Victoria University of Wellington

Agent and Partner Application Portal

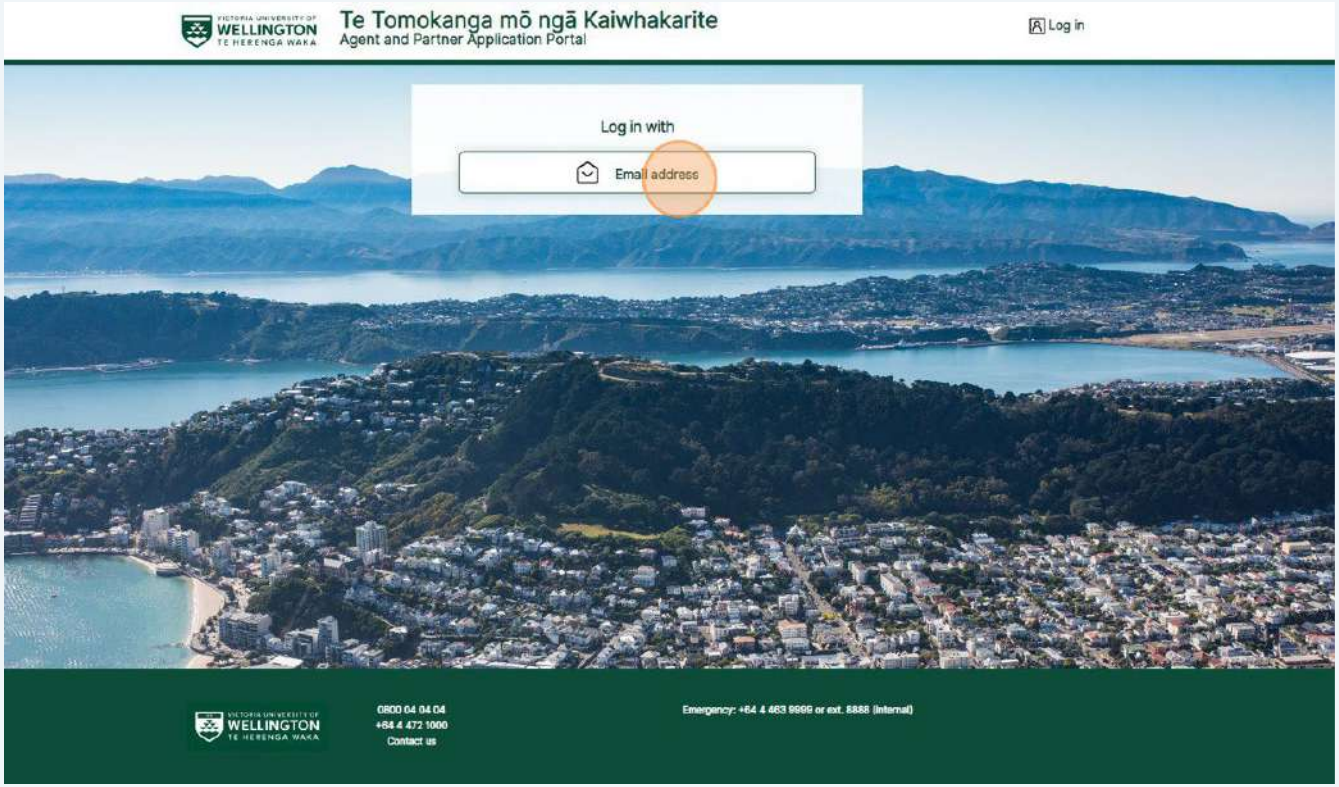
How to Submit an Application

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

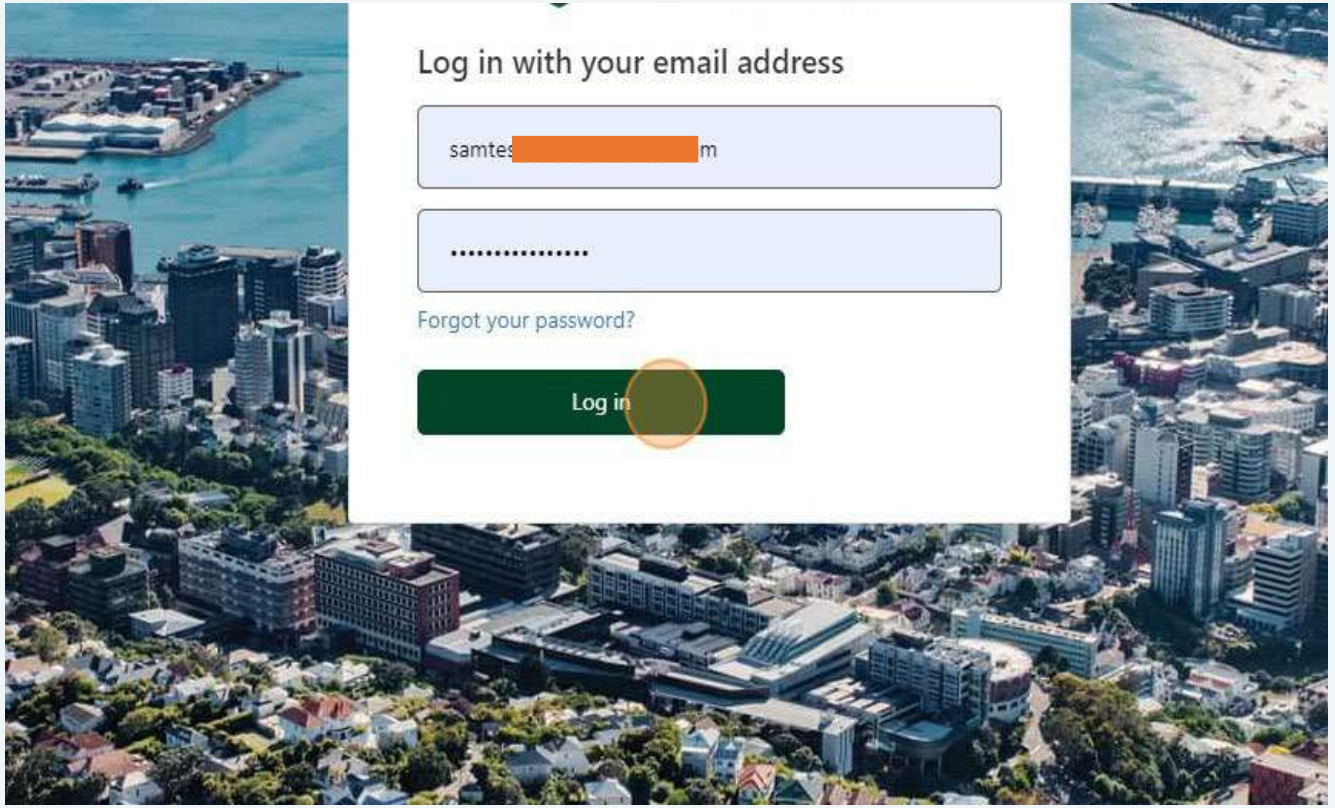
2 "Log in"

Te Tomokanga mō ngā Kaiwhakarite
Agent and Partner Application Portal
Log in
0800 04 04 04
+64 4 472 1000
Contact us
Emergency: +64 4 463 9999 or ext. 8888 (internal)

