

**AUT**

TE WĀNANGA ARONUI  
O TĀMAKI MAKAU RAU

# UNIPREP

## Application Guide

To apply for UniPrep, you'll need to make  
a formal application to AUT – but don't  
worry, this guide will help you!

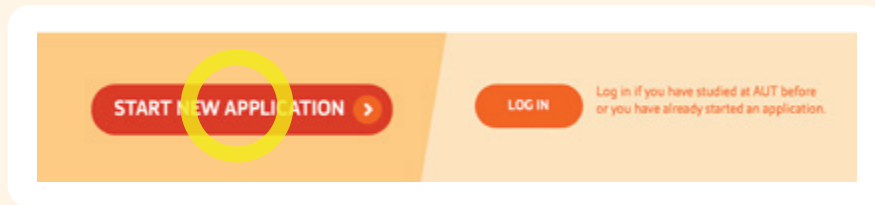


**CLICK HERE**

to access the online  
application form.  
Use this guide to help you  
through the process.

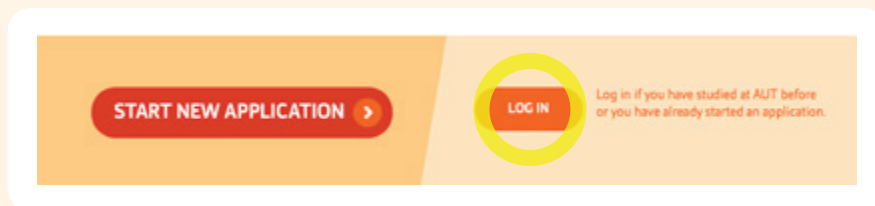
## New applicants

If you've never applied to study at AUT before (including any short courses), click on **Start new application**.



## Returning applicants

If you've already applied for an AUT programme in the past (including any short courses), click the **Log in** button and skip to the **Returning applicants** section further on in this guide.



### Need more help?

Contact our friendly team at:

✉ [uniprep@aut.ac.nz](mailto:uniprep@aut.ac.nz)

☎ 0800 AUT AUT  
(0800 288 288)

🌐 Visit [aut.ac.nz/uniprep](https://aut.ac.nz/uniprep)  
for more information

# New applicants

01 Fill in your personal details, then press **Next**

The screenshot shows the 'Personal details' step of an 8-step application process. The steps are: 1. Personal details, 2. My programmes, 3. Education details, 4. Upload documents, 5. Contact details, 6. Demographic information, 7. Upload photo, and 8. Confirm and submit. The 'Personal details' section includes instructions: 'Enter your details as they appear on your birth certificate or passport. You must give us your legal name – not a short version or a nickname.' The form fields are: Title (dropdown), Legal first name(s) (text), Legal last / family name(s) (text), Email address (text), Date of birth (Day, Month, Year dropdowns), Gender (radio buttons for Another gender, Female, Male), and Country of citizenship (dropdown). A yellow circle highlights the 'NEXT' button at the bottom right.

02 Tick **UniPrep** and click on **Show results**

The screenshot shows the 'My programmes' step. It includes instructions: 'You can add up to 5 programmes to your application. Select the type of study you're planning to do. You will then see more options related to your choice.' The 'Category of study' section lists several options with checkboxes: Undergraduate, Postgraduate, Certificates and diplomas, Study Abroad, Student exchange (inbound), Te Reo Māori course, English, and Other individual course. The 'UniPrep' option is checked and highlighted with a yellow circle. A yellow circle also highlights the 'SHOW RESULTS' button at the bottom right.

**03** Click on **Programme options**

**My programmes**

You can add up to 5 programmes to your application.  
Select the type of study you're planning to do. You will then see more options related to your choice.

**Category of study**

☐ Undergraduate <sup>?</sup> ☐ Postgraduate <sup>?</sup> ☐ Certificates and diplomas <sup>?</sup> ☒ UniPrep <sup>?</sup>  
☐ Study Abroad <sup>?</sup> ☐ Student exchange (inbound) <sup>?</sup> ☐ Te Reo Māori course <sup>?</sup> ☐ Other individual course <sup>?</sup>  
☐ English <sup>?</sup>

**SHOW RESULTS** <sup>?</sup>

UniPrep

**PROGRAMME OPTIONS** <sup>?</sup>

**04** Select the **Other Semester 1 – South** intake, then click on **Done**

**UniPrep**

**Intake**

☒ Other Semester 1 – South

**DONE** <sup>?</sup> **CANCEL**

**05** On the **My programmes** page, click on **Next**

**My programmes**

**ADD MORE PROGRAMMES** <sup>?</sup>

UniPrep **1st choice**

Intake: **Other Semester 1 – South**

**EDIT** <sup>?</sup> **REMOVE** <sup>?</sup>

**BACK** <sup>?</sup> **NEXT** <sup>?</sup>

Personal details Education details

**06** Fill in your education details completely, then click on **Next**

### Education details

Tell us about your current and/or previous education.

