

19 May 2023

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University Student ID: **182247996**  
Date of Birth: 09 December 2004

## CONDITIONAL OFFER OF ADMISSION

Tēnā koe Syed,

Congratulations on being offered conditional admission to the University of Auckland for the following programme:

**Bachelor of Commerce** (majoring in **Business Analytics, International Business**)

### Conditions you must meet

- Meeting the minimum University entry requirements. This will be determined from the evidence of your prior study (eg. tertiary transcripts or official secondary qualification results)
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- Meeting the grade requirements and/or level of study required for this programme. Further information <http://www.auckland.ac.nz/en/study/applications-and-admissions/entry-requirements.html>
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- Condition of Offer - Copies of outstanding documents - see 'Things you need to do' in your online application
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- Providing evidence of English proficiency: The minimum standard required is an IELTS (Academic) score of 6.0 (no band less than 5.5) \* OR \* completion of the University of

Auckland English Language Academy's Foundation Certificate in English for Academic Purposes (FCertEAP) \* OR \* English Pathway for Undergraduate Studies (EPUS) with an overall score of C- \* OR \* an accepted alternative: <https://www.auckland.ac.nz/ug-english-requirements>

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Conditional offer subject to completing the GCE A-levels at Beaconhouse College Campus, Pakistan, achieving minimum grades of BCC (or higher) in your GCE Advanced Levels (excluding General Studies) and submitting your official final results issued by the examination board.

English requirement can be met upon completion of the current programme and achieving at least an E in an English-intensive GCE-Advanced Levels subject.

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### **Semester One starts**

Monday 26 February 2024

### **Accept this offer as soon as possible**

Accept your conditional offer as soon as possible. The offer will only be valid until the expiry date.

Sign into your [Application for Admission](#) to:

- Accept or decline the offer
- View the expiry date

When you have accepted a place in a programme (or programmes, in the case of double degrees), please decline any other offers you do not want.

### **If you want to change your major or specialisation**

You can change your major or specialisation if you meet the relevant admission requirements.

### **Minimum time to complete your study**

**3 years full time**

Please do NOT send the tuition fees until you have met the above condition(s).

### **Important dates you need to know about**

For information about important dates, including holidays, see [www.auckland.ac.nz/dates](http://www.auckland.ac.nz/dates).

**Please read the Terms and Conditions carefully**

As a student at the University of Auckland, you must comply with our *Terms and Conditions for International Students* (see below). Please read them carefully.

**The terms of this offer may change**

This offer is valid at the date of this letter. Changes to policy or degree regulations may happen later and affect the terms of this offer. Details and regulations are set out in the University of Auckland Calendar [www.calendar.auckland.ac.nz](http://www.calendar.auckland.ac.nz).

**We consider this programme right for you**

We have assessed your application to make sure:

- You are able to participate effectively in this programme.
- The programme meets your proficiencies and career aspirations

(See clause 18 of the *Terms and Conditions for International Students* for more about your career aspirations.)

**Immigration New Zealand requirements as of U3.5, Offer of a Place:** The University of Auckland has assessed and is satisfied that the programme is appropriate for the student's expectations, and that the prospective student has the English language proficiency and academic capability to succeed in the programme offered.

Nāku noa, nā



**Adrienne Cleland**

Deputy Vice-Chancellor (Operations) & Registrar  
[int-questions@auckland.ac.nz](mailto:int-questions@auckland.ac.nz)

## TERMS AND CONDITIONS FOR INTERNATIONAL STUDENTS

These terms and conditions of enrolment to the University of Auckland are to be read in conjunction with the University of Auckland Calendar. These form part of the agreement between the University of Auckland and the student named in the offer upon acceptance.

Note: For doctoral candidates the letter of registration represents the offer.

### 1. LAW, UNIVERSITY STATUTES AND JURISDICTION

- 1.1. This agreement is subject to the laws of New Zealand and the parties submit to the exclusive jurisdiction of the New Zealand Courts in all matters arising from this agreement and the *Offer of Admission*.
- 1.2. The parties shall abide by any [Statutes, Regulations, Rules](#) and [Policies](#) established from time to time by the Council of the University and published in the Calendar or otherwise notified to the student.

