

Victoria University of Wellington

Agent and Partner Application Portal

How to Submit an Application

- 1 Navigate to <https://agent-partner.wgtn.ac.nz/mydashboard/>

2

"Log in"

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Agent and Partner Application Portal

Log in

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3 Click "Email address"

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Log in

Log in with

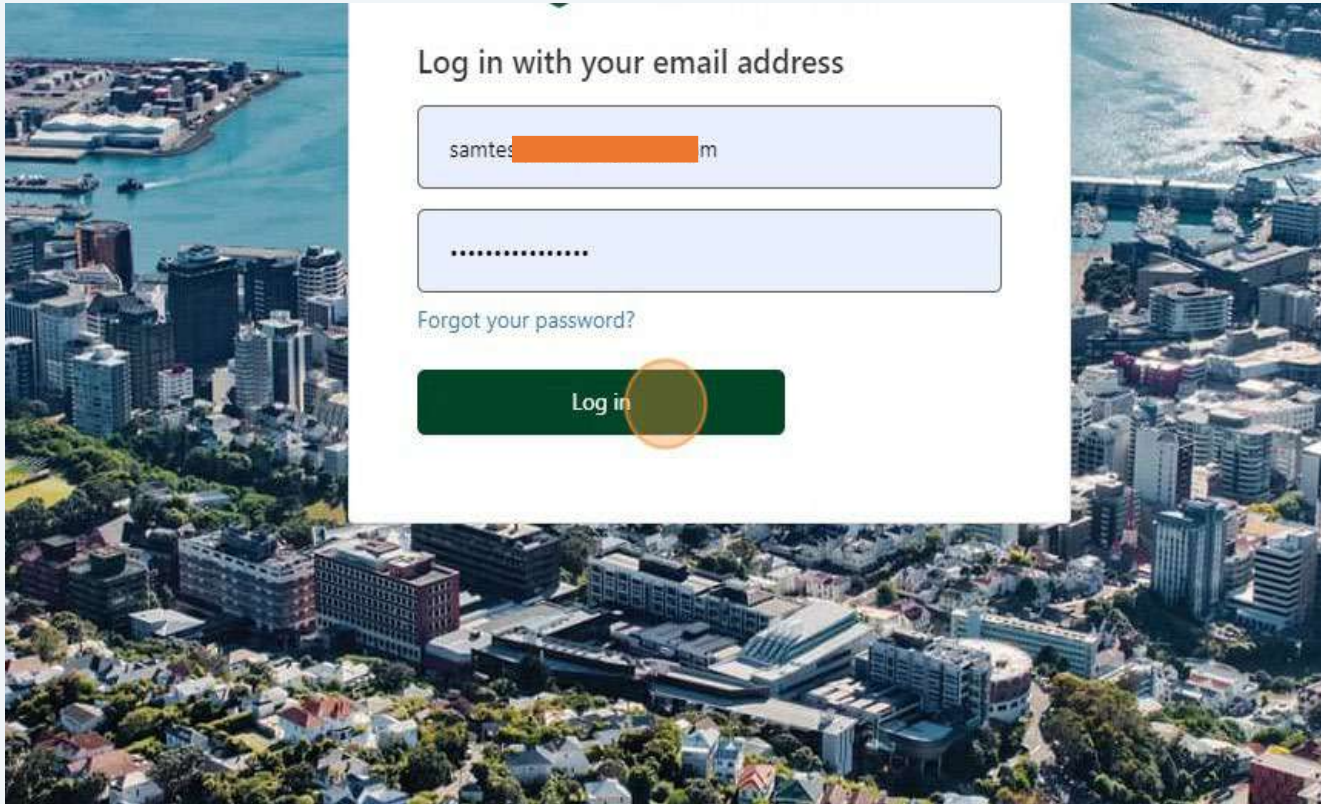
Email address

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Contact us

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4 Email address, password and "Log in"



5 Go to "Apply or Review"

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



Whakaurunga Admission

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

Apply or Review




Nohoanga Accommodation



Review accommodation applications for Students / Prospect Students your Organisation.

