



## GUIDE TO ACCEPTING AND MAKING PAYMENT

To accept your offer, there are 3 steps:

**Step 1:** Make the first payment covering the application fee UP International College (note that if you have also requested a homestay or airport pick up these charges will also be included here).

**Step 2:** Accept your Certificate of Foundation Studies offer with the University of Auckland in the Application for Admission system.

**Step 3:** Make the second payment to the University of Auckland for the tuition fee and Student Service Levy in the Student Services Online portal.

**Please note:** These 2 payments need to be made separately to UP International College and the University of Auckland. Transfer of payments is not possible, so any payments made in error will be refunded and will incur a refund processing fee of \$65.

### Step 1:

In your offer letter, you will see details of the fees payable to UP International College. The payment to UP International College should be done via this flywire link [upic.flywire.com](http://upic.flywire.com)

### Step 2: Logging into the Application for Admission system

#### Set up your login details

You will receive an email with your username and University ID number

To set your University password please go to [www.auckland.ac.nz/my-password](http://www.auckland.ac.nz/my-password), select the password reset page and follow the on-screen instructions.

If you need help please contact our [Student Support Team](#) for assistance.

#### Accept your offer to confirm your place

Accept your offer as soon as possible. The offer will only be available until the expiry date.

Sign into your [Application for Admission](#) to:

- Accept or decline the offer
- View the expiry date

For full details of your offer, including the fee estimate, payment methods and the Terms and Conditions for International Students please see the document attached to this email.

- You will see the screen below – click on 'Jump back in':



### Already started your application?

Maybe you're partway through your application for admission or want to check its status. Perhaps you want to accept or decline an offer?

[Jump back in >](#)

- Then click on 'Continue your application':

#### Your enrolment

If you have accepted your firm offer and your identity has been verified, you can [enrol in courses](#).

#### Are you applying for a doctoral programme?

No, I am not applying for a doctoral programme

[Continue your application >](#)

- **Login screen** displayed to sign into your application.
- **Enter your University of Auckland ID or email and password**

The University of Auckland

Email or University username

Password

[Sign in >](#)

[I've forgotten my password](#)

Or sign in with one of the following services

- The next screen you will see is 'demographics' screen below. Please complete the fields to continue with your acceptance.

**TEST - Apply to Study**

**Your demographics**

Gender: F (Female) [v]

Do you identify as lesbian, gay, bisexual, transgender, queer, intersex or Takatāpui (LGBTQITakatāpui-)? [v] ?

Date of birth: [Redacted]

Citizenship: India [x]

Please specify your Permanent Residency status:
   
 New Zealand
   
 Australia
   
 Neither

Are you or your parents/primary guardian(s) from a refugee background? [v] ?

Ethnicity: Indian [x]

**Your contact details**

**Mobile phone**

Country Code: [v] Area code/Number: [ ]

I don't have a mobile number

**Mailing address**

Start typing your building or address

Enter overseas address or Manually enter a NZ address

**Please be careful here: The boxes default to Yes.**

- If you do not require health or disability assistance from us, please change to 'No' below:

**Your disability information**

Students: Do you need any health or disability assistance from the University? Yes [v]

Staff: If you wish to discuss your needs, contact the [Staff Equity Manager](#). Do you live with the temporary or permanent effects of a mental health condition, specific learning disability, long-term medical [condition](#), or other disability or impairment? Yes [v]

Is your impairment or disability temporary or permanent?
   
 Temporary
   
 Permanent

Please indicate your impairment or disability [Redacted]

For more information visit our website (click for [staff](#) or [students](#)).

Next >

## Applicant Overview Page

- Please ignore 'Things you need to do' (we already have all your transcripts and ID documents, so no need to follow these instructions)
- In 'your applications' you will see your Certificate in Foundation Studies application and your Bachelor application.
- Please accept your Certificate in Foundation Studies offer – this is a **necessary** step before payment.
- You do not need to accept your Bachelor offer yet. But if you wish to do so now, please follow the same steps.



Hi, Priya Kumar

[UPDATE PERSONAL DETAILS](#) >

### Things you need to do

**Urgent items** - We cannot process your application(s) without these. Please [contact us](#) if you are unable to provide them.

