



Enroller®

UP Education - Agent Training

Our agent partners are critical to the success of our International Student recruitment efforts. Therefore, we need to make the enrolment process as easy as possible for our partner agents. This is why we have partnered with **Enroller** - the online platform that we've designed to deliver an faster and more efficient enrolment experience for our agents.

Agents will now be able to apply to UP Education programmes on Enroller, including courses at these participating schools:

- UP International College, including:
 - University of Auckland Certificate in Foundation Studies
 - AUT Certificate in Foundation Studies
 - Victoria University of Wellington Foundation Studies Programme
- UP English School
- NZMA
- The Culinary Collective
- New Zealand Institute of Sport
- Yoobee Colleges
- New Zealand School of Tourism
- Elite School of Beauty & Spa
- Cut Above Academy

The Enroller Solution

- One login to manage all student applications to all of our participating schools
 - One place to manage all students from application to arrival at school, including secure online fee payments
 - Faster conditional offer turnaround times for our partner agents
 - Real-time visibility of application status
 - Share online applications with students / parents to fill out
 - Submit one student application for multiple programmes and track them from application to arrival at school
 - Language translation assistance to ensure clear communication
-



Apply to UP Education

Welcome to our online enrolment website for international student applications.
This site will guide you through each step of enrolment, making it easy to review and action each stage of the process.

[Start now](#)

Apply

Click the 'Start now' button to create a secure account and complete the online application form with help from language assist.

Offer

Our Offer - Once your application has been accepted, we'll send you a Place of Offer document to secure your spot on one of our world-class programmes.

Acceptance

Acceptance - Once you've reviewed your offer, you can confirm your place quickly by paying your fees via your selected local payment option.

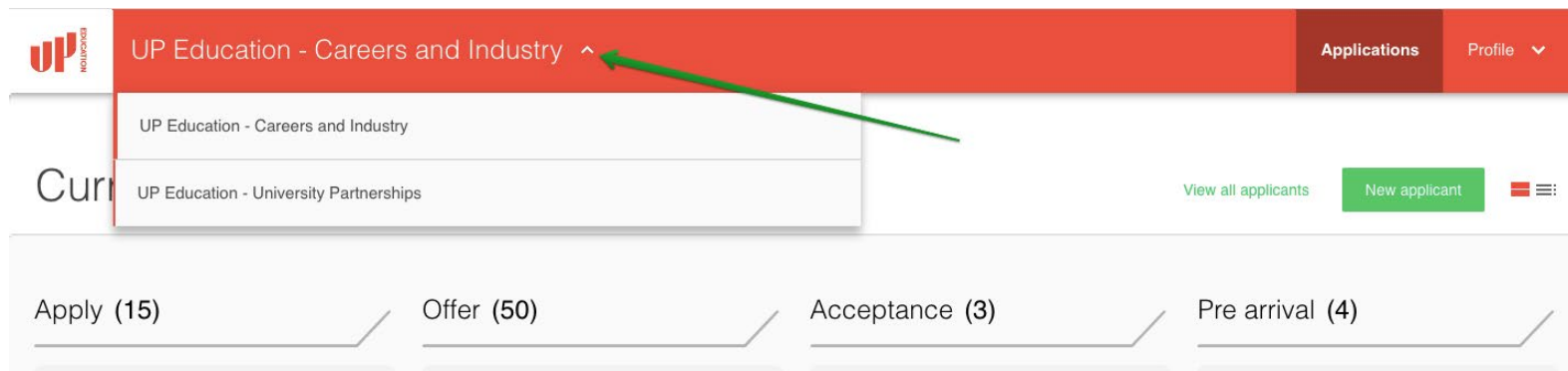
Pre arrival

Before You Arrive - The final and most exciting step of the process is when we confirm and share the information required to complete your enrolment.



How to navigate Enroller

The drop down menu on the top left is where you will be able to toggle between the different divisions of UP Education to submit applications to. If you are already using Enroller with schools they will appear in this dropdown list too.