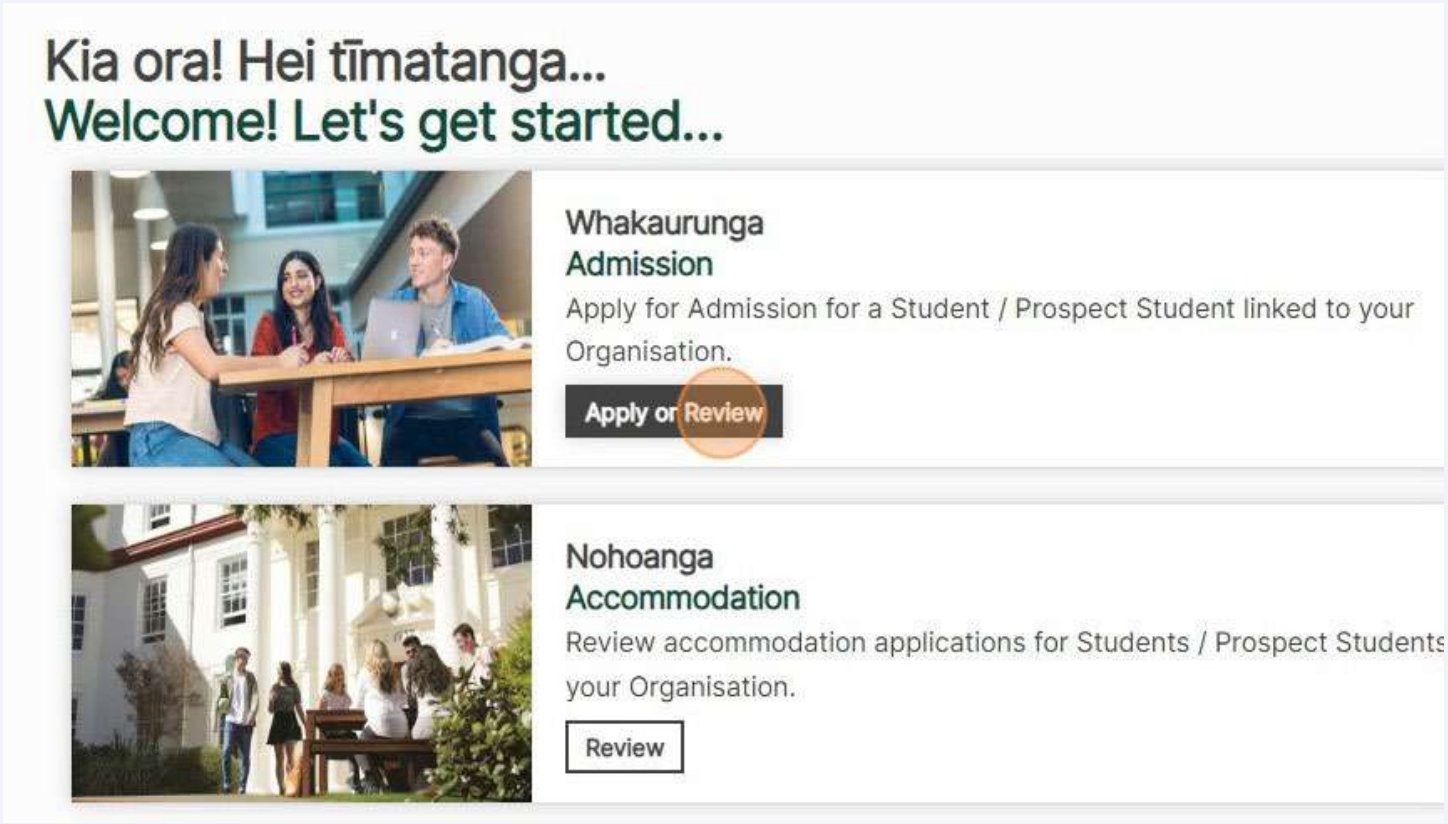
3 Click "Email address"



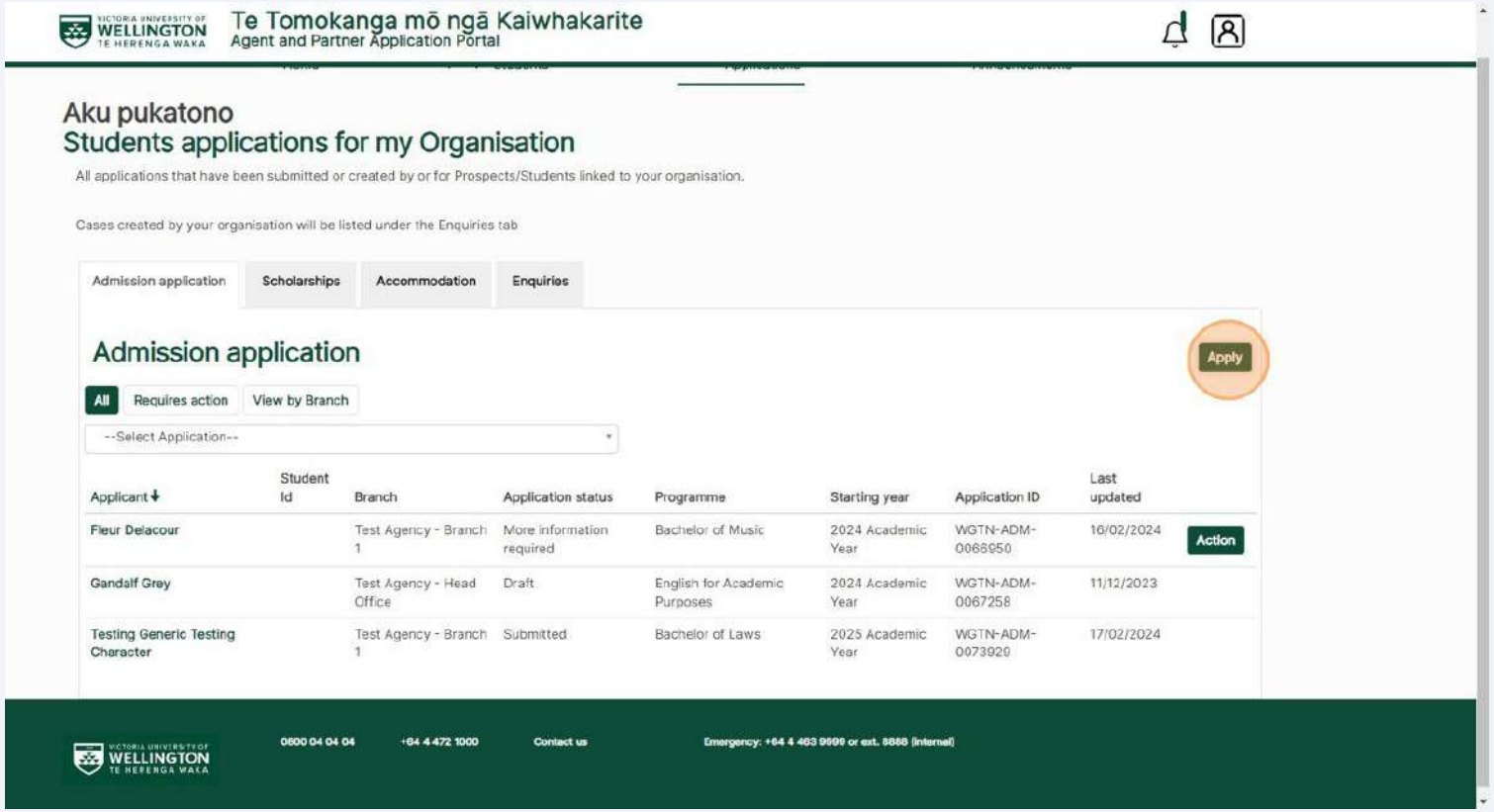
4 Email address, password and "Log in"



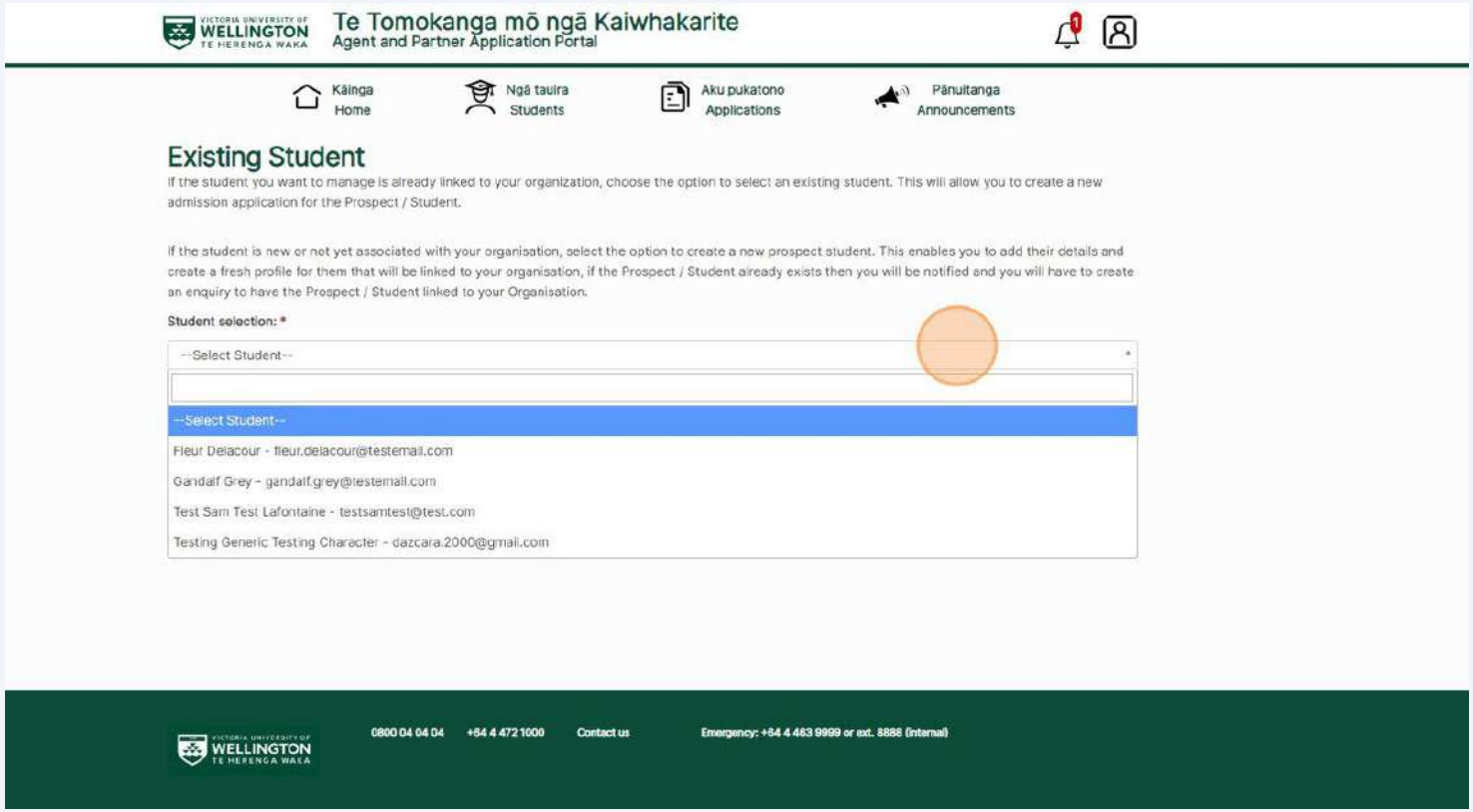
5 Go to "Apply or Review"



