



Agent and Partner Application Portal

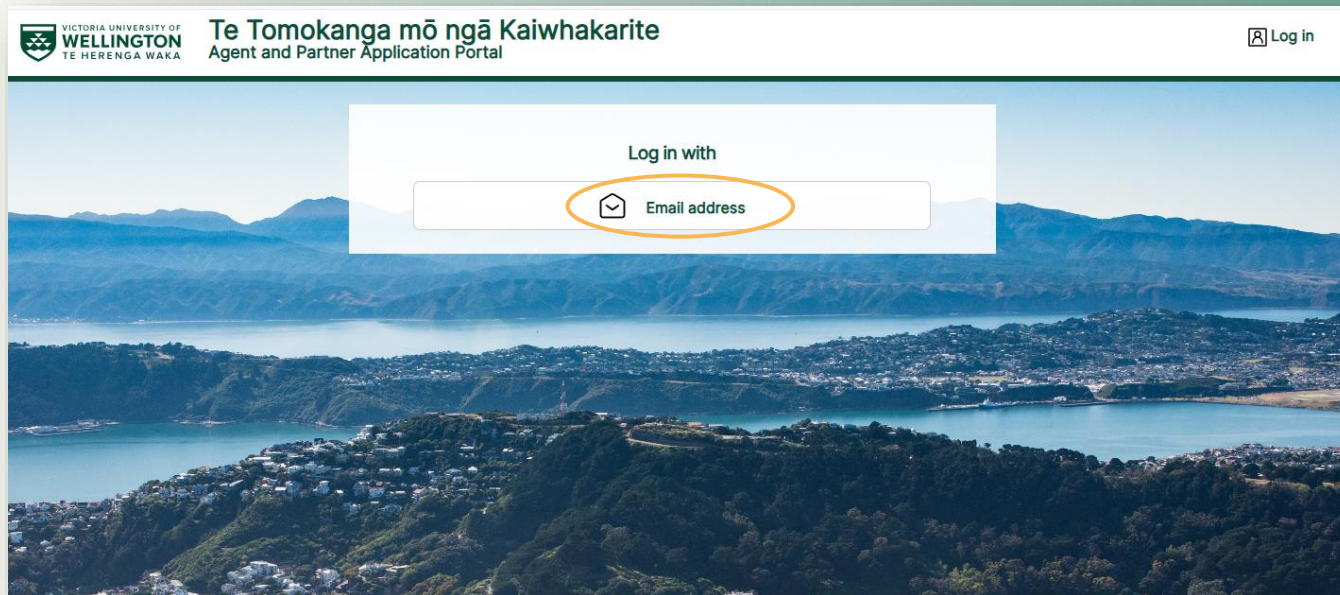
How to submit an application

1. Navigate to VUW Agent and Partner Portal

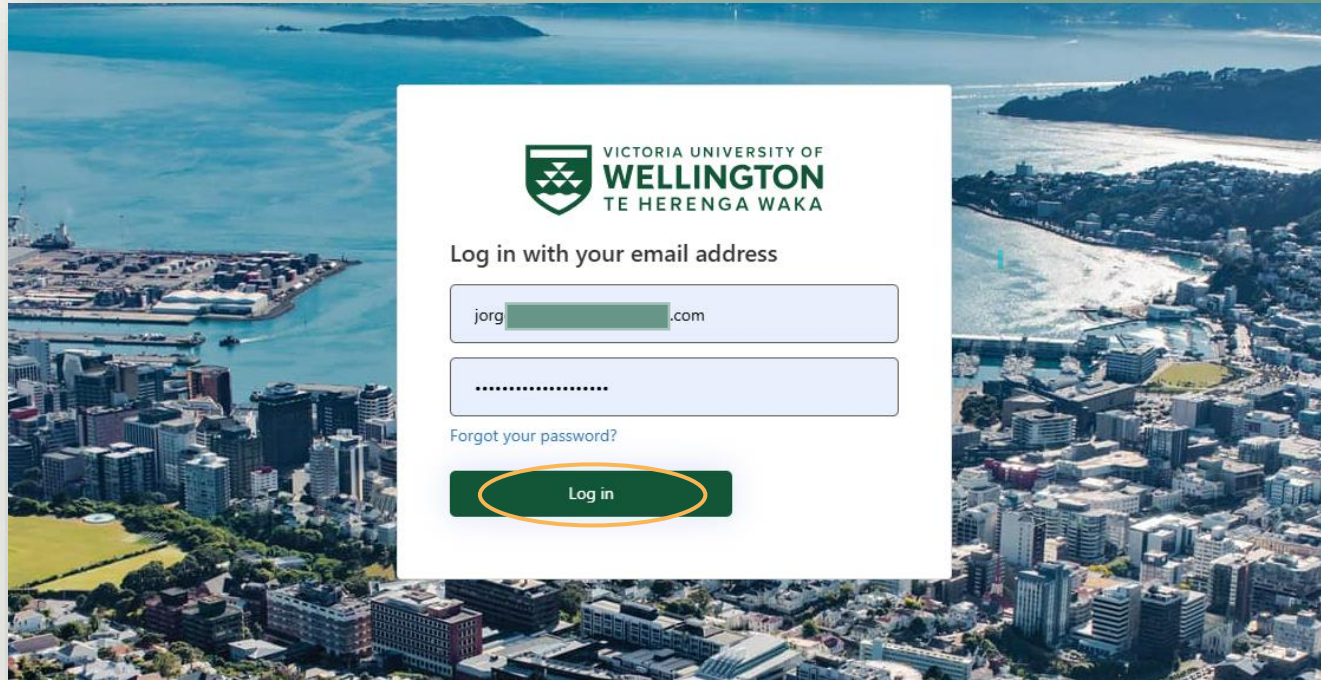
2. “Log in”



3. Click “Email Address”



4. Email address, password and “Log in”



The background of the slide is an aerial photograph of Wellington, New Zealand, showing the city's dense urban area, the harbor, and the surrounding hills. Overlaid on this is a white rectangular login form for the Victoria University of Wellington.

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Log in with your email address

jorg .com

.....

[Forgot your password?](#)

Log in

5. Go to “Students” or “New Applications”

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Te Tomokanga mō ngā Kaiwhakarite
