

Tuihono UC | UC Online Guide to enrolment

For help, contact info@uconline.ac.nz or call +64 3 369 0600

Be prepared – get documentation ready, set aside about an hour, know what you want to study

You'll need:

1. Evidence of your identity, such as a certified copy of the photo page in your passport – [learn more about what to provide and certification.](#)
2. Proof of your academic qualifications, such as a transcript or your UC student ID number if you previously studied with UC.
3. **For postgraduate and master's degrees:** proof of your professional work history, such as a CV or resume.

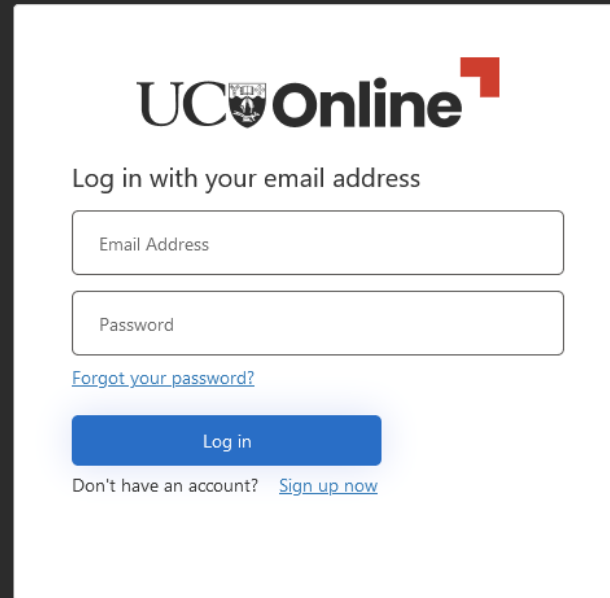
It's also helpful to have:

- Your National Student Number on hand – if you have one. [You can locate your number through the NZQA website.](#)
- [Checked your eligibility for StudyLink assistance, if required](#), as this process can take some time.

When you click **Get started** from the UC Online 'Ready to Apply' webpage(s), you will be taken to the first step – signing into the enrolment system.

Sign up now if you are new to UC Online.

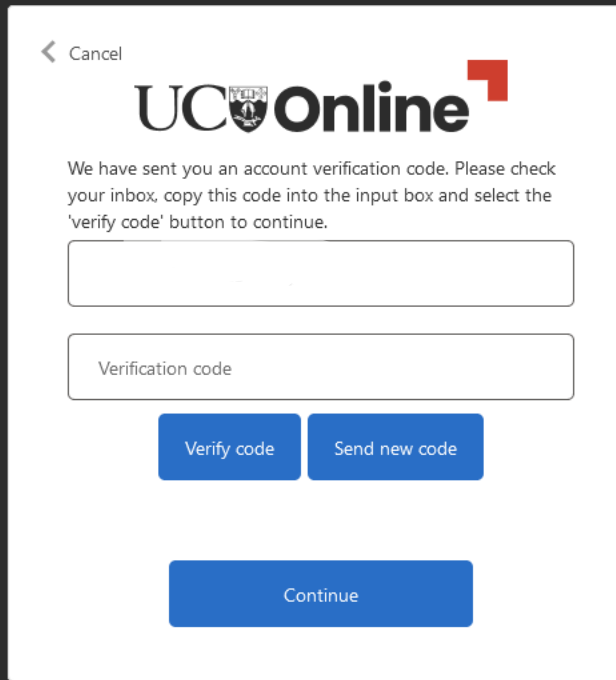
You can **Log in** if you are an existing UC Online student.



The screenshot shows the UC Online login interface. At the top is the UC Online logo, which includes the University of Canterbury crest and the text 'UC Online' with a red square icon. Below the logo is the instruction 'Log in with your email address'. There are two input fields: 'Email Address' and 'Password'. A blue link for 'Forgot your password?' is located below the password field. A blue 'Log in' button is positioned below the input fields. At the bottom, there is a link for 'Don't have an account? Sign up now'.