#### Final high school you attended / are attending

High school is also known as secondary school or college (you normally attend from around age 13 for 5 years).

Where is / was your final high school? \*

New Zealand Another country I didn't go to high school

National Student Number (if known) ?

#### Tertiary and foundation level study

Have you studied at university or foundation level before, or at any other tertiary education provider? \* ?

No, I haven't studied at tertiary level More than 6 months full-time (or equivalent) Less than 6 months full-time (or equivalent)


#### Language

Is English, Māori or NZ Sign Language your first language? \*

Yes No

BACK NEXT ?

**07** When you get to the **Upload documents** step, click on **Save**



SAVE

1

2

3

4

5

6

7

8

Personal details

My programmes

Education details

Upload documents

Contact details

Demographic information

Upload photo

Confirm and submit

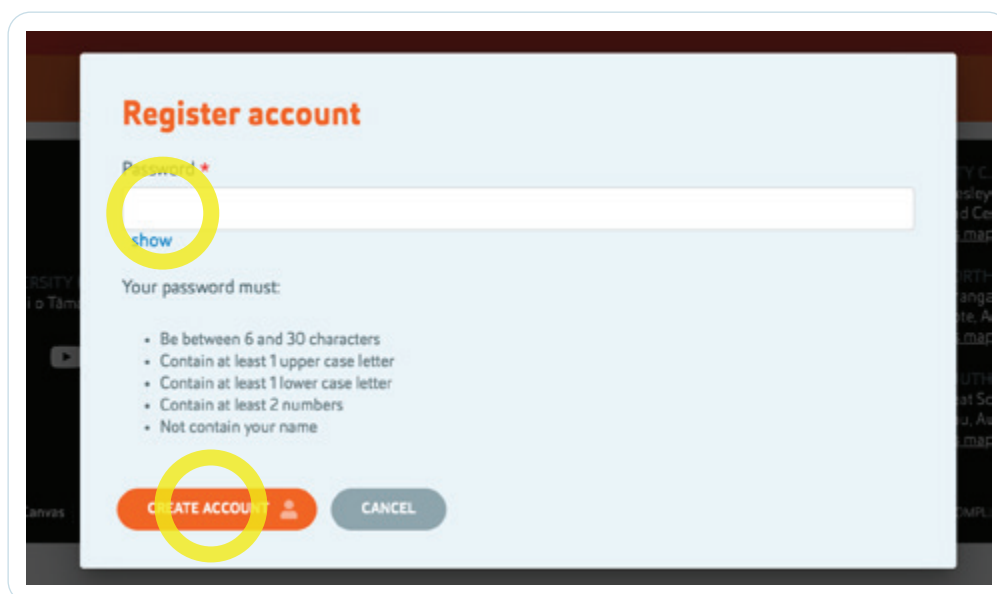
### Upload documents

#### Save your details

Before we can tell you if you need to supply any documents, you need to save your details to register an account. It won't take long, and you can then log in at any time to edit or complete your application.

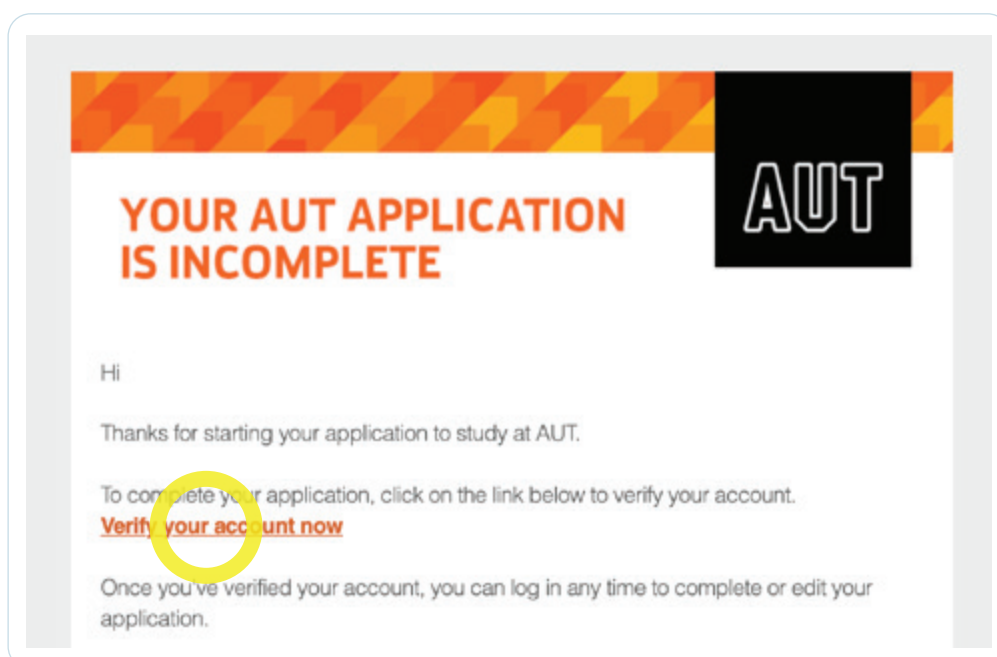
BACK NEXT ?