**(To do) Secondary school transcript**  
Please upload evidence of the highest qualification you attained at secondary school (high school). This can include a completion certificate, ... [Show all](#)

**Other items** - We can process your application(s) without these. Please provide them as soon as possible, to avoid future delay(s).

**(To do) OS ID docs required**  
Hard copy only, do not upload. Please submit a certified copy of either your passport or birth certificate (Agents are able to upload these... [Show all](#))

### Your applications

- Start a new application
- Start a doctoral application

**Certificate in Foundation Studies** - Foundation Studies 90 points 6 months 2022 Academic Year Term (September-January)

**Approved** Expires 14/09/2022

Congratulations, we have approved your application! You now need to accept your offer. If you've changed your mind please decline the offer as soon as possible.

**Accept offer**  
**Decline offer**

## Accepting Certificate in Foundation Studies Offer

- Please read the terms and conditions below and tick 'I agree' and click the 'Confirm accept' button:

**Accept offer**

**Certificate in Foundation Studies** - Foundation Studies 90 points 6 months  
2022 Academic Year Term (September-January)

If you wish to continue and accept a place in this programme, agree to The University of Auckland's Student Agreement and select "Confirm accept".

After the offer is accepted you will automatically become active in the programme.

**When accepting an offer of admission, you enter into a relationship with the University of Auckland - Waipapa Taumata Rau, the details of which form a Student Agreement. The contents of the agreement are below.**

The University of Auckland - Waipapa Taumata Rau (the University) enters into a contractual relationship with its students when they accept an offer of admission for a particular programme of study. This contract (which includes the [statutes, regulations, rules and policies of the University](#)) governs the relationship between each student and the University while that student is enrolled in that programme of study and is called the 'Student Agreement'.

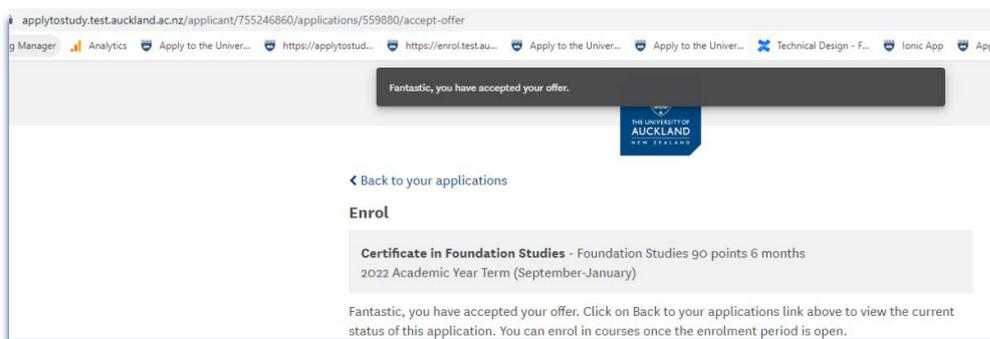
**These are the terms and conditions of the Student Agreement.**

1. In accepting this Offer of Admission you reaffirm the truth, accuracy and completeness of the declaration that you made with your application for admission, and you confirm that (to the best of your knowledge) all of the information provided to the University by you (or on your behalf) in connection with that application remains accurate and complete. You further confirm that no facts or circumstances have arisen that would affect the truth or accuracy of your declaration or adversely affect your eligibility to be enrolled at the University.

