an agent tries to place an application on behalf of the applicant it will be held by eVision as a duplicate application and the application will not show in the agent portal.

If you start an application for an applicant and the application is not showing in your agent portal please contact: international.marketing@otago.ac.nz

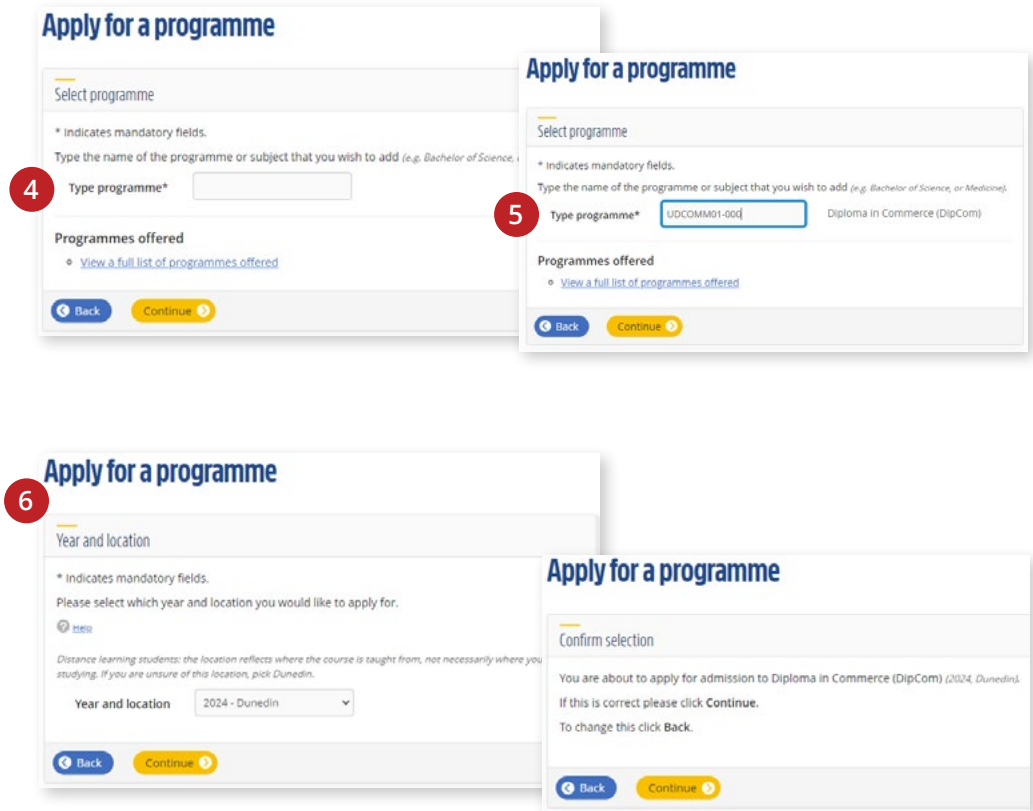
1 Login as an agent

- 1 **otago.ac.nz/evision**
To begin the application process log in to your agent portal using the username created for you by International Marketing (eg, ABC0001) and the password you created (or the login details created for you by the branch manager or head office).
- 2 Select the **Agent** option tab or the **See more** link..
- 3 Click on the **New application** link



2 Initiate a new application

- 4 On the **Apply for a programme** page start typing the first few characters of the programme name, eg phd, health sci, com, dipcom
Or you can type a subject name such as **chemistry** and a list of possible programmes you can apply for will come up.
- 5 Select the programme from the list.
Select **Continue**.
- 6 This opens page two of the **Apply for a programme** process where you select the **Year and location** and confirm the programme you have selected.



NOTE

1. If the **Year and location** box is blank this indicates that applications have not opened yet, or they have closed for that programme.
2. Multiple locations will be available for selection if the programme is taught at campuses other than Dunedin (this does not include PhDs).

3 Create an eVision account (for your applicant)

- 1 On the *Create account (step 1 of 3)* page:
Enter the *Personal details* (full name and date of birth)*
Enter the *Account details* (applicant email address and password)
Select *Continue* to open the Create portal login (step 2 of 3) page.

* Please ensure that the legal names entered match the names displayed in the applicant's passport. The offer letter will be issued according to the names entered here.
When you enter the *Preferred given name* please make sure you have also entered the Given/first name.

- 2 The *Account details* are to be entered as the applicant's email address and a password you create.

**Always enter an applicant's email address, never the agency address.
Never create an email address for the applicant.**

eVision automatically checks for possible duplicate applicant records. If there is a duplicate record, the application is flagged for the University to investigate. **The application will not show in your agent portal.**

If you place an application and it is not showing in your agent portal please contact international.marketing@otago.ac.nz.

- 3 If after you select *Continue* an alert pops up with the warning:

"An account exists with this email address..."

- Please contact international.marketing@otago.ac.nz for help
- Don't use the applicant's alternate email address
- Don't enter an agency email address instead
- Don't create an email address for the applicant

1 Create account (step 1 of 3)

Your application

You are applying for the Master of Physiotherapy (MPhty) through the Dunedin campus in 2021.

Create account

* Indicates mandatory fields.

Personal details

Enter your full legal name as it appears on your birth certificate and passport. It is important that your details are entered correctly as the University will attempt to match these against the National Student Index.

Given/first name: Maree

Second/middle name:

Other second names:

Family name/surname*: Voegele

Preferred given name*: Maree

This is the name that you prefer to be known by (e.g. Dan instead of Benjamin).

Date of birth*: 10 October 1990

2 Account details

Email (username)*: maree.voegele@gmail.com

This will be used for correspondence and login details.

Confirm email*: maree.voegele@gmail.com

Password*: Good

Passwords must be between eight and 40 characters. They are case sensitive and must not contain any colors () or bars (|).

Confirm password*:

Cancel Continue

3 Account details

Email (username)*: lia.petersen@gmail.com

An account exists with this email address. Please [log into eVision](#) with this email address and password. Once in the Portal, go to Programmes and papers and click on Apply for another programme. If you can not remember your password, follow the links on the login page.

This will be used for correspondence and login details.

Confirm email*:

Password*:

- 4 On the *Create account (step 2 of 3)* page complete the information requested.
- 5 Confirm the applicant's name details ensuring that the legal names entered match the names displayed in the applicant's passport.
- 6 Make sure that the Citizenship/residency status is correct. This information cannot be changed after the application is submitted.
- 7 If your applicant has previously studied in New Zealand enter their *NSN (National Student Number)*.

4 Create account (step 2 of 3)

Your application

You are applying for the Master of Physiotherapy (MPhty) through the Dunedin campus in 2021.

5 Create account

* Indicates mandatory fields.

5 Personal details

Title Ms

Gender* Female

6 Previous names (if applicable)

Have you had any previous names? Yes No

6 Residency status

Residency status* International Student

Country of citizenship* Switzerland

Your country of citizenship as listed on your passport or birth certificate.

7 NSN (National Student Number)

Most New Zealand based students will have an NSN. Your NSN helps us match your details against the National Student Index. You can find this number on your NZQA Record of Achievement. If you do not have an NSN, please leave this field blank.

Confirm name details

Please ensure your name details are correct, including capitalisation.

You have not provided a middle name, if you have a middle name please provide it below.

Given/first name Maree

Second/middle name

Other second names

Family name/surname* Voegele

Preferred given name* Maree

This is the name you prefer to be called by (e.g. Ben instead of Benjamin).

On your student ID your name would appear as Maree Voegele

The name displayed on your student ID card is your preferred given name and your surname.