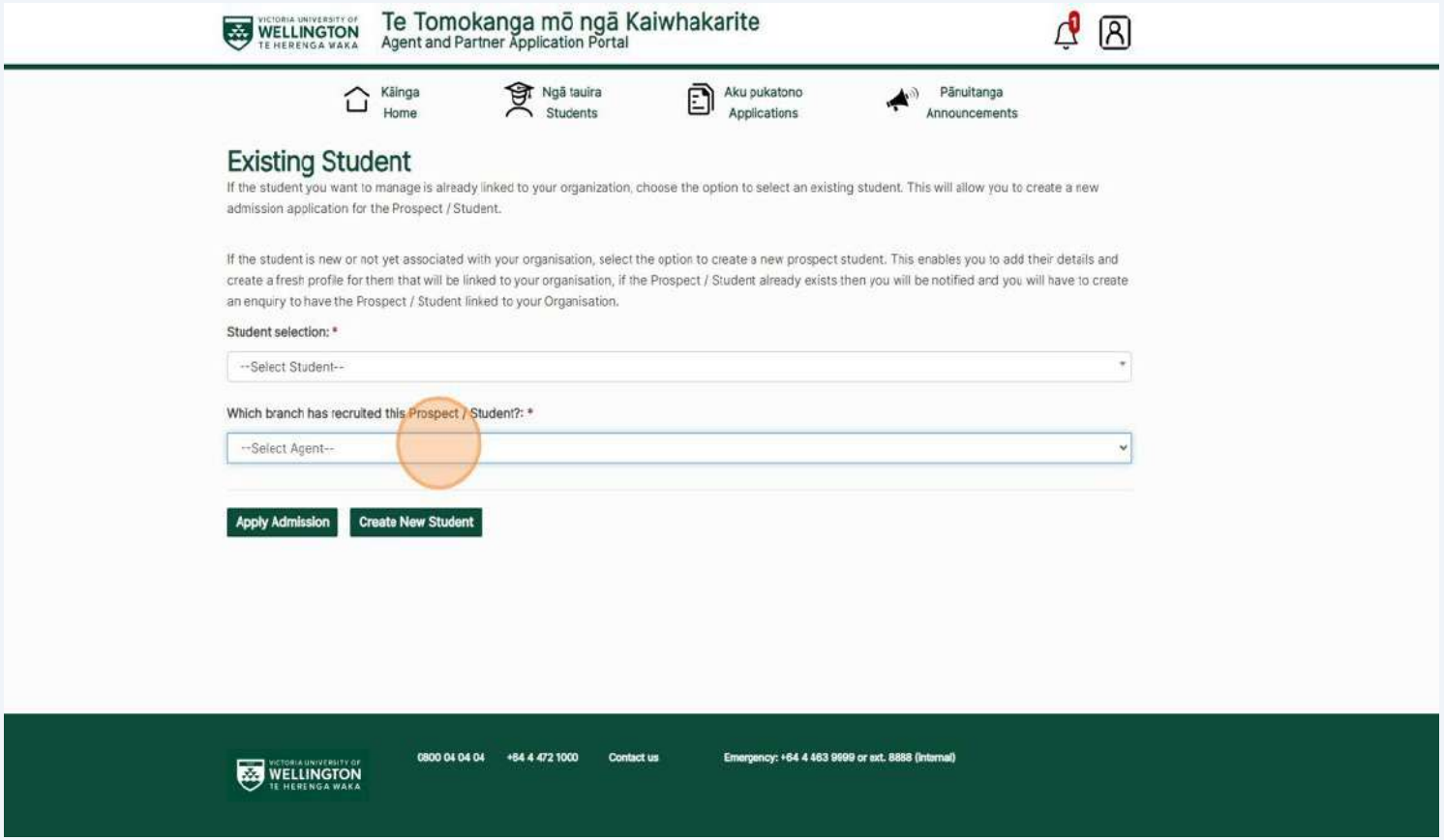
6 Click "Apply"



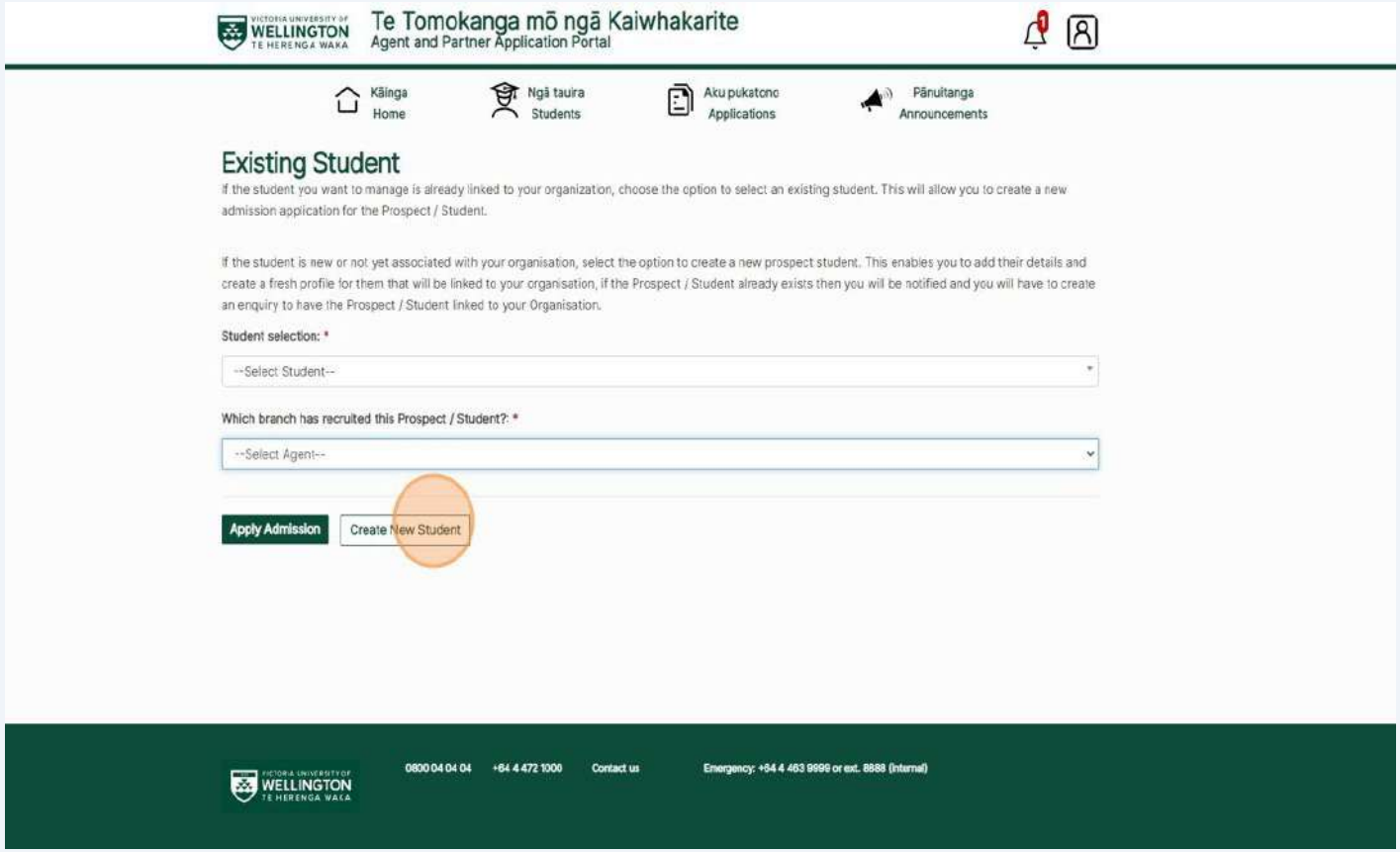
7 Click "--Select Student--"