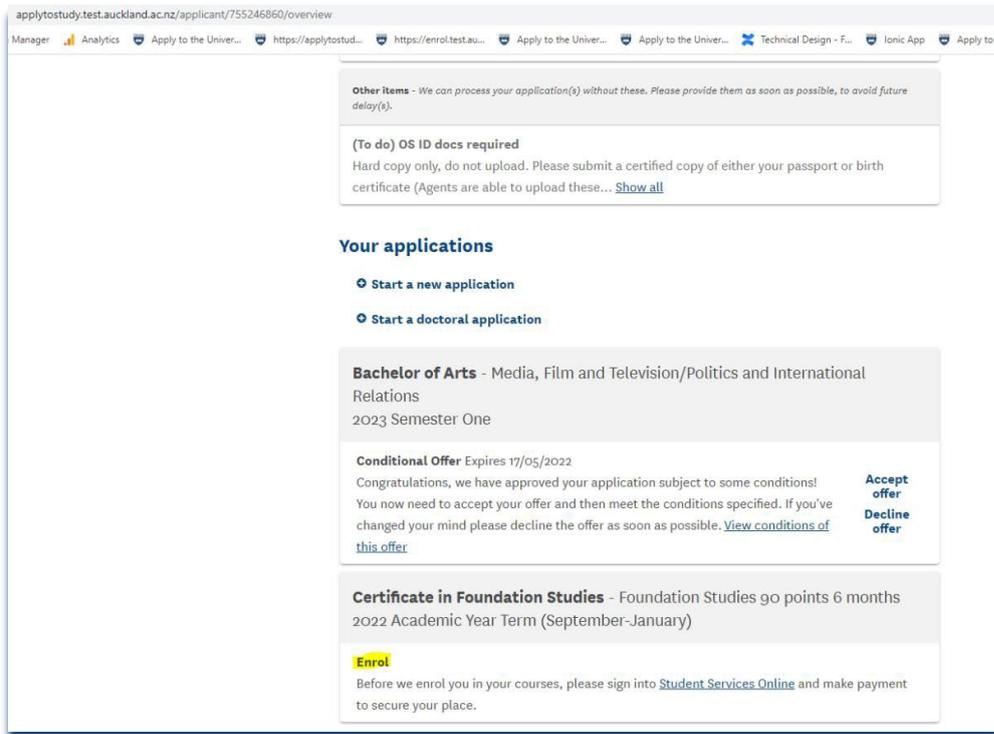
I agree

**Confirm accept**

- You will see the screen below. Follow the instructions and click on the 'Back to your applications' link below:



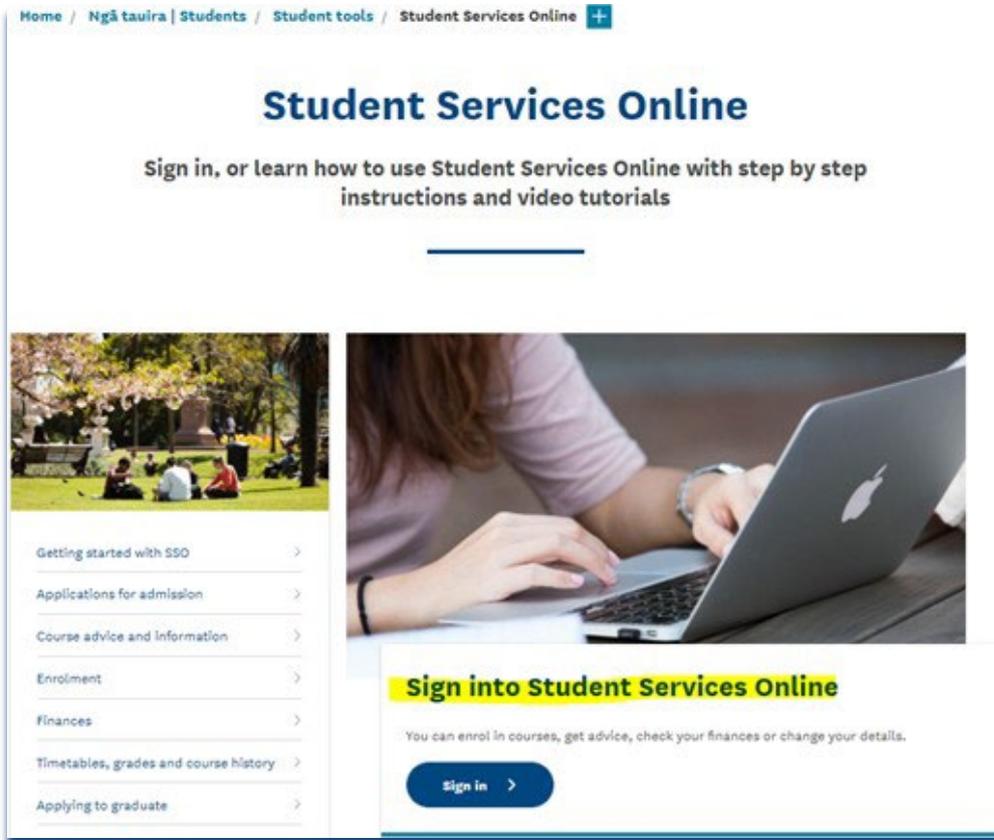
- You are back on this page, and will see that you have accepted your offer now, because it says 'Enrol' as below:



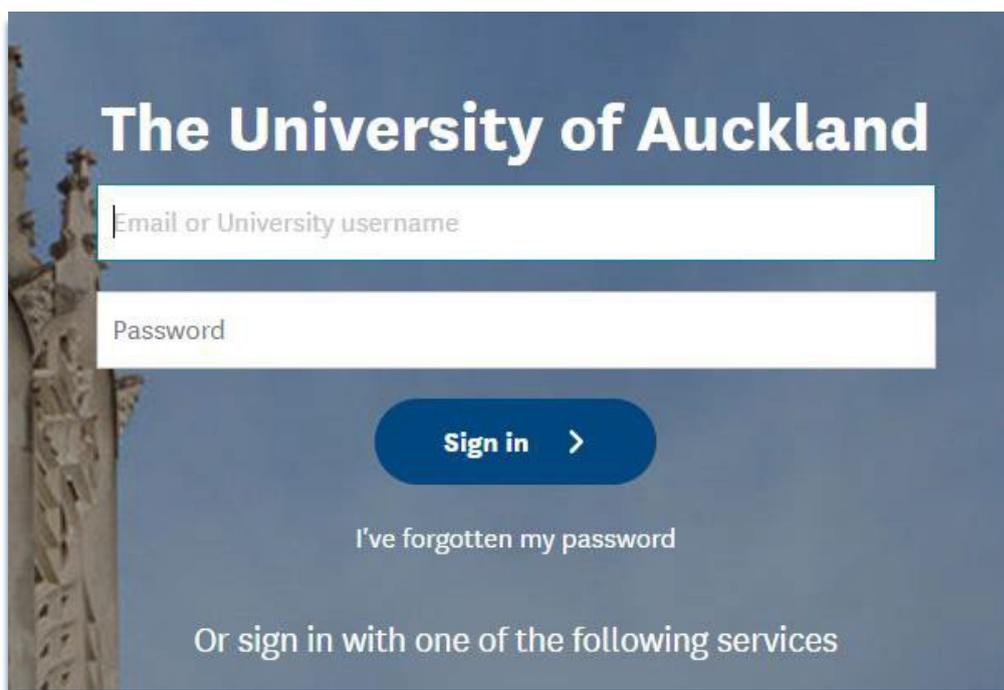
### Step 3: Payment

Now you're ready to make payment.

