

## Information for Agents and Students

# Online International Student Application Form

eSchool's online web enrolment form has been created to enhance the enrolment experience for education agents and streamline the processing time at your selected education provider.

### It is simple and easy to use

- Either an agent or a student can start filling in the application form which can be saved as a draft at any stage during the process
- Click **Save Draft** at any stage and links are emailed to the student, agent and school (Note: make sure both agent and student email addresses are entered)
- There are 6 language options available
- The agent or student can review the draft application at any stage by clicking on the emailed unique ID link
- The application can remain in draft until it is fully completed and reviewed by both the agent and the student
- Once the application is fully completed click on **Submit Application**
- Please do not upload any large files exceeding 20 mb

### Follow the procedures below to step through the application process

*(Note: Langdale View College shown in the graphics below is a school used for the purposes of demonstration)*

# Start Here

## 1. Documents Required for Uploading

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

## 2. Open the Online International Student Application Form

Click on the Application Form Link provided by your education provider or the APPLY HERE button on the education providers international website and you will be directed to the **International Student Application Form**

### International Student Application Form

YOUR PROGRESS SO FAR  
CLICK ANY STEP TO SEE ITS DETAILS

1 2 3 4 5 6 7 8 9 10 11 12 13 14

#### 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

[Privacy Policy](#) [Terms of Service](#)

## 3. Complete the Application Form – Section 1-11

Complete the application form details clicking through each section.

Note that fields marked with a red asterisk are required and must be completed.

#### 4. Save a Draft Application

At any stage of the application process, the document can be saved as a draft. Confirmation emails will be sent to the agent, student and education provider with a **unique id link** – this link can be clicked on at any stage to revisit and update the application.

Previous Section

Save Draft

Next Section

#### Sample Draft Message

## Langdale View College Application Draft Saved

Your application has been saved, but not submitted.

To update and submit your application visit: <http://langdale.enrol.school.nz/?i=5694200658001920&t=2695>

Confirmation email sent to:

#### 5. Section 12 – Declarations

Print and Sign the one-page Declaration Form - Click on **OPEN FORM FOR PRINTING IN NEW WINDOW** bar and print the declaration form.

Sign the form and either take a photograph on your phone or scan the form ready to upload under File Uploads.

## International Student Application Form

YOUR PROGRESS SO FAR

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1 2 3 4 5 6 7 8 9 10 11 12 13 14

### Declarations

All Contract Documents for Langdale View College must be fully read and understood and the Declaration Form signed as confirmation of this - to access these Contract Documents and the Declaration Form, click on the link below.

**COMPULSORY:** You MUST download, complete, and scan the form containing the declarations below

- Langdale View College Enrolment Declaration

**OPEN FORM FOR PRINTING IN NEW WINDOW**

Please print, sign, scan (or photograph) and upload the Declaration in the 'File Uploads' section below under Signed Declaration.

Previous Section

Save Draft

Next Section

## 6. Read the Contract Documents

Click on the highlighted links to open the Contract Documents and read all documents prior to signing the Declaration Form.

**Langdale View College Enrolment Contract Declaration**

By signing below, you confirm that you have read the Enrolment Contract below (which includes our Terms and Conditions, Code of Conduct, Disciplinary Policy, and Refund Policy) and agree to be bound by it in all respects:

[https://files.enrol.school.nz/6478658557/Enrolment\\_Contract.cm6Y6CqYUCsF91krGPwyjZoMXH3b8nmvdrDY9N5pV00.PDF](https://files.enrol.school.nz/6478658557/Enrolment_Contract.cm6Y6CqYUCsF91krGPwyjZoMXH3b8nmvdrDY9N5pV00.PDF)

Name	Signature	Date
Parent/Caregiver: _____	_____	_____
Student: _____	_____	_____
School Signatory: _____	_____	_____

**Homestay Declaration**

By signing below, you confirm that you have read the Homestay Contract and agree to be bound by it in all respects:

[https://files.enrol.school.nz/99735099/Homestay\\_Contract.CRTON\\_fCmI9SJ0-SHIVgYyzaVE-1v5ZD3sPbFOz6haw.PDF](https://files.enrol.school.nz/99735099/Homestay_Contract.CRTON_fCmI9SJ0-SHIVgYyzaVE-1v5ZD3sPbFOz6haw.PDF)

Name	Signature	Date
Parent/Caregiver: _____	_____	_____
Student: _____	_____	_____
School Signatory: _____	_____	_____

## 7. Return to the Application Form

Click on the **RETURN TO FORM X** button to return to the application form and continue to the File Uploads section.

PLEASE PRINT THIS FORM, SIGN AND SCAN (OR PHOTOGRAPH) AND UPLOAD IT IN THE APPLICATION FORM

Langdale View College Declaration Form

RETURN TO FORM 

### PARENTS/LEGAL GUARDIANS DECLARATION AND AUTHORISATION

We declare that the information contained in this application is true and complete. We understand that any false or incomplete information submitted in support of this application may invalidate this application and may result in the withdrawal of an Offer of Place. We agree that we have received sufficient information to make an informed decision about enrolment at the School.

## 8. Section 13 - File Uploads

Upload the required documents including the signed Declaration. Sections marked with a red asterisk \* are compulsory file uploads.

### International Student Application Form

YOUR PROGRESS SO FAR  
CLICK ANY STEP TO SEE ITS DETAILS

1 2 3 4 5 6 7 8 9 10 11 12 13 14

#### 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

★

Insurance Certificate (if available and must be in English)  
 No file chosen

Signed Declaration (see above)  
 No file chosen

★

## 9. Section 14 - Robot Check and Submit Application

The final process is a 'Robot Check' question to stop spam applications. Look at the picture and select the correct answer then select the **SUBMIT APPLICATION** button at the bottom.

International Student Application Form

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1 2 3 4 5 6 7 8 9 10 11 12 13 14

#### Robot Check

Select the button with the correct answer to the following question:

What is this?



- Taranaki, a mountain in the North Island of New Zealand
- A pūkeko, a New Zealand native bird
- The silver fern, a plant often used as New Zealand's symbol
- A hoiho, a New Zealand native penguin
- A pair of pōhutukawa, a type of New Zealand native tree
- A little spotted kiwi, New Zealand's national bird

You will receive a confirmation notification on the screen and an email that the application has been submitted.

If you have any questions regarding the online web application please contact the education provider