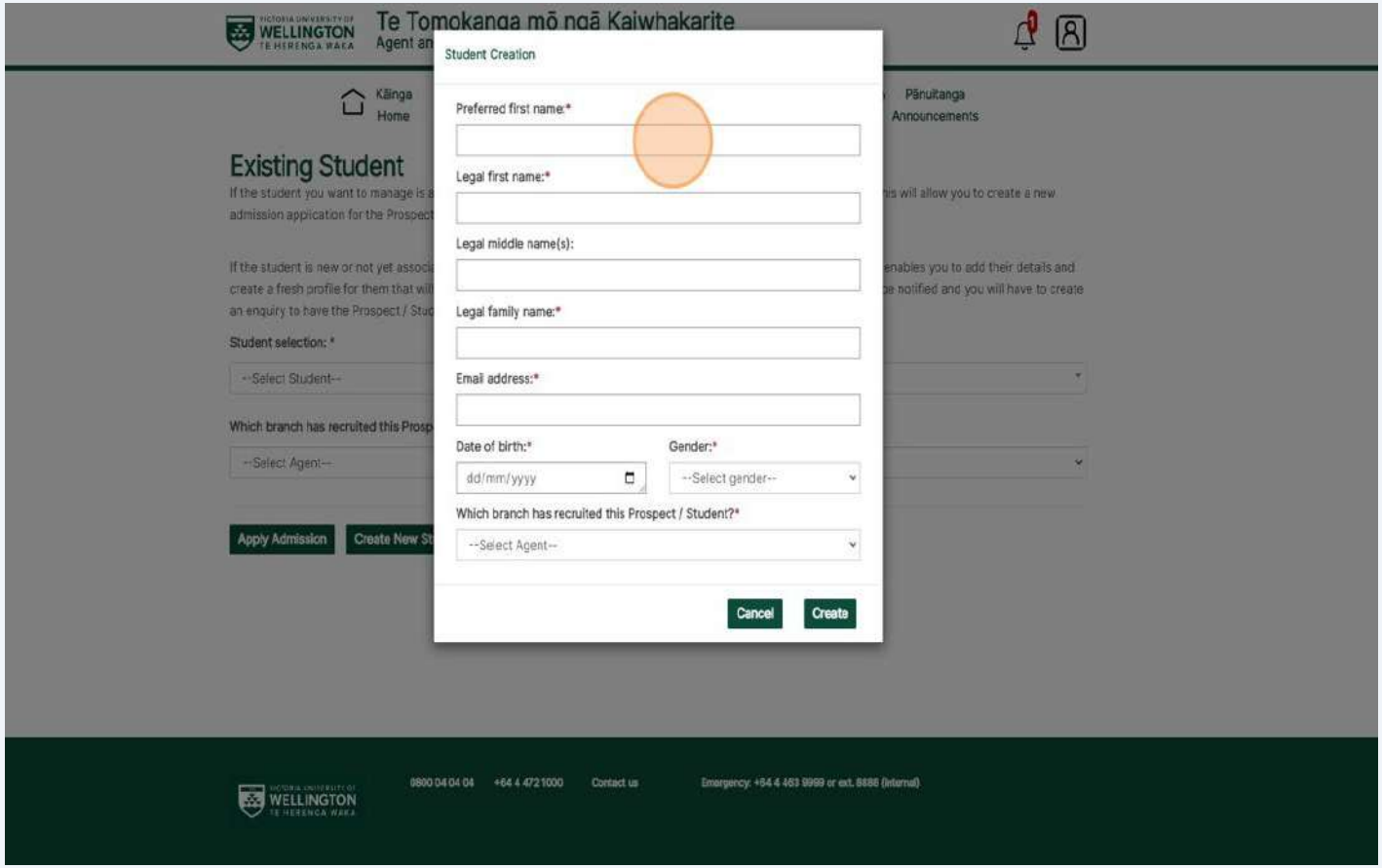
8 Click this dropdown.



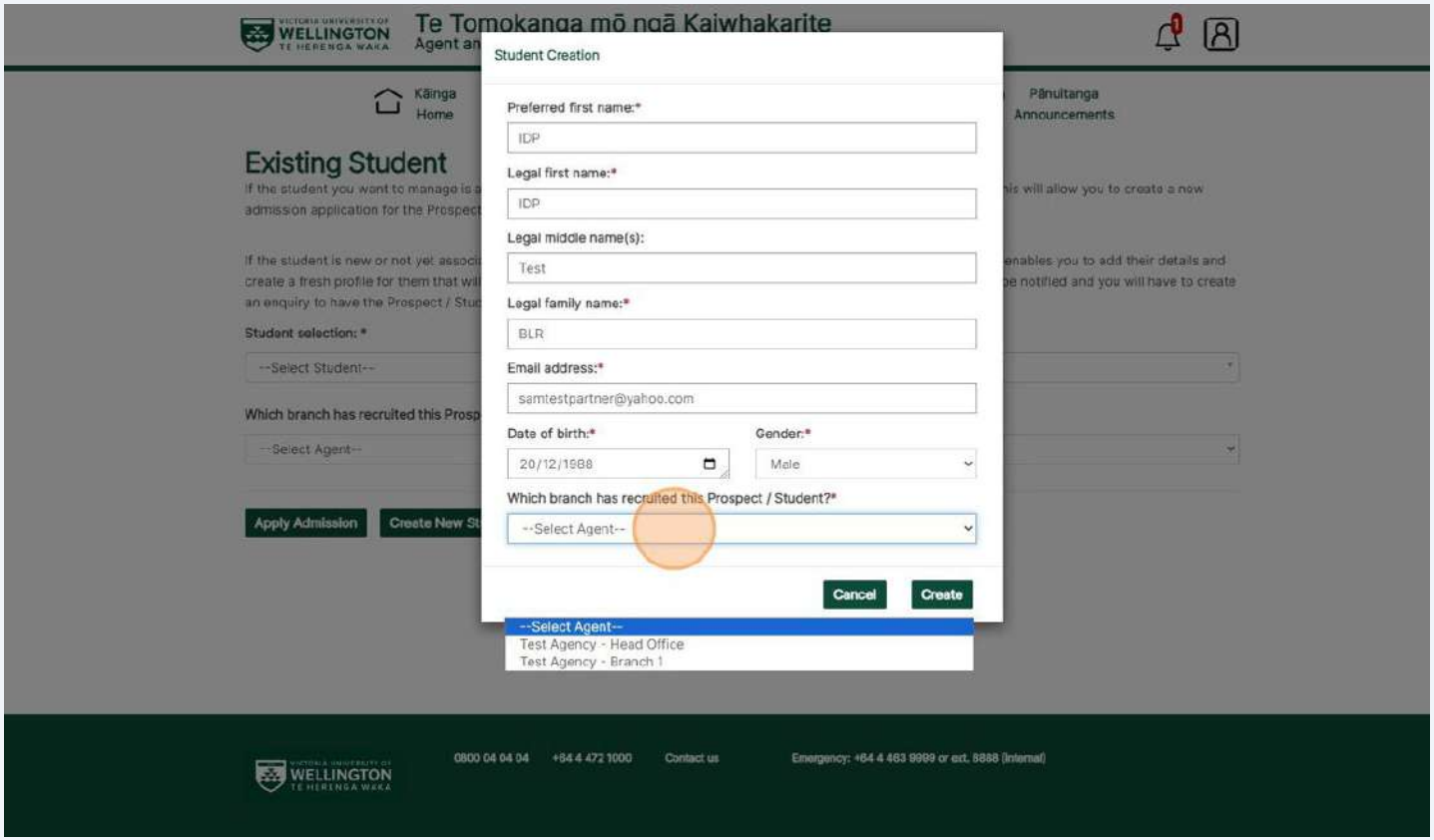
9 **New application-** Click "Create New Student" - (if your applicant is not on our system yet)