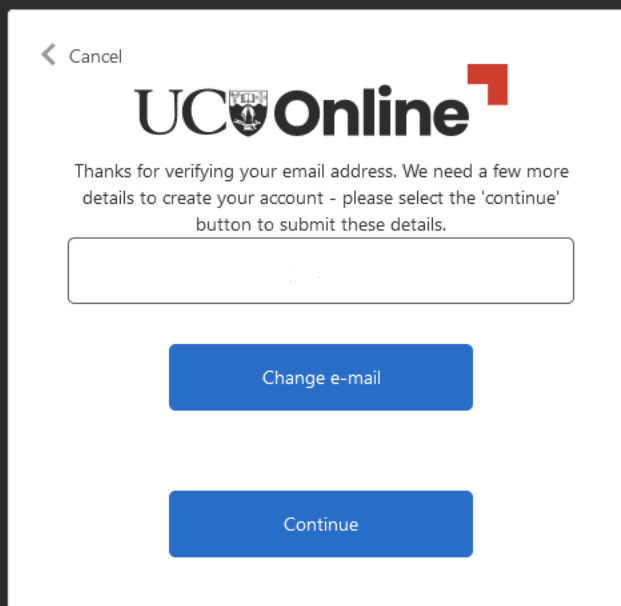
UC Online will send a verification code to your email address – enter this and click **Verify code**.

(Note: email subject line may include “Microsoft on behalf of UC Online”...)



The image shows a mobile app verification screen for UC Online. At the top left is a back arrow and the word "Cancel". The UC Online logo is centered at the top. Below the logo, the text reads: "We have sent you an account verification code. Please check your inbox, copy this code into the input box and select the 'verify code' button to continue." There are two input fields: the first is empty, and the second is labeled "Verification code". Below the input fields are two blue buttons: "Verify code" and "Send new code". At the bottom of the screen is a larger blue button labeled "Continue".

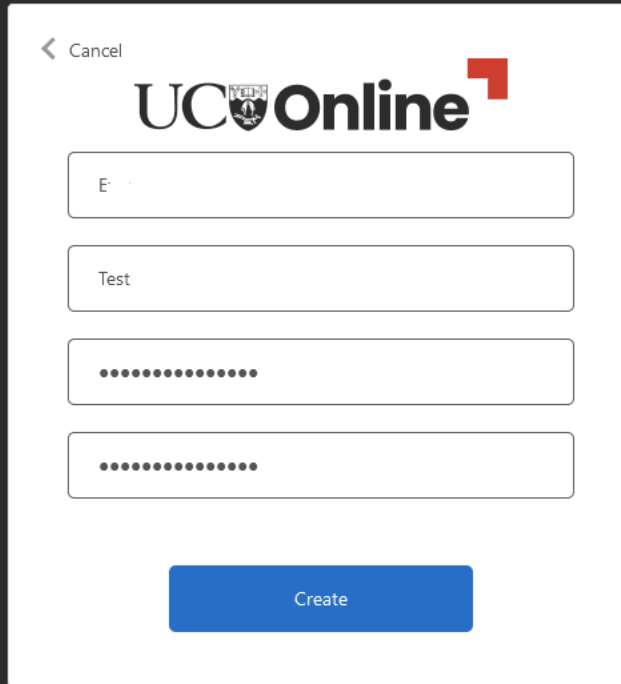
Once you have verified your email address, click **Continue** to choose a password.



The screenshot shows a mobile application interface for UC Online. At the top left is a back arrow and the word "Cancel". The UC Online logo is centered at the top. Below the logo, a message reads: "Thanks for verifying your email address. We need a few more details to create your account - please select the 'continue' button to submit these details." Underneath this message is a white rectangular input field. Below the input field are two blue buttons: "Change e-mail" and "Continue".

Type in your first and last name and choose a password.

Click **Create** to create your UC Online log in for enrolment.



The image shows a mobile-style registration form for UC Online. At the top left is a back arrow and the text 'Cancel'. The UC Online logo is centered at the top. Below the logo are four input fields: the first is for 'E' (likely email), the second is for 'Test' (likely a name), and the next two are for a password, both filled with dots. A blue 'Create' button is positioned at the bottom center of the form.

1

Get Started

✓ Select Application Year →
0%

In the dropdown,
choose the year you
will start studying.

What year are you applying for? *

2023 ✓

[Cancel](#)

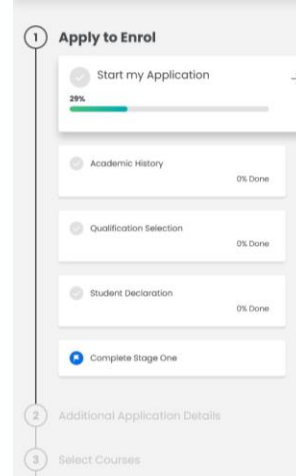
SAVE AND CONTINUE

Need help with your application?