How to navigate Enroller

To edit any of the information in your profile select 'profile' from the navigation menu in the top right hand corner. Click 'My Account'. You are now able to adjust any of your personal information. If you wish to do so, you can update your password for your account here.

The screenshot displays the UP Education Enroller interface. At the top, a red navigation bar contains the 'UP Education' logo and a dropdown menu. The 'Applications' link is highlighted with a green arrow, and the 'Profile' link is also indicated by a green arrow. Below the navigation bar, the 'Current applications' section is visible. It features four cards representing different stages of the application process: 'Apply (2)', 'Offer (10)', 'Acceptance (5)', and 'Pre arrival (1)'. Each card shows a list of applicants with their names, a red dot indicating status, and a progress bar. The 'Apply (2)' card shows 'Akasuki Watanabe' with a progress bar and a 'Continue application' button. The 'Offer (10)' card shows 'Aishu Nakamura' with a progress bar and a 'Review unconditional offer' button. The 'Acceptance (5)' card shows 'Danny Tanaka' with a progress bar and an 'Apply for AIP' button. The 'Pre arrival (1)' card shows 'Aiko Nakamura' with a progress bar and a 'Review Pre arrival information' button. A green arrow points from the 'Applications' link in the navigation bar to the 'My account' link in the dropdown menu. Another green arrow points from the 'My account' link to the 'Logout' button in the dropdown menu.

UP Education

Applications Profile

Current applications

View all applicants

My account

Logout

Apply (2)

Akasaki Watanabe

Continue application

4 days

Offer (10)

Aishu Nakamura

Review unconditional offer

today

Acceptance (5)

Danny Tanaka

Apply for AIP

today

Pre arrival (1)

Aiko Nakamura

Review Pre arrival information

8 days

How to navigate throughout Enroller

Clicking onto the applications tab on the top right will take you to your applications pipeline. This where you will be able to track the progress of your applicants within enrolment process or start a new application.

The screenshot displays the 'UP Education' Enroller interface. At the top, a red navigation bar contains the 'UP Education' logo and a dropdown menu, alongside 'Applications' and 'Profile' tabs. Below the navigation bar, the main heading is 'Current applications' with a dropdown arrow. To the right of this heading are two buttons: 'View all applicants' and 'New applicant', followed by a hamburger menu icon. The main content area is divided into four columns representing different stages of the application process: 'Apply (2)', 'Offer (9)', 'Acceptance (6)', and 'Pre arrival (1)'. Each column contains a list of applicant cards. Each card shows the applicant's name, a red dot indicating status, a small Japanese flag icon, and a progress bar with a time remaining.

Apply (2)	Offer (9)	Acceptance (6)	Pre arrival (1)
Akasuki Watanabe Continue application 5 days	Eiko Yamamoto Review and update conditions 5 days	Rae Tanaka Declare AIP successful today	Aiko Nakamura Review Pre arrival information 9 days
Aiko Ishu Continue with application 22 days	Aiko Li Waiting for application to be re... 9 days	Kasuki Honda Declare AIP successful today	
	Aiko Yamamoto Waiting for application to be re... 14 days	Aishu Nakamura Upload acceptance documents today	

Reviewing your current applications pipeline

Text to show next steps is always displayed below each student's name. Simply click on a student card to view more details and follow the green buttons to be guided through each step of the enrolment process. Each time an application is moved to the next stage you will be notified by email.

The screenshot shows the UP Education web application interface. At the top is a red navigation bar with the UP Education logo and a dropdown menu. Below the navigation bar, the interface is divided into four main stages: Apply (2), Offer (10), Acceptance (5), and Pre arrival (1). Each stage contains a list of student cards. A green arrow points to the 'Review and update conditions' button for Eiko Yamamoto in the Offer stage, which is also circled in green.

Stage	Student Name	Next Step	Time Remaining
Apply (2)	Akasuki Watanabe	Continue application	4 days
	Aiko Ishu	Continue with application	21 days
Offer (10)	Aishu Nakamura	Review unconditional offer	today
	Eiko Yamamoto	Review and update conditions	4 days
	Aiko		
Acceptance (5)	Danny Tanaka	Apply for AIP	today
	Kasuki Honda	AIP or Pay now	29 days
Pre arrival (1)	Aiko Nakamura	Review Pre arrival information	8 days

Students will move through each of the four stages within their own student pipeline - giving you visibility of the application status and a clear understanding of what needs to happen next. All documentation will be captured along the way.