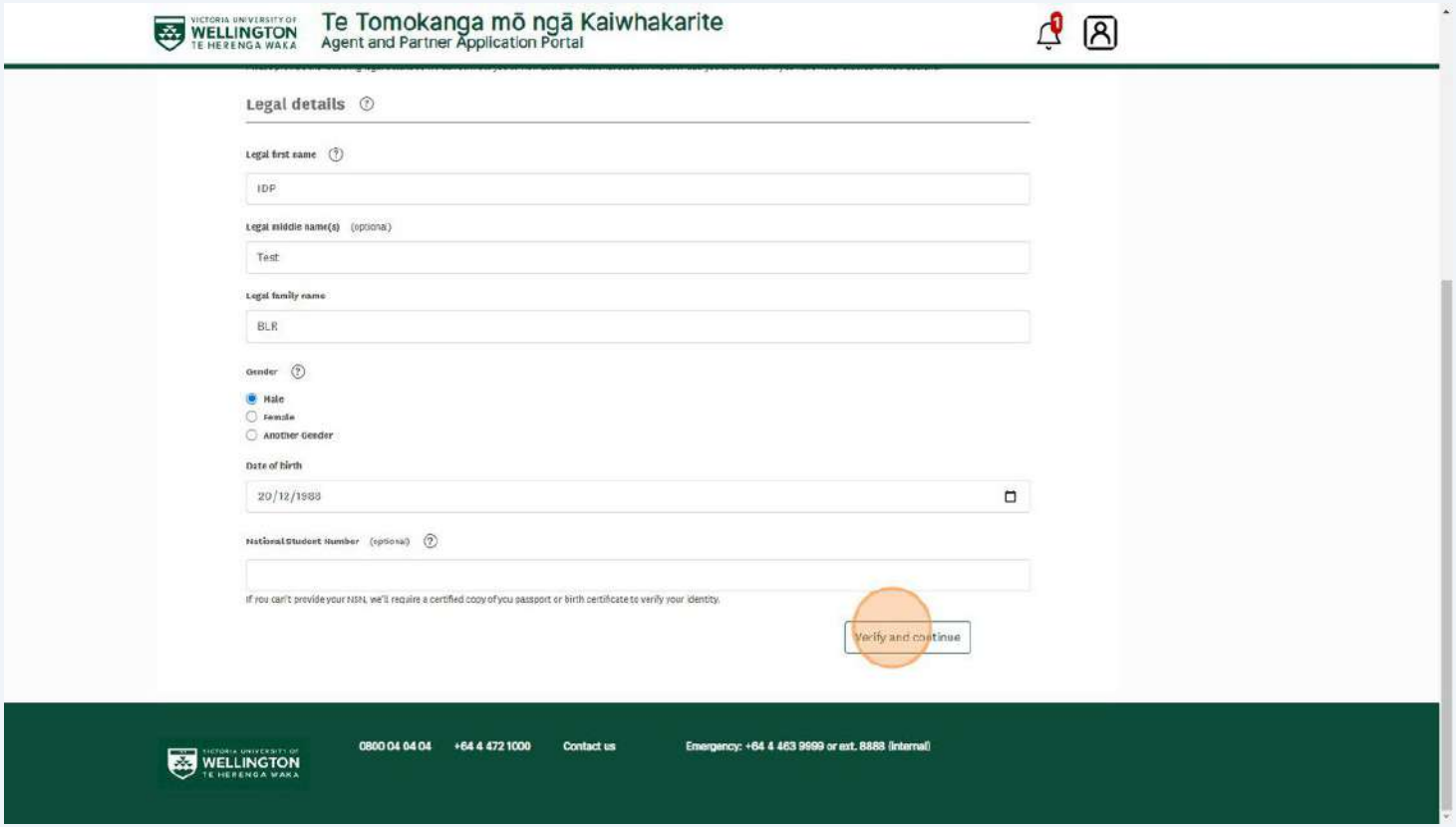
10 Click this text field. If your applicant does not have a first or last name - please type a dash (-) . Please note: Name to be same as in the **ID document /Passport**



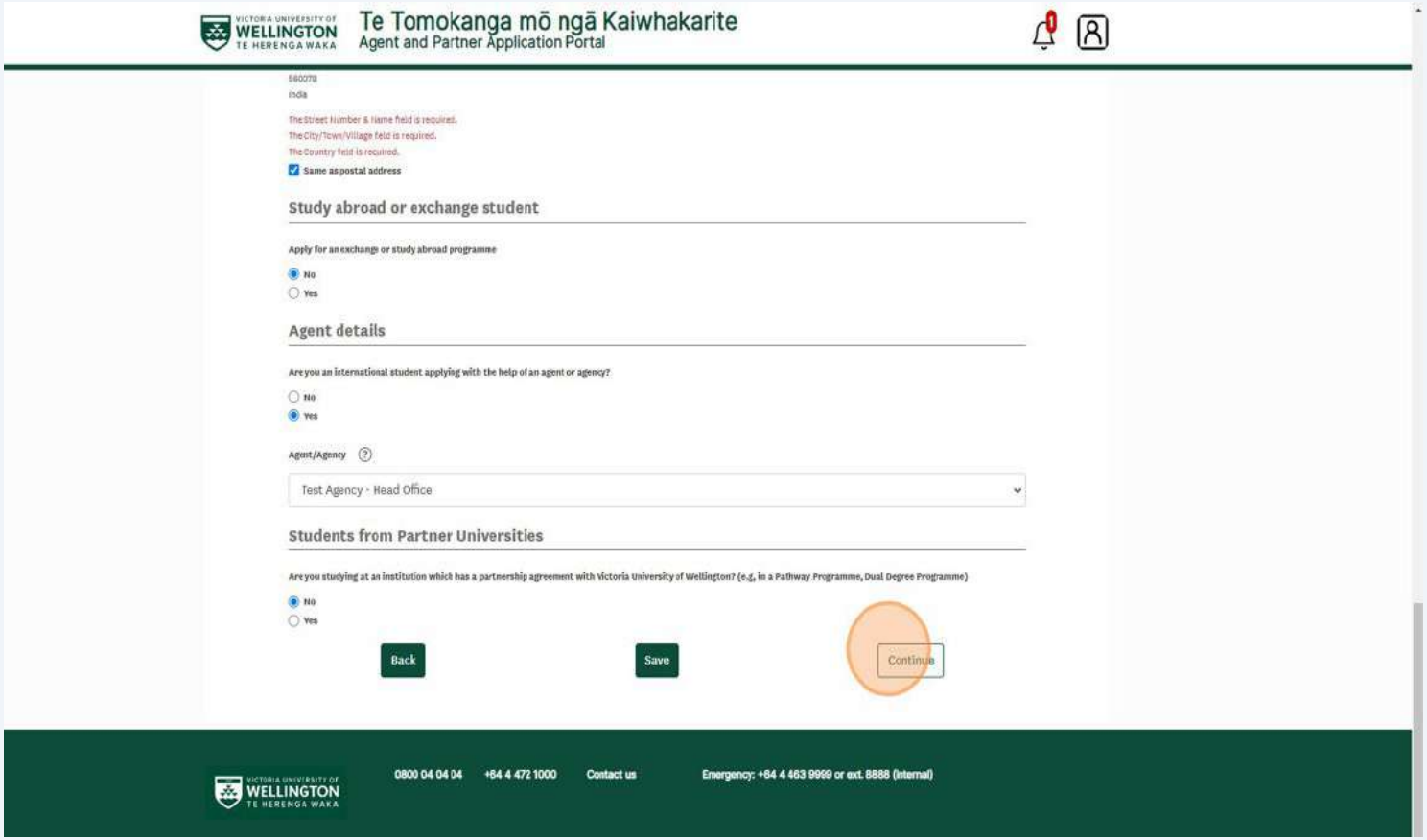
11 Click this dropdown and find your branch. Please fill in the enquiry form or email international@vuw.ac.nz if your branch is not on the list.



