



VICTORIA UNIVERSITY OF
WELLINGTON
TE HERENGA WAKA
NEW ZEALAND

Agent and Partner Portal

How to defer an application

1. Navigate to VUW Agent and Partner Portal

2. “Log in”



3. Click “Email Address”

VICTORIA UNIVERSITY OF WELLINGTON
TE HERENGA WAKA

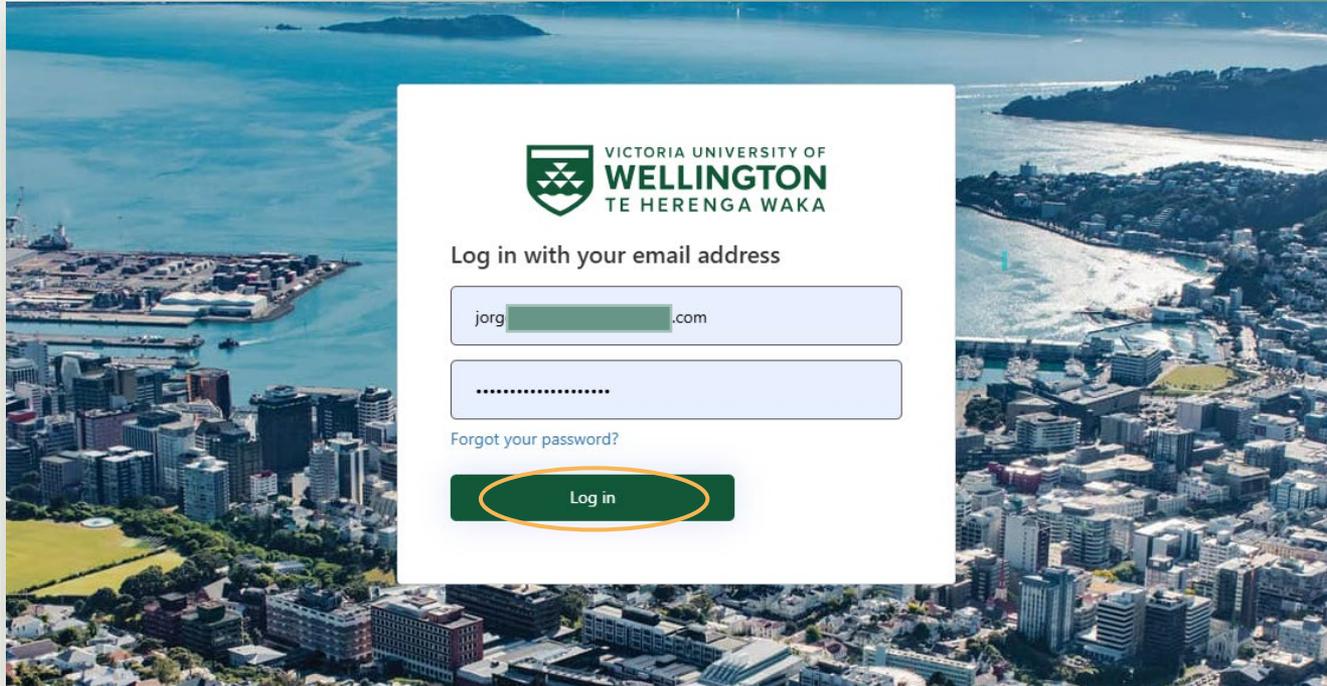
Te Tomokanga mō ngā Kaiwhakarite
Agent and Partner Application Portal

