

# Online International Student Application Information for Agents and Students

Version 3 (latest – Nov 2022)  
Includes digital Contract signatures



## Introduction

Our school uses eSchool's online web enrolment application form for our school's 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.

Either an agent or a student can start the application. Each application has a system generated **unique ID link** and this will be emailed to the student, agent and school (Note: email addresses must be entered)

An application can be saved as a draft and returned to at any stage by clicking on the **unique ID link** in the email. 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)

## 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

Click the **Let's Get Started** button

**International Student Application Form**

YOUR PROGRESS SO FAR  
CLICK ANY STEP TO SEE ITS DETAILS


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 to stop spam applications.

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 1 through to 10

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

See Appendix attached for all information required in each section.

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

### Save a Draft at any stage of the Application

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

## Draft Application Saved

Hello.

Your international student application has been saved as a draft.

You may return to your application at any stage to add more information and to finalise your application. To do this, please click on the link below.

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

Kind Regards

## Step 5: Upload Documents - Section 10

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

The screenshot shows a 'File Uploads' section with a red header. It contains several rows, each with a document name, a 'Choose File' button, and an 'Upload' button. The documents listed are: Passport, Your Photo, Last School Report (translated into English), Other file, Vaccination Certificate, Signed Declaration (see above), and Copy of COVID-19 Vaccine Certificate. At the bottom of the section are two red buttons: 'Previous Section' and 'Next Section'.

## 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	<input type="text" value="Enter a name to be used as a signature"/>	★
Relationship to Student	<input type="text" value="e.g. Mother, Father"/>	★
Student Signatory	<input type="text" value="Enter a name to be used as a signature"/>	★

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

**Sign Contracts**

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

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

### 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

### 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.

## 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 Last name 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) 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

	Last name Relationship (eg monther, 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 accommodation option) <ul style="list-style-type: none"> <li>• Homestay organised by school - Write a letter to your homestay family to introduce yourself and provide Important homestay requirements eg allergies, dietary requirements</li> <li>• Live with Parent/s</li> <li>• Designated Caregiver (DCG) - if you are staying with a relative or close family friend – all details of the DCG are required</li> <li>• School Hostel</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? (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>	Upload Files as required <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>• Signed Declaration</li> <li>• Copy of COVID-19 Vaccine Certificate</li> </ul>
<b>Section 11: Declarations</b>	Declaration and Sign Contracts Read the Declaration and Contract Documents Enter signatory details and click Sign Contracts
<b>Section 12: Submit Application</b>	Submit Application Email confirmations will be sent with summary and contracts