Date of Birth* 10 October 1990

- 8 If the applicant has a New Zealand mobile number please enter it. Otherwise enter the applicant's home mobile number if you know it.
- 9 A message will state that portal login details will be sent to the applicant - please ignore this message. All correspondence is sent to your eVision agent portal email address until a programme decision has been made (and the applicant accepts an offer of place).
- 10 Tick the *I agree* tick box and select *Continue*.
- 11 **Create account (step 3 of 3)** can be ignored. All correspondence is forwarded to the Agent until a programme decision is made.

You have initiated a new application and created an eVision account (for your applicant).

Always log in to your agent portal using the username assigned to you.

Never log in to eVision using the applicant's email address.

The screenshot shows a registration form with three main sections: 'Contact details', 'Your account details', and 'Terms and conditions'. In the 'Contact details' section, there is a dropdown menu for 'New Zealand mobile' with '021' selected, and a text input field containing '12345778'. Below it is an empty 'Second mobile phone' field. The 'Your account details' section shows an email address 'maree.voegele@gmail.com' and a note about email filtering. The 'Terms and conditions' section has a checked 'I agree*' box. A yellow 'Continue' button is at the bottom.

The screenshot shows the 'Create account (step 3 of 3)' confirmation page. It features the University of Otago eVision logo at the top. The main heading is 'Create account (step 3 of 3)'. Below the heading, it says 'Thanks! You'll hear from us soon'. The body text explains that the user's portal login is being set up and they will receive an email with instructions. It also provides social media links for Facebook and Twitter, and a link to 'AskOtago'. At the bottom, there is a 'Frequently Asked Questions' section with two questions: 'How long does it take to create my login?' and 'Can I change the email address you will send my login to?'.

4 Complete the application

- 1 To complete the application for your applicant log in to the agent portal. Remember - you are always logging in with the agency username and password **not** the applicant's email address.
- 2 This opens the agent portal page. Select the **Agent** option, then select **Application search** to search for the applicant.
- 3 In the Application search fields enter the applicant's name. Leave the **Year** search field blank and click **Search**.

TIPS

1. The **Year** field defaults to the current year. After 1 September the year changes to the following year. If the application is for study in a different year when you click **Search** the application will not show in the results.

2. If you leave all fields blank and click **Search** you will see a list of all applications in your agent portal. You can then filter the results of your search.

- 4 Select the link to the applicant's **Application form**. This opens the **Application form** page and enables you to complete the rest of the application for submission.

1 Log in to University of Otago eVision portal

Portal login

Username
peng0001

Password
.....

Log in

2 Home Agent Agent maintenance

Home

Agent

See more

Agent

Penguin Education NZ, AGENT MANAGER

New application

Application search

3 Agent - application search

Please complete the retrieve criteria and click the "Search" button.

Student ID

Student first name

Student surname
Voegele

Programme

Year

Application status
Any

Status
Any

Search

Agent - application search

Please complete the retrieve criteria and click the "Search" button.

Student ID

Student first name

Student surname

Programme

Year

Application status
Any

Status
Any

Search

4

Year	Start semester	Logged by	Status	Application status	Tasks	Actions
2024	Semester 1	Agent Manager	In progress	Student action required	Task	<ul style="list-style-type: none"> Application form Application status All alerts Admission tasks
2024	Semester 1	Agent Manager	In progress	Processing in progress		<ul style="list-style-type: none"> Application form Application status All alerts Admission tasks

5 Application form

- 1 Complete each section of the page as indicated by the gold buttons.

When all the mandatory questions (questions with a * beside them) have been answered, and each section has been completed, you can move on to the next section. The grey buttons switch to gold.

- 2 As you complete each step the gold circle will go green and will have a tick inside.

- 3 The **Educational background** section is where you upload academic documents and English language competency test results.

- 4 You can add an additional two programmes after the first programme step is complete.

The applicant will appear in the agent portal list once for each programme.

You can remove programmes.

- 5 You submit the application by completing this step. If the **Declarations** section is grey this indicates that you haven't completed previous sections.

PLEASE NOTE:

- 6 Clicking the **Cancel application** button will not work. To cancel the application please email: international.marketing@otago.ac.nz.

Applications

Welcome to your application Maree Voegele

Complete all of the steps below using the yellow buttons.

When you're done
You will receive a confirmation email from the University acknowledging that your application has been submitted.

- 2 Personal details
Your personal, ethnicity and disability details. **1** Review this step
- Contact details
Your address and contact details. Review this step
- 3 Educational background
Details of high school and tertiary study. Complete this step

You are applying for admission to the following:

- Master of Physiotherapy (MPhty) (2021, Dunedin)
Subject specialisation required for the Master of Physiotherapy (MPhty) Complete this step
Additional questions related to the Master of Physiotherapy (MPhty) Complete this step
- 4 Add another programme (optional)
You may apply for up to three programmes. Add programme
- Remove programme(s) (optional)
This option allows you to remove your programme(s). Remove programme
- 5 Declarations and submit application
You must have added at least one programme to your application. Complete this step

6

Personal details

- 1 Check and confirm the applicant's personal details entered when creating the eVision account.
- 2 Upload the *citizenship/ID document*, for example, Passport or Birth Certificate. The document will show as uploaded once you have answered the questions and clicked *Continue*.
- 3 If a mistake has been made with any of the personal details, citizenship or residency, please click the *Request change* button.

Check and confirm your personal details

1 Personal details

* Indicates mandatory fields.

Title Mx

Legal family name Luna

Legal given name(s) Milo

Preferred given name* Milo

Date of birth 01 Jan 2001

Gender Gender diverse

IRD number

NSN (National Student Number)

Previous names

No previous names.

2 Citizenship / residency status

Citizenship / Residency International Student

Country of citizenship Austria

Upload citizenship/ID document* Choose File Passport-converted.pdf
(pdf, jpg, jpeg, png - 5 MB max)

The personal details page of your Passport is normally sufficient. Alternatively, a copy of your Birth Certificate (in English) or Amended Birth Certificate (in English) may be acceptable. Possible alternatives are copies of your Citizenship or Immigration document (in English).

Uploaded documents

Will you be resident / living in New Zealand for the duration of your studies?* Yes No

Click Request change if any of the non-editable details above are incorrect.

Click Continue if you are satisfied with the information shown.

3 Back Request change Continue

Personal details continued

1 Complete the questions on *Ethnicity* and *Refugee background*.

2 Select the applicant's *First language*

Your first language (also known as your 'native language' or 'mother tongue') is the one that you first learned to speak.

If you grew up speaking two languages, you may have more than one 'first' language.

If this applies to you, and one of the languages is English, Māori, or NZSL, please select that from the list.

The screenshot shows a web form titled "Personal details continued". At the top, it says "* Indicates mandatory fields." Below this, there are four main sections:

- Ethnic origin(s)**: A section with three dropdown menus labeled "1st ethnicity*", "2nd ethnicity", and "3rd ethnicity". The "1st ethnicity*" dropdown is currently set to "Other European".
- Refugee background**: A section with a heading and a paragraph of text: "This information will help us to ensure you are aware of any relevant support and opportunities at the University, and will also accurately report on our student population. Individual information will be accessible only to staff who support refugee background reporting will be done using aggregate data meaning individuals will not be identified." Below this is a question: "I have a refugee background*" with four radio button options: "Yes", "No" (which is selected), "Unsure", and "No answer". A small icon with a question mark is next to the "No" option, and a tooltip explains: "You or your parent have been officially recognised under one of the following New Zealand immigration categories: NZ Quota Refugee, Asylum Seeker, Stateless Person, Refugee Family Reunification Support, Community Refugee Sponsorship."
- First language**: A section with a heading and a question: "What is your first language?*" with a dropdown menu currently set to "German". There is a "Help" link below the dropdown.
- Disabilities**: A section with a heading and a paragraph of text: "This section is not compulsory. The information gathered in this section is to assist the University in meeting the needs of students." Below this is a question: "Do you have an impairment, disability or long-term medical condition?" with three radio button options: "Yes", "No" (which is selected), and "No Answer".

