

International Student Enrolment Application Information for Agents and Students



**Rangitoto
College**

APPLY NOW →

Introduction

Our school uses the eSchool online application form for international student enrolments. This system enhances the enrolment experience for agents and students while streamlining the processing of applications.

To assist you with the application process, please review the following key points:

- Applications must be **completed in English**.
- Applications can be initiated by either an **agent** or a **student**.
- Applications can be saved as a draft – this will generate an email with a **unique ID link** and **PIN number**. Click this link to continue working on the application.
- An agent can use the unique ID link and passcode to review the final application prior to submit.
- When all sections are complete, click **Submit Application**

START APPLICATION →

Step 1: Information Required

Before beginning your application, please ensure you have scanned copies of the following documents ready to upload.

- Current student passport
- Parent or legal guardian passports (at least 1 parent)
- Portrait photo of student (passport-style or similar)
- Most recent school report (**English translation**)
- Handwritten introduction letter from the student
- Vaccination certificates, if available (English translation)
- Insurance certificate, if applicable (**English translation**)
- Any other relevant files (e.g. letter of reference, photo collage, personal letter of introduction to the school)

Step 2: Start the Application

There are two ways to access our school's online student enrolment application:

1. Click on the application link provided: <https://rangitoto.enrolment.school/>
or
2. Visit our international page on our school's website and click on

ENROL

This will take you to the Introduction page. To begin the application, click **Start Application**.



The image shows a screenshot of the Rangitoto College International Student Enrolment Application page. At the top, there is a banner image of students in red and white uniforms walking past a building with the college's name and crest. Below the banner, the title "Rangitoto College International Student Enrolment Application" is centered. An important note states that all relevant information must be included to ensure correct support upon arrival. A list of documents to be scanned and uploaded is provided, including passports, birth certificates, school reports, and vaccination certificates. A blue button labeled "Start Application" is at the bottom.

Rangitoto College International Student Enrolment Application

Important: You must include all relevant information about the student in this application. This will ensure that the student is correctly supported upon arrival and matched with a suitable homestay, teachers and subject courses. Where information relates to health issues or learning needs, honest disclosure of information will NOT automatically disqualify the student from enrolment. However, failure to disclose or providing misleading information may result in the withdrawal of an Offer of Place or termination of a Contract of Enrolment.

Before you begin this application, please have scanned copies of the following documents ready to upload:

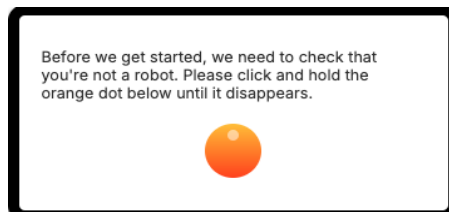
- Current student passport
- Parent / legal guardian passports
- Student birth certificate
- Portrait photo
- Most recent two school reports (English translation)
- Hand-written introduction letter from student
- Vaccination certificate, if available (English translation)
- Insurance certificate, if available (English translation)
- Any other relevant files eg letter of reference, photo collage

THIS APPLICATION MUST BE COMPLETED IN ENGLISH

Start Application

Step 3: Human Check

Click and hold your mouse on the orange dot until it disappears to confirm you are human. This prevents spam applications for our school.



Step 4: Complete the Application

Complete each section of the application. *See Appendix at the end of this document for a description of the information required in each section of the application.*

Fields marked with an arrow  are **COMPULSORY** and must be completed.

Save as Draft: Click **Save As Draft** to receive an email with a *unique ID URL link and a PIN number*, which can be used at any stage to continue the application.

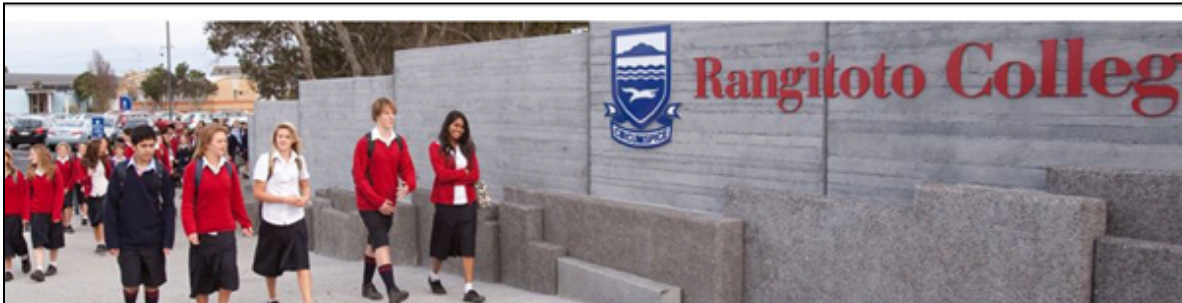
Save As Draft

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Sample Draft Email:



Rangitoto College International Enrolment Team <do-not-reply@enrol.school.nz>
To me



Dear Applicant,

Your International Student Application to Rangitoto College has been saved as a draft for you to complete at your convenience. Click the button below to return to the draft.

Draft Application

To access the draft, you will need to enter this PIN:

7579

Kind regards,

The Rangitoto College International Enrolments Team



Step 5: 12. File Uploads

Upload the required file attachments. Select **Browse**, find the file, then click **Upload**.

Ensure **ALL COMPULSORY** documents are uploaded. Otherwise, your application will be marked as incomplete which will delay the processing of your application.

The **compulsory** documents for Rangitoto College are:

1. Student Passport
2. Parent/s Passport/s
3. Portrait Photo
4. Most recent school report or transcript in original language alongside its ENGLISH translation
5. Introduction letter from student
6. Vaccination Certificate
7. Any Other relevant File (letter of reference, letter of recommendation, photo collage, students achievements, etc)

School reports in the original language only will not be accepted, a translation is strictly required.