✉ enrolments@uonline.ac.nz

☎ + 64 3 369 0600

Follow the steps to add your personal details.



Start my Application

Using myUC application to enrol

To view a guide that shows you how to use myUC to complete your application, select the **Application to enrol user guide** button below.

Accented character use (à, é)
Unfortunately, we are unable to accept accented characters on this form. We are working towards inclusion of these characters.

[Application to enrol user guide](#)

Identification Details

Enter your legal details as stated on your identification document such as passport, birth certificate or citizenship certificate.

We are also asking for other names that you might have used to help us identify you.

What is your birth date? *

Day	Month	Year
16	October	1983

What is your legal name e.g. the name on your passport? *

LEGAL NAME

Given name/first name *
E

Middle name(s)
-

Surname/family name *
T

Are you known by any other names e.g. maiden name or a preferred name?

Please add any other names additional to your legal name that you are known by.

Gender *

Male Female Diverse

What are your personal pronouns?

This information helps us to support your journey as a student at UC. You are under no obligation to share this with us and you can change the information at any time while you are a student. At UC we strive towards creating an environment that embraces and affirms all identities, which is part of [UC's equity commitments](#).

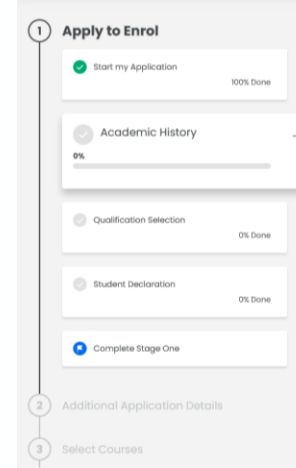
Then, complete your citizenship or residency status and your full contact details – upload [certified copies of identity documentation](#).

If you're an **international student**, you'll see a message warning about eligibility – ignore this for our UC Online programmes.

Make sure you click **Save and Continue** – you can exit after this stage to return and complete your enrolment later (using your email address and password).

The screenshot displays a multi-step application form. The 'Agent or Study Abroad Details' section has a 'No' radio button selected. The 'Citizenship and Residency' section shows 'NZ Citizen' selected and a 'Yes' radio button for living in New Zealand. The 'Contact Details' section includes fields for email, mobile number, and home number, all with green checkmarks. The address section is populated with '12 Test Street, South Hill, Christchurch, New Zealand'. The 'New Zealand Student Loan' section contains a warning message and a 'SAVE AND CONTINUE' button at the bottom right.

Next step is your **Academic History** – you will need to tell us what your highest level of qualification is, and where and when you completed this. You can enter multiple qualifications.



← PREVIOUS STEP

Academic History

NZ law requires applicants to be of a certain standard before they can study at a NZ University. There are a number of ways to gain admission to a NZ University and this section assists us in determining if you meet the University admission standard. Your eligibility is based on your qualifications, results, and English language proficiency.

What is your highest level of study, or the qualification you are currently working towards?*

- Secondary school
e.g. NCEA, Bursary, International Baccalaureate Diploma, Cambridge International Examinations
- University Foundation
e.g. UC CUP, UCIC
- Undergraduate Degree
e.g. Diploma, Certificate, Bachelors degree up to level 7
- Postgraduate Degree
e.g. Honours, Masters, PhD level 8 and above

Tertiary / University Education

If you're still completing this qualification, tell us what you expect to achieve and when you expect to achieve it.

FIRST QUALIFICATION

What is the name of this qualification? *

2007

Have you completed this qualification? *

2010

Educational provider *

Country *

Do you have other tertiary level study to tell us about?

+
Add qualification

For postgraduate qualifications including master's degree applications, you must upload proof of your qualification(s), such as a transcript, so that our teams can check you meet requirements for the programme.

Make sure you click **Save and Continue**.

Upload a copy of all of your results. *

Upload all of your transcript(s) of your previous study. This may be called an academic transcript, or results notice. If you are still studying, provide evidence of this by partial transcript, letter from your institution, or the AQA, MIRA, etc.

