

# Late Paper Addition

For after the last day to add papers has passed.

## If you have not yet declared in eVision for the current year:

Once you have accepted your offer of place, please follow the steps below to request approval for the papers you wish to take if [the last day to add papers](#) has passed. **Please note this process is only available up until the last day to delete papers.** For more information about academic key dates please visit [here](#).

1. Start the course enrolment process and complete the **Review Current information** and **Information required for study** sections. This will give you access to paper selection.  
**Course Enrolment**

Welcome to your 2022 Course Enrolment

Follow the instructions on the yellow buttons below.

- Review current information**  
Update your personal and contact details. [Review this step](#)
- Information required for 2022 study**  
Mandatory information the University is legally required to gather each year. [Review this step](#)
- Paper selection**  
Select or change the papers you want to study in 2022.  
If you want to view the papers you have already submitted for course approval, please go to [Programmes and Papers](#). [Complete this step](#)
- Course Approval (to be completed by the University)**  
After you select your papers your course needs to be approved by the University.

2. Go into paper selection and proceed through the screens until you reach the page **Review and submit your papers'** page. You will not be able to select any papers here – just click the yellow **Request Special Permission** button in the **Special Permission section**. Click continue again on the next screen and wait while eVision runs some standard checks.

## Paper selection

Review and submit your papers

\* Indicates mandatory fields.

Programme-specific questions\*

Programme	Action
<input type="radio"/> Bachelor of Arts	<a href="#">Complete this step</a>
<input type="radio"/> Bachelor of Commerce	<a href="#">Complete this step</a>

Special permission

[Help](#)

Do you need to request Special Permission to add a paper?

If you wish to repeat a paper that you have previously passed you must be enrolled in a Certificate of Proficiency (COP).

If you are not enrolled in a COP, select **Programmes and papers** to apply for this programme.

If your request for Special Permission is for another reason, select **Request Special Permission**.

[Programmes and papers](#) [Request Special Permission](#)

3. Answer the questions which follow, then select the **Request late paper addition** button. Continue through until you reach the **Special permission – submit application page** and select the green 'Submit' button at the bottom of the page.

Reason      Select paper      Delete paper      Complete

---

Reason

Application type

Please indicate the reason for your application\*

- I do not meet pre or corequisites for the paper
- I completed relevant study elsewhere
- The paper is not available within my programme
- I wish to repeat a paper to get a better grade
- I wish to repeat a special topic
- Other

Not sure which reason applies? [See explanations of these reasons.](#)

**Request special permission**

---

Late Paper Addition

Do you want to add a paper after the last day to add? **Request late paper addition**

**Back** **Cancel**

4. Continue through to the page where you can search for the paper(s) you wish to study. If there is more than one result for the paper in the same semester, the first two letters immediately after the paper code indicate the location the paper is taught from (e.g. 'WN' for Wellington, 'CH' for Christchurch, or 'DN' for Dunedin) and the next letter indicates either 'I' for on campus (internal) or 'E' for distance learning (external).

Reason      Select paper      Delete paper      Complete

---

Special permission - select a paper

\* Indicates mandatory fields.

Search for paper

Enter the paper code or name of the paper you wish to request special permission for in the box below.

Search for a paper\*

[Help](#)

---

Provide supporting information

Reason for Special Permission: I do not meet pre or corequisites for the paper

Provide details of your relevant background or experience that has prepared you for this paper.

Supporting information\*

---

Supporting documentation for special permission

Upload any documents to support your request. This could include documentation you have from discussions with the department in relation to your request, e.g. emails.

Document name	Action
Supporting documentation <input type="text"/>	<b>Browse</b> No file selected. <small>(pdf, jpg, jpeg, png, docx - 5 MB max)</small>

[Help](#) **Upload**

**Back** **Cancel** **Continue**

5. Click continue once you have loaded the paper and on the next screen select the programme that you wish to add the paper to. You will have to repeat these steps to add multiple papers.

Reason      Select paper      Delete paper      Complete

---

Your application for special permission

\* Indicates mandatory fields.

Your paper

Period	Paper	Paper name	Points	EFTS	Campus	Notes
S1	ACCT302	Accounting Performance Management	18	0.15	Dunedin	

---

Pick programme

Please select the programme that you would like this paper to be added to.

Select programme\*  Bachelor of Commerce  
 Bachelor of Arts

**Back** **Cancel** **Continue**

6. In the case of Late Paper Addition requests, you are required to acknowledge a declaration before you can complete your request. A copy of this declaration will be sent to your eVision portal as an alert once you have complete the request.

Reason    Select paper    Delete paper    Complete

---

Special permission - complete application

You are requesting special permission to do this paper

Bachelor of Commerce

Period	Paper	Paper name	Points	EFTS	Campus	Notes
51	ACCT302	Accounting Performance Management	18	0.15	Dunedin	

---

Your reason for applying is

- The paper is not available within my programme

---

Supporting information

Supporting information

---

If your request is successful this paper will be deleted

Bachelor of Commerce

Period	Paper	Paper name	Points	EFTS	Campus	Notes
52	HIST102	The Global Twentieth Century	18	0.15	Dunedin	

---

Complete request

If you want to make changes to your request, select Back.  
If you have changed your mind and no longer wish to request special permission, select Cancel.  
Once you are happy with the details of your request, select Complete request.

[Back](#)    [Cancel](#)    [Complete request](#)

7. Once the requested has been **completed you need to continue through the screens and submit for course approval**. Once submitted it will show in a summary table of pending requests. This table is available in the "Review and submit your papers" page under the review these items section.