- 08 Type in a **password** and click on **Create account**. Keep your email open because you only have 15 minutes to verify your account.

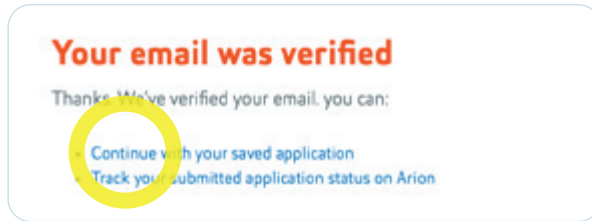


The screenshot shows a 'Register account' form. At the top, the title 'Register account' is in orange. Below it is a 'Password' field with a red asterisk and a 'show' link. A yellow circle highlights the password field. Below the field, the text 'Your password must:' is followed by a list of requirements: 'Be between 6 and 30 characters', 'Contain at least 1 upper case letter', 'Contain at least 1 lower case letter', 'Contain at least 2 numbers', and 'Not contain your name'. At the bottom, there are two buttons: 'CREATE ACCOUNT' (orange) and 'CANCEL' (grey). A yellow circle highlights the 'CREATE ACCOUNT' button.

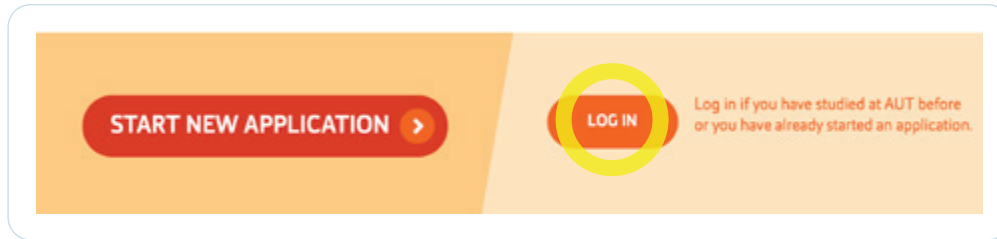
- 09 Go into your emails and click on **Verify your account now**



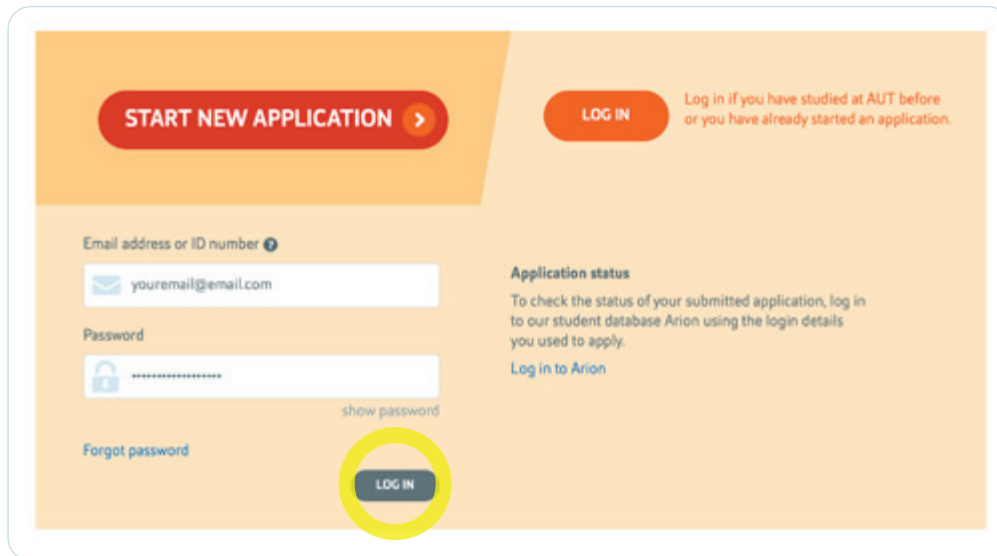
10 Click on **Continue with your saved application**



11 Click the **Log in** button



12 Fill in your login details and click on **Login**



13

Click on **Contact details**, fill in your contact details completely, then click on **Next**

**Contact details**

We will use this information to contact you about your application and for student communications.  
You can update your contact details at any time.