At the bottom of the form, there are two buttons: "Back" (with a left arrow) and "Continue" (with a right arrow).

Educational background

- 1 Answer the questions in the High school details section.
- 2 If your qualification is not in the list select *Other overseas qualification* and specify the achievement type.

Educational background

* Indicates mandatory fields.

High school details

Where did you most recently attend high school?

If you studied towards NCEA Level 3 at a high school in the Pacific island region, please select New Zealand in the country dropdown list.

Country* United States of America

Last year attended* 2023

What is the highest qualification you will expect to hold from high school by the time you start studying at university? If you are currently studying towards NCEA Level 3, please select NCEA Level 3.

2 Highest high school qualification* Other overseas high school quali

Help

Please enter the full name of the qualification* High School diploma

E.g. All India Senior School Examination, Gaokao, Indonesian Sekolah Menengah Atas.

Year qualification completed* 2022

- 3 If the application is for an undergraduate programme the *Upload high school results* function will be available. Please upload the high school results.

If the application is for a postgraduate programme the upload function will not display. You don't need to upload your high school results. Click *Continue*.

Educational background

Student ID	Name
1600528	Milo Luna

Educational background

* Indicates mandatory fields.

1 High school details

Where did you most recently attend high school?

If you studied towards NCEA Level 3 at a high school in the Pacific island region, please select New Zealand in the country dropdown list.

Country* Denmark

Last year attended* 2022

What is the highest qualification you will expect to hold from high school by the time you start studying at university? If you are currently studying towards NCEA Level 3, please select NCEA Level 3.

Highest high school qualification* International Baccalaureate

Help

Year qualification completed* 2022

3 Upload high school results

You can upload your official high school results here.

- If you have not completed high school and are still waiting for your final results, you will be asked to provide them at a later stage, once you have submitted your application.
- If you are completing Cambridge International or IB study in New Zealand you do not need to upload your results as we can access them directly.
- We normally only need high school results for current or recent school leavers.

Upload high school results Choose File Transcript .pdf

(pdf, jpg, jpeg, png - 5 MB max)

Help

Uploaded documents

Back Continue

PLEASE NOTE

You can only upload **one** document for your high school results. Please combine all documentation and upload as one PDF document. The maximum file size is 5MB.

Language competence

- 1 Students applying for admission to the University of Otago must be competent in the use and understanding of written and spoken English.

There are five options to select from to demonstrate English competency:

- 2 *I have completed, or intend to complete, an approved English language proficiency test*

Select the language test from the list. If you select **Other** name the test, and upload the test results.

I have undertaken university/tertiary study in an English-speaking country in the past two years

I have achieved, or expect to achieve, the minimum requirement of English language study at high school/secondary school

I have completed, or expect to complete, an approved Foundation programme

None of the above – I have a different situation

Please explain.

None of the above - I have a different situation

Please explain your situation below*

150

- 3 Click *Continue*.

Language Competence

Students applying for admission to the University of Otago must be competent in the use and understanding of written and spoken English. The minimum requirements are detailed on [our website](#).

Please indicate which one of the following options applies to you:*

- I have completed, or intend to complete, an approved [English language proficiency test](#)
- I have undertaken [university/tertiary study in an English-speaking country](#) in the past two years
- I have achieved, or expect to achieve, the minimum requirement of [English language study at high school/secondary school](#)
- I have completed, or expect to complete, an approved [Foundation programme](#)
- None of the above - I have a different situation

Back Continue 3

Please indicate which one of the following options applies to you:*

- I have completed, or intend to complete, an approved [English language proficiency test](#)
- I have undertaken [university/tertiary study in an English-speaking country](#) in the past two years
- I have achieved, or expect to achieve, the minimum requirement of [English language study at high school/secondary school](#)
- I have completed, or expect to complete, an approved [Foundation programme](#)
- None of the above - I have a different situation

2 Language test * IELTS (Academic) v

Language test * Other v

Other test name * [Text Box]

Upload test results file Choose File No file chosen

Upload test results file Choose File IELTS Scores.pdf

Uploading tertiary academic documents

- 1 If the applicant hasn't studied at a **University or tertiary/higher education institution** select **No** and click **Continue**.

If the answer is "Yes", this launches the **Tertiary study details** section.

Tertiary/Higher education details

* Indicates mandatory fields.

Have you studied at any university or tertiary/higher education institution other than Otago?*

Yes

No

- 2 Select the **first** year your applicant studied at a university or tertiary/higher education institution.

- 3 In the **Tertiary study details** section you need to provide the details of each qualification your applicant has studied.

If your applicant has studied more than one qualification at the same university e.g., a Bachelor's degree and a Master's degree, you need to enter the details and add the transcripts separately. This includes qualifications completed or currently being studied, and qualifications obtained from different institutions.

- 4 Select the **Country** where your applicant studied.

Select the institution from the drop-down list.

- 5 If the institution is not there please select **Other**, then enter the full name of the institution.

Add an institution and qualification

Institution information

Country*

Albania

Institution*

Other

If your institution is not in the list select Other

Institution name*

Enter the full name of the institution you studied at

Tertiary/Higher education details

* Indicates mandatory fields.

Have you studied at any university or tertiary/higher education institution other than Otago?*

Yes

No

Answer Yes if you have previously attended any other tertiary/higher education institution in New Zealand or overseas, including incomplete or current study. This could include:

- a university
- a university paper while still at high school
- polytechnic
- college of education (teachers' college)
- wananga
- private training establishment

The year of your very first enrolment at any tertiary/higher education institution

What is the first year you studied at a university or tertiary/higher education institution (including Otago)?*

Select the first year you studied

Tertiary study details

Provide details of any study you have undertaken at another university or tertiary/higher education institution, including current or incomplete study. If you have previously provided us with study details, these are listed below. List all institutions you have studied at and all the qualifications you studied at them.

You may be entitled to have credit granted from each institution to your University of Otago undergraduate qualification (transfer credit). Please see this [AskOtago article](#) for more details.

Add an institution and qualification

Institution information

Country*

Select the country the institution is in

Add

Back Continue

Uploading tertiary academic documents continued

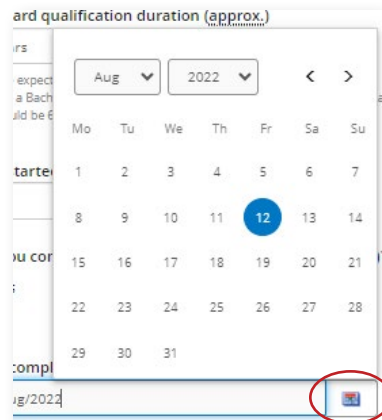
- 1 Once you have entered the *Institution information* complete the *Qualification details*.
- 2 Select the *Qualification type* from the drop-down list. If the qualification is not there select *Other*.
- 3 Enter the *Qualification name* e.g. Bachelor of Arts with Honours.
- 4 Enter the *Standard qualification duration*. Please enter the expected standard length of the qualification in years. e.g. a Bachelor's degree standard length is 3 years, or a ½ year Certificate would be 6 months.
- 5 Select the year your applicant started the qualification from the drop-down list.
- 6 If the applicant has completed, or expected to complete, the qualification, select *Yes*. This will display a dialogue box where you can enter the date.

Click on the calendar icon to select the date, or enter the date manually in the format DD/Mon/YYYY (Day/Month/Year) eg. 12/Aug/2022.

PLEASE NOTE

The maximum file size you can upload is 5MB.

If your file is too big please split the PDF. You can upload multiple documents.



Tertiary/Higher education details

* Indicates mandatory fields.