The screenshot displays the UP Education application pipeline for Eiko Yamamoto. The interface is divided into a left sidebar for applicant details and a main content area for the application stages.

Applicant Details (Left Sidebar):

- Name:** Eiko Yamamoto
- Preferred name:** Eiko
- Gender:** Male
- Date of birth:** 13/05/2004
- Email:** eiko@example.com
- Address:** 12 Lee Street, Tokyo, Tokyo, 88473, Japan

Application Stages (Main Content Area):

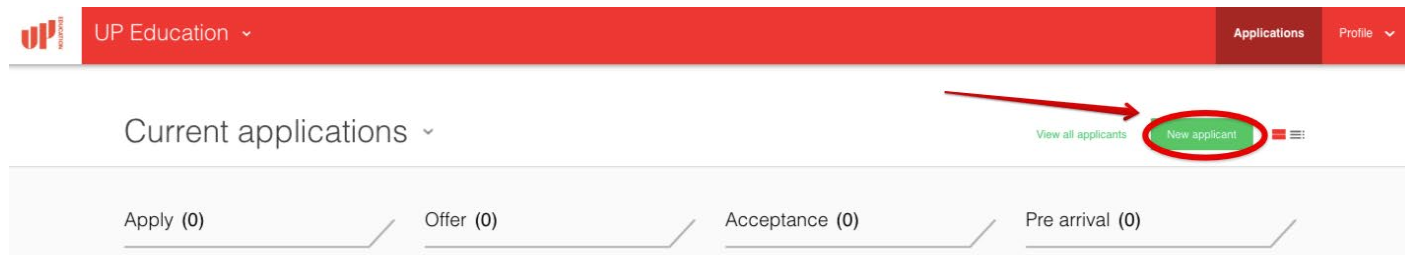
- Applications:** Eiko Yamamoto > AUT University Certificate in Foundation Studies (Fast-track)
- Enrolment:** AUT University Certificate in Foundation Studies (Fast-track) Pathways Auckland - 28/04/2020
- Apply:** Step complete (indicated by a green checkmark).
- Offer:** Review and update conditions. A red circle highlights a green "Continue" button. A red arrow points to this button with the text "Continue an application".
- Documents:** A document titled "270037244-conditional-offer-new-zealand-diploma-in-hospitality-management-level-5-kerry-..." (101 KB, 4 days ago) is listed. A red arrow points to it with the text "Attached document". A "DOWNLOAD" link is provided below the document.
- Acceptance:** (Empty stage)
- Pre arrival:** (Empty stage)

1. Apply Stage:

A student will be within this stage while the application form is being completed and whilst the UP Education team is reviewing the application. Complete the application form here as you will be taken through a step by step process. You will have the ability to share the application with a student or parent as required.

How to create a new applicant

Before you can start a new application, you must first create a new applicant profile by clicking 'New applicant'.



Complete the application form

After creating an applicant you will be able to complete an online application form. You will be guided through each step of the application form and be able to upload documents along the way.

The screenshot shows the UP Education application form interface. At the top, there is a red header bar with the UP Education logo on the left and navigation links for 'Applications' and 'Profile' on the right. Below the header, a message states: 'Let's get started! First, we need to know what you would like to study. You may select more than one course.' Below this message, a grey box displays the selected course: 'Auckland University of Technology - AUT University Certificate in Foundation Studies (Fast-track) - Pathways Auckland - 28/04/2020'. The main section is titled 'Select programme' and contains a list of programmes with checkboxes for selection. The first programme, 'AUT University Certificate in Foundation Studies (Fast-track)', is selected with a green checkmark. The other two programmes, 'AUT University Certificate in Foundation Studies (Standard)' and 'AUT University Certificate in Foundation Studies (Standard Plus)', are not selected. Below the list, there is a question: 'Would you like to apply for additional English studies?' with radio buttons for 'Yes' and 'No'. The 'No' option is selected. A green chat icon is visible in the bottom right corner.