### 2. IMMIGRATION NEW ZEALAND VISA

- 2.1. International students must obtain a valid visa to enable the student to study onshore in New Zealand. All students must have a student visa or a Variation of Conditions for the duration of their studies prior to entering New Zealand. For further information visit [www.immigration.govt.nz/new-zealand-visas](http://www.immigration.govt.nz/new-zealand-visas)
- 2.2. The *Offer of Admission* at the University does not guarantee that the student will be issued with a visa.
- 2.3. The student is responsible for complying with all conditions relating to their visa.
- 2.4. The student is responsible for providing a copy of their valid visa to the University at the beginning of the first semester of study for that Calendar year.
- 2.5. Where a student does not provide the required contact details and/or evidence of a valid student visa either prior to commencement of study onshore or before the visa information held on file at the University expires, then, until that evidence is produced, the Council may:
  - (i) withdraw the enrolment of that student from a course or courses
  - (ii) decline to re-enrol the student
  - (iii) restrict that student's access to University services.
- 2.6. If the student fails to obtain or maintain a valid student visa or is required to leave New Zealand for whatever reason, this agreement will lapse and the University may offer the place of enrolment to another student.
- 2.7. If this agreement lapses in this way, clause 8 of the *Terms and Conditions* apply to such a student as if he or she had been deleted from the programme of study, and the student may be entitled to a refund or credit.
- 2.8. To obtain a student visa, the student must be enrolled in full-time study. This will mean that a full-time student will typically take courses totalling up to 120 points per academic year. For further information please contact [int-questions@auckland.ac.nz](mailto:int-questions@auckland.ac.nz).

### 3. HEALTH & TRAVEL INSURANCE

- 3.1. Under the *Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021*, all international students are to have an appropriate health and travel insurance policy during their period of study.
- 3.2. An approved insurance policy is a condition of enrolment. Holders of all visa types are required to have approved insurance for the duration of their study. A student visa holder is also required to have approved health and travel insurance for the duration of their visa or until they depart New Zealand, whichever comes first.
- 3.3. The default approved insurance policy is the Studentsafe Inbound University policy. Enrolled international students will be charged the Studentsafe Inbound University policy premium. The Studentsafe Inbound University policy premium must be paid unless the University of Auckland approves the use of an alternative insurance policy.

More information on insurance waivers and family applications deadlines, pre-existing conditions, forms, terms and conditions for Studentsafe Inbound policy please visit [Compulsory health and travel insurance](#) or contact [isinsurance@auckland.ac.nz](mailto:isinsurance@auckland.ac.nz)

- 3.4. A student's enrolment cannot continue in the event of their insurance cover being declined.

### 4. RECOGNITION OF PRIOR ACADEMIC STUDY

- 4.1. Recognition of prior academic study can be applied for through Applications and Admissions. There is no charge for this service. Recognition of prior academic study does not apply to inbound exchange students.
- 4.2. The student must submit an official academic transcript and detailed course descriptions of prior study to Applications and Admissions. Applications and Admissions will assess the prior study and the applicant will be informed of the outcome of his/her application.
- 4.3. This process is normally done as part of the original application but an application for the recognition of prior learning can be made at any time.
- 4.4. The student will not be granted credit retrospectively for courses that have already been completed at the University of Auckland.

## 5. ENROLMENT

- 5.1. The student can accept the *Offer of Admission /Conditional Offer of Admission* online on Student Services Online or by signing and returning a copy to Applications and Admissions.
- 5.2. Acceptance of the offer entitles the student to enrol at the University in the programme of study specified in the offer as soon as all conditions are met. If the student has not yet met the conditions or the offer is not yet confirmed, the student will not be able to enrol.
- 5.3. Information on course availability can be viewed via Student Services Online. Postgraduate students may need to contact the faculty postgraduate coordinator for further information.

## 6. STUDENTS UNDER THE AGE OF 18 YEARS

- 6.1. Students under 18 years of age at the date of enrolment will not be entitled to enrol until the consent of their parent or legal guardian has been given to the University of Auckland in writing and accommodation has been approved.
- 6.2. It is a requirement under the *Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021* that any student, who is under 18 years of age, must live full time with either an approved caregiver or relative or in an approved home stay.
- 6.3. Please contact the International Student Support Team [int-questions@auckland.ac.nz](mailto:int-questions@auckland.ac.nz) prior to the start of semester, with the student's accommodation details.

