

# Requesting Special Permission

For late paper addition, Certificate of Proficiency, and asking for permission to add a paper not usually offered inside of your programme.

Once you have accepted your offer of place, please follow the steps below to request approval for the papers you wish to take under a Certificate of Proficiency (COP), or 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.
2. Go into paper selection and proceed through the screens until you reach the page which starts **'How to select and view your papers...'**. You will not be able to select any papers here – just click the yellow continue button underneath the **Selected Papers** box. Click continue again on the next screen and wait while eVision runs some standard checks.
3. On the page headed **Review and submit your papers**, select **Request Special Permission**.
4. Answer the questions which follow. Under **Application type**, select the reason for this, for example ***This paper is not available in my programme***, or 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.
5. 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).
6. On the **Thank you** page, click **Continue**. This will return you to paper selection. Scroll down to the bottom of the **Review and submit your papers** page and again select the green 'Submit' button to submit your overall course for approval.

## Need help?

Tel 0800 80 80 98 from New Zealand  
1800 46 82 46 from Australia  
64 3 479 7000 from outside New Zealand  
Email [university@otago.ac.nz](mailto:university@otago.ac.nz)