

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 <u>upic.flywire.com</u>

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 <u>www.auckland.ac.nz/my-password</u>, select the password reset page and follow the on-screen instructions.

If you need help please contact our <u>Student Support Team</u> 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':



• Then click on '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
J.	Email or University username
Pr	Password
all and	Sign in >
2º	I've forgotten my password
and the	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.

		17.04	
	NUCKLA		
TEST - Apply to	Study		
Your demographics			
Gender	F (Female) 🗸		
Do you identify as lesbian, gay, bisexual, transgender, queer, intersex or Takatāpui (LGBTQITakatāpui+)?	~	9	
Date of birth			
Citizenship	India ×		
Please spe	ify your Permanent Residency status	New Zealand Australia Neither	0
Are you or your parents/primary guardian(s) from a refugee background?	~	3	
Ethnicity Indian	•		
Your contact details			
lobile phone			
Country Code Area cod	e/Number		
~			
I don't have a mobile number			
lailing address			
Start typing your building or address			
Enter	verseas address Or Manua	ally 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	Yes 🗴
assistance from the University?	
Staff: If you wish to discuss your needs, contact the	he Staff Equity Manager
Do you live with the temporary or permanent	Yes Y
effects of a mental health condition, specific	
learning disability, long-term medical condition.	
or other disability or impairment?	
Is your impairment or disability temporary <u>or</u>	C Temporary
permanent?	0
	Permanent
Please indicate your impairment or disability	Conceptual to a regular side prove a
Please indicate your impairment of disability	L Attention-Deticit/Hyperactivity Disorder (ADHD) X
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.

	THE DEVICE AND DEVICE
	Hi, Priya Kumar
	UPDATE PERSONAL DETAILS
Things you need to a	do
Urgent items - We cannot process y	our application(s) without these. Please contact us (7 you are unable to provide them.
(To do) Secondary school t	transcript
Please upload evidence of the	ne highest qualification you attained at secondary school (high school).
This can include a completio	on certificate, <u>Show all</u>
Other items - We can process your delay(5).	application(s) without these. Please provide them as soon as possible, to avoid future
(To do) OS ID docs require	d
Hard copy only, do not uplo	ad. Please submit a certified copy of either your passport or birth
certificate (Agents are able t	to upload these <u>Show all</u>

• Start a new application	
9 Start a doctoral application	
Certificate in Foundation Studies - Foundation Studies 90 points 6	months
2022 Academic real term (September-January)	

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 <u>statutes, regulations, rules and policies of the University</u>) 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.



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

applytostudy.test.auckland.ac.nz/applicant/755246860/applicat	itions/559880/accept-offer
g Manager 🔒 Analytics 😇 Apply to the Univer 😇 https://apply	lytostud 🦉 https://enrol.test.au 🦉 Apply to the Univer 🦉 Apply to the Univer 💥 Technical Design - F 🦉 Ionic App 🦉 App
	Fantastic, you have accepted your offer.
	K Back to your applications
	Enrol
	Certificate in Foundation Studies - Foundation Studies 90 points 6 months 2022 Academic Year Term (September-January)
	Fantastic, you have accepted your offer. Click on Back to your applications link above to view the current status of this application. You can enrol in courses once the enrolment period is open.

• 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 - <u>https://www.auckland.ac.nz/en/students/my-tools/sso.html</u>



• Use your username and password to log in again:

	The University of Auckland
s J.	Email or University username
Pr	Password
and a	Sign in >
	I've forgotten my password Or sign in with one of the following services

• Click on "Fees and Payment" icon

▼ Student Homepage					
Request Official Document	Personal Bank Account	To Do	Personal Details		
		≔	2		
		4 To Do's 1 Holds			
Fees and Payments	My Class Timetable	Enrol	My Concessions		
\$	Ē	E,	₩		
			No current concessions		
My Programme Requirements	What-if Report	Course Catalogue	Manage Classes		
E	?	L	€		
My Exam Timetable	Academic Data	Change My Study Options	Quick Links		
ā	ф	Ð	Θ		
Student Life on Campus	SSO Help Videos				

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)