## 7. TUITION FEES

**Note: Tuition fees are not displayed on conditional offers of admission**

- 7.1. If the student is applying for a student visa from overseas, tuition fees must be paid before a student visa can be issued. Inbound exchange students are exempt from paying fees and are therefore not bound to clause 7 of these *Terms and Conditions*.
- 7.2. The fee on this *Offer of Admission* is an estimate;
  - The total fee payable will be shown on the statement/invoice which can be generated via Student Services online following course enrolment;
  - The total fee payable is subject to course selection and enrolment requirements and may differ from that in the attached estimate; and
  - Students are liable for any fees payable over and above the estimated amount stated in the attached estimate.
- 7.3. Enrolment is subject to full payment of tuition fees due on or before the due date. If payment of the tuition fees is not made by the due date, the University may cancel this agreement and any enrolments.
- 7.4. Miscellaneous costs including (but not limited to) travel costs, living costs and other programme related costs are not included in the estimated tuition fees.
- 7.5. Tuition fees for new and re-enrolling students are reviewed each year, and approved by the University Council. International tuition fees are normally increased 3%-6% annually but increase can range from 0%-10%.
- 7.6. If the *Offer of Admission* is conditional, fees must not be paid until the offer is confirmed. A confirmed *Offer of Admission* with a fees estimate will be sent once conditions are met.

## 8. REFUND AND DELETION POLICY

When considering deletion from a course or programme of study, the student should first approach the International Office for guidance. The student may be entitled to a refund of part or all of the tuition fees paid to the University in the circumstances set out below; with the exception of inbound exchange students who are exempt from paying tuition fees:

The deadline for adding and deleting courses is sometimes referred to as ATCE (Alteration to Course

Enrolments). For enrolment changes, it is not enough to notify a University of Auckland staff member. You must make the changes in Student Services Online.

- 8.1. Please refer to the University Calendar [here](#) for deadlines for deleting courses with refund or credit of fees.
- 8.2. If the student deletes an enrolment online after the payment of tuition fees but within the deadlines, the University will, upon application, refund the fees paid, less an administration charge of NZ\$1,060.00.

Note: Immigration New Zealand will be informed of changes to the student's enrolment status.

- 8.3. Where a student has provided all required documentation in support of their visa application and Immigration New Zealand has declined to grant a student visa then the University will process a full refund and without deduction of a refund or administration fee.

[Please refer to the University Calendar for full details of the applicable dates](#)

- 8.4. If the student decides to delete from a course or programme of study after the academic session has begun, due to exceptional circumstances such as illness, injury or events beyond the control of the student, he or she must complete and submit the required 'Late Application to Delete a Course' form (AS-47) and provide any required supporting documentation and appropriate evidence as detailed on the form, to [latedeletions@auckland.ac.nz](mailto:latedeletions@auckland.ac.nz). Please refer to the link for full details of the [Late Deletion](#) regulation including the criteria whereby a partial refund may be approved.

#### Notes:

The University may delay processing a refund until after the last dates for additions and deletions, specified in the Changes to Current Enrolment regulation, have expired.

Doctoral candidates should contact [postgraduate@auckland.ac.nz](mailto:postgraduate@auckland.ac.nz) for queries regarding eligibility for a refund or credit.

## 9. WITHDRAWALS

- 9.1. Any student wishing to cease attendance in a course or programme of study after the deadline for withdrawal may apply to do so by obtaining the approval of the relevant head of department and the dean of the faculty for the programme. Applications must be made on the 'Course Alteration Form' ([AS-70](#)).
- 9.2. The deadlines for withdrawals are as follows:
  - Three weeks before the end of lectures for courses taught in one semester; and
  - Three weeks before the end of lectures for courses taught over two semesters; and
  - Two weeks before the end of lectures for courses taught in quarters; and
  - One week before the end of lectures for courses taught in Summer School.
- 9.3. The course will remain on the student's academic record and show as a withdrawal. Tuition fees will not be refunded. For calculation of Academic Standing, withdrawal will be counted as a failure.

## 10. CHANGE OF RESIDENCY STATUS

- 10.1. The student will be enrolled at the University as an "International Student". If the student later becomes a "Domestic Student", the student will not be entitled to any refund of the tuition fees paid for the semester in which they change status.

Note: The terms "International Student" and "Domestic Student" are defined in the Education and Training Act 2020.

- 10.2. However, if the student gains residency prior to the deadline for adding and deleting courses set out in clause 8.1, the student's status can be amended to "Domestic Student", domestic fees will apply and the fees will be recalculated. The balance of fees paid at the international fees rate will be refunded if recalculation results in a credit balance on the fees account. The date of residency will be taken from the Students Visa only. Note: A copy of your e-visa or certified hard copy of your visa label, as well as the personal details page of the passport, must be provided to the University as soon as possible.
- 10.3. Special conditions/restrictions may apply for limited entry programmes, e.g. Bachelor of Medicine & Bachelor of Surgery (MBChB).