Please check that your files are:

- less than 10MB in size
- at least 300 dpi and a clear scanned image
- Documents with multiple pages combined into a single file
- Full colour (preferred)
- PDF (preferred), but we also accept .doc, .docx, .jpg and .png files

Results

Integrating With the National Student.pdf 2 documents ago Remove

ADD ANOTHER FILE

Upload evidence of completion. *

This may include your graduation certificate or other evidence of completion.

Please check that your files are:

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- at least 300 dpi and a clear scanned image
- Documents with multiple pages combined into a single file
- Full colour (preferred)
- PDF (preferred), but we also accept .doc, .docx, .jpg and .png files

Evidence of completion

SDR Manual 2023 v 2.0-1.pdf 1 document ago Remove

ADD ANOTHER FILE

Do you want to apply to transfer credit for courses taken at another tertiary education provider? *

Yes No

Have you ever been excluded from another tertiary education provider? *

Excluded means that you have had your admission cancelled or have been prevented from re-enrolling at a university for academic or disciplinary reasons.

Yes No

Secondary or high school education

The Ministry of Education requires us to collect this information.

If you're still completing this qualification, tell us what you expect to achieve and when you expect to achieve it.

FIRST QUALIFICATION

Did you attend secondary/high school in New Zealand? *

Yes No

Do you know your National Student Number (NSN)? *

This is a National Student Number or New Zealand Qualifications Authority (NZQA) number given to those who have previously studied in New Zealand. Your NSN is usually a 9 digit number. Do not include any period at the start of the number.

What is your highest secondary/high school qualification? *

Qualification *

NCEA Level 3

What year did you complete this qualification, or will you complete this qualification? *

2006

Are you still waiting for your results? *

Yes No

Was 2006 your last year of secondary/high school? *

Yes No

Which secondary/high school were you attending when you got this qualification? *

AGE School (Academy for Gifted Edu)

Do you have another secondary/high school qualification to tell us about? *

+

Add qualification

Use this section to tell us about any secondary/high school study in another country. If you're still in school NCEA level 3 you don't need to add NCEA level 3.

CANCEL SAVE AND CONTINUE



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Qualification Selection:

Tick Undergraduate
For **Certificate in Criminal Justice**

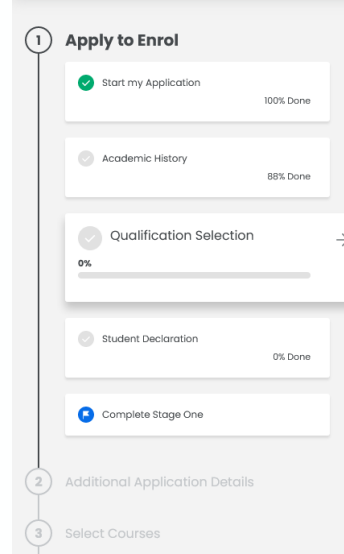
OR

Tick Postgraduate
For **masters' degrees, postgraduate certificates or postgraduate diplomas**
(see next slides for **Master of Health Sciences (Nursing)**).

Under 'Do you expect to complete...' check against our website for study length.

Check the start-date is correct for your chosen intake – e.g. January, April, July or October.

Make sure you click **Save and Continue**.



← PREVIOUS STEP

Qualification Selection

Select Qualification

Select your qualification choice below.

Select type of qualification

Undergraduate and graduate Postgraduate ✓

Select a qualification: *

x ✓

Select type of qualification

Undergraduate and graduate Postgraduate ✓

Select a qualification: *

Certificate in Criminal Justice x ✓



Add an Alternative Choice Qualification

We'll only consider this if you are unsuccessful in your main choice.

Do you expect to complete any UC qualification this year? *

Yes No ✓

[Cancel](#)

[SAVE AND CONTINUE](#)

Qualification Selection – Study Options:

You will also need to select **Study Option** from the drop-down box.

Choose the intake you wish to start studying.

For example:

- Certificate in Criminal Justice – UC Online, part time – 29 January 2024 or UC Online, full time – 29 January 2024.
- Postgraduate Certificate in Strategic Leadership – UC Online, part time – 15 July 2024 or UC Online, part time – 15 July 2024.

Make sure you click **Save and Continue**.

← PREVIOUS STEP

Study Options

For your Master of Health Sciences select your study option below.

If the qualification is closed for the intake you request, please choose another intake. If you have any queries please contact us using AskUC Live Chat; phone [0800 VARSITY \(827 748\)](tel:0800-VARSITY) or email enrol@canterbury.ac.nz.