Have you studied at any university or tertiary/higher education institution other than Otago?*

Yes
 No

Answer Yes if you have previously attended any other tertiary/higher education institution in New Zealand or overseas, including incomplete or current study. This could include:

- a university
- a university paper while still at high school
- polytechnic
- college of education (teachers' college)
- wananga
- private training establishment

What is the first year you studied at a university or tertiary/higher education institution (including Otago)?*

2019

The year of your very first enrolment at any tertiary/higher education institution

Tertiary study details

Provide details of any study you have undertaken at another university or tertiary/higher education institution, including current or incomplete study. If you have previously provided us with study details, these are listed below. List all institutions you have studied at and all the qualifications you studied at them.

You may be entitled to have credit granted from each institution to your University of Otago undergraduate qualification (transfer credit). Please see this [AskOtago article](#) for more details.

Add an institution and qualification

Institution information

Country*

United Kingdom

Institution*

Coventry University

if your institution is not in the list select Other

Were you ever suspended?*

Yes
 No

Upload official transcript

Please upload your official academic transcript, qualification certificate and grade scale (often on back page of transcript), if available. If you do not provide these now you may be asked to provide these at a later date. See [this page](#) for more information.

Where possible, please collate each page of your transcript and upload as one combined file.

Upload your official transcript

Qualification details

Qualification type*

Bachelor's with Honours

Qualification name*

Bachelor of Arts with Honours

Standard qualification duration (approx.)

4 years

The expected standard length of the qualification in years. e.g. a Bachelors degree standard length is 3 years, or a ½ year Certificate would be 6 months.

Year started*

2019

Did you complete this qualification (or do you expect to)?*

Yes
 No

Date completed (or expected to complete)*

12/Aug/2022

Add

Uploading tertiary academic documents continued

Please upload the official academic transcript, qualification certificate and grade scale (often on back page of transcript), if available. If you do not provide these now you may be asked to provide these at a later date.

Where possible, please collate each page of the transcript and upload as one combined file.

1 Click on the *Upload your official transcript* button to open the upload window.

2 Select *Upload a document* to upload a document from your device.

Or, drop a document within the dotted area.

3 Once uploaded, the filename is displayed in the upload window.

Click on *Upload a document* again to upload another file, e.g., the degree certificate.

4 When you have uploaded all the academic documents for this qualification click *Close*.

5 You can see there are now two transcripts uploaded.

6 When you have completed uploading all of the documents for the qualification select *Add*. This saves all the information you have entered. If you don't click *Add* you won't be able to continue to the next section.

This screenshot shows the 'Upload your official transcript' button with a red circle and the number 5 next to it. Below it is a radio button for 'No' and a text field for 'Date completed (or expected to complete)*' with the value '12/Aug/2023'. At the bottom, there are 'Cancel' and 'Add' buttons, with a red circle and the number 6 next to the 'Add' button.

This screenshot shows the 'Upload your official transcript' button with a red circle and the number 1 next to it. To the right, there is a question: 'Did you complete this qualification (or do you expect to)?*' with radio buttons for 'Yes' and 'No'. At the bottom, there are 'Cancel' and 'Add' buttons.

This screenshot shows the 'Upload your official transcript' window. It contains instructions on file size and extensions, and options to 'Upload a document' or 'Select an existing document'. The 'Upload a document' button is circled in red with a red circle and the number 2 next to it. At the bottom right, there is a 'Close' button.

This screenshot shows a list of uploaded documents. The first item is 'Transcript(1).pdf (2 mb)' with a 'Delete' button and a dropdown arrow. Below it, the 'File Status' is 'Successfully Uploaded' and the progress is '100%'. The second item is 'Certificate of Studying.pdf (327 kb)' with a 'Delete' button and a dropdown arrow. Below it, the 'File Status' is 'Successfully Uploaded' and the progress is '100%'. At the bottom right, there is a 'Close' button with a red circle and the number 4 next to it.

Uploading tertiary academic documents continued

- 1 When you click **Add** all of the tertiary information is displayed for each institution and qualification.

You can come back to this section to **edit** current details, or **add** additional tertiary qualifications until you have submitted your application.

Once you have submitted the application you can't edit the details of the University and qualification.

- 2 When you have finished uploading all your tertiary qualifications click **Continue** to move on to the next section.

1 University of Bologna, Italy [Edit](#)

Postgraduate Diploma in Arts, 2022 - 2023 [Completed] [Edit](#) | [Delete](#)

Standard duration 1 year
Completion date August 2023

Transcript [Transcript\(1\).pdf](#), [Certificate of Studying.pdf](#)

+ Add a qualification from University of Bologna

Coventry University, United Kingdom

Bachelor of Arts with Honours, 2019 - 2022 [Completed]

Standard duration 4 years
Completion date August 2022

Transcript [Transcript.pdf](#)

+ Add a qualification from Coventry University

Add study from a new institution

Back Continue 2

6 Programme specific questions

- 1 Next you select the **Subject specialisation** for the programme, ie the major and minor subjects of study, and confirm the choices in the **Specialisation selection**.
- 2 The next section contains **Additional questions** relating to **International students** and **Programme-specific questions**. This is where the applicant selects an agent from the drop-down list. You will see your agency is already selected because you are placing the application through your agent portal.
- 3 Please enter the name of the counsellor working with the applicant and the name of your branch. If there is only one branch please enter your city.
- 4 If your applicant has a financial sponsor paying the tuition fees, eg a government sponsorship or scholarship, select **Yes** and select the sponsor name from the drop-down list. Upload proof of Scholarship. If the sponsor is not in the list then select **No**, as the sponsorship or scholarship will be considered a private one.

PLEASE NOTE - Partnership agreements (eg 2+2 articulation)

If your applicant is applying as an articulation student please make sure you have completed the **Tertiary/higher education details** in **Educational background** section of the application form. When you enter an institution that we have a partnership agreement with a question is triggered that appears at the bottom of the Programme-specific questions section.

The question states that we have an agreement with “the institution” and asks you to confirm your applicant is applying for the programme related to the partnership agreement. If so, select **Yes**, then **Continue**.

This allows us to easily identify partnership applications, process appropriate credit transfer, and generate the correct offer of place.

The University of Otago has partnership agreements with:

- South Puget Sound Community College

Are you applying for Bachelor of Arts through either a transfer, pathway or articulation (e.g. 2+2) type agreement?*

Yes No [Help](#)

[Back](#) [Continue](#)

Educational background
Details of high school and tertiary study. [Review this step](#)

You are applying for admission to the following:

Bachelor of Arts (BA) (2022, Dunedin)
Subject specialisation required for the Bachelor of Arts (BA)
Additional questions related to the Bachelor of Arts (BA)

[1 Review this step](#)
[2 Complete this step](#)

Programme-specific questions

Student ID	Programme
4371832	Bachelor of Arts and Science (BASc)

2

International students

* Indicates mandatory fields.

Are you applying via a University of Otago authorised Education Agent?*

Yes No

You have chosen to submit your application via an education agent. You will not continue and all correspondence relating to your application will be directed to Otago education agents by country is available from <http://www.otago.ac.nz/ir>

PLEASE NOTE: Current University of Otago and University of Otago Foundation and not select an agent.

Please select Agent*

Counsellor working with student*

3 Branch*

Do you have a financial sponsor who is paying your tuition fees e.g. government sponsorship/scholarship? (other than a University of Otago scholarship)*

Yes No

[Help](#)

4 Do you have a financial sponsor who is paying your tuition fees e.g. government sponsorship/scholarship? (other than a University of Otago scholarship)*

Yes No

[Help](#)

Select sponsorship*

Upload proof of sponsorship No file chosen

(.doc, .docx, .odt, .odf, .rtf, .pdf, .jpg, .jpeg, .png - 5 MB max)

[Help](#)

Description of uploaded document

Uploaded documents

Student safety checks

Applicants enrolling in a programme working with children need to be safety checked under the Children's Act. The **Student safety checks** appears as a separate section on the application form.