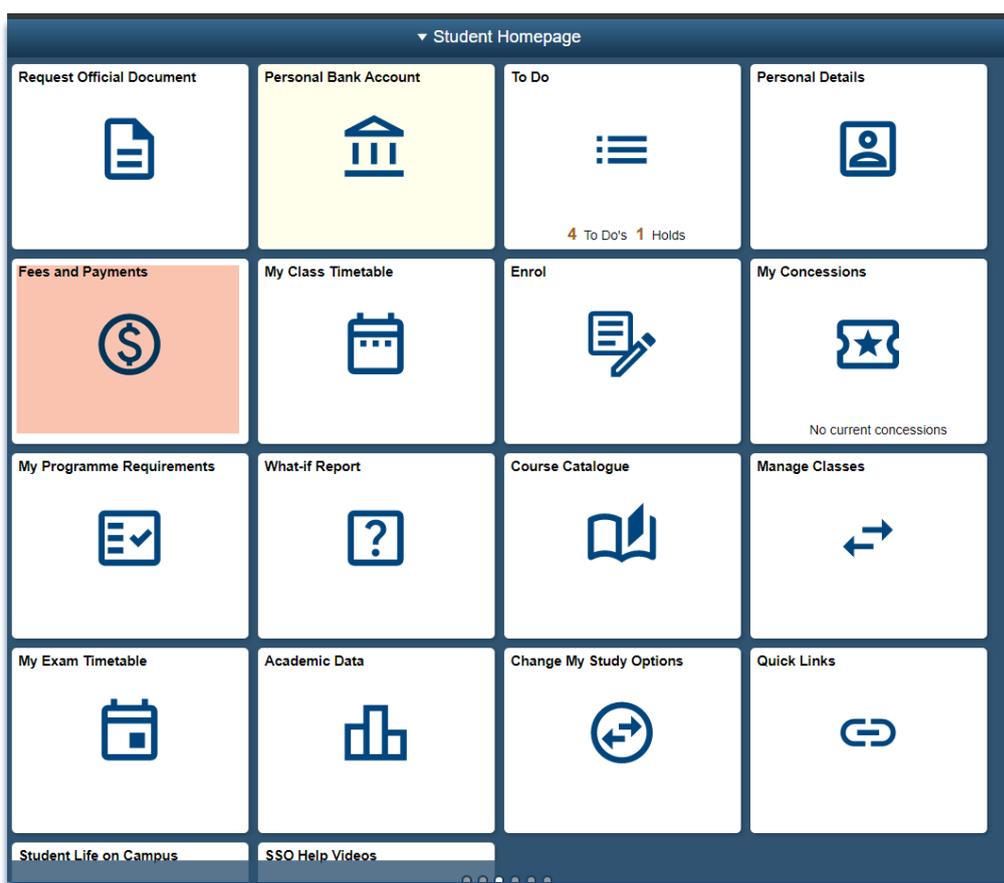
- Go to: Student Services Online - <https://www.auckland.ac.nz/en/students/my-tools/sso.html>



- Use your username and password to log in again:



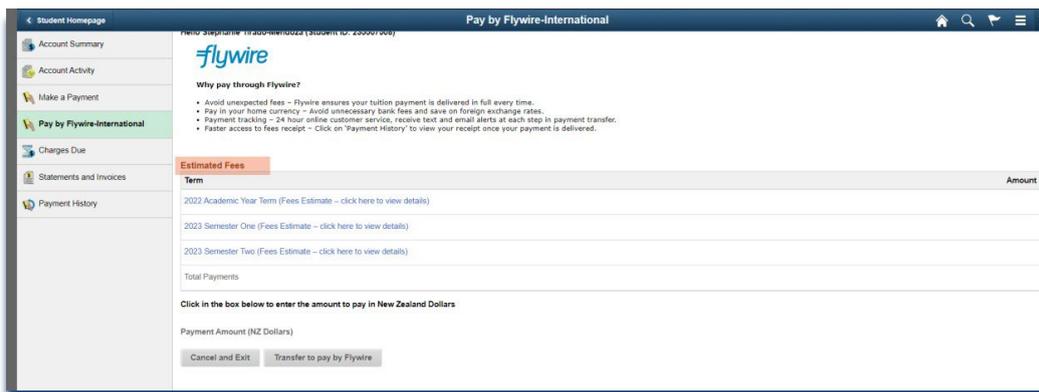
- Click on "Fees and Payment" icon



**If you are outside of New Zealand**, you need to pay by Flywire.

Flywire offers a secure and streamlined way to make a payment from your home country.

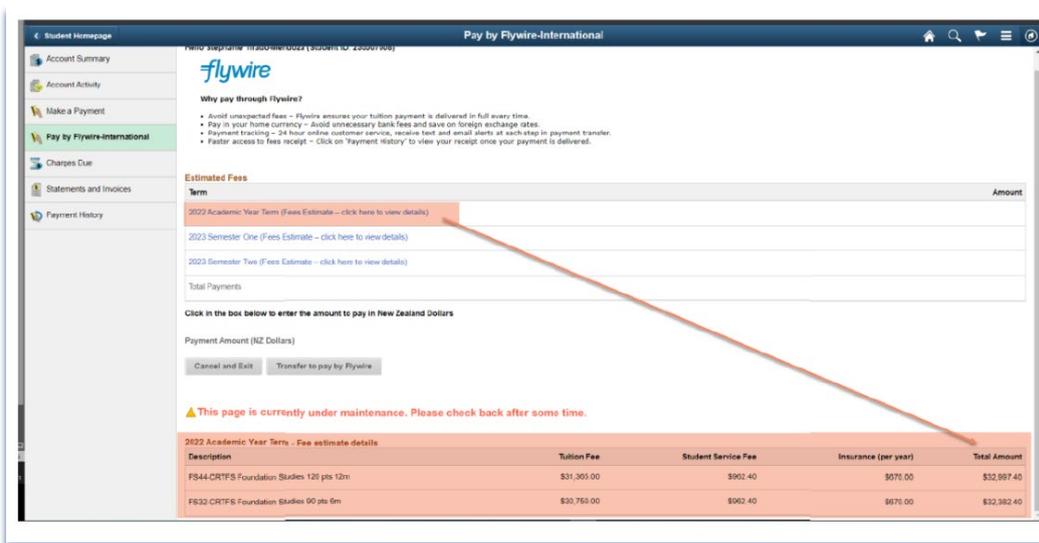
- To pay for your Certificate in Foundation Studies course, you need to select the 'Academic Year Term' link in the screenshot below (the other that you see referring to 'semesters' are for the degree after Foundation)