**Preferred name(s)**  
Preferred first name (if different to your legal name) \* Preferred last name (if different to your legal name) \*

**Contact number(s) \***  
Mobile number Home number

Please enter a mobile or home number.

**Address**  
Enter the address you live at most of the time. You can also give us a mailing address, and you can change these details later.

Country \*

Unit/Flat number Street number

Street \*

Suburb City/Town

Post code

This is my preferred mailing address

Will your address when you are studying here be different from the address you entered above?

Yes No / I don't know

**Emergency contact information**  
Enter the details of a friend or family member we can contact in an emergency.

Full name \*

Phone number \*

Relationship to you \*

**Alternative/trusted contact**  
Full name

Phone number

Relationship to you

14 Fill in your **Demographics details**, then click on **Next**

☐ African ☐ Indian ☐ Other Pacific Peoples

☐ Australian ☐ Italian ☐ Other Southeast Asian

☐ British/Irish ☐ Japanese ☐ Polish

☐ Cambodian ☐ Korean ☐ Samoan

☐ Chinese ☐ Latin American ☐ South Slav

☐ Cook Island Maori ☐ Middle Eastern ☐ Sri Lankan

☐ Dutch ☐ New Zealand Maori ☐ Tokelauan

☐ Fijian ☐ Niuean ☐ Tongan

☐ Filipino ☐ NZ European/Pakeha ☐ Vietnamese

☐ German ☐ Other Asian ☐ Other

☐ Greek ☐ Other European

Do you identify as LGBTQIA+ (Lesbian, Gay, Bi, Trans, Takatapu, Queer, Intersex, Asexual, Plus)? At AUT our LGBTQIA+ communities are known as the Rainbow Community.

Do you describe yourself as disabled, Deaf, tangata whaikaha Māori, or living with a long-term physical or mental health condition?

☐ Yes

☐ No

☐ Prefer not to disclose

☐ Neurodivergent (e.g. ADD, ADHD, ASD etc)

☐ Medical (chronic or on-going)

☐ Speech (e.g. Apraxia, Dysarthria etc)

☐ Deaf

☐ Medical (temporary)

☐ Blind

☐ Hard of Hearing

☐ Physical

☐ Low vision

☐ Intellectual (e.g. Down Syndrome, Prader-Willi syndrome, FASD etc)

☐ Mental health

☐ Other, please specify

☐ Specific Learning (e.g. dyslexia, dyscalculia, dysgraphia etc)

Contact details

Upload photo

15 When you get up to the **Upload photo for student ID** step, click on **Next**

**Upload photo for student ID**

Save your details

Before you can upload a photo, you need to save your details to register an account. It won't take long, and you can then log in at any time to edit or complete your application.

Demographic information

Confirm and submit

16 Review your details and once you're ready, tick the **Terms and conditions** box and then click on **Submit**. We'll be in touch soon!

**Confirm and submit**

You can submit your application on this page, or review it first.

Ready to submit?

Choose the country you are applying from \*

New Zealand

Tick the box to agree to our terms and conditions before you submit your application.

☐ I acknowledge and agree to all terms and conditions related to submission of this application. [View declaration terms and conditions](#) \*

# Returning applicants

If you've already applied for a course in the past, most of your information will be pre-filled.

- 01 On this screen, click on **Apply for another programme**

**Submitted application status**

Programme (Pathway)	Start Date	Status	Options
Master of Disaster Risk Management and Development (Master of Disaster Risk Management and Development)	DD/MM/YYYY	Accepted Offer	<a href="#">Withdraw</a>
Bachelor of Laws (Part I (Standard))	DD/MM/YYYY	Accepted Offer	None
Bachelor of Laws (Part I (Standard))	DD/MM/YYYY	Cancelled by AUT	None

[APPLY FOR ANOTHER PROGRAMME](#)

- 02 Tick **UniPrep** and click on **Show results**

**My programmes**

You can add up to 5 programmes to your application.  
Select the type of study you're planning to do. You will then see more options related to your choice.