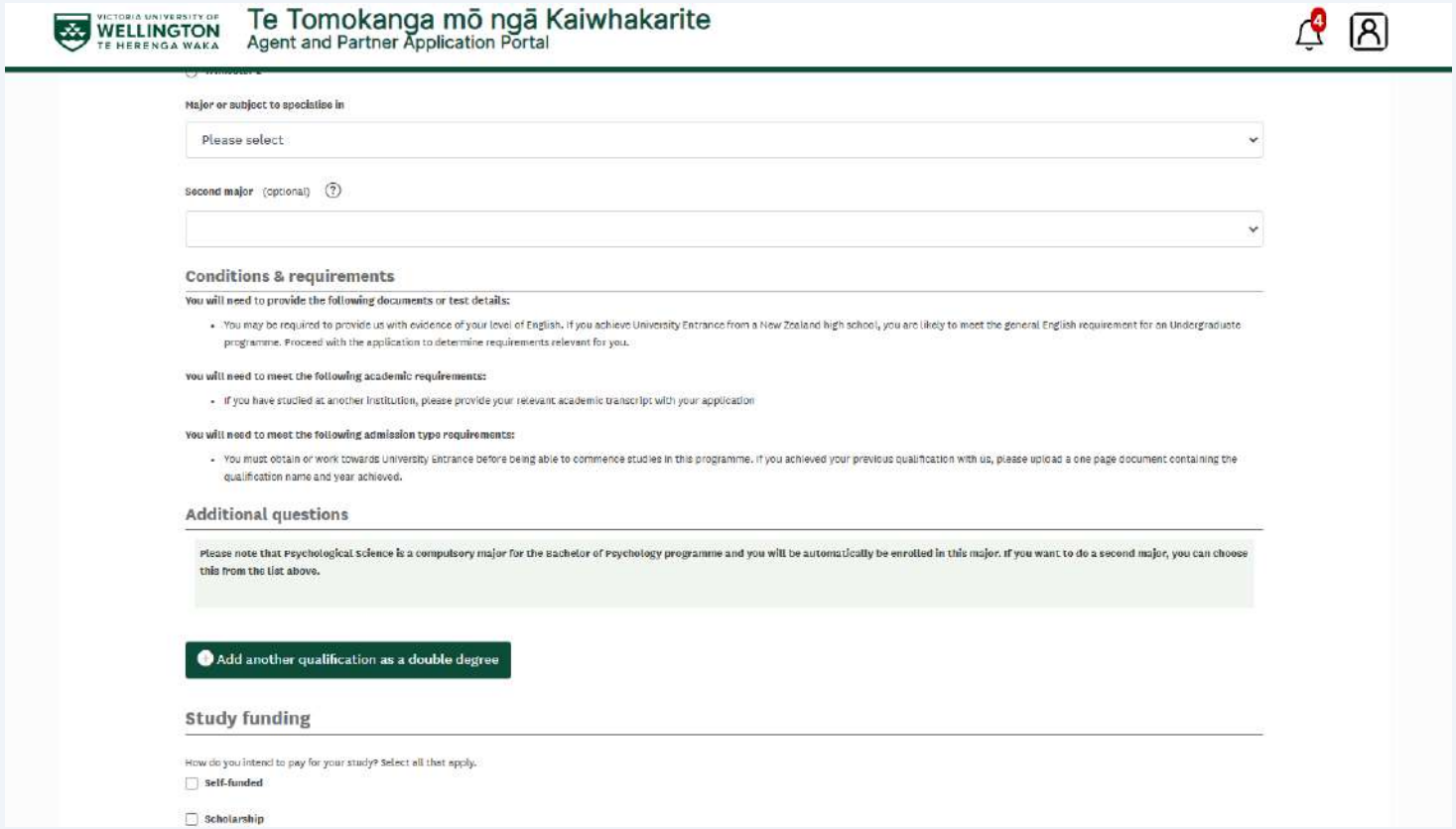
12 Fill out the application form with the student's information (including the student's email and postal addresses).



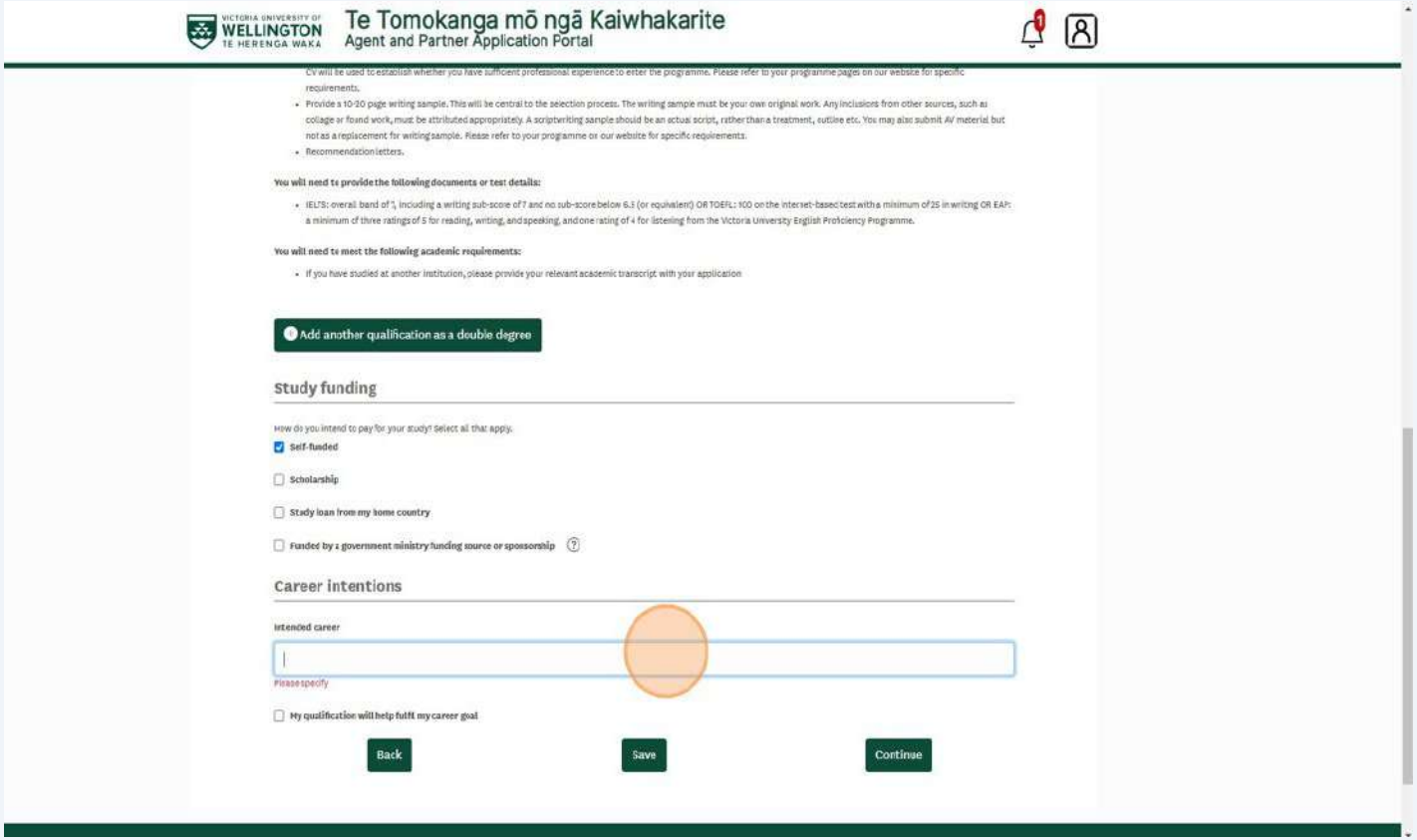
13 "Continue"- Please check that your correct branch is pre-populated.



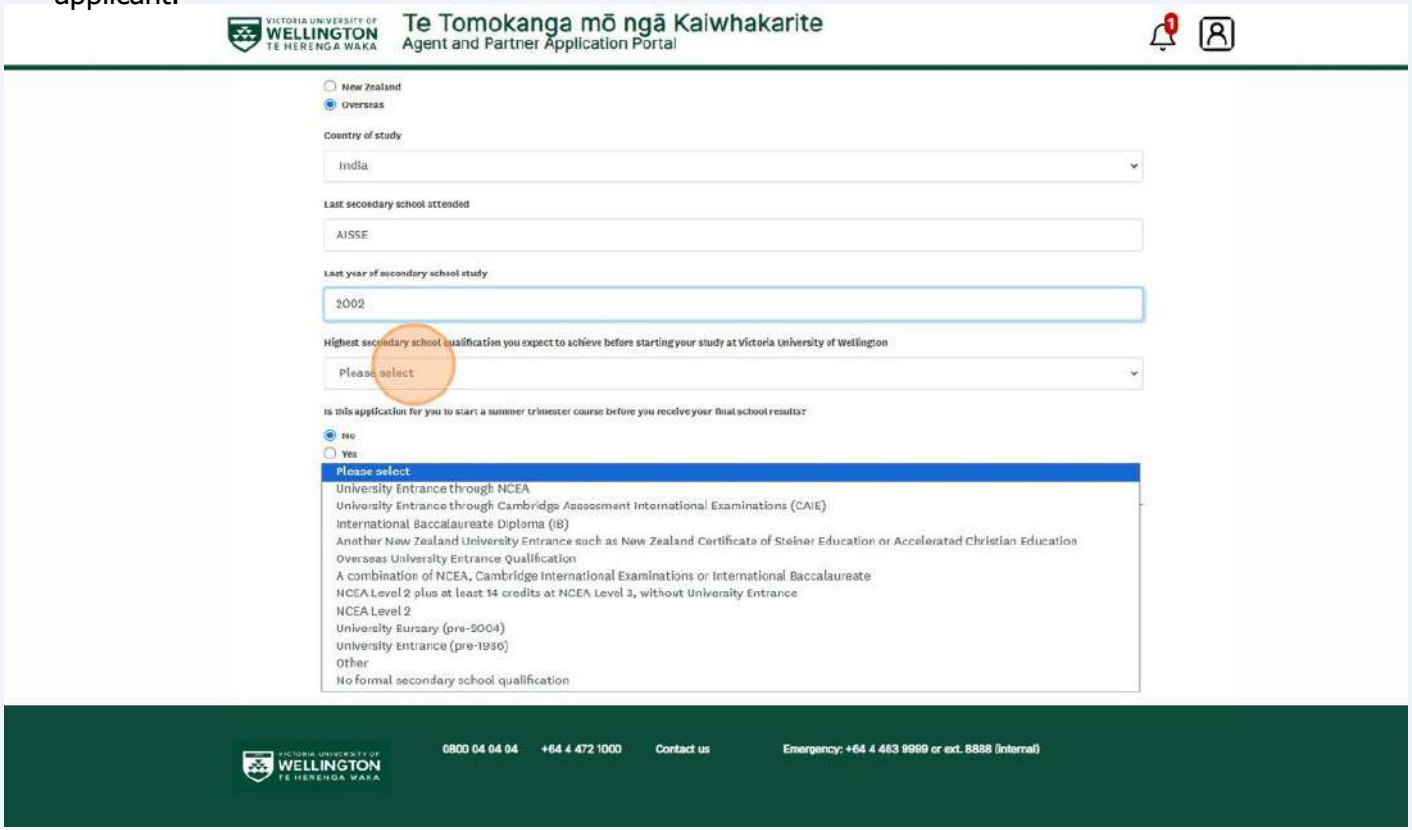
14 Please read the Conditions and requirements.



