

# Online International Student Application Information for Agents and Students

February 2023

Includes digital Contract signatures



## Introduction

Our school uses eSchool's online web enrolment application form for our international student applications. This will enhance the enrolment experience for education agents and streamline the processing time for your application at our school. We encourage you to use our online application and have documented guidelines below to help you through the process.

- Applications **must** be completed in English
- An agent or a student can start the application process
- Each application creates a system generated **unique ID URL link** which is emailed once a draft application has been started. (Note: email addresses must be entered)
- The **unique ID URL link** can also be copied by selecting the **Copy Enrolment Link** button in the application.
- An application can be saved as a draft and returned to at any stage by clicking on the **unique ID link**
- Once an application is fully completed click the **Submit Application** button in Section 12.

## Start Here

### Step 1: Information Required

To make the process easier, please make sure you have scanned copies of the following documents ready to upload before you begin:

- the Students current passport (if available)
- student photo (portrait photo, passport photo or similar)
- last school report (translated into English)
- insurance certificate (if available and must be in English)
- vaccination certificates (if available and must be in English)

- Other Files – any other documents that form part of your application ie this could be a photo collage of the student, family and friends or a letter of introduction to the school.

## Step 2: Start Student Application

There are several ways to access our school's online application form:

- Click on the link we send you
- Go to the international page on our school's website and click the **Apply Now** button
- Visit our school on [www.schoolsnz.com](http://www.schoolsnz.com) and click the **Apply Now** button

Once you are on Section 1 of the application form, click **Let's Get Started**

### International Student Application Form

YOUR PROGRESS SO FAR  
CLICK ANY STEP TO SEE ITS DETAILS

The screenshot shows the 'International Student Application Form' progress bar with 14 steps. Step 1 is highlighted in red. Below the progress bar is the 'Information Required' section. It contains a note about the importance of providing accurate information, a list of documents to be scanned and uploaded, and a 'Let's Get Started' button. A large grey arrow points from the 'Let's Get Started' button to the progress bar.

**Information Required**

Note: It is important that you include all relevant information about the student in your application. This information is used to ensure that the student is supported properly upon arrival and to match them with suitable homestays, teachers and courses. Where information is included relating to health issues or learning needs, disclosure of this information will not automatically disqualify the Student from Enrolment. However, failure to disclose information or providing misleading information may result in the withdrawal of an Offer of Place or termination of a Contract of Enrolment.

Please make sure you have scanned copies of the following documents ready to upload before you begin:

- your current passport (if available)
- your photo
- your last school report (translated into English)
- vaccination certificate (if available)
- insurance certificate (if available and must be in English)

Please note: Fields marked with ★ are required and must be completed

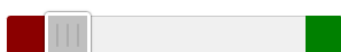
**Let's Get Started**

## Step 3: Human Check

Move the slider to the right to confirm you are human. This will stop spam applications for our school.

Just Before We Start...

Please move the slider below all the way over to the right to prove you are a human.



## Step 4: Fill in Application Form – Sections 2 through to 10

Complete each section of the application. Fields marked with a red asterisk are required and must be completed.

***See the Appendix below for a description of the information required in each section of the form.***

An automatic email confirming the application is in draft will be sent after details have been entered in section 2. This will provide a **unique ID url link** and can be clicked on at any stage to re-access the application.