Review

6 Click "Apply"



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Aku pukatono 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

--Select Application--

Applicant ↓	Student Id	Branch	Application status	Programme	Starting year	Application ID	Last updated	
Fleur Delacour		Test Agency - Branch 1	More information required	Bachelor of Music	2024 Academic Year	WGTN-ADM-0068950	10/02/2024	Action
Gandalf Grey		Test Agency - Head Office	Draft	English for Academic Purposes	2024 Academic Year	WGTN-ADM-0067258	11/12/2023	
Testing Generic Testing Character		Test Agency - Branch 1	Submitted	Bachelor of Laws	2025 Academic Year	WGTN-ADM-0073929	17/02/2024	





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7 Click "--Select Student--"

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Kāinga Home Ngā taura Students Aku pukatono Applications Pānuitanga Announcements

Existing Student

If the student you want to manage is already linked to your organization, choose the option to select an existing student. This will allow you to create a new admission application for the Prospect / Student.

If the student is new or not yet associated with your organisation, select the option to create a new prospect student. This enables you to add their details and create a fresh profile for them that will be linked to your organisation, if the Prospect / Student already exists then you will be notified and you will have to create an enquiry to have the Prospect / Student linked to your Organisation.

Student selection: *

--Select Student--

--Select Student--

Fleur Delacour - fleur.delacour@testemail.com

Gandalf Grey - gandalf.grey@testemail.com

Test Sam Test Lafontaine - testsamtest@test.com

Testing Generic Testing Character - dazcara.2000@gmail.com

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8 Click this dropdown.

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Kāinga Home Ngā tauira Students Aku pukatono Applications Pānuitanga Announcements

Existing Student

If the student you want to manage is already linked to your organization, choose the option to select an existing student. This will allow you to create a new admission application for the Prospect / Student.

If the student is new or not yet associated with your organisation, select the option to create a new prospect student. This enables you to add their details and create a fresh profile for them that will be linked to your organisation, if the Prospect / Student already exists then you will be notified and you will have to create an enquiry to have the Prospect / Student linked to your Organisation.

Student selection: *

--Select Student--

Which branch has recruited this Prospect / Student?: *

--Select Agent--

Apply Admission **Create New Student**

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9 New application- Click "Create New Student" - (if your applicant is not on our system yet)

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Agent and Partner Application Portal

Kāinga Home Ngā taura Students Aku pukatoa Applications Pānūtanga Announcements

Existing Student

If the student you want to manage is already linked to your organization, choose the option to select an existing student. This will allow you to create a new admission application for the Prospect / Student.

If the student is new or not yet associated with your organisation, select the option to create a new prospect student. This enables you to add their details and create a fresh profile for them that will be linked to your organisation, if the Prospect / Student already exists then you will be notified and you will have to create an enquiry to have the Prospect / Student linked to your Organisation.

Student selection: *

--Select Student--

Which branch has recruited this Prospect / Student?: *

--Select Agent--

[Apply Admission](#) [Create New Student](#)

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10 Click this text field. If your applicant does not have a first or last name - please type a dash (-) . Please note: Name to be same as in the **ID document /Passport**

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Kāinga Home

Existing Student

If the student you want to manage is a prospect, you can create an admission application for the Prospect / Student.

If the student is new or not yet associated with a Prospect / Student, you can create a fresh profile for them that will allow you to create a new admission application for the Prospect / Student. This enables you to add their details and you will have to create a new profile for them. You will be notified and you will have to create a new profile for them.

Student selection: *

--Select Student--

Which branch has recruited this Prospect / Student? *

--Select Agent--

Apply Admission Create New Student

Pāruianga Announcements

Student Creation

Preferred first name:*

Legal first name:*

Legal middle name(s):

Legal family name:*

Email address:*

Date of birth:*

dd/mm/yyyy

Gender:*

--Select gender--

Which branch has recruited this Prospect / Student?*

--Select Agent--

Cancel Create

9800 04 04 04 +64 4 472 1000 Contact us Emergency: +94 4 463 9999 or ext. 8686 (internal)

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- 11** Click this dropdown and find your branch. Please fill in the enquiry form or email international@vuw.ac.nz if your branch is not on the list.

