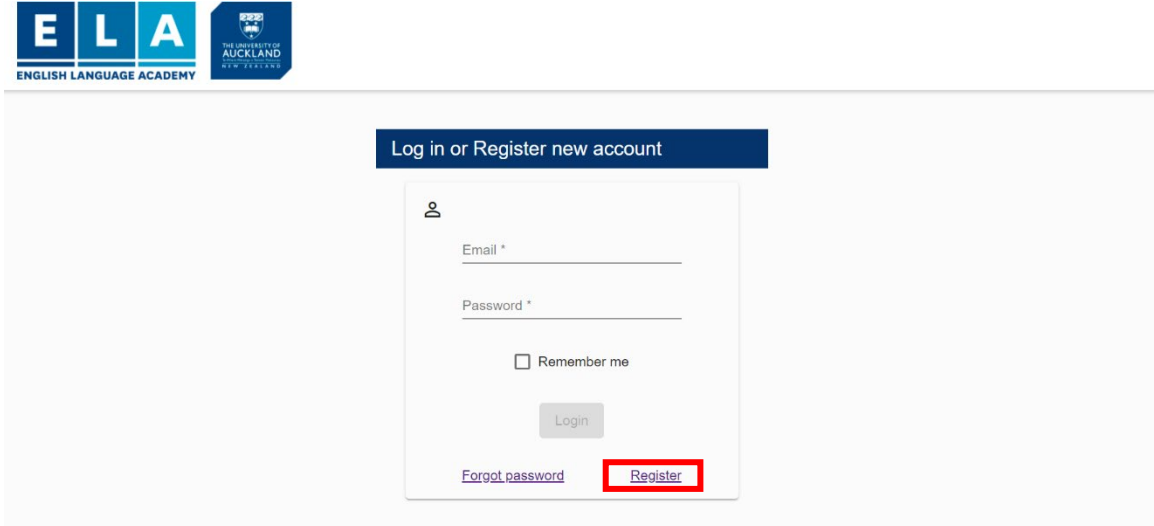


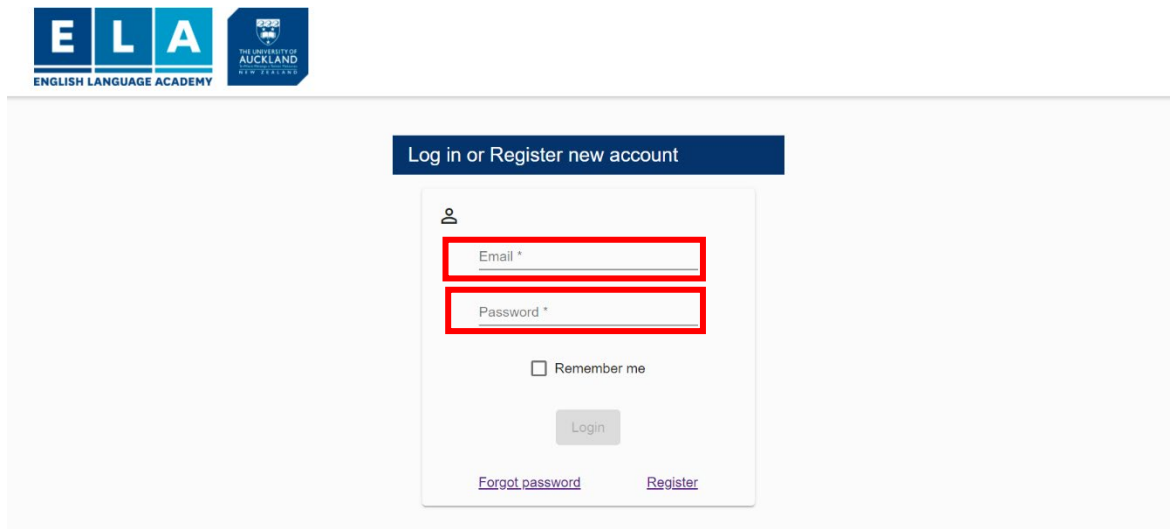
Applying for a Course with ELA

1. Create your profile click on **Register**



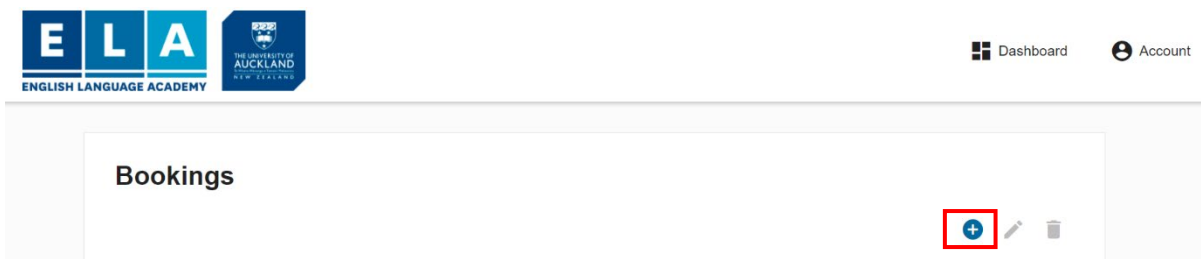
The screenshot shows the 'Log in or Register new account' page. It features a form with fields for 'Email *' and 'Password *', a 'Remember me' checkbox, and a 'Login' button. A red box highlights the 'Register' button at the bottom right of the form.