Where and how will you study? *

[Cancel](#)

SAVE AND CONTINUE

Qualification Selection for MHealSc(Nursing):

Tick Postgraduate,
Choose **Master of Health Sciences**.

Then, choose endorsement of **Nursing** from the drop-down box.

Under 'Do you expect to complete...' select '**No**' as you will complete this degree in a minimum of 2 years.

You will also need to select **Study Option** of **UC Online, full time – with the relevant start-date**.

Make sure you click **Save and Continue**.

← PREVIOUS STEP

Qualification Selection

Select Qualification

Select your qualification choice below.

Select type of qualification

Undergraduate and graduate Postgraduate ✓

Select a qualification: *

Master of Health Sciences x ✓

You may choose to study this endorsed or unendorsed.

Endorsement

Endorsement

Environment and Health
Health and Community
Health Behaviour Change
Health Information Management
Health Leadership and Management
Nursing
Palliative Care

← PREVIOUS STEP

Study Options

For your Master of Health Sciences select your study option below.

If the qualification is closed for the intake you request, please choose another intake. If you have any queries please contact us using AskUC Live Chat; phone [0800 VARSITY \(827 748\)](tel:0800 748 748) or email enrol@canterbury.ac.nz.

Where and how will you study? *

▼ ✓

Cancel

SAVE AND CONTINUE

If you have chosen to study a master's degree or postgraduate qualification, complete your study goals – this helps us to process your application.

Upload a **copy of your resume or CV** to support your application, or other **proof of experience** to support eligibility.

You won't need a research supervisor, so leave this blank.

Make sure you click **Save and Continue**.

1 Apply to Enrol

- Start my Application 100% Done
- Academic History 88% Done
- Qualification Selection 100% Done
- Study Options 100% Done
- Postgrad Study Intentions 0% Done
- Student Declaration 0% Done

← PREVIOUS STEP

Postgrad Study Intentions

Study Goals and Career Aspirations

As you've selected to study at a graduate or postgraduate level, we'd like to ensure that we have the right qualification for you.

What interests you about the qualification you're applying for?*

What interests you about the qualification you're applying for?*

What do you plan to do after you finish this qualification?*

What do you plan to do after you finish this qualification?*

Curriculum Vitae (CV)

Please provide us with a copy of your CV

Your CV (also known as a resume or biodata document) tells us important information about you including any previous experience, education, research or publications. This will help us to offer you a programme which aligns with your experience and future aspirational goals.

Please check that your files are:

- Less than 10MB in size
- At least 300 dpi and a clear scanned image
- Documents with multiple pages combined into a single file
- Full colour (preferred)
- PDF (preferred), but we also accept .doc, .docx, .jpg and .png files

Upload your CV

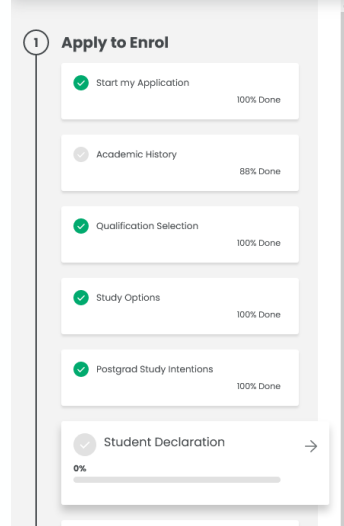
Potential research supervisor (thesis only)

Your Supervisor is someone who will work closely with you for the period of your research. Visit [Welcome to UC Research Profile](#) to find a potential supervisor.

If you have already contacted a potential supervisor, what is their name?

All students must read and agree to the Student Declaration – this covers important information about your study.

Make sure you click **Save and Continue**.



← PREVIOUS STEP

Student Declaration

The following declaration outlines how we manage your information. If you choose not to agree you won't be able to continue with your application.

I understand that the University of Canterbury will collect, store, use and disclose personal information about me in the course, and for the purpose, of conducting its normal and proper business and for the purpose of marketing/public relations, fundraising and maintaining donor records, and that a unique identifier will be assigned to me to facilitate this. I have read and understand how such information will be managed and disclosed in accordance with the Privacy Act 1993, and as outlined on the [UC Privacy Statements](#). This privacy statement operates in conjunction with the University of Canterbury's Privacy Policy. Where there is any conflict with the Privacy Policy, the terms of the Privacy Policy will prevail. I acknowledge that I have the right to access and seek correction of personal information held about me and understand that if I withhold information or provide false or misleading information my enrolment may be terminated.