- 1 If applicants are enrolling in a programme and/or papers that requires safety checking, they will normally need to:
 - provide identity confirmation via original copies of specified primary, secondary and evidence of name change identity documents (please note that expired passports cannot be accepted)
 - provide a history of your employment, if any, over the last five years
 - provide the names of any relevant professional bodies, licencing authorities and/or registration authorities to which you belong or through which you are licenced or registered (such organisations may be contacted by the University)
 - provide details of referee(s) who are not relations, who may be contacted by the University about your suitability to work with children
 - provide any other information considered to be relevant by the University, and
 - be interviewed by University representative(s) on your suitability to work with children

On the basis of the information you provide, the University will then conduct a risk assessment.

- 2 Applicants need to be residing in New Zealand in order to complete the **Student safety checks** section of the application form. If the applicant is not residing in New Zealand you need to provide a date when the applicant is expected to be in New Zealand.

Selecting “No” to the question “Are you currently residing in New Zealand” prompts the question “When are you returning to New Zealand?”

The date entered will prompt an alert in the applicant's student portal reminding them to complete the Student safety checks section.

This needs to be completed before the applicant is allowed to work with any children, e.g., their teaching placement or treating children in a clinic.

- 3 For identity verification International students should select **AskOtago Hub**.

- 4 You will need to complete most of the **Student safety check** before you can move past this section and submit the application. There are some mandatory questions that must be answered (fields with an asterisk *). You'll also need to provide information in the **Work history** and **Professional history** before you can complete the **Declaration/complete** tab.

Select save and complete at the bottom of every page or you won't be able to complete the declaration.

- 5 On the **Declaration/complete** tab review the information, tick the **Declaration and authorisation** box, then select **Complete**.

1

2

3

4

5

PLEASE NOTE - Once on campus, students need to go to the AskOtago Hub with their identity verification documents to complete the Student safety checks.

Additional programme specific questions

1 There will be additional *Programme-specific questions* to answer and required documents to upload depending on the programme. For example:

PhD application will require a Curriculum Vitae (CV), a research proposal, email from confirmed supervisor, research experience and publications etc.

MBA requires no additional documents for the application.

Master of Business Data Science requires a CV and academic transcript.

Master of Nursing Science requires a CV, essay (statement of interest), declaration and police vetting form, referees.

2 Health Sciences Undergraduate Professional Programmes have a series of options you need to select based on the programme applied for. (See example below)

1

Programme-specific questions

Student ID	Programme
8497697	Master of Nursing Science (MNSc)

Documentation requirements for Master of Nursing Science (MNSc)

Instructions for completing this section

Read and follow the instructions on this page carefully. Use the following information to complete the necessary questions in the second half of this page.

CV

Please provide a brief, up-to-date copy of your Curriculum Vitae. This should include details of any current and recent past employment including part-time, community activities, participant sports, and voluntary work.

Upload this information using the CV section on the second half of this page.

Essay (Statement of Interest)

Please download, complete and sign the Statement of Interest form stating the reasons for wanting to undertake this programme, and any other information in support of your application (no more than 300 words required).

- [Statement of Interest form](#)

Upload this information using the Essay section on the second half of this page.

Other supporting information

All applicants are required to download and complete the Division of Health Sciences Declaration and Police Vetting forms which include the MNSc Clinical Placement out of Christchurch Declaration.

Save this form to your computer, follow all instructions given on the form and upload the completed document below.

Your application will not be considered by the MNSc Admissions Committee until all information has been provided.

- [Division of Health Sciences Declaration and Police Vetting forms](#)

Upload this information using the Other supporting information section on the second half of this page.

Referee

You will be asked to provide details on the next page for two referees who can testify to your ability to undertake postgraduate study. Download the referee report template and email to your two nominated referees.

Please advise your referees to email or post their confidential report to the email or postal address supplied on the report form. It is your responsibility to ensure that your referee reports are received by the MNSc Admissions Committee. Your application is not complete until we have received the referee reports.

- [Referee report template](#)

Provide details of your referees on the following page.

The screenshots show the following steps in the application process:

- Step 1:** 'Select programmes' section. It asks the user to indicate which of the following programmes they are applying for. The options are: 'Apply for Dental Technology, Oral Health or Radiation Therapy' (unchecked) and 'Apply for Dentistry, Medical Laboratory Science, Medicine, Pharmacy or Physiotherapy' (checked). There are 'Back' and 'Continue' buttons at the bottom.
- Step 2:** 'Admission category for Dentistry, Medical Laboratory Science, Medicine, Pharmacy or Physiotherapy' section. It asks the user to select the category applicable to them. The options are: 'Two or more years of University Study (Dentistry and Medicine NOT available under this category)' (selected), 'Graduate' (unchecked), and 'Alternative (Medicine NOT available under this category)' (unchecked). There are 'Back' and 'Continue' buttons at the bottom.
- Step 3:** 'Professional programmes' section. It asks the user to select their preferred programme. The options are: 'Medical Laboratory Science' (unchecked), 'Pharmacy' (unchecked), and 'Physiotherapy' (unchecked). There are 'Back' and 'Continue' buttons at the bottom.

7 Submit the application

On the *Consent & Declaration* page you:

- 1 Select the intended starting semester

PLEASE NOTE

Not all semesters (intakes) are available for every programme. Most programmes only have a semester one (February) intake. Please consult the International Prospectus for programme and intake information.

- 2 Read and accept the *Declaration and legal statement*.

- 3 Select *Submit Application*. This will open a blank page. Close the browser tab and return to the Agent portal page.

The Application status is updated to *In progress*.

PLEASE NOTE

The application is only visible to University staff once you submit the application.

4 CONFIRMATION OF APPLICATION SUBMITTED

This screen indicates that we will contact the applicant using their email address.

Please ignore this message – all information is sent to **your agent portal email address**.

1 Consent & Declaration

Student ID: 8497697, Name: Stefanie Voegele

Intended starting semester

* Indicates mandatory fields.

Select your intended starting semester

Use the definitions below to help determine which option to select.

Starting semester*

Help with selecting your starting semester

Select Summer School if you plan to commence your study between:

- 11 January 2021 and 25 February 2021

Select First semester if you plan to commence your study between:

- 26 February 2021 and 23 June 2021

Select Second semester if you plan to commence your study between:

- 12 July 2021 and 13 November 2021

Note: starting dates for some courses may differ from those listed.

Selecting Summer School as your starting semester on the...

[Back](#) [Continue](#)

2 Consent & Declaration

Student ID: 8497697, Name: Stefanie Voegele

Declaration and legal statement

* Indicates mandatory fields.

Declaration and legal statement

Please read the material below and tick the box in confirmation of the declarations and authorisations it contains. [Printable view](#)

Admission and Enrolment

I declare that all the information now submitted, or which I will later submit, in connection with my enrolment (whether on a physical form, entered electronically, or in any supporting documents) is, or when provided will be, correct and complete.

I authorise the University of Otago to obtain official records and related information relevant to my application for enrolment from any educational institution that I have previously attended and from any applicable authority including the New Zealand Qualifications Authority, International Baccalaureate, and University of Cambridge International Examinations.

I understand that the University reserves the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information provided by me.

I confirm that I will have attained the age of 16 by the first day of formal classes for my proposed course of study.

I accept the declaration and legal statement outlined above*

Submission of your applications may take up to a minute to process. Please DO NOT close your browser while this is processing.

[Back](#) [Submit application](#) **3**

4 Consent & Declaration

Student ID: 8497697, Name: Stefanie Voegele

Thanks! Your application has been submitted

Application submitted

Our staff will begin processing your application.

If there is any additional information required, you will be contacted using your email address: stefanie.lav@gmail.com

You can check on the progress of your application at any time by logging in to your student portal.

Click [Continue](#) to proceed to your student portal.