2. Once a profile is created, you can log in using your email and password



The screenshot shows the 'Log in or Register new account' page. The 'Email *' and 'Password *' input fields are highlighted with red boxes, indicating they are required for login.

3. Click on the **+** to start your application



The screenshot shows the dashboard interface. At the top, there are logos for ELA and the University of Auckland, along with 'Dashboard' and 'Account' links. The main content area is titled 'Bookings' and contains a table with a red box highlighting a '+' button in the bottom right corner, used for adding new bookings.

4. Important all mandatory questions are marked with (*). *All other questions are important BUT not mandatory.*


Basic details



First name *	Address line 1 *
Last name *	Address line 2 *
Date of birth * 	Town *
Gender *	Country *
Email *	Post/Zip code *
Language *	Mobile *

5. Upload a profile picture if you want (Optional)
6. You must read the Terms and Conditions, then click the box, before you can move to next question.

Upload profile picture.
(Supported file formats are .gif, .jpeg, .jpg, .png, & .svg with max size of 4Mb)

 **UPLOAD PHOTO**


Read terms and conditions


I declare that I agree to and have read the Terms and Conditions of the Online Booking and confirm that all the information provided on this form are correct.

*This field is required


7. It is important that you answer the following questions about your passport even the questions without (*). *If you have a valid Passport, you must upload the photo page.*

Passport details



Nationality *	Passport number
Passport expiry date 	

Upload passport photo page.
(Supported file formats are .jpeg, .jpg, .png, .pdf, .doc, .docx, .txt, .xls & .xlsx with max size of 4Mb)

 **UPLOAD PASSPORT PHOTO**

8. If you do not have a valid passport, you can upload the following as proof of your ID.
 - a. Citizenship Certificate/ID CARD (Translated into English)
 - b. Birth Certificate (Translated into English)

9. Medical Details – If you have to take medication, or have any pre-existing medical condition please change the answer to Yes and provide any medical document

Medical details

+

Do you have any health problems, such as Allergy, Epillepsy, Anxiety, Depression, Mental Health problems or other? Yes No

Are you currently taking any medication? Yes No

Upload medical document.
(Supported file formats are .jpeg, .jpg, .png, .pdf, .doc, .docx, .txt, .xls & .xlsx with max size of 4Mb)

10. Course Type – Select the course you would like
 - a. General English
 - b. Academic English
 - c. Pathway Course Undergraduate (FCertEAP Plus, FCertEAP, EPUS)
 - d. Pathway Course Post Graduate (FCertEAP Plus, FCertEAP, EPPS)
 - e. English for Specific Courses (Eng for Engineering)

Course Details

🎓

Course type ⌵

Start date 📅

Course ⌵

Number of weeks 📅

End date 📅

Tuition Cost: NZ\$ 0.00

[+ ADD MORE TUITION](#)

11. Course – Select the course and the start date you are interested in
 - a. Refer to the following link for [2022 Course and Dates](#)
 - b. Note: once you select the course, make sure the start date matches if it doesn't, then change it manually.
 - c. Number of weeks – if the course has set weeks (AE/FCert/EPUS/EPSS), select the number you need from drop down menu (otherwise change the number manually)
 - d. The end date will automatically be adjusted.
 - e. If you want to add more than one course click on +ADD MORE TUITION

Course Details

Course type Start date

Course Number of weeks

End date

Tuition Cost: NZ\$ 0.00

[+ ADD MORE TUITION](#)

12. The Tuition Costs will be updated once you select your course
13. The Associated costs – Registration Fee and Resource Fee will automatically be added.

THE FOLLOWING SECTIONS ARE FOR ONSHORE STUDENTS ONLY

Accommodation

14. What Type of Accommodation are you looking for? – Select Accommodation
15. Accommodation Option
 - a. Homestay (Choose the year you are wanting Accommodation for)
 - b. When are you arriving – the date will automatically select the Sunday before the course starts (if you need to arrive 1 or 2 days earlier for your accommodation you can adjust the arrival date manually) – *note there maybe additional costs*
 - c. When are you leaving - the date will automatically select the Saturday after the course ends (if you need to stay longer by 1 or 2 days you can adjust the leaving date manually) - *note there maybe additional costs.*

1 Student details > 2 Tuitions > 3 Accommodation & transfer > 4 Review details

Accommodation Details

What type of accommodation are you looking for? When will you be arriving at the accommodation?

Please select accommodation option When will you be leaving the accommodation?

Accommodation cost: NZ\$ 0.00

16. Once you select the Accommodation Details, you will need to
- read the accommodation agreement and tick, you have read this before you can go to the next question
 - The cost of accommodation will automatically be calculated.