Log in

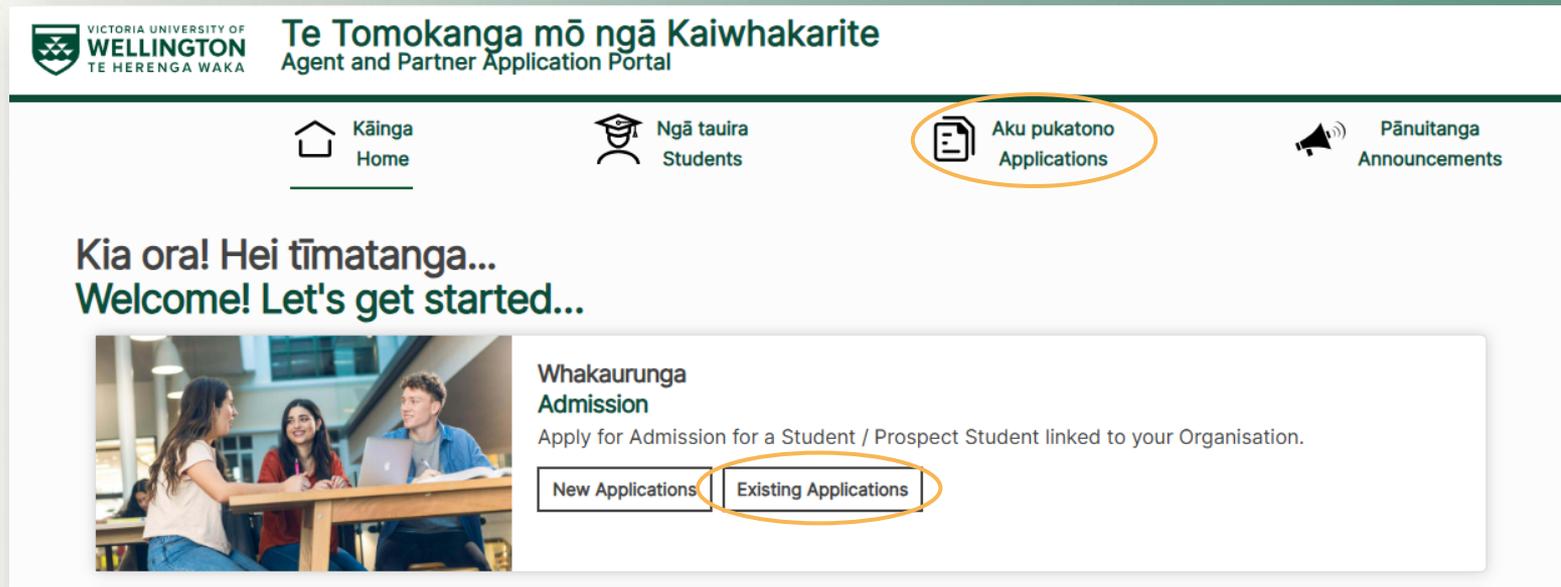
Log in with

Email address

4. Email address, password and “Log in”



5. Go to “Applications” tab or “Existing Applications”



VICTORIA UNIVERSITY OF WELLINGTON
TE HERENGA WAKA

Te Tomokanga mō ngā Kaiwhakarite

Agent and Partner Application Portal

 Kāinga
Home

 Ngā taura
Students

 **Aku pukatono**
Applications

 Pānuitanga
Announcements

Kia ora! Hei tīmatanga...

Welcome! Let's get started...



Whakaurunga Admission

Apply for Admission for a Student / Prospect Student linked to your Organisation.

6. Select the student's application

The screenshot shows the 'Te Tomokanga mā ngā Kaiwhakarite Agent and Partner Application Portal' interface. The main heading is 'Aku pukatoono Students applications for my Organisation'. Below this, there are navigation tabs for 'Admission application', 'Scholarships', 'Accommodation', and 'Enquiries'. The 'Admission application' tab is selected. A search bar with 'Search' and 'Clear' buttons is present. Below the search bar is a table of applications. The table has columns for Applicant, Student Id, Branch, Application status, Programme, Starting year, Application ID, and Last updated. The 'Harry Potter' application is highlighted with an orange circle, showing a status of 'Submitted'.

Te Tomokanga mā ngā Kaiwhakarite
Agent and Partner Application Portal

Kāinga Home Ngā taura Students Aku pukatoono Applications Pānuitanga Announcements

Aku pukatoono Students applications for my Organisation

All applications that have been submitted or created by or for Prospects/Students linked to your organisation.