The screenshot shows the 'Student Creation' form on the Victoria University of Wellington website. The form is titled 'Student Creation' and includes the following fields:

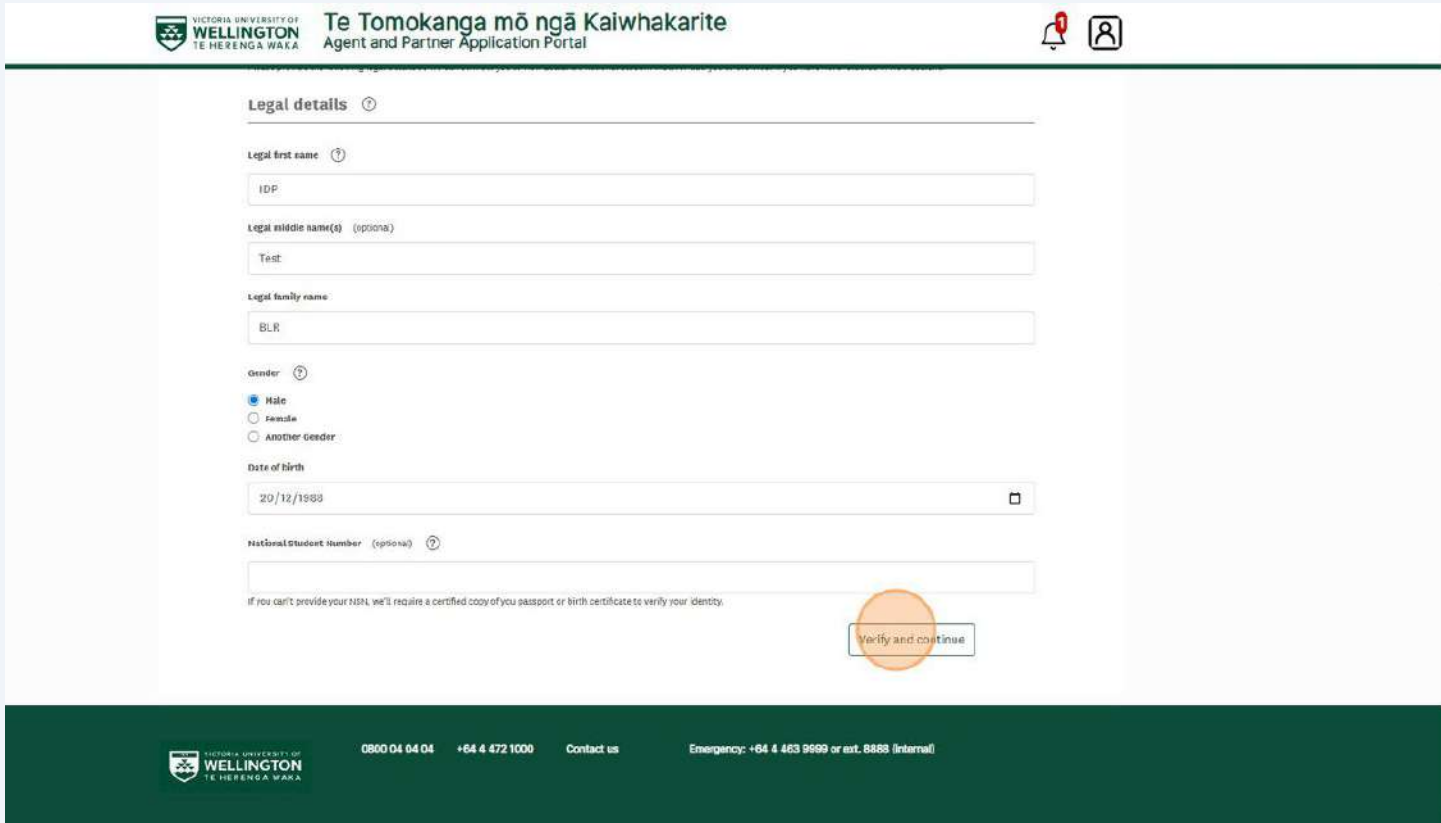
- Preferred first name:* (IDP)
- Legal first name:* (IDP)
- Legal middle name(s): (Test)
- Legal family name:* (BLR)
- Email address:* (samtestpartner@yahoo.com)
- Date of birth:* (20/12/1988)
- Gender:* (Male)
- Which branch has recruited this Prospect / Student?*

The dropdown menu for 'Which branch has recruited this Prospect / Student?*' is open, showing the following options:

- Select Agent--
- Test Agency - Head Office
- Test Agency - Branch 1

The background shows the 'Existing Student' section with a 'Kāinga Home' button and a 'Pānūtanga Announcements' section. The footer contains the university's logo, name, and contact information: 0800 04 04 04, +64 4 472 1000, Contact us, and Emergency: +64 4 463 9999 or ext. 8888 (Internal).