### Save a Draft at any stage during the Application Process

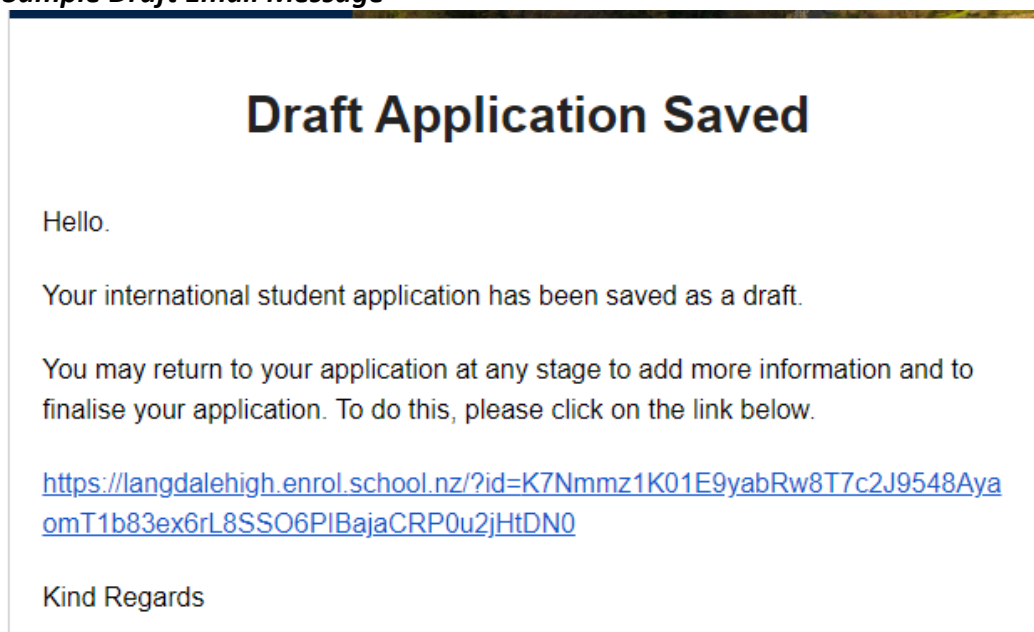
The application can also be saved as a draft at any stage during the process and confirmation emails will be sent to the agent, student and education provider with a **unique id link**. To re-access the application, click on the unique id link in the email sent.

Previous Section

Save Draft

Next Section

### Sample Draft Email Message



## Step 5: Upload Documents - Section 10

Upload the file attachments as required by selecting 'Choose a File' then select the Upload button.

File Uploads

**Passport**  
 No file chosen

**Your Photo**  
 No file chosen

**Last School Report (translated into English)**  
 No file chosen

**Other file**  
 No file chosen

**Vaccination Certificate**  
 No file chosen

**Signed Declaration (see above)**  
 No file chosen

**Copy of COVID-19 Vaccine Certificate**  
 No file chosen

## Step 6: Read and Sign Contracts - Section 11

Please read the Declaration and Contract Documents carefully (click on the Contract document name to open the Contracts).

Complete the three signatory fields, then click the **'Sign Contracts'** button

You MUST read the below contracts, agree to them by filling out the fields below, and click the 'Sign Contracts' button. The contracts will be generated with representative signatures and emailed to you for your records.

- **Langdale View High School Enrolment Declaration**
- **Contract1**
- **Contract2**
- **Contract3**

Parent or Legal Guardian Signatory  ★

Relationship to Student  ★

Student Signatory  ★

Once you click the button below, the contracts will be generated. This may take a few moments, so please be patient.

Please wait while all the Contracts are being generated

An email will be sent with a link to all the signed Contracts

**YOUR PROGRESS SO FAR**  
CLICK ANY STEP TO SEE ITS DETAILS

[Copy Enrolment Link](#)

123456789101112

**Declarations**

You have signed and generated all contracts required for your application. You can view any of the contracts by clicking on the links below.

- Signed Authorisation and Declaration
- Signed Homestay Contract
- Signed Contract1
- Signed Contract2
- Signed Contract3

Previous Section
Save Draft
Next Section

[Privacy Policy](#)
[Langdale View High School Terms Of Service](#)

## Step 7: Submit Application - Section 12

Click the **Submit Application** button

**YOUR PROGRESS SO FAR**  
CLICK ANY STEP TO SEE ITS DETAILS

[Copy Enrolment Link](#)

123456789101112

**Application Ready**

Thank you, your application is now ready to be submitted. Once you are happy with the information you have provided, click the 'Submit Application' button below.

Submit Application

Your application is now submitted.

**Application Submitted**

Thank you! Your application has been successfully submitted. We will be in contact with you shortly.

Emails will be sent as confirmation and an email with a full summary of the application will be emailed to the agent and the school.

**Sample Email****Application Submitted to  
Langdale View High School**

Hello ,

Thank you for your international student application for d d to Langdale View High School. We will review this application and be in contact with you very soon.