**Category of study**

☐ Undergraduate <sup>?</sup>
☐ Postgraduate <sup>?</sup>
☐ Certificates and diplomas <sup>?</sup>
☒ **UniPrep** <sup>?</sup>
☐ Study Abroad <sup>?</sup>
☐ Student exchange (inbound) <sup>?</sup>
☐ Te Reo Māori course <sup>?</sup>
☐ Other individual course <sup>?</sup>
☐ English <sup>?</sup>

[SHOW RESULTS](#)

- 03 Click on **Programme options**

**My programmes**

You can add up to 5 programmes to your application.  
Select the type of study you're planning to do. You will then see more options related to your choice.

**Category of study**

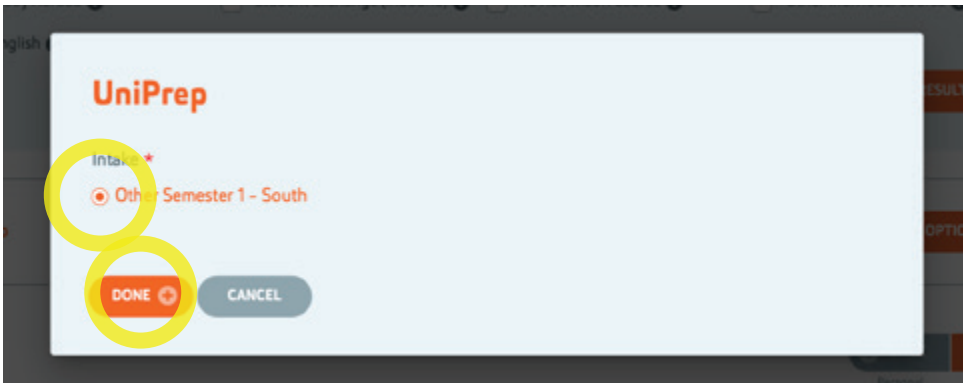
☐ Undergraduate <sup>?</sup>
☐ Postgraduate <sup>?</sup>
☐ Certificates and diplomas <sup>?</sup>
☒ **UniPrep** <sup>?</sup>
☐ Study Abroad <sup>?</sup>
☐ Student exchange (inbound) <sup>?</sup>
☐ Te Reo Māori course <sup>?</sup>
☐ Other individual course <sup>?</sup>
☐ English <sup>?</sup>

[SHOW RESULTS](#)

[UniPrep](#)

[PROGRAMME OPTIONS](#)

- 04 Select the **Other Semester 1 – South** intake, then click on **Done**



UniPrep

Intake \*

☒ Other Semester 1 - South

**DONE** **CANCEL**

- 05 On the **My programmes** page, click on **Next**



**My programmes**

ADD MORE PROGRAMMES

UniPrep **1st choice**

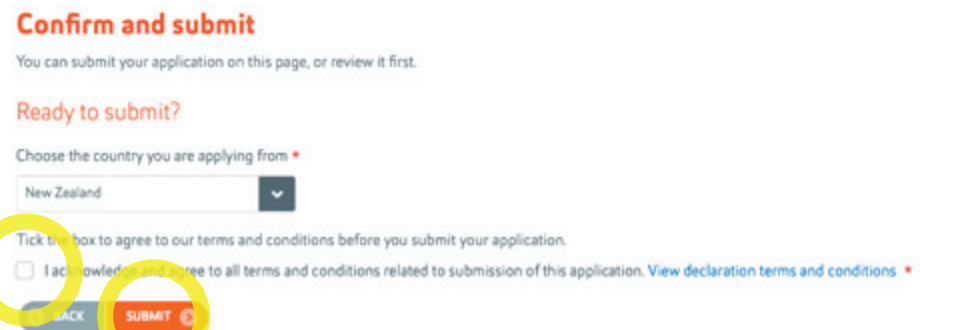
Intake: Other Semester 1 - South

**EDIT** **REMOVE**

**BACK** **NEXT**

Personal details Education details

- 06 Skip to step #8, check all of your prefilled details, tick the **Terms and conditions** box, and click on **Submit**. We'll be in touch soon!



**Confirm and submit**

You can submit your application on this page, or review it first.

**Ready to submit?**

Choose the country you are applying from \*

New Zealand

Tick the box to agree to our terms and conditions before you submit your application.

☒ I acknowledge and agree to all terms and conditions related to submission of this application. [View declaration terms and conditions](#) \*

**BACK** **SUBMIT**