Cases created by your organisation will be listed under the Enquiries tab

Admission application Scholarships Accommodation Enquiries

Admission application

All Requires action View by Branch

Search Clear

| Applicant | Student Id | Branch | Application status | Programme | Starting year | Application ID | Last updated |
|----------------|------------|---------------------------|--------------------|-----------------------------------|--------------------|------------------|--------------|
| Fleur Delacour | | Test Agency - Head Office | Draft | Bachelor of Architectural Studies | 2026 Academic Year | WGTN-ADM-0182604 | 19/02/2026 |
| Gandalf Grey | | | Draft | | | WGTN-ADM-0172007 | 15/12/2025 |
| Harry Potter | 500696216 | Test Agency - Head Office | Submitted | Bachelor of Music | 2026 Academic Year | WGTN-ADM-0182612 | 26/02/2026 |

7. Click “Defer” as long as your student does not have an enrolment record.

***If there is an existing enrolment record, you will be automatically directed to the Agent Enquiry page and will need to send us a deferral enquiry through the Agent Portal or via email. Ensure you include the student's details.**

Aku pukatono
Harry Potter 's applications

All applications that have been submitted or created by or for Prospects/Students linked to your organisation.

Admission & Enrolment Scholarships Accommodation Portal Tasks

Admission application Apply

| Applicant | Student ID | Branch | Application status | Programme | Starting year | Application ID | Last updated |
|--------------|------------|---------------------------|-----------------------|-------------------|--------------------|------------------|--------------|
| Harry Potter | 500696216 | Test Agency - Head Office | Admitted on Condition | Bachelor of Music | 2026 Academic Year | WGTN-ADM-0182610 | 26/02/2026 |

Defer **Withdraw** **Change Programme** **View Offer** **View detail**

Enrolment application

There is no Enrolment record.

8. Select the new intake and provide the reason for decision. Click “Defer”

Defer Application

Bachelor of Music

Defer to: → 2026 Academic Year - Trimester 3 ▾

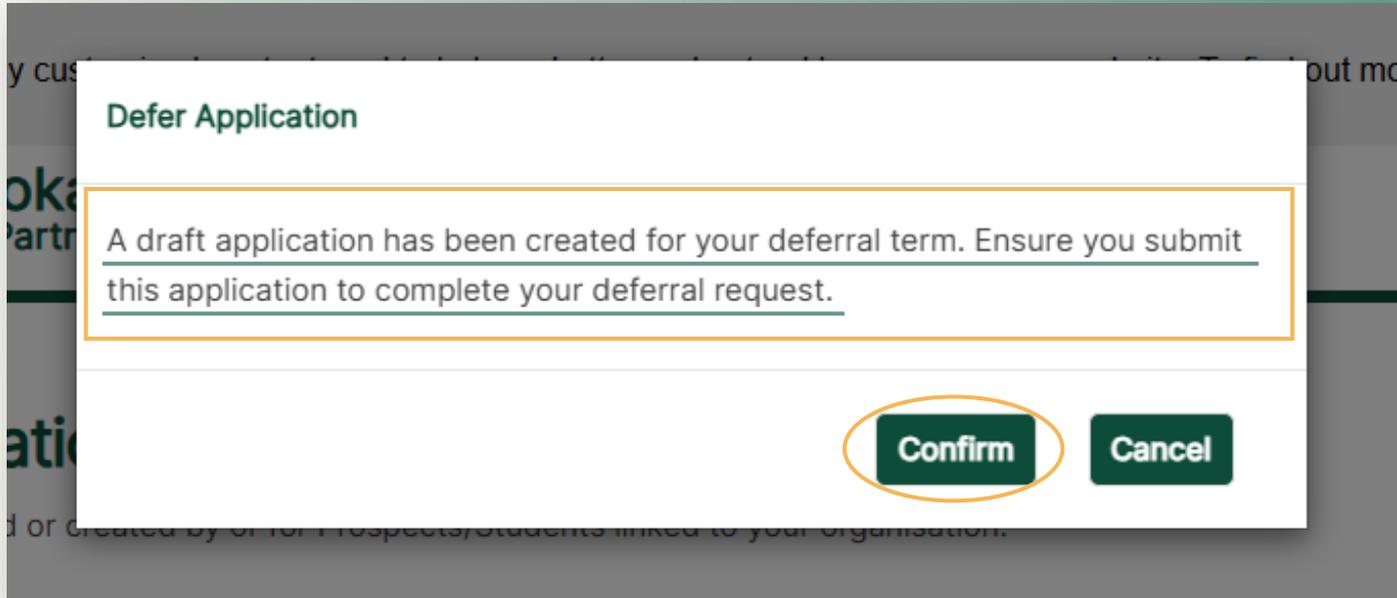
Reason for decision: → Defer: Other ▾

Other: →

Defer **Cancel**

9. Read carefully: when you click “Defer”, a draft application is created for the deferral term. You must still submit the draft application to complete the deferral request.