[Continue](#) **4**

8 Application status

- 1 To view the application status select **Application status**. This opens the **Application status** page in a new tab.

The status will change as the application is processed by the admissions team.

- 2 Once all components are completed (indicated by green tick) University admission is complete.
- 3 If further information is required you can see the request in the **show details** link below.

To upload the requested information view the Admissions task associated with the request. Tasks are explained in the next section.

Programme	Year	Start semester	Logged by	Status	Application status	Tasks	Actions
Bachelor of Arts	2024	Semester 2	Agent Manager	In progress	Student action required	Alert Task	<ul style="list-style-type: none">Application formApplication statusAll alertsAdmission tasks

My University admission

- University admission (Awaiting final school results)
- ✓ Name
- ✓ Date of birth
- ✓ Citizenship or Residency
- University Entrance
- English language proficiency
- [show details](#)

My University admission

- University admission (Awaiting final school results)
- ✓ Name
- ✓ Date of birth
- ✓ Citizenship or Residency
- University Entrance
- English language proficiency
- [hide details](#)
- University admission details**

We are waiting to receive your final secondary school results. If you have taken NCEA, IB or UIE in New Zealand, these results will normally be forwarded to us directly. Otherwise, please upload a copy of your official results once you receive them. Monitor your alerts in the 'All alerts' section on your portal home page.

If you have any questions, please contact AskOtago

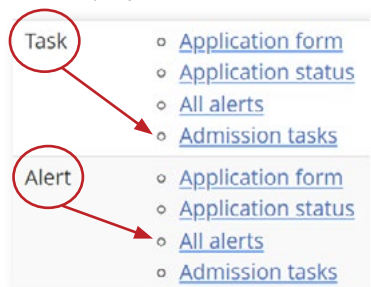
9 Alerts and Tasks to complete

When you receive an email from eVision stating “*You have a new alert in your student portal*” please login to your agent portal and navigate to the applicant’s application. Check the **Tasks** column to see whether you have an Alert, Task, or both to attend to.

1 When you search for applicants in your agent portal you will see a **Tasks** column on the righthand side. The Tasks column displays Alerts and Tasks.

2 If the column contains a **Task** click on the **Admissions tasks** link.

If the column contains an **Alert** click on the **All alerts** link.



3 Admission tasks are requests for information (eg. “*Please upload evidence of English language proficiency*”, “*Please upload your academic transcript*”) To view the details of the task click on the blue link. For example, **High School results**.

3a Click on the yellow upload button to upload the required document. The maximum file size allowed is 5MB and valid file extensions are: .gif, .jpeg, .jpg, .pdf, .tiff.

3b Enter any additional information you think is relevant in the dialog box. Click the green **Submit task response** button to complete the upload.

4 Alerts can be notifications. For example, informing the applicant that a deadline has passed, or asking the applicant a question. It can also contain the outcome of an application, a conditional offer of place (eg. “*A decision has been made...*”). Or, if the application is unsuccessful a decline or rejection. Click on the **View details** link to view the alert.

PLEASE NOTE

Tasks in **bold type** indicate the task has not been read yet.

Tasks that require an action, eg a request for information or a document to be uploaded, will remain in the **All alerts** section until they have been completed.

Tasks that have been opened and read will move to **Previous alerts**.

Programme	Year	Start semester	Logged by	Status	Application status	Tasks	Actions
Bachelor of Arts	2024	Semester 2	Agent Manager	In progress	Student action required	Alert Task	<ul style="list-style-type: none"> Application form Application status All alerts Admission tasks
Bachelor of Arts	2023	Semester 2	Student	Declined	Awaiting final school results	Alert	<ul style="list-style-type: none"> Application form Application status All alerts Admission tasks

My admission tasks

You have 1 task which requires your attention.

Required by 23 March 2024

High School results

Outstanding · Document request · Due 23 Mar 2024

Instructions

Kia ora,

Please upload a copy of your Council for the Indian School Certificate Examinations Pass Certificate

Ngā mihi
Student Administration team

No comments added yet

Document(s)

No documents uploaded yet

Upload your official University Entrance document **3a**

(* this upload is mandatory)

Additional information **3b**

Please enter any additional information you would like to share with us in relation to your document

Back Submit task response

All alerts

04 December 2023

A decision has been made regarding your application to study the Bachelor of Arts programme.

[View details](#)

4

Application – Initiated by applicant

The applicant places an online application and adds the agent*.

This section will cover:

- 1 Select a programme
- 2 Create a login
- 3 Complete the application (personal details, contact details, educational background and programme specific information)
- 4 Nominate an Agent
- 5 Submit the application

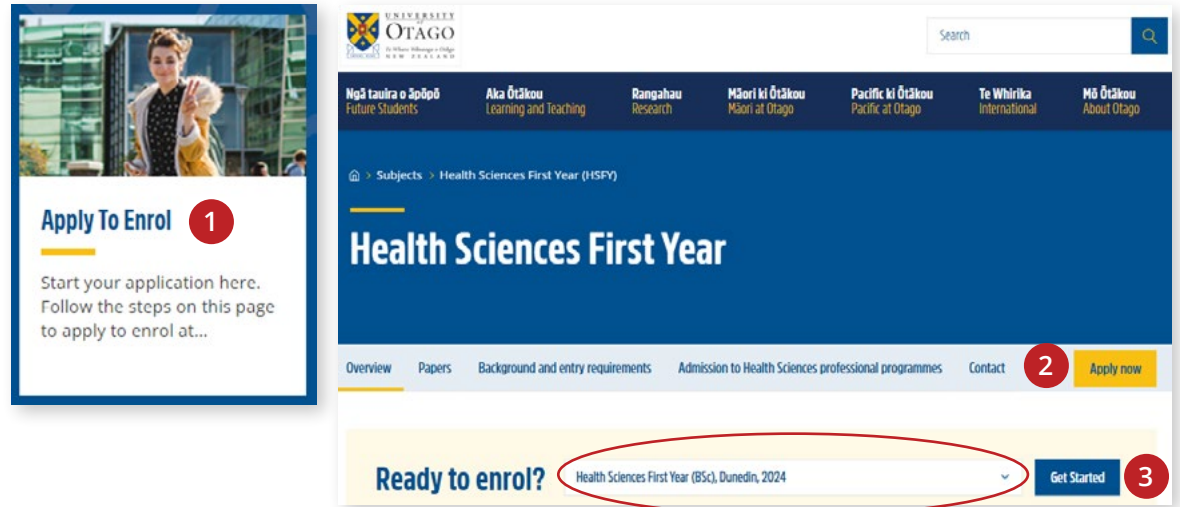
* The Applicant may start an application and choose to have their application managed by an international agent. The applicant may have the intention of using an agent **or** they may select an agent after the application is submitted, as an alternative to providing an Educational Credentials Evaluation (ECE).

1 Select a programme

To begin the application process, the applicant selects:

- 1 The **Apply to enrol** tile on the Otago University homepage or
- 2 The **Apply Now** button on a subjects page, then choose a qualification from the qualification menu and click **Get Started**. 3

This opens the *Your application* page.



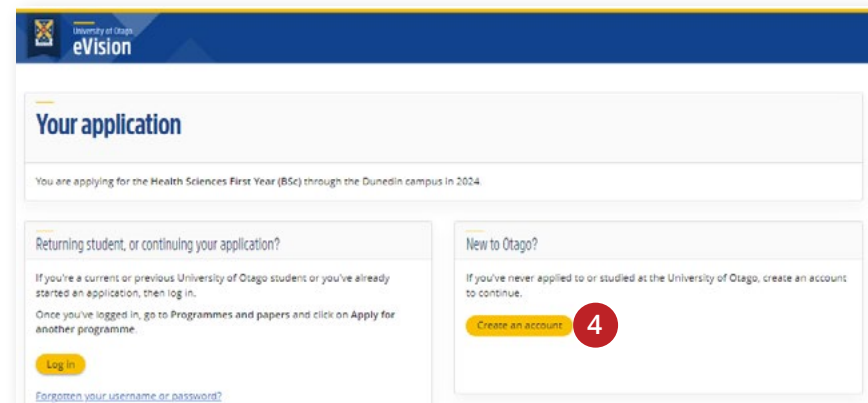
2 Create a login

- 4 To create a login, an applicant selects **Create an account**. This opens the *Create account* page.