- You may need to 'Unblock your Pop-ups' to 'Transfer to pay by Flywire' so that the Flywire site can open in a new window.
- Click the 'Transfer to pay by Flywire' icon.
- A new page will open leading to the Flywire payment page.
- Follow the on-screen instructions to complete your payment.

You can visit Flywire fees payment method for international students for more information: [Flywire fees payment method for international students \(custhelp.com\)](https://custhelp.com/flywire-fees-payment-method-for-international-students)

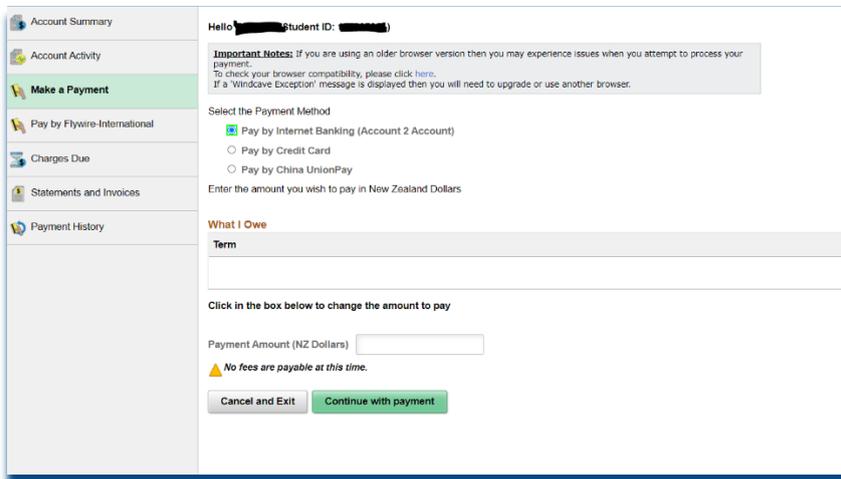
- You will see the total amount below, including insurance and student service levy, so this is what you should pay:



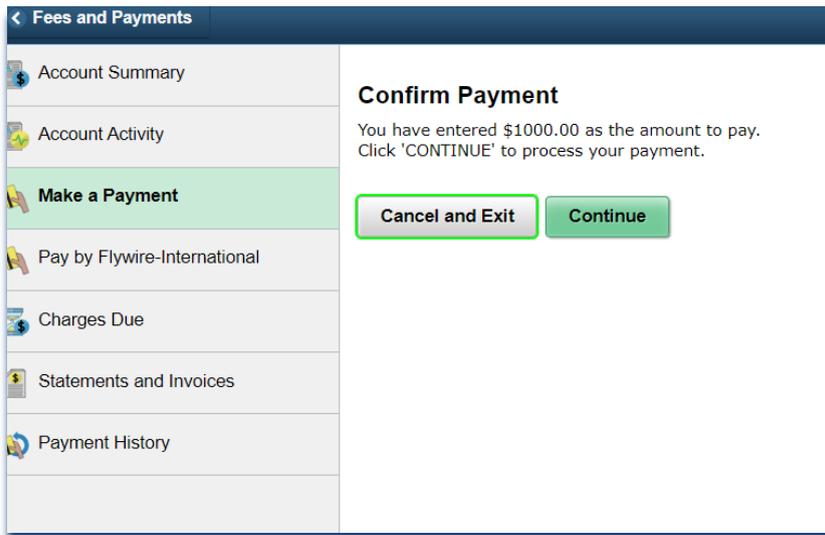
**Important note:** if you have been awarded a High Achiever Award, it is at this stage that you will need to reduce the amount from the total that you pay.