12 Fill out the application form with the student's information (including the student's email and postal addresses).



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Agent and Partner Application Portal

Legal details

Legal first name

IDP:

Legal middle name(s) (optional)

Tast:

Legal family name:

BLR

Gender

Male

Female

Another Gender

Date of birth

20/12/1999

National Student Number (optional)

If you can't provide your NSN we'll require a certified copy of your passport or birth certificate to verify your identity.

Verify and continue

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13 "Continue"- Please check that your correct branch is pre-populated.

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960078
INDIA

The Street Number & Name field is required.
The City/Town/Village field is required.
The Country field is required.

Same as postal address

Study abroad or exchange student

Apply for an exchange or study abroad programme

No
 Yes

Agent details

Are you an international student applying with the help of an agent or agency?

No
 Yes

Agent/Agency

Test Agency - Head Office

Students from Partner Universities

Are you studying at an institution which has a partnership agreement with Victoria University of Wellington? (e.g. in a Pathway Programme, Dual Degree Programme)

No
 Yes


Back Save Continue

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Please read the Conditions and requirements.



Te Tomokanga mō ngā Kaiwhakarite
Agent and Partner Application Portal



Major or subject to specialise in

Please select:

Second major (optional) ?

Conditions & requirements

You will need to provide the following documents or test details:

- You may be required to provide us with evidence of your level of English. If you achieve University Entrance from a New Zealand high school, you are likely to meet the general English requirement for an Undergraduate programme. Proceed with the application to determine requirements relevant for you.

You will need to meet the following academic requirements:

- If you have studied at another institution, please provide your relevant academic transcript with your application.

You will need to meet the following admission type requirements:

- You must obtain or work towards University Entrance before being able to commence studies in this programme. If you achieved your previous qualification with us, please upload a one page document containing the qualification name and year achieved.

Additional questions

Please note that Psychological science is a compulsory major for the Bachelor of Psychology programme and you will be automatically be enrolled in this major. If you want to do a second major, you can choose this from the list above.

Add another qualification as a double degree

Study funding


How do you intend to pay for your study? Select all that apply.



Self-funded

Scholarship

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"Intended career" - please make sure you ticked the box that the applicant's application helps their career goals.

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Cv will be used to establish whether you have sufficient professional experience to enter the programme. Please refer to your programme pages on our website for specific requirements.

- Provide a 10-20 page writing sample. This will be central to the selection process. The writing sample must be your own original work. Any inclusions from other sources, such as collage or found work, must be attributed appropriately. A scriptwriting sample should be an actual script, rather than a treatment, outline etc. You may also submit AV material but not as a replacement for writing sample. Please refer to your programme or our website for specific requirements.
- Recommendation letters.

You will need to provide the following documents or test details:

- IELTS: overall band of 7, including a writing sub-score of 7 and no sub-score below 6.5 (or equivalent) OR TOEFL: 100 on the internet-based test with a minimum of 25 in writing OR EAP: a minimum of three ratings of 5 for reading, writing, and speaking, and one rating of 4 for listening from the Victoria University English Proficiency Programme.


You will need to meet the following academic requirements:

- if you have studied at another institution, please provide your relevant academic transcript with your application

[Add another qualification as a double degree](#)

Study funding

How do you intend to pay for your study? Select all that apply.

- Self-funded
- Scholarship
- Study loan from my home country
- Funded by a government ministry/funding source or sponsorship 

Career intentions

Intended career

Please specify

My qualification will help fulfil my career goal

[Back](#) [Save](#) [Continue](#)

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"Overseas University Entrance Qualification" if other options from the dropdown list are not relevant for your applicant.

The screenshot shows the application portal for Victoria University of Wellington. The header includes the university logo and the text "Te Tomokanga mā ngā Kaiwhakarite Agent and Partner Application Portal". There are notification and user icons in the top right.