Click “Confirm”



10. The deferred application will appear as a draft. Click “Resume” to review and submit the application to complete the deferral request.

Aku pukatono
Harry Potter 's applications

All applications that have been submitted or created by or for Prospects/Students linked to your organisation.

Admission & Enrolment Scholarships Accommodation Portal Tasks

Admission application Apply

| Applicant | Student ID | Branch | Application status | Programme | Starting year | Application ID | Last updated |
|---|------------|---------------------------|--------------------|-------------------|--------------------|------------------|--------------|
| Harry Potter | 500696216 | Test Agency - Head Office | Closed-Deferred | Bachelor of Music | 2026 Academic Year | WGTN-ADM-0182610 | 26/02/2026 |
| View detail | | | | | | | |
| Harry Potter | 500696216 | Test Agency - Head Office | Draft | Bachelor of Music | 2026 Academic Year | WGTN-ADM-0182612 | 26/02/2026 |
| Resume Cancel | | | | | | | |

11. Go through each step within the application and review the information. Accept the Terms and Conditions, then click “Submit” to complete the deferral request.

VICTORIA UNIVERSITY OF WELLINGTON
TE HERENGA WAKA

Te Tomokanga mō ngā Kaiwhakarite
Agent and Partner Application Portal

Step 6 of 6

Review and submit

Application summary

| | | | |
|----------------------|--------------------|-------------------------|-------------|
| Preferred first name | Harry | Legal family name | Potter |
| Date of birth | 01/02/1992 | National Student Number | |
| Year of study | 2026 Academic Year | | |
| Qualification | Bachelor of Music | Trimester | Trimester 3 |

Declaration

The applicant has read and understood the [Terms and Conditions](#) of this application

[Back](#) [Save](#) [Submit](#)

VICTORIA UNIVERSITY OF WELLINGTON
0800 04 04 04 +64 4 472 1000 Contact us Emergency: +64 4 463 9999 or ext. 8888 (Internal)

12. To view the deferred application - navigate to "Applications" tab and select the student.

The screenshot shows the 'Te Tomokanga mā ngā Kaiwhakarite Agent and Partner Application Portal'. The 'Applications' tab is highlighted with an orange box. Below the navigation bar, the page title is 'Aku pukatono Students applications for my Organisation'. A sub-header reads 'Admission application'. There are filters for 'All', 'Requires action', and 'View by Branch'. A search bar with 'Search' and 'Clear' buttons is present. A table lists applications with columns for Applicant, Student Id, Branch, Application status, Programme, Starting year, Application ID, and Last updated. The row for 'Harry Potter' is highlighted with an orange box.

| Applicant | Student Id | Branch | Application status | Programme | Starting year | Application ID | Last updated |
|----------------|------------|---------------------------|--------------------|-----------------------------------|--------------------|------------------|--------------|
| Fleur Delacour | | Test Agency - Head Office | Draft | Bachelor of Architectural Studies | 2026 Academic Year | WGTN-ADM-0182604 | 19/02/2026 |
| Gandalf Grey | | | Draft | | | WGTN-ADM-0172007 | 15/12/2025 |
| Harry Potter | 500696216 | Test Agency - Head Office | Submitted | Bachelor of Music | 2026 Academic Year | WGTN-ADM-0182612 | 26/02/2026 |

13. You will see that the previous application has been closed and the deferred application now appears as submitted.

Aku pukatono Harry Potter 's applications

All applications that have been submitted or created by or for Prospects/Students linked to your organisation.