UP Education

Applications Profile

Let's get started! First, we need to know what you would like to study. You may select more than one course.

Auckland University of Technology - AUT University
Certificate in Foundation Studies (Fast-track) - Pathways
Auckland - 28/04/2020

Select programme

Auckland University of Technology	AUT University Certificate in Foundation Studies (Fast-track)
AUT University Certificate in Foundation Studies (Extended)	<input checked="" type="checkbox"/> Pathways Auckland - 28/04/2020
AUT University Certificate in Foundation Studies (Standard)	<input type="checkbox"/> Pathways Auckland - 15/07/2020
AUT University Certificate in Foundation Studies (Standard Plus)	<input type="checkbox"/> Pathways Auckland - 06/10/2020
AUT University Certificate in Foundation Studies (Fast-track)	

University of Auckland

Would you like to apply for additional English studies?

☐ Yes

☒ No

Complete the application form - Save for later

If you don't have all the information you need you will be able to click "save for later" at any stage of the process. This will save all the information that has been entered up until this point so you can return and complete the application at a later date.

Would you like to apply for additional English studies?

☐ Yes

☒ No

Important: Please ensure the requested English study is completed prior to the start of your chosen foundation programme.

Please note: The UP Education admissions team may suggest an alternative English study duration, based on reviewing your full application.



Save for later

Next

Share the application form with the student or parent

Once you have created a new applicant, you can complete the application form yourself or share it with the student or parent to complete.

The screenshot displays the UP Education application interface. On the left, a sidebar lists applicant details for Aiko Ishu, including gender (Female), date of birth (09/09/2002), email (aiko@ishu.com), and address (1010 Tokyo Rise Japan). The main content area shows the application progress with steps: Apply (completed), Offer, Acceptance, and Pre arrival. A 'New application' dropdown menu is set to 'N/A'. A red arrow points to a green 'Share Application' button, which is circled in red. Below the progress bar, a 'Study information' modal is partially visible.

Submit the completed application form

Accept the Terms & Conditions and then submit the application. Once you have submitted the application you will receive an email from UP Education informing you that they have received it.

The screenshot displays the UP Education application interface. At the top, a red header bar contains the UP Education logo and navigation links for 'Applications' and 'Profile'. Below the header, a sidebar on the left lists the applicant's details: Date of birth (13/05/2004), Email (eiko@example.com), and Address (12 Lee Street, Tokyo, 88473, Japan). The main content area features a progress bar with four steps: 'Apply' (highlighted in green), 'Offer', 'Acceptance', and 'Pre arrival'. A modal window titled 'Acceptance of terms' is open, indicating it is 'STEP 8 OF 8'. This modal contains two sections: 'Terms and Conditions' with a checked checkbox 'I agree to the above Terms and Conditions', and 'Consultant Declaration' with a checked checkbox 'By ticking this box, I declare that I have personally conducted the interview process with the above student and I have sighted and confirmed the accuracy of all attached documentation'.

UP Education

Applications Profile

13/05/2004
Date of birth

eiko@example.com
Email

12 Lee Street
Tokyo
Tokyo
88473
Japan
Address

Apply Offer Acceptance Pre arrival

Acceptance of terms

STEP 8 OF 8

Terms and Conditions

☒ I agree to the above Terms and Conditions

Consultant Declaration

☒ By ticking this box, I declare that I have personally conducted the interview process with the above student and I have sighted and confirmed the accuracy of all attached documentation

2. Offer Stage:

Once an application has been submitted a student will move to this stage. Within this stage you will be able to see if you are waiting for the application to be reviewed. Once accepted you will be able to review and update any documents required.

Receiving offers in Enroller

You will receive an email notifying you of an application at the offer stage and clicking back to Enroller you will see the student card move to offer stage.