The personal information collected will be controlled by the University, while you remain enrolled, and for such time thereafter as is necessary for the University to fulfil its administrative obligations, or for the purposes of providing alternative enrolment pathways. While you remain enrolled at the University you will be asked regularly to update that information. As well as for the purposes of conducting its proper business, the University uses personal information for a variety of statistical and research purposes, but in so doing it always ensures that no individual can be identified.

You should be aware that examination results and results for in-term assessment constitute personal information under the Privacy Act and you also have the right to request that your work be returned to you privately. Graduation information, including your name and award, will be made public information.

- For domestic students, upon request, your graduation information may be provided to your secondary school for use in honours boards, school publications and for the purposes of improving teaching practice.
- For international students, information concerning your academic progress or withdrawal, including grade and well being information, may be provided to or shared with your agent, homestay host, sponsor or home university upon request under agreements that facilitate your enrolment into UC, for the purposes of providing you academic and pastoral support or for the provision of Study Abroad transfer of credit and evidence relating to compliance with conditions of entitlement to study in New Zealand.

If you have any questions about the privacy of your personal information please contact the University's Privacy Officer, the Registrar.

What do I agree to?

By agreeing to the student declaration:

- I declare that all the information submitted in this application form and in the attached documents is correct and complete, and that I accept the terms of the [Student Code of Conduct \(pdf, 339KB\)](#).
- I acknowledge that if I provide incorrect or incomplete information this may result in the cancellation of my enrolment.
- I acknowledge that the submission of fraudulent, forged, or otherwise dishonest documentation in support of this application will automatically disqualify me from enrolment. I understand that in such a case the University of Canterbury reserves the right to inform all other New Zealand universities of the fact along with my name and date of birth and that the Police and/or immigration may also be informed.
- I consent to the collection and use of my personal information as outlined above.

I agree to the above declaration:*

Application Declaration Information

Cancel

SAVE AND CONTINUE

1 Apply to Enrol

Start my Application 100% Done

Congratulations! You have completed **Stage One** of the application to enrol for UC Online.

Make sure you click **Complete Stage One**.

← PREVIOUS STEP

Complete Stage One

By selecting Complete Stage One you will not be able to go back and make any changes to this stage.

If you need any assistance, contact the Contact Centre on [0800 VARSITY \(827 748\)](tel:0800-VARSITY), international [+64 3 369 4999](tel:+6433694999), or email enrol@canterbury.ac.nz

How happy are you with the application process so far?
Please rate your experience

★ ★ ★ ★ ★

[Cancel](#) **COMPLETE STAGE ONE**

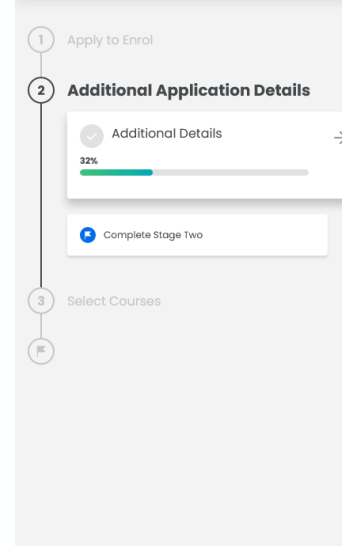


Tuihono | Online



Stage Two is where you add in important information to support your application to enrol – this includes:

1. Permanent address
2. Study address
3. Emergency contact information e.g., parent, spouse, sibling, flatmate
4. Ethnicity
5. Identity groups (optional)
6. Language
7. Learning needs or conditions
8. Family status
9. First year(s) of university study
10. Earning status
11. Information on [UCSA membership](#)



Make sure you click **Save and Continue** at the bottom of the screen

Additional Details

Permanent Address

12 Test Street ✓

Address (line 2)
South Hill ✓

City/Town *
Oamaru ✓

Province/Region
Otago ✓

Country *
New Zealand ✓

Postcode *
9400 ✓

powered by Google

Study Address

Complete this section if you know where you're staying whilst studying at UC.