## 11. CHANGE OF PROGRAMME

- 11.1. This agreement does not entitle the student to enrol in any other programme of study at the University or at any other tertiary institution in New Zealand.
- 11.2. A student may apply to transfer to another programme of study but any such transfer will depend on:
  - Availability of places in that requested programme of study; or

- Selection and approval by the relevant department or faculty in accordance with prescribed University selection criteria; and
- Such other statutes and regulations of the University relating to change of programme of study published in the Calendar or otherwise notified to the student.

11.3. If the student's application to transfer to a new programme of study is successful, this agreement will lapse and the University will provide the student with a new *Offer of Admission* for the new programme of study.

## **12. ACADEMIC STANDING – Undergraduate and Certificate of Proficiency only**

12.1. A student is required to pass at least 50 percent of points enrolled in any one semester, including Summer School, to maintain Good Academic Standing. For full details please refer to the [Enrolment and Programme Regulations](#).

12.2. Where the student fails to meet the requirements set out in the Academic Standing regulation the University may restrict the number of points a student is allowed to enrol into in the next semester of study or may terminate the student's enrolment and exclude the student from all programmes at the University.

12.3. Where a student has had their enrolment terminated under the Academic Standing regulation, they will be entitled to reapply for admission to a programme after one year of exclusion. Please refer to the Academic Standing regulation in the Enrolment and Programme Regulations for full conditions.

## **13. DURATION AND TOTAL POINTS VALUE – Postgraduate Students**

Please refer to the Duration and Total Points Value section of the Postgraduate Regulation applicable to the programme of study listed in the attached *Offer of Admission*.

## **14. INTERNAL GRIEVANCE PROCEDURES**

14.1. The student should contact the International Office (or the School of Graduate Studies for Doctoral Candidates) in the first instance. If the complaint is related to an International Office procedure, the Director of the International Office will investigate the grievance.

14.2. If the grievance relates to another area of the University, the Director of the International Office (or the School of Graduate Studies for Doctoral Candidates) may ask the student to put the grievance in writing and can contact the relevant department to seek resolution on behalf of the student if requested.

14.3. If the student is not satisfied, he/she may make a written complaint to the University Proctor.

## **15. SCHOLARSHIP SPONSORED STUDENTS**

15.1. The University will monitor the student's progress throughout the programme and the appropriate authorities will be advised each year or as required. Acceptance of this offer gives permission to the University to release this information in conformity with the terms of the scholarship and the New Zealand Privacy Act.

## **16. PROFESSIONAL REGISTRATION/LICENSING**

16.1. The degrees and diplomas offered by the University of Auckland have, in many cases, been accredited by relevant professional bodies and organisations. However, students must be aware that even where this is the case, as a graduate they will typically have to meet various other requirements to qualify for registration or licensing in order to practice in a profession.

16.2. The University can take no responsibility for advising a student as to registration or licensing requirements. Therefore, before accepting an *Offer of Admission* in a programme, it is the responsibility of each student to check with the relevant registration or licensing authority (or authorities) to determine if the proposed degree or registration/licensing in the relevant jurisdiction and if particular course or other requirements must be satisfied to qualify.

## **17. DISABILITY SERVICES**

17.1. Disability services are not free for international students and university resources will vary. Please contact [int-questions@auckland.ac.nz](mailto:int-questions@auckland.ac.nz) or [disabilities@auckland.ac.nz](mailto:disabilities@auckland.ac.nz) for further information and details. Students are advised to contact the University of Auckland as early as possible to discuss their particular needs.

## **18. PROGRAMME AND CAREER INTENTIONS**

18.1. By accepting this offer, the student is confirming that the programme will help fulfil his/her career aspirations. The University of Auckland provides Career Development and Employment Services ([www.cdes.auckland.ac.nz](http://www.cdes.auckland.ac.nz)).

## **19. COVID-19**

19.1. The New Zealand government is carefully managing our borders to control the spread of the Covid-19 virus. Students can find current information on the government response on the [Ministry of Health website](#).

19.2 For updates on the University of Auckland COVID-19 response please visit [Covid-19 updates for students](#).

Last Review Date: December 2021