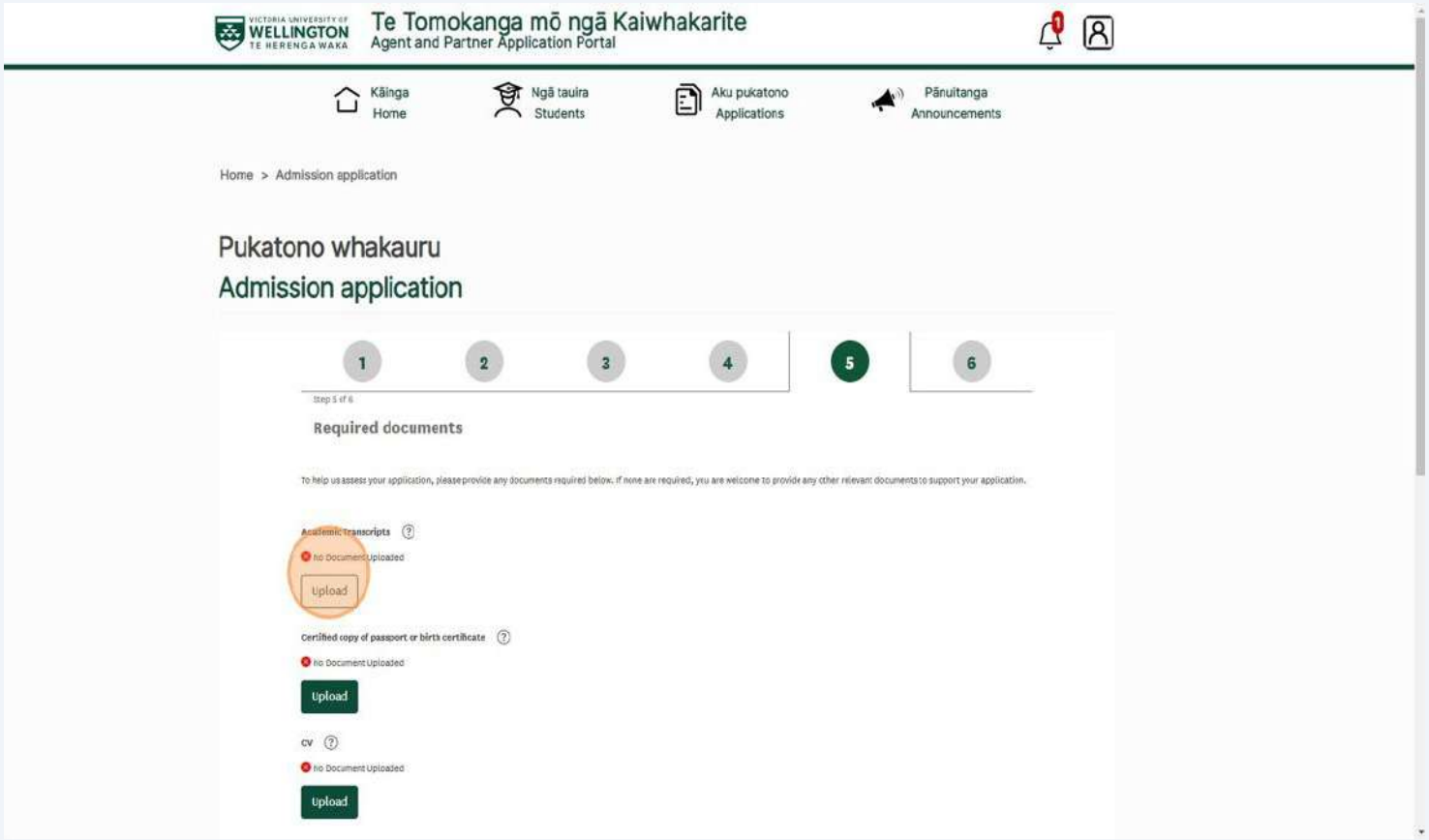
15 "Intended career' - please make sure you ticked the box that the applicant's application helps their career goals.



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

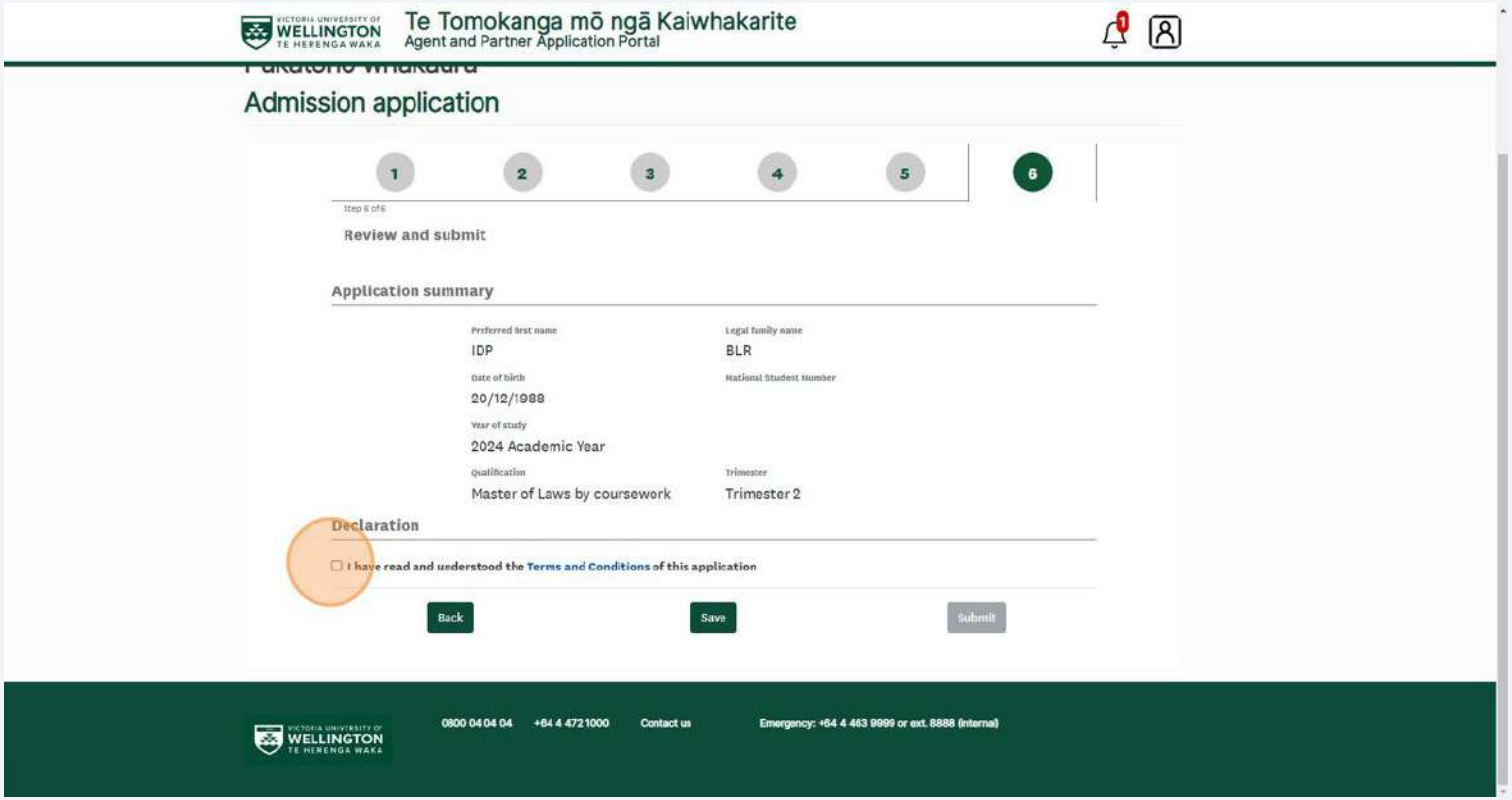


17 Please upload all required documents. The passport copy needs to be certified. The proof of English is not required if you don't have it yet.