Agent and Partner Application Portal

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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

6. “Create New Student” – If your applicant is not in the system yet

Ensure the student is not already registered in the system to prevent duplicate profiles. You may search by Name, Email, or Student Number. If the prospect does not appear in the search results, please proceed to “Create a New Student”.

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Ngā Ākonga Katoa All Students

Below is the list of students linked to your organisation. **Once a student is created, you can view existing applications or create a new one.**

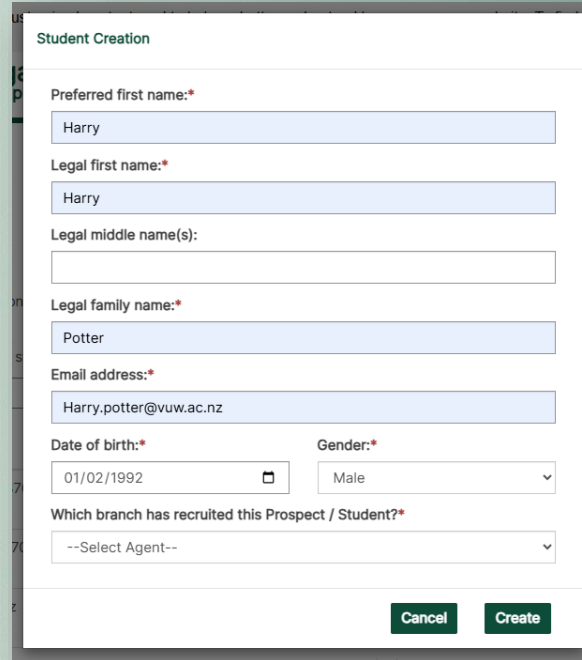
You can use the search function as well to locate the student, you can search via Name, Email or Student number.

