



# Rangitoto College

## Online International Student Application Information for Agents and Students

### 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 need to 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 14.

### 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 certificates (if available)

#### 2. Open the Online International Student Application Form

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

### 3. Human Check

Move the slider to the right to confirm you are human and stop spam applications.



### 4. Complete the Application Form – Sections 1 through to 11

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.

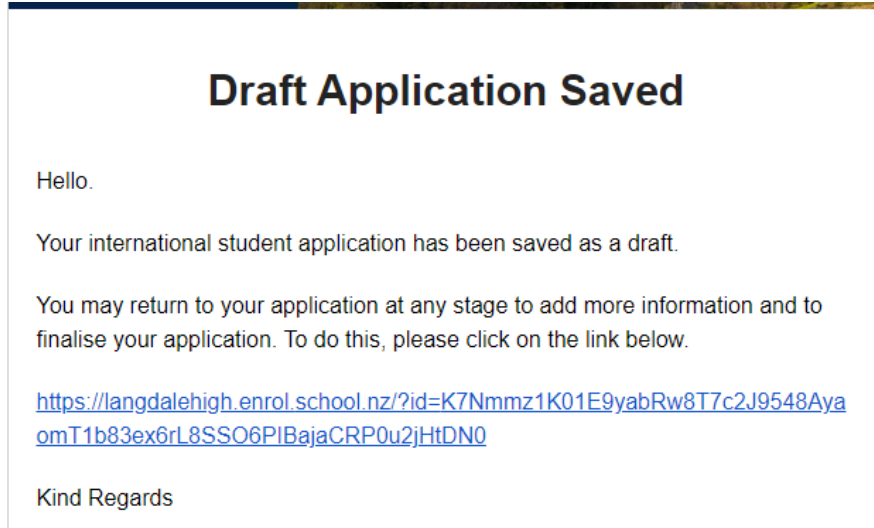
### 5. Draft Application Saved

An automatic email will be sent after details have been entered in section 3 – this will confirm the application is in draft and provide a **unique id link** to re-access 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**



## **6. Section 12 – Declarations**

The one-page Declaration must be signed to confirm our school's Contract Documents have been fully read and understood.

To open the Declaration form, click the **Open Form for Printing in New Window** button.

Print the Declaration form and sign the Declaration. Either take a photograph on your phone or scan the form ready to upload in section 13 - File Uploads.

## International Student Application Form

**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
- 13
- 14

### Declarations

All Contract Documents for Langdale View High School 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 High School 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

Next Section

## 7. 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 High School 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/55332482/Enrolment\\_Contract.P3y0OSqxDIYmTkoxjiidKI69JKluW74AHfOheDPIL.PDF](https://files.enrol.school.nz/55332482/Enrolment_Contract.P3y0OSqxDIYmTkoxjiidKI69JKluW74AHfOheDPIL.PDF)

Name	Signature	Date
Parent/Caregiver: _____	_____	_____
Student: _____	_____	_____
NZ 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/55332482/Homestay\\_Contract.EgpXdSqcHC4e7tmbtSGYj2AkQOkz5nEgaDcHnz9VKhQ.PDF](https://files.enrol.school.nz/55332482/Homestay_Contract.EgpXdSqcHC4e7tmbtSGYj2AkQOkz5nEgaDcHnz9VKhQ.PDF)

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

### 8. Return to the Application Form

Click on the **RETURN TO FORM X** 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 High School Declaration Form**

NOTE: Failure to disclose relevant information or the provision of false information may result in termination of enrolment. Make sure all details on these forms are completed and the correct people have agreed to the enrolment conditions. Please read and understand the contracts before signing.

STUDENT, 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.

Key Terms: This Contract of Enrolment includes provisions:

1. that allow the School to discipline the Student, including by expulsion
2. that control and limit the Student's rights of refund when Enrolment ends early
3. that require the Parents to make full disclosure of all relevant information
4. that provide consent for the School to permit certain activities without further consent from the Parents.

RETURN TO FORM X

### 9. Confirmation of Contracts

Confirm the documents have been read by clicking “I have read these documents and agree to be bound by them”

Please open and read these documents before proceeding

- [https://files.enrol.school.nz/55332482/Enrolment\\_Contract.P3y0OSqxDIYmTKoxjliidKI69JKuIW74AHFOheDPiI.PDF](https://files.enrol.school.nz/55332482/Enrolment_Contract.P3y0OSqxDIYmTKoxjliidKI69JKuIW74AHFOheDPiI.PDF)
- [https://files.enrol.school.nz/55332482/Homestay\\_Contract.EgpXdSqcHC4e7tmbtSGYj2AkQOkz5nEgaDcHnz9VKhQ.PDF](https://files.enrol.school.nz/55332482/Homestay_Contract.EgpXdSqcHC4e7tmbtSGYj2AkQOkz5nEgaDcHnz9VKhQ.PDF)

I have read these documents and agree to be bound by them

### 10. Section 13 - File Uploads

Choose a File to upload required documents, 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

Previous Section

Next Section

## 11. Section 14 - Submit Application

Click **Submit Application** button

**International Student Application Form**

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 13 14

**Submit Your Application**

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](#)

[Previous Section](#)

## 12. Confirmation Notification

**International Student Application Form**

**Application Submitted**

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

Confirmation 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

An email with a full summary of the application will be emailed to the agent and the school.

## Appendix – Summary of Online Application by Section

<b>Section 1: Information Required</b>	Introduction and outlines information required Human check slider
<b>Section 2: 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: Agency Information</b>	Agency name Agent name Agent email
<b>Section 4: 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 5: 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>Section 6: Parents or Legal Guardian Details</b>	Parent details required: First name Middle names Last name Relationship (eg monther, father, aunt, guardian)

	<p>Occupation  Current address  Work number  Mobile number  Email address  Passport number</p>
<b>Section 7: Accommodation Details</b>	<p>Where will you be staying? (select accommodation option)</p> <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>• Parents</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>• Hostel</li> </ul>
<b>Section 8: Medical &amp; Insurance Information</b>	<p>Do you wish to purchase insurance through the school? (yes/no)  Please add your COVID-19 vaccination information</p> <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> <p>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</p>
<b>Section 9: Emergency Contact</b>	<p>If your home country, other than your parents</p> <p>First name  Last name  Relationship to the student  Phone number  Address  Email address</p>
<b>Section 10: Course Details</b>	<p>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</p>
<b>Section 11: Comments</b>	<p>Add anything further that the school needs to be aware of in enrolling the student as an international student</p>



<b>Section 12: Declarations</b>	Print the one-page Declaration Read all Contract Documents Sign the Declaration Form and scan/photograph for file upload
<b>Section 13: File Uploads</b>	Upload Files as required <ul style="list-style-type: none"> <li>• Passport</li> <li>• Your photo</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 14: Submit Your Application</b>	Submit Application An email confirmation will be sent