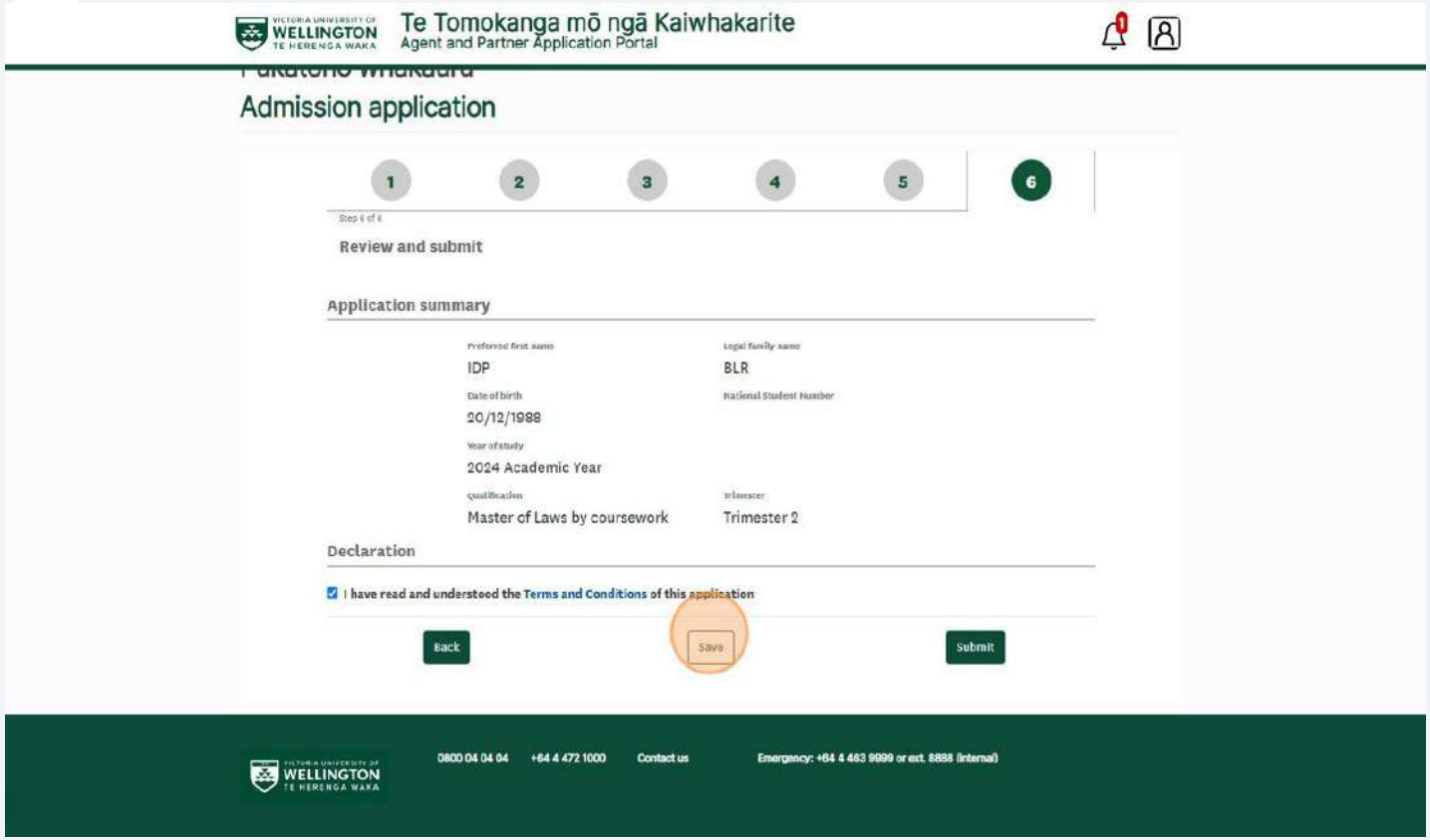


18

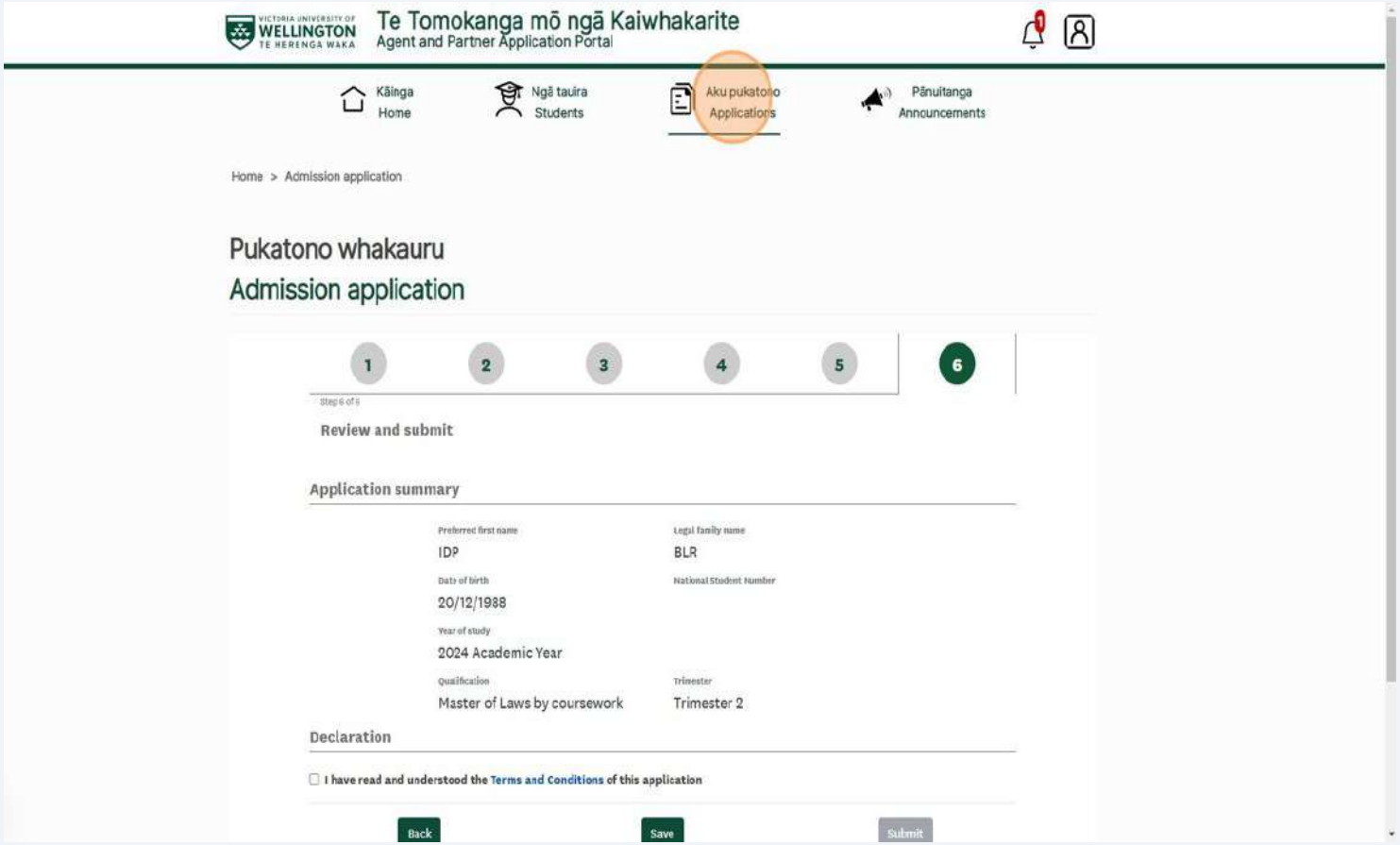
Please note that you are ticking this box on behalf of the applicant.
Click the "I have read and understood the Terms and Conditions of this application" field.



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



20 To view submitted applications - navigate to "Applications"



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**