1.If an offer is ready to go you will see - “Review unconditional offer”

2.If you have a conditional offer you will see - “Review and update conditions”

The screenshot displays the UP Education Enroller interface. The top navigation bar is orange with the UP Education logo and a dropdown menu. The main content area is divided into four columns representing different stages of the application process: Apply (2), Offer (10), Acceptance (5), and Pre arrival (1). Each column contains student cards with their names, a progress bar, and a button indicating the next step and the time remaining. A green arrow points to the 'Review and update conditions' button for Eiko Yamamoto in the Offer stage.

Stage	Student Name	Country	Next Step	Time Remaining
Apply (2)	Akasuki Watanabe	JP	Continue application	4 days
	Aiko Ishu	JP	Continue with application	21 days
Offer (10)	Aishu Nakamura	JP	Review unconditional offer	today
	Eiko Yamamoto	JP	Review and update conditions	4 days
	Aiko			
Acceptance (5)	Danny Tanaka	JP	Apply for AIP	today
	Kasuki Honda	JP	AIP or Pay now	29 days
	Rae			
Pre arrival (1)	Aiko Nakamura	JP	Review Pre arrival information	8 days

Reviewing the offer

Clicking into the student card, You will be able to see an update within the student pipeline and the offer document attached.

The screenshot displays the UP Education application interface. The top navigation bar is orange with the UP logo and 'UP Education' dropdown. The user is logged in as 'Eiko Yamamoto' (JP). The main header shows the application path: 'Applications > Eiko Yamamoto > AUT University Certificate in Foundation Studies (Fast-track)'. The left sidebar lists applicant details for Eiko Yamamoto, including preferred name, gender (Male), date of birth (13/05/2004), email (eiko@example.com), and address (12 Lee Street, Tokyo, Japan).

The main content area shows the application pipeline with four stages: 'Apply', 'Offer', 'Acceptance', and 'Pre arrival'. The 'Offer' stage is currently active and highlighted. Below the pipeline, there are two sections:

- Step complete:** A box with a green checkmark indicating the previous step is complete.
- Review and update conditions:** A box with a green 'Continue' button, which is circled in red. A red arrow points from this button to the 'Conditional offer document'.

Below the 'Review and update conditions' box is a 'Documents' section. It contains a document titled '270037244-conditional-offer-new-zealand-diploma-in-hospitality-manageme...' (101 KB, 4 days ago) with a 'DOWNLOAD' link. A red arrow points from the 'Conditional offer document' text to this document entry.

The bottom right corner features a green chat icon.

How to decline or defer an offer

You will be able to Decline or Defer an offer if required. Just select the relevant button from the bottom left of the screen. You will then be prompted to add more detail within the next screen.

UP Education ▾ Applications Profile ▾

03/09/2002
Date of birth
aishu@email.com
Email
101 Tokyo City Rise
Tokyo
Tokyo Old Town
1233455
Japan
Address

Apply Offer Acceptance Pre arrival

Review offer


STEP 6 OF 6

Congratulations! You have received your unconditional offer to study at UP Education. Now you will need to download and read through all of the offer documentation listed below:

Comments from UP Education Admissions:

Any comments from Up Education will appear here.