**If you are in New Zealand**, you can also pay by Internet Banking, Credit Card or UnionPay by selecting 'Make a Payment'.

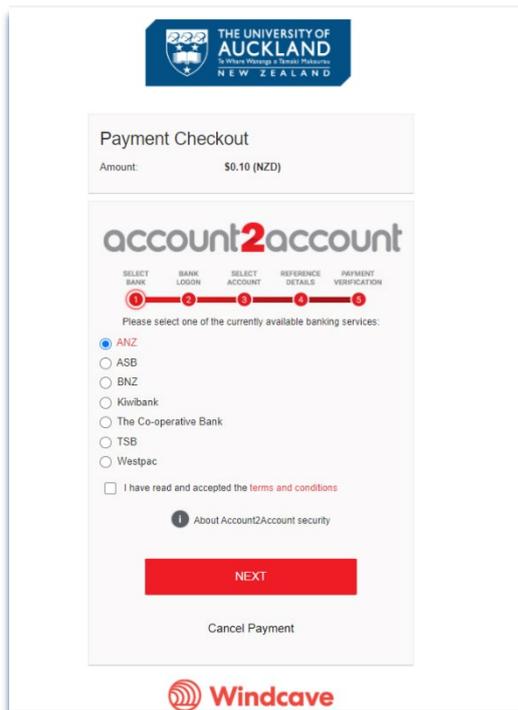
- **If you select to "Pay by Internet Banking"**
  - Kindly check the amount against the offer and manually enter in the box below as shown and click continue with payment



- Then click "continue" to confirm the payment, which will redirect to the payment checkout



- Select the bank from the list to choose the transfer from. You will be redirected to another page, please follow instructions:



- **If you choose to “Pay by Credit Card”, please see instructions below:**

- Once you have completed your payment, you will see this page, confirming the payment. You can email yourself a copy of the payment confirmation too:

**Make a Payment**

**Payment Status**

Your Payment was: Successful.  
Credit Card transaction details made via Direct Payment Solutions (DPS):

Description	UofAK Tuition Fees Payment
Student ID	235507508
Fee Type	TUI
Transaction Type	Purchase
Currency Code	NZD
Merchant Reference	00164102
Authorisation Code	155632
Card Type	Visa
Card Holder Name	JAYME TANG
Card Number	411111.....11
Card Expiry	08/23
Settlement Amount	\$5000.00
Settlement Date	18/05/2021
Response Code	APPROVED
UOA Payment Id	1

If you wish to receive an email confirmation of your payment, please click the button below.

[Email Confirmation](#)

[Return to Make a Payment Page](#)

- Once payment has been approved, you can navigate to 'Account Summary'.
- The 'Total Due' will be in Credit like the below example:

**Account Summary**

**What I Owe**

Term	Outstanding Charges & Deposits	Total Due
Description	\$-5,000.00	\$-5,000.00
Total	\$-5,000.00	\$-5,000.00

Currency used is New Zealand Dollar

- You can also navigate to 'Payment History' for the payment details.

**If required, you can generate your receipt here. Just click on 'Generate Receipts'**

**Payment History**

From: 19/11/2020

To: 19/05/2021 [go](#)

**Posted Payment**

Date Paid	Payment Type	Campus	Paid Amount	Receipt No
18/05/2021	Online Payment -Credit Card	University of Auckland	\$5,000.00	<a href="#">Generate Receipt</a>
Total Posted Payments for this view			\$5,000.00	

Currency used is New Zealand Dollar.

- Your receipt will look like the below:



- Once the receipt is generated, the Receipt Number will be listed on the 'Payment History' page for reference as below:



If you need help, AskAuckland ([www.askauckland.ac.nz](http://www.askauckland.ac.nz)) has answers to frequently asked questions about fees and money matters (or call +64 9 923 4422).