The form fields are as follows:

- New Zealand
- Overseas
- Country of study: India
- Last secondary school attended: AISCSE
- Last year of secondary school study: 2002
- Highest secondary school qualification you expect to achieve before starting your study at Victoria University of Wellington: Please select
- Is this application for you to start a summer trimester course before you receive your final school results?
 - No
 - Yes

The "Please select" dropdown menu is open, showing the following options:

- University Entrance through NCEA
- University Entrance through Cambridge Assessment International Examinations (CAIE)
- International Baccalaureate Diploma (IB)
- Another New Zealand University Entrance such as New Zealand Certificate of Steiner Education or Accelerated Christian Education
- Overseas University Entrance Qualification
- A combination of NCEA, Cambridge International Examinations or International Baccalaureate
- NCEA Level 2 plus at least 14 credits at NCEA Level 3, without University Entrance
- NCEA Level 2
- University Bursary (pre-2004)
- University Entrance (pre-1990)
- Other
- No formal secondary school qualification

The footer contains the university logo, contact numbers (0800 04 04 04, +64 4 472 1000), a "Contact us" link, and an emergency number (+64 4 463 9999 or ext. 8888 internal).

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Please upload all required documents. The passport copy needs to be certified. The proof of English is not required if you don't have it yet.

The screenshot displays the 'Te Tomokanga mō ngā Kaiwhakarite' (Agent and Partner Application Portal) interface. The header includes the university logo and navigation links for Home, Students, Applications, and Announcements. The main content area shows a progress bar with six steps, where step 5 is the current stage. Below the progress bar, the 'Required documents' section lists three items: 'Academic transcripts', 'Certified copy of passport or birth certificate', and 'CV'. Each item has a red dot indicating 'No Document Uploaded' and an 'Upload' button. The 'Academic transcripts' button is highlighted with an orange circle.

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Agent and Partner Application Portal

Kāinga Home Ngā taura Students Aku pukatono Applications Pāruitanga Announcements

Home > Admission application

Pukatono whakauru
Admission application

1 2 3 4 5 6

Step 5 of 6

Required documents

To help us assess your application, please provide any documents required below. If none are required, you are welcome to provide any other relevant documents to support your application.

Academic transcripts ?
No Document Uploaded
Upload

Certified copy of passport or birth certificate ?
No Document Uploaded
Upload

CV ?
No Document Uploaded
Upload

18


Please note that you are ticking this box on behalf of the applicant.
Click the "I have read and understood the Terms and Conditions of this application" field.



The screenshot displays the 'Agent and Partner Application Portal' for Victoria University of Wellington. The page title is 'Admission application' and it is at 'Step 6 of 6'. The current step is 'Review and submit'. Below this is an 'Application summary' section with the following details:

Preferred first name	IDP	Legal family name	BLR
Date of birth	20/12/1998	National Student Number	
Year of study	2024 Academic Year	Trimester	Trimester 2
Qualification	Master of Laws by coursework		

Below the summary is a 'Declaration' section with a checkbox: I have read and understood the Terms and Conditions of this application. This checkbox is highlighted with an orange circle. At the bottom of the form are three buttons: 'Back', 'Save', and 'Submit'. The footer contains contact information: 0800 04 04 04, +64 4 472 1000, Contact us, and Emergency: +64 4 463 9999 or ext. 8688 (internal).

19 Click "Submit" or "Save" to review and submit later.

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Agent and Partner Application Portal

Admission application

1 2 3 4 5 6

Step 6 of 6

Review and submit


Application summary

Preferred first name	Legal family name
IDP	BLR
Date of birth	National Student Number
20/12/1988	
Year of study	
2024 Academic Year	
Qualification	Trimester
Master of Laws by coursework	Trimester 2

Declaration

I have read and understood the Terms and Conditions of this application

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

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To view submitted applications - navigate to "Applications"

The screenshot shows the 'Te Tomokanga mō ngā Kaiwhakarite' (Agent and Partner Application Portal) interface. The navigation bar includes 'Kāinga Home', 'Ngā taura Students', 'Aku pukatono Applications' (highlighted with an orange circle), and 'Pānuitanga Announcements'. The breadcrumb trail is 'Home > Admission application'. The main heading is 'Pukatono whakauru Admission application'. A progress indicator shows 6 steps, with step 6 'Review and submit' being the active step. Below this is the 'Application summary' section with the following details:

Preferred first name	Legal family name
IDP	BLR
Date of birth	National Student Number
20/12/1988	
Year of study	
2024 Academic Year	
Qualification	Trimester
Master of Laws by coursework	Trimester 2

Below the summary is a 'Declaration' section with a checkbox: I have read and understood the Terms and Conditions of this application. At the bottom are 'Back', 'Save', and 'Submit' buttons.

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](#)