Search **Clear** **Create New Student**

Full name ↓	Primary Email	Primary Contact	Date of Birth	Student ID	Start Term	Trimester	
Fleur Delacour	7ec5d84d4795ee11be37002248e4161d@vuw.ac.nz	+33612345678	05/02/1999		2026 Academic Year	Trimester 2	View Apply
Gandalf Grey	8d5ab153cd97ee11be37002248e4141a@vuw.ac.nz	+447400123456	03/12/1970		2026 Academic Year	Trimester 1	View Apply
IDP BLR	2de0c21953d0ee11907a002248e416e3@vuw.ac.nz	+919449076501	20/12/1988				View Apply

7. Complete the student's details – If your applicant does not have a first or last name, please type a dash (-).

Please note: Names and last names to be the same as in the **ID document/Passport**.



The image shows a 'Student Creation' form with the following fields and values:

- Preferred first name:*** Harry
- Legal first name:*** Harry
- Legal middle name(s):** (empty)
- Legal family name:*** Potter
- Email address:*** Harry.potter@vuw.ac.nz
- Date of birth:*** 01/02/1992
- Gender:*** Male
- Which branch has recruited this Prospect / Student?*** --Select Agent--

At the bottom right of the form are two buttons: 'Cancel' and 'Create'.

8. 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.

Student Creation

Preferred first name:*

Harry

Legal first name:*

Harry

Legal middle name(s):

Legal family name:*

Potter

Email address:*

Harry.potter@vuw.ac.nz

Date of birth:*

01/02/1992

Gender:*

Male

Which branch has recruited this Prospect / Student?*

--Select Agent--

Cancel

Create

9. Click “Apply”



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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

You haven't started your admission application

Enrolment application

There is no Enrolment record.

Apply

10. The student's name will automatically populate. Select the branch that recruited the student and then click "Apply Admission"

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Existing Student

The details of the student you have selected are listed below. Please identify which branch has recruited the student and then click 'Apply Admission'.

Student: *

Harry Potter - Harry.potter@vuw.ac.nz

Which branch has recruited this Prospect / Student?: *

--Select Agent--

Apply Admission

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



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Please provide the following legal details so we can connect you to New Zealand's national student index or add you to the index if you have never studied in New Zealand.

Legal details

Legal first name 

Harry

Legal middle name(s) (optional)

Legal family name

Potter

Gender 

☒ Male
☐ Female
☐ Another Gender

Date of birth

01/02/1992 

National Student Number (optional) 

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

Verify and continue

12. Check that your correct branch is pre-populated, then Click “Continue”.

Physical address

Calle 45 # 14 - 84
Bogota
Colombia

☒ Same as postal address

Study abroad or exchange student

Are you applying for a Study Abroad or Student Exchange programme?

A Study Abroad or Exchange programme allows you to spend a trimester or a year studying at Victoria University of Wellington.

☒ 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 Institutions

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](#)

13. Read the Conditions and Requirements, then Click “Continue”.



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Conditions & requirements

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

- You may be required to provide us with evidence of meeting English language proficiency. If you achieve University Entrance from a New Zealand high school, you are likely to meet the general English requirement for an Undergraduate programme. More information about English language requirements for domestic students are available at <https://www.vuw.ac.nz/study/apply-enrol/english-language-requirements>

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.

Additional questions

This programme is designed to be started in trimester one. If your chosen Major is one of Classical Performance, Instrumental/Vocal Composition, or Jazz Performance, starting in a different trimester may impact your length of study or your ability to study full-time. International students must be enrolled to study full-time to meet the requirements of their student visa.

Please contact info@vuw.ac.nz or international@vuw.ac.nz if you wish to discuss your study options.