Admission & Enrolment

Scholarships

Accommodation

Portal Tasks

Admission application

Apply

| Applicant | Student ID | Branch | Application status | Programme | Starting year | Application ID | Last updated |
|--------------|------------|---------------------------|--------------------|-------------------|--------------------|------------------|--------------|
| Harry Potter | 500696216 | Test Agency - Head Office | Submitted | Bachelor of Music | 2026 Academic Year | WGTN-ADM-0182612 | 26/02/2026 |

Change Programme

View detail

Cancel

| | | | | | | | |
|--------------|-----------|---------------------------|-----------------|-------------------|--------------------|------------------|------------|
| Harry Potter | 500696216 | Test Agency - Head Office | Closed-Deferred | Bachelor of Music | 2026 Academic Year | WGTN-ADM-0182610 | 26/02/2026 |
|--------------|-----------|---------------------------|-----------------|-------------------|--------------------|------------------|------------|

View detail

Note: If you cannot defer the application, it is because there is an existing enrolment record. You will need to send us a deferral enquiry through the Agent Portal or via email to international@vuw.ac.nz. Ensure you include the student's details.

VICTORIA UNIVERSITY OF WELLINGTON
TE HERENGA WAKA

Te Tomokanga mō ngā Kaiwhakarite
Agent and Partner Application Portal

Kāinga Home Ngā taura Students Aku pukatono Applications Pānuitanga Announcements

Home > Agent / Partner Enquiry

Agent / Partner Enquiry

1. Select the subject relating to your enquiry *

Select

2. Select the Prospect / Student relating to your enquiry

3. Provide any additional information relating to your enquiry: *

Student's full name
Student's ID Number
Email address
New intake

4. Select your branch

--Select Agent--



VICTORIA UNIVERSITY OF
WELLINGTON
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NEW ZEALAND

Agent and Partner Portal

How to withdraw an application

1. Go to “Applications” tab or “Existing Applications”

VICTORIA UNIVERSITY OF WELLINGTON
TE HERENGA WAKA

Te Tomokanga mō ngā Kaiwhakarite

Agent and Partner Application Portal

Kāinga
Home

Ngā taura
Students

Aku pukatono
Applications

Pānuitanga
Announcements

Kia ora! Hei tīmatanga...
Welcome! Let's get started...

Whakaurunga
Admission
Apply for Admission for a Student / Prospect Student linked to your Organisation.

New Applications | Existing Applications

2. Select the student's application

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| Applicant | Student Id | Branch | Application status | Programme | Starting year | Application ID | Last updated |
|----------------|------------|---------------------------|--------------------|-----------------------------------|--------------------|------------------|--------------|
| Fleur Delacour | | Test Agency - Head Office | Draft | Bachelor of Architectural Studies | 2026 Academic Year | WGTN-ADM-0182604 | 19/02/2026 |
| Gandalf Grey | | | Draft | | | WGTN-ADM-0172007 | 15/12/2025 |
| Harry Potter | 500696216 | Test Agency - Head Office | Submitted | Bachelor of Music | 2026 Academic Year | WGTN-ADM-0182612 | 26/02/2026 |

3. Click “Withdraw”

Aku pukatono Harry Potter 's applications

All applications that have been submitted or created by or for Prospects/Students linked to your organisation.

Admission & Enrolment

Scholarships

Accommodation

Portal Tasks

Admission application

Apply

| Applicant | Student ID | Branch | Application status | Programme | Starting year | Application ID | Last updated |
|--------------|------------|---------------------------|-----------------------|-------------------|--------------------|------------------|--------------|
| Harry Potter | 500696216 | Test Agency - Head Office | Admitted on Condition | Bachelor of Music | 2026 Academic Year | WGTN-ADM-0182610 | 26/02/2026 |