On the *Create account* page the applicant goes through the same process as the agent:

- Enters the requested information.
- Agrees to the Terms and Conditions.
- Selects continue to open the *Create account (step 3 of 3)* page confirming their portal login is being created.

- 5 eVision automatically checks for possible duplicate applicant records. If there is a duplicate record, the applicant will receive an email instructing them to log in to their original account or to reset their password.



- 5 From the details you have entered you have been identified as having previously applied, or started applying, to the University of Otago. Use the username and password from your original application (as shown above). You will need to update any details that have changed since you started your previous application.

Until you have completed your application, communications from the University will be sent to the personal email address you provided when you created your eVision account. Once you have completed your application, communications from the University will be sent to your student email address.

If you have a problem logging into the portal, click the link on the login page "Forgotten your username or password?".

If you have any questions, please contact [AskOtago](#).

3 Complete the application

- 1 Once the applicant logs in to eVision, the *Home* page opens.
- 2 The applicant can access the application form by selecting *Complete application* in the *My programmes and papers* section or by clicking on the *Applications* tab.
- 3 The applicant now completes each section of the form as indicated by the gold buttons. When all the mandatory questions (questions with a * beside them) have been answered, and each section has been completed, the applicant can move on to the next section. The grey buttons switch to gold.

International applicants are able to nominate an Agent when completing the *Programme-specific questions* (see page 34) in the section called *International students*.

PLEASE NOTE:

The agent can only be added in the *International students* section **before** the application has been submitted by the applicant.

The screenshot displays the eVision portal interface. At the top, the navigation bar includes 'Home', 'Applications', 'Details', 'Programmes and papers', and 'Finance'. A red circle with the number '1' highlights the 'Applications' tab. Below the navigation bar, the 'Home' page is visible, featuring several sections: 'All alerts', 'My admission tasks', 'My programmes and papers', 'My scholarships a', and 'My research'. A red circle with the number '2' highlights the 'Complete application' button in the 'My programmes and papers' section. An inset window titled 'Applications' shows a progress bar for the application process. The progress bar includes sections for 'Personal details', 'Contact details', 'Educational background', and 'Application for Health Sciences Undergraduate Professional Programmes'. Red circles with numbers '2' and '3' highlight the 'Review this step' buttons for 'Personal details' and 'Contact details' respectively. The 'Educational background' section has a 'Complete this step' button. The 'Application for Health Sciences Undergraduate Professional Programmes' section has a 'Complete this step' button.

4 Programme-specific questions - nominate agent

1 On the *Programme-specific questions* page the International applicant:

- Selects **Yes** if applying via an agent
- Selects the agent name from the drop-down menu
- Applicant enters the name of the Counsellor and the agency branch

Once the International applicant submits the application it will automatically appear in the agent portal as **new** and logged by **Student** (applicant). From this point only the nominated agent may make changes to the application. Applicants can no longer log in to their student portal at this stage of the application process.

Programme	Year	Start semester	Logged by	Status	Application status	Tasks	Actions
Doctor of Philosophy	2024		Student	New	None	Alert	<ul style="list-style-type: none"> ◦ Application form ◦ Application status ◦ All alerts ◦ Admission tasks

There will be additional *Programme-specific questions* to answer and agent certified documents to upload depending on the programme. For example, a PhD application will require a Curriculum Vitae (CV), a research proposal, correspondence from a confirmed supervisor, research experience etc. A Master of Business Data Science requires a CV and academic transcript.

2 Once you have completed all the sections of the application form you complete the Declaration and Submit the application.

If you can't complete the *Starting semester, declarations and submit application* (ie. the button is grey and you can't select it) it usually means there are unanswered questions in the application.

1 **Programme-specific questions**

Student ID: 8276652 Programme: Application for Health Sciences Undergraduate Professional Programmes

International students

* Indicates mandatory fields.

Are you applying via a University of Otago authorised Education Agent?*

Yes No

You have chosen to submit your application via an education agent. You will not be able to change this once you click continue and all correspondence relating to your application will be directed to the selected agent. A full listing of Otago education agents by country is available from <http://www.otago.ac.nz/international/agents/otago002214.html>.

PLEASE NOTE: Current University of Otago and University of Otago Foundation Year students should check 'No' above and not select an agent.

Please select Agent* Penguin Education New Zealand

Counsellor working with student Marianne Dumont

Branch Brussels

Do you have a financial sponsor who is paying your tuition fees e.g. government sponsorship/scholarship? (other than a University of Otago scholarship)*

Yes No

You are applying for admission to the following:

Bachelor of Commerce (BCom) (2024, Ouedis)
Subject specialisation required for the Bachelor of Commerce (BCom) [Review this step](#)
Additional questions related to the Bachelor of Commerce (BCom) [Review this step](#)

Add another programme (optional) [Add programme](#)
You may apply for up to three programmes.

Remove programme(s) (optional) [Remove programme](#)
This option allows you to remove your programme(s).

2 Starting semester, declarations and submit application [Complete this step](#)
Please specify intended starting semester and accept the declarations and authorisations. You must complete this step to submit your application.

[Cancel application](#) [Exit](#)

3 Once the first qualification application is complete, the applicant can:

- Apply for an additional two qualifications.
- Remove a qualification.
- Cancel the application.

Applications

Welcome to your application Jo Gibbens

Complete all of the steps below using the yellow buttons.

When you're done
You will receive a confirmation email from the University acknowledging that your application has been submitted.

Personal details Review this step
Your personal, ethnicity and disability details.

Contact details Review this step
Your address and contact details.

Apply for Residential Colleges & UniFlats (optional) Register here
Use this section to register your interest in university flats or residential colleges.
Refer to the [accommodation website](#) for due dates for applications.

Educational background Review this step
Details of high school and tertiary study.

You are applying for admission to the following:

Add another programme (optional) Add programme
You may apply for up to three programmes.

You have no programmes to remove.

Starting semester, declarations and submit application Complete this step
You must complete all other steps before you can submit your application.

5 Submit the application

- 1 On the *Consent & Declaration* page the applicant:
 - Selects the intended starting semester.
 - Reads the declaration and legal statement.
 - Accepts the declaration and legal statement.
 - Submits the application.
- 2 The application is only visible to University staff once the applicant submits the application.
- 3 The application is now managed by the agent. The applicant no longer has access to their student portal.

1 Consent & Declaration

Student ID	Name
8497697	Stefanie Voegele

Intended starting semester

* Indicates mandatory fields.

Select your intended starting semester

Use the definitions below to help determine which option to select.

Starting semester*

Help with selecting your starting semester

Select **Summer School** if you plan to commence your study between:

- 11 January 2021 and 25 February 2021

Select **First semester** if you plan to commence your study between:

- 26 February 2021 and 23 June 2021

Select **Second semester** if you plan to commence your study between:

- 12 July 2021 and 13 November 2021

Note: starting dates for some courses may differ from the dates listed above. Please consult the Guide to Enrolment for additional information regarding Selecting Summer School as your starting semester on this page is indicative only and does not constitute an application to study a Summer School.

[Back](#) [Continue](#)

2 Consent & Declaration

Student ID	Name
8497697	Stefanie Voegele

Declaration and legal statement

* Indicates mandatory fields.