 Add another qualification as a double degree

Study funding

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

☒ Self-funded

☐ Funded by Sponsorship/Government/Loan/Non-VUW Scholarships 

Please indicate your source of funding.

Back

Save

Continue

14. Select “Overseas University Entrance Qualification” if other options from the dropdown list are not relevant for your applicant, then Click “Continue”.



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Please select

Last secondary school attended

Last year of secondary school study

Highest secondary school qualification you expect to achieve before starting your study at Victoria University of Wellington

Please select

Please select

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-1986)

Other

No formal secondary school qualification

15. 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, then Click "Continue".



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123456

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.

Certified copy of passport or birth certificate ?

No Document Uploaded

Upload

English Proficiency ?

No Document Uploaded

Upload

Additional documents

Other supporting documents (optional)

Add

Back

Save

Continue

16. The passport copy needs to be certified. The proof of English is not required if you don't have it yet, then Click "Continue".

The screenshot displays the 'Te Tomokanga mō ngā Kaiwhakarite Agent and Partner Application Portal' interface. The header includes the Victoria University of Wellington logo and navigation icons. The main content area is titled 'Step 5 of 6 Required documents'. It lists two required documents: 'Certified copy of passport or birth certificate' and 'English Proficiency', both marked as 'No Document Uploaded'. A modal window is open for uploading the passport or birth certificate. The modal has two options: 'Upload a file' (selected) and 'Link to your file'. Under 'Upload a file', it specifies that attached files must be less than 30MB and in PDF, DOC, PNG, JPG, JPEG, XLSX, or XLS format. A file named '557504-inside-kelburn-c...-wellington-20 - Copy.jpg' is selected. Below the file list, there is a confirmation section with a checked box and the text 'By checking this box, I confirm that:' followed by three bullet points: 'I have seen the original of this document.', 'This document is a true copy of the original.', and 'This document accurately represents the identity of the person (only for identity documents such as passports and birth certificates)'. The modal includes 'Cancel' and 'Upload file' buttons. The background page has 'Back', 'Save', and 'Continue' buttons at the bottom.

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Step 5 of 6

Required documents

To help us assess your application, please provide any documents required.

Certified copy of passport or birth certificate ?

No Document Uploaded

Upload

English Proficiency ?

No Document Uploaded

Upload

Additional documents

Other supporting documents (optional)

Add

Back Save Continue

Certified copy of passport or birth certificate

☒ Upload a file
☐ Link to your file

Upload a file

Attached files must be:

- Less than 30MB in size
- PDF (preferred), docx, doc, png, jpg, jpeg, xlsx, or xls

Choose File 557504-inside-kelburn-c...-wellington-20 - Copy.jpg

☒ By checking this box, I confirm that:

- I have seen the original of this document.
- This document is a true copy of the original.
- This document accurately represents the identity of the person (only for identity documents such as passports and birth certificates).

Cancel Upload file

17. 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.



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Admission application

1

2

3

4

5

6

Step 6 of 6

Review and submit

Application summary

Preferred first name	Legal family name
Harry	Potter
Date of birth	National Student Number
01/02/1992	
Year of study	
2026 Academic Year	
Qualification	Trimester
Bachelor of Music	Trimester 2

Declaration

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

Back

Save

Submit

18. Click "Submit" if the application is ready or "Save" to review and submit it later



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Admission application

1

2

3

4

5

6

Step 6 of 6

Review and submit

Application summary

Preferred first name	Legal family name
Harry	Potter
Date of birth	National Student Number
01/02/1992	
Year of study	
2026 Academic Year	
Qualification	Trimester
Bachelor of Music	Trimester 2

Declaration

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

Back

Save

Submit

19. To view submitted applications - navigate to "Applications"

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Students

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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

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		Test Agency - Head Office	Draft	Bachelor of Music	2026 Academic Year	WGTN-ADM-0182610	26/02/2026



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](#)