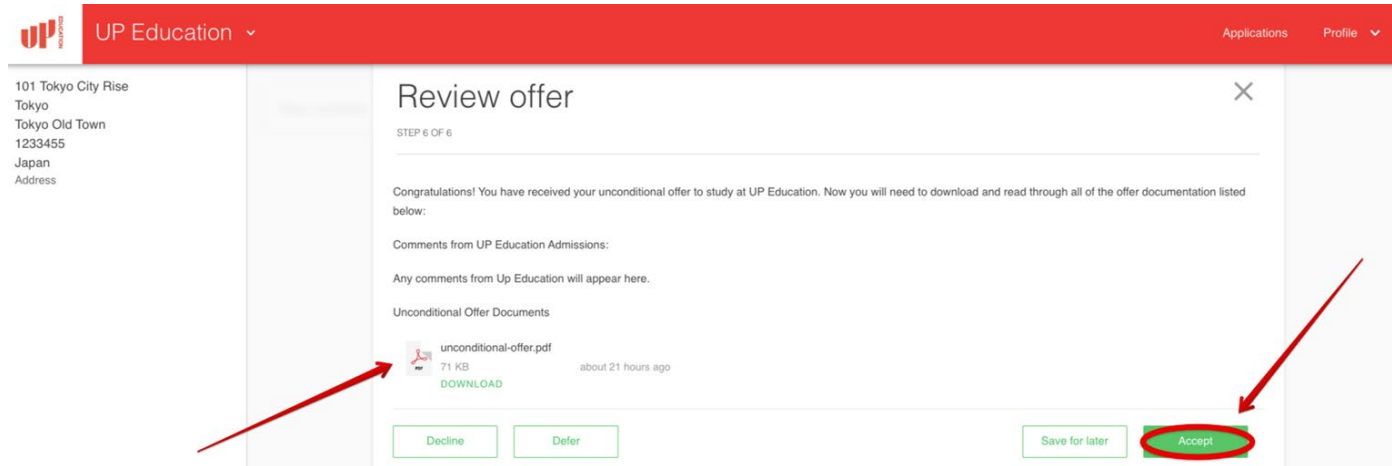
Unconditional Offer Documents

 unconditional-offer.pdf
71 KB
about 20 hours ago
[DOWNLOAD](#)

[Decline](#) [Defer](#) [Save for later](#) [Accept](#)

How to accept an offer

If you are happy to proceed you will then need to click on the green “accept” button to move forward.



3. Acceptance Stage:

Within the acceptance stage you will upload acceptance documentation & make payment.

How to complete Approved in Principle Visa and Pay Now steps

After acceptance documents are uploaded you will then be able to select from one the below next steps:

1. Approved in Principle visa - If the student will go through the process of obtaining an Approved in Principle visa
2. Share invoice - If you want to the student or parent to make payment directly to UP Education
3. Pay now - If you would like to pay UP Education directly

UP Education - Careers and Industry

Applications Profile

Date of birth
Email
Address

AIP

STEP 5 OF 12

Thank you for returning all your acceptance documents. You will now need to pay all required fees (including Accommodation fees if applicable) by selecting the 'Pay Now' button. If you are applying for an Approval in Principle (AIP) visa, please notify us using the button below. You must obtain an AIP if you are from India, China, Vietnam, Russia or Turkey.

Summary of Fees

Description	Quantity	Amount	Total
Total Schedule of Fees			
Total NZD (GST inclusive)			

1. AIP Visa → [Approved in principle visa](#)

2. Sharing payment → [Share invoice](#)

3. Pay now → [Ready to pay now?](#)

Make payment using Flywire


UP Education uses Flywire to manage enrolment payments.

Flywire is the safest, most convenient way to make international education payments to institutions worldwide.




Make payment using Flywire

Using flywire you will be able to select what country payment is coming from, preferred payment method and then be notified of payment tracking.


 UP Education ▾

Applications Profile ▾


State
3245
Japan
Address

 国内银行间人民币转账 Domestic RMB Transfer
CNY49,196.00
[More info ▾](#)


SELECT

 微信支付 - (Wechatpay)
CNY49,447.00
[More info ▾](#)

SELECT

 网上银行 - (eBanking)
CNY49,447.00
[More info ▾](#)

SELECT

 中国银联 - (China UnionPay)
CNY49,982.00
[More info ▾](#)

SELECT

Sharing payment using Flywire

An email link will be sent directly to the parent or student if the sharing payment option is selected.

Payment for study








STEP 1 OF 2


Please follow the below instructions to pay fees for **Ash Tako** to study at **UP Education - Careers and Industry (UAT)**:

Description	Quantity	Amount	Total
Total Schedule of Fees	1.00	23715.45	NZ\$23,715.45

Total NZD (GST inclusive) NZ\$23,715.45

Flywire is our trusted International Payment Provider



Powered by 

[Pay invoice](#)

4. Pre arrival Stage:

This stage allows for the sharing and confirming of the essential pre-arrival information such as flights, accommodation, insurance details, course details and orientation documents.