Defer

Withdraw

Change
Programme

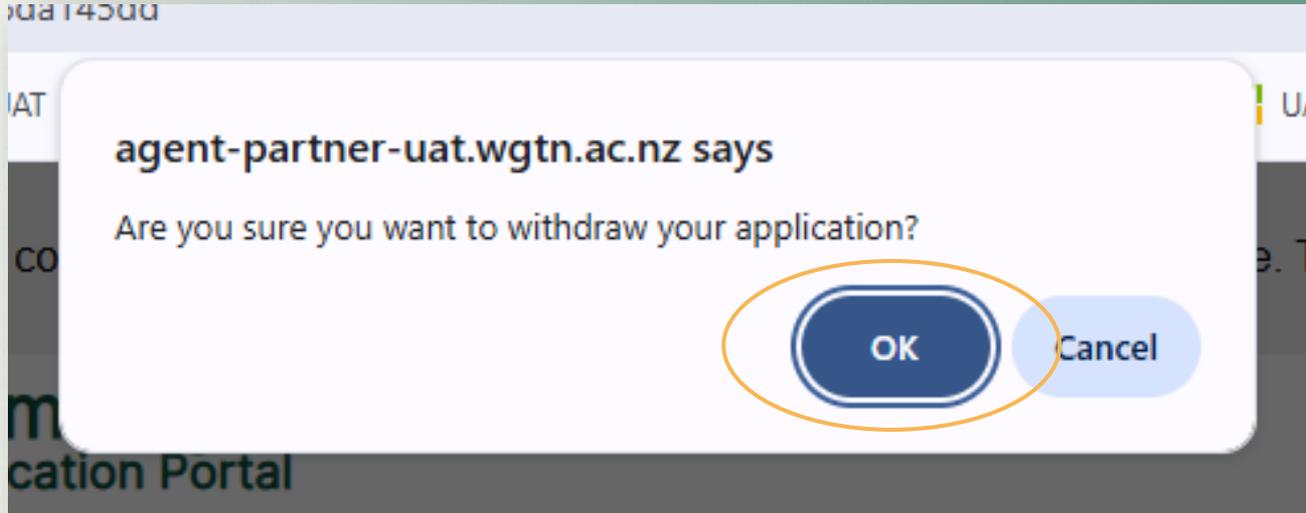
View Offer

View detail

Enrolment application

There is no Enrolment record.

4. Click "ok"



5. To view the withdrawn application - navigate to "Applications" tab and select the student.

The screenshot shows the 'Te Tomokanga mā ngā Kaiwhakarite Agent and Partner Application Portal' interface. The 'Applications' tab is highlighted with an orange box. Below the navigation bar, the page title is 'Aku pukatono Students applications for my Organisation'. A sub-header indicates that all applications are those submitted or created by or for Prospects/Students linked to the organisation. A note states that cases created by the organisation will be listed under the Enquiries tab. There are four filter tabs: 'Admission application', 'Scholarships', 'Accommodation', and 'Enquiries'. The 'Admission application' tab is active. Below this, there are filter buttons for 'All', 'Requires action', and 'View by Branch'. A search bar with 'Search' and 'Clear' buttons is present. A table of applications is displayed with the following columns: Applicant, Student Id, Branch, Application status, Programme, Starting year, Application ID, and Last updated. The row for 'Harry Potter' is highlighted with an orange box.

| Applicant | Student Id | Branch | Application status | Programme | Starting year | Application ID | Last updated |
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| Fleur Delacour | | Test Agency - Head Office | Draft | Bachelor of Architectural Studies | 2026 Academic Year | WGTN-ADM-0182604 | 19/02/2026 |
| Gandalf Grey | | | Draft | | | WGTN-ADM-0172007 | 15/12/2025 |
| Harry Potter | 500696216 | Test Agency - Head Office | Withdrawn | Bachelor of Music | 2026 Academic Year | WGTN-ADM-0182612 | 05/03/2026 |

6. You will see that the application has been withdrawn

Aku pukatono Harry Potter 's applications

All applications that have been submitted or created by or for Prospects/Students linked to your organisation.

Admission & Enrolment

Scholarships

Accommodation

Portal Tasks

Admission application

Apply

| Applicant | Student ID | Branch | Application status | Programme | Starting year | Application ID | Last updated |
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| Harry Potter | 500696216 | Test Agency - Head Office | Withdrawn | Bachelor of Music | 2026 Academic Year | WGTN-ADM-0182612 | 05/03/2026 |

View detail

| | | | | | | | |
|--------------|-----------|---------------------------|-----------------|-------------------|--------------------|------------------|------------|
| Harry Potter | 500696216 | Test Agency - Head Office | Closed-Deferred | Bachelor of Music | 2026 Academic Year | WGTN-ADM-0182610 | 26/02/2026 |
|--------------|-----------|---------------------------|-----------------|-------------------|--------------------|------------------|------------|

View detail



Contact us if you have any questions or visit the Agent Hub

1. Email us at international@vuw.ac.nz
2. Visit the [Agent Hub – Portal Assistance](#)