< Student Homepage	Pay by Flywire-International	â	Q	۲	≣ @
Account Summary					
Secount Activity	J LG VVII E Why pay through Thywire? And uncertainty from the delivered in full every time.				
Nake a Payment					
N Pay by Flywire-International	 Pay in your home currency - Avoid unnecessary bank fees and save on foreign exchange rates. Payment tracking -2 Mour online currency encoder text and email alerts at each step in payment transfer. Faster access to fees receipt - Click on Payment Healty to view your receipt once your payment is delivered. 				
S Charges Due					
Statements and Invoices	Estimated Fees				
	Term			^	mount
Payment History	2022 Academic Year Term (Fees Estimate – click here to view details)				
	2023 Semester One (Fees Estimate – click here to view details)				
	2023 Semester Two (Fees Estimate – click here to view details)				
	Total Payments				
	Click in the box below to enter the amount to pay in New Zealand Dollars				
	Payment Amount (NZ Dollars)				
	Cancel and Exit Transfer to pay by Flywire				

- 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)

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

Student Homepage	Pay by Flywin	e-International		^	9 🖌 🗏
Account Summary	FL n a direc				
Account Activity	Jigwile				
Make a Payment	Why pay through Flywire? Avoid unaspectad fase - Flywire ensures your tuition payment is delivered in full every time. Pay in your home currency - Avoid unnecessary bank fees and save on foreign exchange rate	16.			
Pay by Flywire-International	 Payment tracking – 24 hour online customer service, receive text and email alerts at each ste Faster access to fees receipt – Click on 'Payment History' to view your receipt once your payment 	ap in payment transfer. nent is delivered.			
Charpes Due	Estimated Fees				
Statements and Invoices	Term				Amou
Payment History	2022 Academic Year Term (Fees Estimate – click here to view details)				
	2023 Serrester One (Fees Estimate – click here to view details)				
	2023 Serrester Two (Fees Estimate - click here to view details)				
	Total Payments				
	Click in the box below to enter the amount to pay in New Zealand Dollars				
	Payment Amount (NZ Dollars)				
	Cancel and Exit Transfer to pay by Flywire				
	The second				
	This page is currently under maintenance. Please check back after	some time.			
	2022 Academic Year Terrs - Fee estimate details				-
	Description	Tuition Fee	Student Service Fee	Insurance (per year)	Tetal Amou
	FS44-CRTFS Foundation Studies 120 pts 12m	\$31,305.00	\$902.40	\$670.00	\$32,997
	EP23 COTEP Exception Of all firm	\$30,750,00	\$962.40	8870.00	\$22.392

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

Account Summary	Hello Hell
S Account Activity	Important Notes: If you are using an older browser version then you may experience issues when you attempt to process your payment.
🙀 Make a Payment	If a Vindcave Exception message is displayed then you will need to upgrade or use another browser.
Nay by Flywire-International	Select the Payment Method Pay by Internet Banking (Account 2 Account)
Charges Due	Pay by Credit Card Pay by China UnionPay
Statements and Invoices	Enter the amount you wish to pay in New Zealand Dollars
N Payment History	What I Owe
	Term
	Click in the box below to change the amount to pay
	Payment Amount (NZ Dollars)
	No fees are payable at this time.
	Cancel and Exit Continue with payment

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

< Fees and Payments	
Account Summary	Confirm Payment
S Account Activity	You have entered \$1000.00 as the amount to pay. Click 'CONTINUE' to process your payment.
🙀 Make a Payment	Cancel and Exit Continue
Nay by Flywire-International	
🚡 Charges Due	
Statements and Invoices	
Payment History	

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

Amount: \$0.10 (NZD)
Occount 2 occount Occount Occount Occount 2 occount Occount 2 occou
About Account2Account security

> If you choose to "Pay by Credit Card", please see instructions below:

< Student Homepage	Make a Payment
Account Summary	Hello Stephanie Tirado-Mendoza (Student ID: 235507508)
S Account Activity	Important Notes; If you are using an older browser version then you may experience issues when you attempt to process your payment.
Nake a Payment	To check your browser compatibility, please click here. If a 'Windcave Exception' message is displayed then you will need to upgrade or use another browser.
N Pay by Flywire-International	Select the Payment Method O Pay by Internet Banking (Account 2 Account)
Charges Due	Pay by Credit Card Pay by China UnionPay
Statements and Invoices	Enter the amount you wish to pay in New Zealand Dollars
N Payment History	What I Owe
	Term
	Click in the box below to change the amount to pay Payment Amount (NZ Dollars) 5000 00 A No fees are payable at this sime. Cancel and Exit Continue with payment

	eckout
Merchant Reference:	164102
Order Line 1:	UofAK Tuition Fees Paymen
Order Line 2:	235507508
Order Line 3:	TUI
Amount:	\$5000.00 (NZD)
Convenience Fee: Total Amount:	\$95.00 (NZD) \$5095.00 (NZD)
Card Number:*	4111 1111 1111 1111
Card Number:* Name On Card:*	4111 1111 1111 1111 Jayme Tang
Card Number:* Name On Card:* Expiry Date:*	4111 1111 1111 1111 Jayme Tang 08 🗸 23 🗸

• 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:

Fees and Payments	Ма	ke a Payment
Scount Summary	Payment Status	
Account Activity	Payment Status	
🙀 Make a Payment	Your Payment was: Successful. Credit Card transaction details made via Direct Payment Solutions (DPS);	H-SAK Triston From Dominant
🙀 Pay by Flywire-International	Student ID	235507508
🚡 Charges Due	Fee Type Transaction Type	TUI Purchase
Statements and Invoices	Currency Code Merchant Reference	NZD 00164102
🔯 Payment History	Authorisation Code Card Type	155632 Visa
	Card Holder Name	JAYME TANG
	Card Number Card Expiry	41111111 08/23
	Settlement Amount	\$5000.00
	Settlement Date	18/05/2021
	UOA Payment Id	1
	If you wish to receive an email confirmation of your payment, please click the button below.	
	tirad015@umn.edu	
	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:

< Student Homepage	Account Summary	^	०, ► ≡ ⊘
Account Summary			
S Account Activity	What I Owe		
Nake a Payment	Term	Outstanding Charges & Deposits	Total Due
N	- Description	\$-5,000.00	\$-5,000.00
Nay by Flywire-International	Total	C E 000.00	C 5 000 00
Charges Due		5-5,000.00	5-5,000.00
	Currency used is New Zealand Dollar		
Statements and Invoices			
1 Payment History			

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

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

< Student Homepage	Payment Histor	гу		<u>ନ</u> ପ୍
Account Summary	From 19/11/2020			
Scount Activity	To 19/05/2021 🗰 go			
🙀 Make a Payment	Posted Payment			
陷 Pay by Flywire-International	Date Paid Payment Type	Campus	Paid Amount	Receipt No
🛐 Charges Due	18/05/2021 Online Payment -Credit Card	University of Auckland	\$5,000.00	Generate Receipt
Statements and Invoices	Total Posted Payments for this view		\$5,000.00	
🔯 Payment History	Currency used is New Zealand Dollar.			

• Your receipt will look like the below:

To check	your balance and to get details of your www.student.auckland.ac.nz/	account, log into	
	Please retain this receipt for your re	cords.	
Total Payments Received - Thank You \$5,000.00			
Online Payment -Credit Card	18/05/2021		\$5,000.00
Payment Type	Payment Date		Amount(NZD
12153 Oklahoma Avenue Cashton 54619 WI United States		Receipt Number: Student ID: Student Name:	20000005061 23550750 Stephanie Tirado-Mendoz
Stephanie Tirado-Mendoza		Email Receipt Date:	: collections@auckland.ac.n 19 May 202
AUCKLAND Dubas Wanga a Bank Ratary NEW ZEALAND	RECEIPT G.S.T. REG No: 10-010-381	-	Private Bag 9201 Auckland Mail Centr Auckland 114 New Zealan Telephone: 0800 61 62 6

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

 Student Homepage 	Payment History			<u> </u>
Account Summary	From 19/11/2020			
Secount Activity	To 19/05/2021 🗰 go			
Nake a Payment	Posted Payment			
🛛 🙀 Pay by Flywire-International	Date Paid Payment Type	Campus	Paid Amount	Receipt No
Scharges Due	18/05/2021 Online Payment -Credit Card	University of Auckland	\$5,000.00	20000050615
Statements and Invoices	Total Posted Payments for this view		\$5,000.00	
Payment History	Currency used is New Zealand Dollar			

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