Downloading and reviewing pre-arrival information

Download pre-arrival documentation directly from the student pipeline by clicking into documents. If you need to send any pre-arrival information through to UP Education including visa and flight details click the green “continue” button

The screenshot displays the UP Education student pipeline interface. The top navigation bar is red with the UP Education logo and a dropdown menu. The main content area shows a progress bar with four steps: Apply, Offer, Acceptance, and Pre arrival. The 'Pre arrival' step is currently active. On the left, a sidebar shows the student's profile information: Date of birth (10/10/2003), Email (alice@nuttall.com.au), and Address (101 Tokyo Rise, Tokyo, Japan, 1029433). The 'Pre arrival' step includes a 'Continue' button highlighted with a red oval. Below this, there is a 'Documents' section with three items: 'unconditional-offer-of-place.docx' (14 KB, 30 days ago), 'conditional-offer.pdf' (50 KB, 30 days ago), and 'supporting-documents-pdf.pdf' (73 KB, 9 days ago). Each document has a 'DOWNLOAD' link. A red arrow points from the 'Continue' button to the 'Documents' section.

UP Education

Applications Profile

10/10/2003
Date of birth

alice@nuttall.com.au
Email

101 Tokyo Rise
Tokyo
Tokyo
1029433
Japan
Address

Apply Offer Acceptance Pre arrival

Step complete

Documents

unconditional-offer-of-place.docx
14 KB 30 days ago
DOWNLOAD

conditional-offer.pdf
50 KB 30 days ago
DOWNLOAD

You'll receive a confirmation from UP if everything is okay. If you haven't uploaded your visa, do it here.

Continue

Documents

Pre-arrival notes from admissions team.pdf
42 KB 9 days ago
DOWNLOAD

supporting-documents-pdf.pdf
73 KB 9 days ago
DOWNLOAD

Archived applications pipeline

The archived applications pipeline will show you all students who have previously been Enrolled to UP Education, or students that have previously withdrawn. To view these click into Archived applications within the dropdown menu on your applications tab. Here you will find two tabs that you will be able to toggle between to view either the Enrolled or Withdrawn students.

The screenshot displays the UP Education - Careers and Industry portal. At the top, there is a red navigation bar with the UP Education logo on the left and a dropdown menu on the right containing 'Applications' and 'Profile'. Below the navigation bar, the main content area is titled 'Current applications' with a dropdown arrow. A green arrow points to the 'Archived applications' option in this dropdown menu. To the right of the dropdown, there are two buttons: 'View all applicants' and 'New applicant', and a small flag icon. Below the dropdown menu, there are four application cards. The first card is for 'Joshn Score' with a red flag icon and a progress bar showing 'Continue with application' and '1 day'. The second card is for 'Aaron Authentication' with a blue flag icon and a progress bar showing 'Waiting for application to be re...' and '8 days'. The third card is for 'Katrina Bennett' with a yellow flag icon and a progress bar showing 'AIP or Pay now' and '28 days'. The fourth card is for 'Stephen Huntly' with a red flag icon and a progress bar showing 'Review Pre arrival information' and '12 days'. Above the application cards, there are four tabs: 'Offer (50)', 'Acceptance (3)', and 'Pre arrival (4)'. The 'Offer (50)' tab is currently selected.

Ongoing Support using Enroller

If you have any issues using Enroller please refer to your Agent User Guide provided by your UP Education Regional Manager or contact your Regional Manager directly.

For questions about a specific application email admissions@up.education

For product support or any technical issues please click on the green chat icon which displays on every page within the Enroller platform.

Apply

Click the 'Start now' button to create a secure account and complete the online application form with help from language assist.

Offer

Our Offer - Once your application has been accepted, we'll send you a Place of Offer document to secure your spot on one of our world-class programmes.

Acceptance

Acceptance - Once you've reviewed your offer, you can confirm your place quickly by paying your fees via your selected local payment option.

Pre arrival

Before You Arrive - The final and most exciting step of the process is when we confirm and share the information required to complete your enrolment.