COPY PERMANENT ADDRESS

Address (line 2)

City/Town

Province/Region

Country

Postcode

powered by Google

1 Apply to Enrol

2 **Additional Application Details**

3 Select Courses

Additional Details 100% Done

Complete Stage Two →

← PREVIOUS STEP

Complete Stage Two

By selecting **Complete Stage Two** you will not be able to go back and make any changes to this stage.

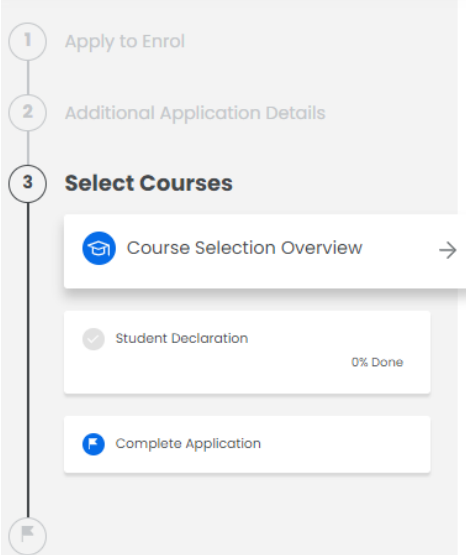
If you need any assistance, contact the Contact Centre on [0800 VARSITY \(827 748\)](tel:0800-VARSITY(827748)), international [+64 3 369 4999](tel:+6433694999), or email enrol@canterbury.ac.nz

[Cancel](#)

COMPLETE STAGE TWO


Congratulations! You have completed **Stage Two** of your application to enrol with UC Online.

Make sure you click **Complete Stage Two**



Course Selection Overview


If you need to make a change to your qualifications, select **Change qualification / subjects** below.

 [Change qualification / subjects](#)

Total points for year: 0

2023 Master of Organisational Psychology (MORGPSYC)

[View qualification details](#)

 [Select / view courses](#)

Selected Courses: 0

Please contact us if you need assistance choosing courses or planning your programme of study:

- If you need assistance choosing courses or planning your programme of study, please [contact the appropriate Student Advisor](#)
- To view what your timetable may look like, please insert courses into the [mock timetable planner](#)

[Cancel](#)

[SAVE AND CONTINUE](#)

Stage Three is where you select the courses you'll study in 2024.

Check our website for which courses to select, based on your chosen programme.

Make sure you click **Save and Continue**

SEARCH All postgraduate courses All Subjects opsy Search Reset

1 course found SHOW: All levels All teaching periods All locations DISPLAY: [grid icon] [list icon]

Make sure when selecting courses that you choose the course with (O) in brackets to signify UC Online.

For example:

CRJU101-24X1 (O)

OPSY610-24X1 (O)

HLTH466-24X1 (O)

MBAD615-24X1 (O)

Make sure you click **Save Courses**.

1 Apply to Enrol

2 Additional Application Details

3 **Select Courses**

Course Selection Overview →

Student Declaration 0% Done

Complete Application

Course Selection Overview

If you need to make a change to your qualifications, select **Change qualification / subjects** below.

[Change qualification / subjects](#)

Total points for year: 15

2023 Master of Organisational Psychology (MORGPSYC)

[View qualification details](#)

[Select / view courses](#)

Selected Courses: 1

SPECIAL NON-CALENDAR-BASED ONE 2023 • 15 points

[OPSY610_23X1\(O\)](#) Key Topics in Organisational Psychology

Online 15 points Start 09/10/23 Finish 03/12/23

[BEING ASSESSED](#)

Please contact us if you need assistance choosing courses or planning your programme of study:

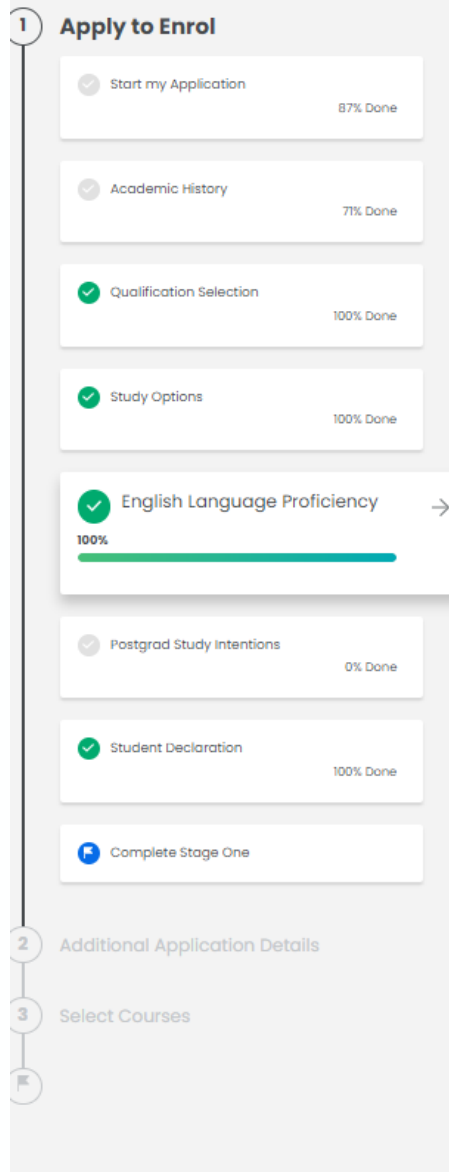
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[Cancel](#)

[SAVE AND CONTINUE](#)

The courses you've selected for your programme will be listed now – so you can check again.

In particular, please check that the start-date is correct for the month and year you wish to start learning online.



If you're an **international student**, you'll be asked to give proof of **English Language proficiency** – please [check requirements](#) and be prepared to upload documents to prove this.

You'll also be asked about insurance – choose **Other** as this relates to students on campus only.

← PREVIOUS STEP

English Language Proficiency

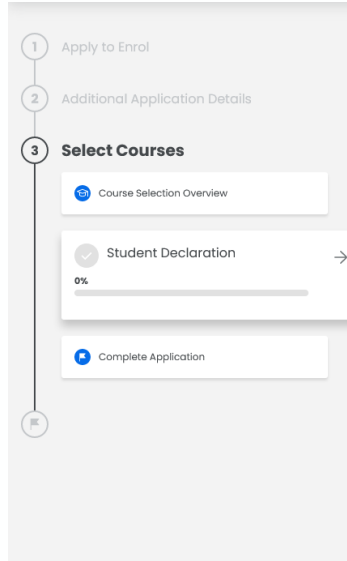
To study here, you need to have sufficient fluency in written and spoken English. You must provide evidence of your English skills. Check our [English language requirements](#).

Which option best describes your English language skills? * ⓘ

- English is my first language
- I have completed an academic qualification substantially taught in English in a country where English is the predominant language
- I have sat an English Language Proficiency Test ✓
- I am scheduled to sit an English Language Proficiency Test
- I will sit an English Language Proficiency Test
- None of these describe me

Which English proficiency test? *

- IELTS Academic – International English Language Testing System ✓
- TOEFL Test of English as a Foreign Language (IBT or PBT)
- CCEL English for Academic Purposes Level 2
- Cambridge English – Proficiency or Advanced (CPE or CAE)
- Pearsons Test of English
- Other



← PREVIOUS STEP

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[Cancel](#) [SAVE AND CONTINUE](#)

All students must read and agree to the Student Declaration – this covers important information about your study.

Make sure you click Save and Continue.



Tuihono | Online

- 1 Apply to Enrol
- 2 Additional Application Details

3 **Select Courses**

Course Selection Overview

Student Declaration 100% Done

Complete Application →

← PREVIOUS STEP

Complete Application

By selecting Complete Application you are confirming you want to send your application for assessment.

You can still make changes to your courses or withdraw any of your enrolments from your Manage my study page up until your Enrolment Agreement is available.

Select Cancel if you are not yet ready to submit your application. You can return to your application when you are ready to complete.

If you need any assistance, contact the Contact Centre on [0800 VARSITY \(827 748\)](tel:0800-VARSITY), international [+64 3 369 4999](tel:+6433694999), or email enrol@canterbury.ac.nz

[Cancel](#)

COMPLETE APPLICATION

Congratulations! You have completed your application to enrol with UC Online!

Make sure you click **Complete Application.**



Tuihono | Online



We're looking forward to seeing you online!

What happens next:

1. Our team will check your application.
2. We'll be in touch via email if there is any more information we need to progress your application.
3. Once all is approved, you will receive an email with an Offer of Place, followed by an Enrolment Agreement.
4. You must sign the Enrolment Agreement and arrange to pay your fees before study begins.

For help, contact info@uonline.ac.nz or call (03) 369 0600.