Declaration and legal statement

Please read the material below and tick the box in confirmation of the declarations and authorisations it contains. [Printable version](#)

Admission and Enrolment

I declare that all the information now submitted, or which I will later submit, in connection with my enrolment (whether on a physical form, entered electronically, or in any supporting documents) is, or when provided will be, correct and complete.

I authorise the University of Otago to obtain official records and related information relevant to my application for enrolment from any educational institution that I have previously attended and from any applicable authority including the New Zealand Qualifications Authority, International Baccalaureate, and University of Cambridge International Examinations.

I understand that the University reserves the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information provided by me.

I confirm that I will have attained the age of 16 by the first day of formal classes for my proposed course of study.

I accept the declaration and legal statement outlined above*

Submission of your applications may take up to a minute to process. Please do NOT close your browser while this is processing.

[Back](#) [Submit application](#)

3 Consent & Declaration

Student ID	Name
8497697	Stefanie Voegele

Thanks! Your application has been submitted

Application submitted

Our staff will begin processing your application.

If there is any additional information required, you will be contacted using your email address: stefanie1lav@gmail.com

You can check on the progress of your application at any time by logging in to your student portal.

Click [Continue](#) to proceed to your student portal.

[Continue](#)

Application status actions

When all tasks are complete, a programme decision will be made. Depending on the outcome of the decision the following will occur:

PROGRAMME DECISION = ADMIT (Offer is made)

- The applicant will be emailed their portal login details.
- Upon first log in the applicant will be asked to change their password.
- The applicant will receive an email alerting them of an update to their portal.
- 1 • The agent can view the *Offer of place* in the agent portal. The agent does not receive an alert. The offer appears as a link under *Admission tasks*.
- The *Status* will be *Admitted* in the agent portal, which means:
 - Agent access to perform actions on behalf of the applicant is denied.
 - The agent will receive no further correspondence (relating to the programme with the decision of Admitted) from the University.
 - The agent will have the opportunity to apply for another programme on behalf of the applicant.
- Once the applicant has declared the *Actions* column is blank. 2

PROGRAMME DECISION = LIMITED (Offer with conditions)

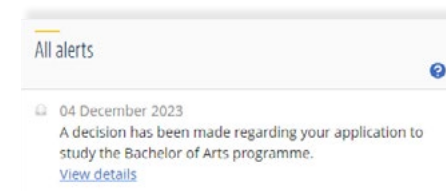
- 3 • The agent will receive an alert advising of the update to the applicant's application (ie the programme decision). The limited offer (offer with conditions eg English test results) appears as an *Alert* in the *All alerts*.
- The applicant will not be emailed and will remain unable to access their portal.
- The *Status* in the agent portal will be *In progress*. The *Application status* will depend on the conditions outstanding eg *Further information required* (of English proficiency) or *Awaiting final school results*.
- 4 • The *Tasks* column will display *Task* until the tasks associated with the limited offer have been completed.
- The programme application will remain in the agent portal until it is *Admitted* or *Rejected*.
- Communication will continue to be directed to the agent until a programme decision of *Admit* is made for that applicant.

PROGRAMME DECISION = REJECT

- 5 • The agent will receive an alert advising of the update to the applicant's application (ie the programme decision). This appears as an *Alert* in the *All alerts*.
- The applicant will not be emailed and will remain unable to access their portal.
- The agent will have the opportunity to apply for another programme on behalf of the applicant.
- Communication will continue to be directed to the agent until a programme decision of *Admit* is made for that applicant.

Agent portal view

Status	Application status	Tasks	Actions
In progress	Student action required	Alert Task	3 Application form Application status All alerts Admission tasks
Declined	Awaiting final school results	Alert	Application form Application status All alerts Admission tasks
Admitted	Complete pending arrival	Alert	1 Application form Offer of place
Withdrawn	Student action required	Alert	Application form Application status All alerts Admission tasks
Rejected	Assessment in progress	Alert	Application form Application status All alerts Admission tasks
Admitted	Complete pending arrival		2 Application form Offer of place
In progress	Complete pending arrival		1 Application form Application status All alerts Admission tasks Offer of place
In progress	Awaiting high school results	Alert Task	Application form Application status All alerts Admission tasks



Click on the *All alerts* link to view the alerts. The alert that contains the limited offer of place will say, "A decision has been made...". Click on *View details* to see the limited offer.

1 Applicant admitted, Offer of place link.

1 Offer of place link, application still in progress, offer is outstanding (not accepted yet).

Application process exceptions

From time to time there may be exceptions to the above processes. Some of these are:

Applicant has applied via an agent but wishes to change agent

eVision will prevent the applicant from being able to change agents themselves. The applicant will need to contact International Marketing (international.marketing@otago.ac.nz) who will assess whether the change is necessary.

Applicant has applied via an agent then also applies themselves for another programme

If an applicant submits an application via an agent for the current intake year, any subsequent programmes for the same year will have the agent field on the application form pre-populated with the agent name. This will direct all communication to the selected agent.

Applicant elects to add an agent to a submitted application

If an applicant submits an application themselves then decides to appoint an agent, the applicant will need to contact International Marketing (international.marketing@otago.ac.nz). The applicant needs to provide a brief statement authorising the agent to represent them.

Normally, appointment of an agent will not be accepted if an applicant already has an offer of place.

Applicant applies themselves then appoints an agent for next programme application

If an applicant applies themselves, then applies through an agent for another programme, the applicant will have access to their portal but as long as there is no 'Admit' decision on the first programme, communication will be directed to the agent for both programmes.

Agent maintenance - create counsellor logins

We have automatically set up a login account called **Agent Manager**. This account can be used by any counsellor in your office to place applications. Or, you can use the **Agent Manager** account to create and manage login accounts for each of your counsellors.

- 1 Log in to your agent portal using the username created for you by International Marketing (eg AGNT0001) and the password you created.
- 2 Click on the **Agent maintenance** tab or select the link **See more**. Then select the **Create new or edit an existing agent**. This opens the **Agent maintenance** page.
- 3 Select **Create a new agent** from the **Agent option** list and click **Continue**. This opens the **Agent details** page.
- 4 Complete the **Agent details**. The **Username** must be between 5 and 8 alphanumerical characters eg PENGUIN, abcd0001, or Agent99. Enter the **Branch name** (if required), **First name**, **Surname** and **Email**.

Select **Continue**. This opens the **Confirmation** page. If the details are correct select **Continue**. If the details need amending select **Back**.

PLEASE NOTE:

1. Application alerts are only sent to the Agent portal email address. The email address for additional logins are for the purpose of sending username and password to counsellors, and resetting their password.
2. We have created a login called 'Otago Access'. Please do not disable this as it enables an International Marketing staff member to go into your portal and assist you if you are having problems submitting applications.

1 Log in to University of Otago eVision portal

2 Agent maintenance

3 Agent maintenance

4 Agent maintenance

- 5 The Agent Manager can email the counsellor their username and temporary password by clicking the **Send email** button. This opens the **Agent maintenance** page. The counsellor will receive an email containing their username, a temporary password and a link to log in to the evision portal to reset (create) their password.
- 6 Or, the Agent Manager can complete the counsellor setup (without sending login email) by selecting **Finish**. This opens the **Agent maintenance** page.
- 7 To send the username and password at a later stage, the Agent Manager will go back to the **Agent maintenance** page and for the **Agent option** select **Edit an existing agent**, click on the agent and select **Continue**.
- 8 The Agent Manager has three options:
 - a Click **Reset password** to send the login details to the counsellor. This opens the Agent maintenance page.
 - b Change the default **Email address** if required.
 - c Or, click the tick box to disable the counsellor login, then select **Continue** to confirm the decision, and **Continue** again to open the **Agent maintenance** page.

PLEASE NOTE:

Disabling the counsellor login deletes the counsellor's account. This can't be undone. You need to recreate the counsellor login, if required.



Any questions email
international.marketing@otago.ac.nz