For your reference, the application link is:

<https://langdalehigh.enrol.school.nz/?id=K7Nmmz1K01E9yabRw8T7c2J9548AyaomT1b83ex6rL8SSO6PIBajaCRP0u2jHtDN0>

Kind Regards

## Appendix – Summary of Online Application by Section

<b>Section 1: Information Required</b>	Information required Human check slider
<b>Section 2: Agency Information</b>	Agency name Agent name Agent email
<b>Student Details</b>	First name (must be as it appears on passport) Middle names (must be as it appears on passport) Family name (must be as it appears on passport) Preferred first name Date of birth Country of citizenship Gender Ethnicity First language Address (in home country) Phone number (in home country) New Zealand mobile (if you have one) Email address Social media address Social media type How long have you studied English? (years / months) What is your Level of English Sporting interests Cultural interests
<b>Section 3: Travel Details</b>	Arrival date (if available) Passport number (if available) Passport expiry National ID Number (Chinese students only) Student Visa number (if available) Student Visa issued date Student Visa expiry date
<b>Previous Applications</b>	What is the name of the school you currently attend? Have you applied before (to this school)? Have you studied in New Zealand before? Has a family member or relative ever enrolled (at this school)?
<b>Section 4: Parents or Legal Guardian Details</b>	Details required: First name Middle names

	Family name Relationship (eg mother, father, aunt, guardian) Occupation Current address Work number Mobile number Email address Passport number
<b>Section 5: Accommodation Requirements</b>	What accommodation do you require? (select an accommodation option) <ul style="list-style-type: none"> <li>• <b>Homestay organised by school:</b> Write a letter to your homestay family to introduce yourself and provide Important homestay requirements eg allergies, dietary requirements</li> <li>• <b>Designated Caregiver (DCG):</b> if you are staying with a relative or close family friend – all details of the DCG are required</li> <li>• <b>Live with Parent/s</b></li> <li>• <b>School Hostel</b></li> </ul>
<b>Section 6: Medical &amp; Insurance Information</b>	Do you wish to purchase insurance through the school? (yes/no) Please add your COVID-19 vaccination information (if available) <ul style="list-style-type: none"> <li>- Covid-19 Vaccine Manufacturer</li> <li>- Date of First Vaccine</li> <li>- Date of Second Vaccine</li> </ul> Has the student been vaccinated for any disease? (yes/no) Permission is given for the school to administer Paracetamol (yes/no) Permission is given for the school to administer Ibuprofen (yes/no) Medical Conditions (select yes/no to a list of medical conditions) Additional medical information (ie pre-existing medical conditions or an illness than may affect the enrolment) Current Medications (list any medications being taken) Allergies (list) Doctor name (in home country) Doctor phone
<b>Section 7: Emergency Contact</b>	If your home country, other than your parents First name Last name Relationship to the student Phone number Address Email address
<b>Section 8: Course Details</b>	Study Programme (select from list) When will you start? (Select apply by Terms of Apply By Dates and enter dates, terms, year) Select year level and subjects Learning and/or behavioural difficulties – provide details of these



<b>Section 9: Comments</b>	Add anything further that the school needs to be aware of in enrolling the student as an international student
<b>Section 10: File Uploads</b>	<p>Upload your supporting documents <b>must be</b> a PDF or PNG/JPG format</p> <ul style="list-style-type: none"> <li>• Passport</li> <li>• Your photo (portrait photo, passport photo or similar)</li> <li>• Last school report (translated in English)</li> <li>• Other file</li> <li>• Vaccination Certificate</li> <li>• Copy of COVID-19 Vaccine Certificate</li> </ul>
<b>Section 11: Declarations</b>	<p><b>Declarations and Digitally Sign Contracts</b></p> <p>Important to read the Declaration and all Contract Documents</p> <p>Enter Parent or Legal Guardian Signatory and relationship to student</p> <p>Enter Student signatory details</p> <p>click <b>Sign Contracts</b></p> <p><b>Please wait while all Contract documents are digitally signed</b></p>
<b>Section 12: Submit Application</b>	<p>Submit Application</p> <p>Email confirmations will be sent with summary and contracts</p>