Accommodation Details

What type of accommodation are you looking for?
Accommodation

When will you be arriving at the accommodation? *
26/06/2022

Please select accommodation option
Homestay 2022

When will you be leaving the accommodation? *
03/09/2022

[Read student accommodation agreement](#)

I declare that I agree to and have read the Student Accommodation Agreement of the Online Booking and confirm that all the information provided on this form are correct.

Accommodation cost: NZ\$ 3055.71

Transfer Details (Transfer to and from Airport and Accommodation)

17. Choose whether you want one way or return airport transfer
- The Arrival date will automatically select the Sunday before the course start date
 - The cost of Transfer will automatically be calculated

Transfer Details

Select arrival transfer

Arrival date

Transfer cost: NZ\$ 0.00

Transfer Information (Flight Details)

18. Provide your arrival Flight Details
- Time flight arrives in Auckland
 - Flight #

Transfer Information

Arrival

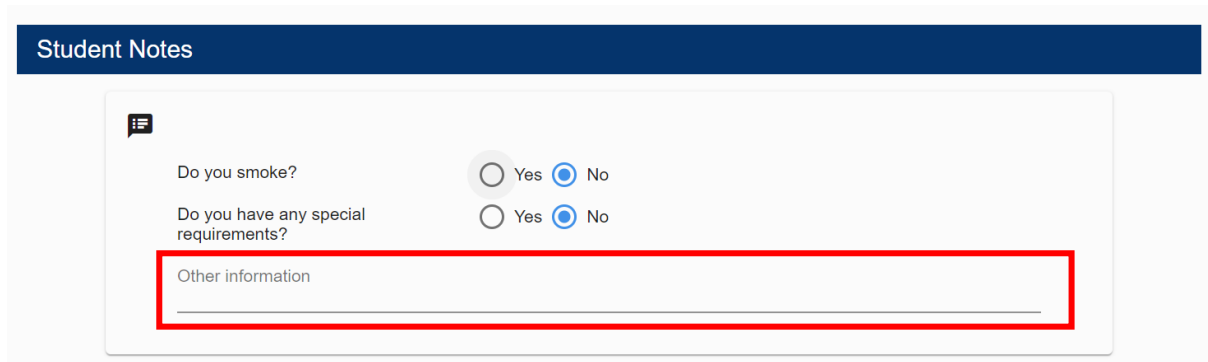
Transfer arrival time
--:--

Flight No.

Student Notes

(Provide details of what you might need the Accommodation provider to be aware of)

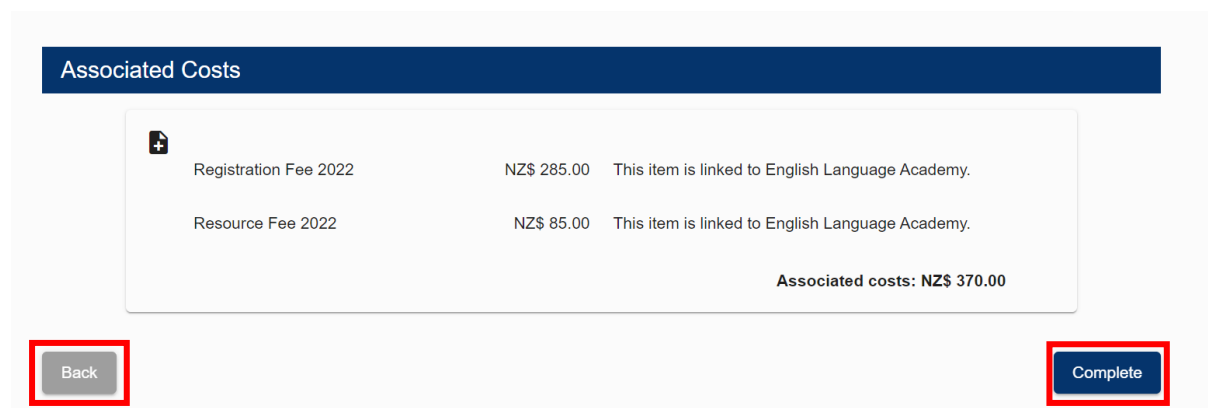
19. Other Information – Advise if you have medical or dietary requirements, i.e. vegetarian, halal etc



click **Save & Next**

The last screen will allow you to check the details of what you have entered

- you can go back to make any changes if you need to by clicking the **Back** button.
- If you are happy with the information, Click **Complete** button



Registration Fee 2022	NZ\$ 285.00	This item is linked to English Language Academy.
Resource Fee 2022	NZ\$ 85.00	This item is linked to English Language Academy.

Associated costs: NZ\$ 370.00

Your enrolment will now be sent to ELA who will send you an email acknowledgment.

ELA will review your enrolment and supporting documents, and will issue you documents confirming your booking. If we need further information we will also contact you on the email address you have provided.

For any further assistance please email: enrolment@ela.auckland.ac.nz