

## — QUICK GUIDE —

### How to apply for admission to the Clinical Psychology Programme at Otago


#### Overview:

All applications for the Postgraduate Diploma in Clinical Psychology (PGDipCIPs) are to be made online. The online application process is embedded within the University's student administration system, eVision. The process you will encounter will depend on whether or not you are currently studying at Otago.<sup>1</sup>

#### What to do if you are currently studying at Otago:

- Step 1 Select "eVision Student Portal" from the "For current students" pop-out menu on the University home page ([www.otago.ac.nz](http://www.otago.ac.nz)) and log in using your University of Otago username and password.
- Step 2 In the probationary year, you will complete a BSc(Hons), BA(Hons), MA, MSc, or a Certificate of Proficiency (CoP). Complete the "Returning Applications" section, indicating the qualification you would complete in the probationary year. Then review your personal details, contact details, and educational background.
- Step 3 Select the "Programmes" link on the blue ribbon on the left, followed by the "Apply for another programme" link. Add the Postgraduate Diploma in Clinical Psychology and confirm your selection. The year and location should be the coming calendar year (starting in Semester 1) and Dunedin.
- Step 4 Once confirmed, select the yellow "Complete this step" button next to the PGDipCIPs. Download and work through the information and instructions PDF from the PGDipCIPs application page. Once you have prepared your application materials, log back into eVision to upload these.
- Step 5 Complete the declaration and submit your application.
- Step 6 Select "Home" from the main eVision menu and view the list of tasks to complete. Follow the link and select the following papers for the BSc(Hons), BA(Hons), MA, MSc, or CoP qualification that you added: PSYC401, PSYC402, PSYC403, PSYC404, PSYC405, PSYC406, PSYC464, and either PSYC490 or PSYC495. (There are no papers to add for the PGDipCIPs.)

#### What to do if you are not currently studying at Otago:

- Step 1 Navigate from the University home page ([www.otago.ac.nz](http://www.otago.ac.nz)) to the webpage for the PGDipCIPs,<sup>2</sup> or just use this link (<http://www.otago.ac.nz/courses/qualifications/pgdipclps.html>).
- Step 2 Click . The eVision portal will open and you will have the option of logging into the system or creating a new account. Create a new account. You will be requested to provide identifying information. The University will use this to establish an account for you and e-mail you a usercode and password.
- Step 3 Having received your confirmation e-mail from the University, log into the eVision system and work through the three steps on personal details, contact details, and educational background. Once you have completed these three steps, you will be able to select the PGDipCIPs and complete the core of your clinical application.
- Step 4 Download and work through the information and instructions PDF from the PGDipCIPs application page. Once you have prepared your application materials, log back into eVision to upload these.
- Step 5 During the probationary year, you will be completing a BSc(Hons), BA(Hons), MA, MSc, or a Certificate of Proficiency (General) (CoP). Use the "Add another qualification" to add these to your programme of study.
- Step 6 Complete the declaration and submit your application.
- Step 7 Select "Home" from the main eVision menu and view the list of tasks to complete. Follow the link and select the following papers for the BSc(Hons), BA(Hons), MA, MSc, or CoP qualification that you added: PSYC401, PSYC402, PSYC403, PSYC404, PSYC405, PSYC406, PSYC464, and either PSYC490 or PSYC495. (There are no papers to add for the PGDipCIPs.)

#### Still have questions?

If you still have questions about eVision, contact the University Information Centre on 0800 80 80 98 (international callers, 00 64 3 479 7000) or by e-mail ([university@otago.ac.nz](mailto:university@otago.ac.nz)). See also, <http://www.otago.ac.nz/services/uic.html>. Questions about the extended CV and referees can be directed to the Programme.

<sup>1</sup> Note that this difference relates to online procedures only. Once received, all applications are treated the same regardless of where you have studied.

<sup>2</sup> At Otago, the PGDipCIPs is a Science qualification. The Department of Psychology is in the Division of Sciences. However, Bachelors and Masters degrees in psychology are also available via the Humanities Division (i.e., BA or MA in psychology).