Find your 1\textsuperscript{st} and 2\textsuperscript{nd} uni choices on the next pages. Note whether your top two choices will require an online application or a hard copy application form. If hard copy forms OR materials are needed:

1. Scroll down to your first two university preferences on the next two pages and review the application forms or other required forms. Sample forms are provided, when relevant. Use the sample forms for reference when filling out a host university application.

2. Print the required host forms, complete them, and attach them to your EAP application. KEEP A SET OF COPIES or scan and save the completed form(s) electronically.

3. Submit everything to your campus EAP advisor. Disregard any directions on the host university forms about mailing them to New Zealand.

**Course Selection:** Each host application form will include a section that requires a proposed study plan or a course list for your term(s) abroad. This part of your application should be well-researched and completed with care.

Before completing the course selection on your New Zealand application, you’ll need to be aware of a difference in terminology. In the U.S. we use the terms course or class differently than in New Zealand; there they refer to subjects, units, or "papers" to mean the same thing. The term course in New Zealand usually refers to a course of study, such as your degree program or your major.

When completing the proposed list of courses (papers/subjects) for your semester(s) abroad:

☑️ Select classes from the host university’s own listings, usually found in their online "handbook" or "calendar" (the link is often given on the host uni’s application form itself).

☑️ Always use the host university’s OWN unit/subject/paper titles and codes, not general subject areas, approximate titles, or UC course titles and sequence numbers.

☑️ Choose classes offered in the appropriate semester, meaning the term in which you will be studying in New Zealand. If you are a UCEAP spring applicant, choose classes in term I. If you are a UCEAP year applicant (spring and fall) choose Terms I and II.

**PORTFOLIO, NOMINATION LETTER, DOB, AND OTHER THINGS YOU’LL NEED TO KNOW**

**Portfolio:** Some areas of study, such as Art Studio, require the submission of a portfolio with the EAP application. The format of the portfolio should meet the specific requirements outlined by the host university. If in doubt, contact your UC study abroad advisor or the UCEAP Systemwide Office.

**Nomination letter:** You do NOT need a separate nomination letter; however, some host uni applications have a nomination section. Ask your campus study abroad advisor to complete this section (OR attach a sticky note to the form to alert the UCEAP Liaison Office in NZ to sign this section for you).

**Date of Birth:** Enter your date of birth as DAY/MONTH/YEAR.

**Exchange? Or Study Abroad?** NZ applications will ask you whether you are applying as a Study Abroad student or an Exchange student. You are an EXCHANGE STUDENT. Further, if asked whether you are a degree-seeking student at your host university, you are not (you are receiving your degree from UC, not from your NZ host university).
The University of Auckland

Note about the U. Auckland Application: U. Auckland uses an online application system. If you are assigned to U. Auckland by the EAP Liaison Office, you will be notified by email at a much later date and sent log-on instructions (this happens long after you have submitted the UCEAP application and materials to your campus study abroad office).

The following are the UoA-required materials you must submit with your UCEAP application:

- Copy of passport information page, certified as a true copy of the original by your campus study abroad advisor (see notes on certification, next page).
- Official transcripts

Not needed at the time of the UCEAP application, but required at a much later date, you must upload the following to your University of Auckland online application:

- Course outlines or syllabi (in English) for courses you have studied at your home university that are equivalent to the prerequisites needed for courses you wish to take at U. Auckland.
- Unofficial transcripts
- A color, passport-style photo on a plain background (See www.auckland.ac.nz/idphoto for compliant photo guidelines).

NOTE: If your GPA is between 2.85 to 3.0, you must provide Uni Auckland with a letter of recommendation from a professor or TA who is familiar with your academic work. The recommendation must state that your performance is above average.

The University of Canterbury

Documents required:
- Official transcripts
- A list of the in-progress courses not shown on your current transcript, signed by your campus study abroad advisor.
- Proposed course list. If Canterbury is your first or second choice, you should research their "how to read a course occurrence code" and course listings to create a list of courses you want to take. Use Canterbury's course titles and codes. Do not generalize or use UC course titles or sequence numbers.
- Copy of passport information page, certified as a true copy of the original by your campus study abroad advisor (see notes on certification, next page).

Massey University

Application Form
Sample Form

Additional documents required:
- Copy of passport information page, certified as a true copy of the original by your campus study abroad advisor (see notes on certification, next page).
- Official transcripts

The University of Otago

Note about the U. Otago application: U. Otago uses an online application. If you are assigned to the U. Otago by the EAP Liaison Office, you will be notified by email at a much later date and sent log-on instructions. At that time have the following items ready to upload to your U. Otago application:

- Official transcripts
- Copy of passport information page, certified as a true copy of the original by your campus study abroad advisor (see notes on certification, next page).
Victoria University of Wellington

Application Form

Sample Form

Additional documents required:
- Official transcripts
- Copy of passport information page, certified as a true copy of the original by your campus study abroad advisor (see notes on certification below).

The University of Waikato

Application Form

Sample Form

Additional documents required:
- Official transcripts
- Copy of passport information page, certified as a true copy of the original by your campus study abroad advisor (see notes on certification below).

**CERTIFICATION OF DOCUMENTS**

Some of the universities above require a certified copy of your birth certificate or passport (for passport, only the photo page with passport details is needed). If your first or second choice university requires a certified document, see the guidelines below for certification:

A document can be certified by a notary public or by your campus advisor. If your campus advisor certifies the document for you, s/he must view the original document (in this case, your passport) and check that the photocopy is a genuine, unaltered copy. The signer must write, "Certified original sighted and this is a true copy of that original". S/he should sign, date, and stamp the copy (if a stamp is not available, the business card of the signer should be attached).