11. File Uploads

11.1 Student Passport

Click the 'Browse' button to select a file

Browse

11.2 First Parent / Legal Guardian Passport

Click the 'Browse' button to select a file

Browse

11.3 Second Parent / Legal Guardian Passport

Click the 'Browse' button to select a file

Browse

11.4 Student Birth Certificate

Click the 'Browse' button to select a file

Browse

11.5 Portrait Photo

Click the 'Browse' button to select a file

Browse

11.6 Most Recent School Report (English translation)

Click the 'Browse' button to select a file

Browse

11.7 Second Most Recent School Report (English translation)

Click the 'Browse' button to select a file

Browse

11.8 Hand-written introduction letter from student

Click the 'Browse' button to select a file

Browse

11.9 Vaccination Certificate (English translation)

Click the 'Browse' button to select a file

Browse

11.10 Insurance Certificate (English translation)

Click the 'Browse' button to select a file

Browse

11.11 Any Other Relevant File (letter of reference, photo collage etc)

Click the 'Browse' button to select a file

Browse

11.12 Record the correct pronunciation of your name

Click record and say your name. You will need to give permissions to use your microphone.

Record Name

Step 6: 13. Contracts – Read and Sign

- Read the Declaration and Contract Documents carefully (click on **View The Contract** to open each individual contract or agreement.)
- Select **Yes** to confirm the Contracts have been read and understood.
- Complete the three signatory fields, click **Sign Contracts**. Note: Please wait while all signed contracts are being generated. An email will then be sent with an application summary and a link to the signed contracts.

Note: Education Agents are not ordinarily authorised to sign these documents.

Step 7: Submit Your Application

Click **Submit Your Application** - your application has been submitted.

Confirmation emails will be sent to the agent, school and applicant with a full summary of the application and documents.

Support

The International Student Enrolment Application is part of the eSchool software platform which is created by Nui Software.

If you require support during the application process, please click **Contact Us** at the bottom of the application to send the eSchool helpdesk team an email.

Alternatively, you can contact our school directly.



<p>4. Learning Information</p>	<p>Is the student currently attending school? What is the name of the school you are currently attending? Current grade or year? Have you applied to this school before? If so, what date? Have you studied in New Zealand before? If so, what school did you study at? Has a family member ever enrolled at this school before? If Yes, enter full name of the person and the year they attended this school What are your learning goals for studying in a New Zealand school? How many years of schooling (not including pre-school) have you had? Has the student not attended school for a month or longer? If so, please provide details</p>
<p>Page 3:</p> <p>5. Parent/s or Legal Guardian Details</p>	<p>Details required: First name Family name Relationship (eg mother, father, aunt, guardian) Occupation Date of Birth Current address Work number Mobile number Email address (parent email) Passport number Passport expiry First language Country of citizenship Do you speak English? Can you read English?</p>
<p>Page 4:</p> <p>6. Accommodation Requirements</p>	<p>Which type of accommodation do you require? (select an accommodation option)</p> <ul style="list-style-type: none"> ● Homestay (arranged by school): Write a letter to your homestay family to introduce yourself. Provide important homestay requirements if applicable, e.g. allergies, dietary requirements, ● Designated Caregiver (DCG): if you are staying with a relative or close family friend – all details of the DCG are required ● Live with Parent/s
<p>Page 5:</p> <p>7. Medical & Insurance information</p>	<p>Do you wish to purchase insurance through the school? (yes/no) If yes, provide Insurance company name, policy number and expiry date Permission is given for the school to administer Paracetamol (yes/no) Permission is given for the school to administer Ibuprofen (yes/no) Permission is given for the school to administer Antihistamine (yes/no)</p>

	<p>Medical Conditions (select yes or no to a list of medical conditions)</p> <p>Additional medical information (i.e. pre-existing medical conditions or an illness that may affect the enrolment)</p> <p>Current Medications (list any medications being taken)</p> <p>Allergies (list)</p> <p>Has the student been vaccinated for any diseases?</p> <p>Does the student smoke or vape?</p> <p>List dietary requirements (if applicable)</p> <p>Detail any further information regarding the student's health</p> <p>Doctor name in home country (if available)</p> <p>Doctor phone (if available)</p>
<p>Page 6:</p> <p>8. Emergency Contact</p>	<p>In your home country, other than your parents</p> <p>First name</p> <p>Last name</p> <p>Relationship to the student</p> <p>Phone number</p> <p>Mobile number</p> <p>Address</p> <p>Email address</p>
<p>Page 7:</p> <p>9. Course Details</p>	<p>Is the student applying for a multi-year pathway visa? (Yes/No)</p> <p>Study Programme (select from list NCEA, IB or External exams not required)</p> <p>When will you start? (Please Apply by Terms - select Year and Term)</p> <p>Select year level and choose subjects in order of preference</p> <p>Learning and/or behavioural difficulties – provide details of these</p> <p>Activity Programme if applicable</p>
<p>Page 8:</p> <p>10. General Details</p>	<p>Provide details of any convictions or court matters if applicable</p> <p>Provide visa application details if you intend to apply for a visa that would make you eligible as a domestic student</p> <p>Add anything further that the school needs to be aware of in enrolling the student as an international student</p>
<p>Page 9:</p> <p>11. File Uploads</p>	<p>Upload your supporting documents must be a PDF or PNG/JPG format</p> <ul style="list-style-type: none"> ● Passport (COMPULSORY) ● First parent/legal guardian passport (COMPULSORY) ● Second parent/legal guardian passport ● Student birth certificate ● Your photo (portrait photo, passport photo or similar) (COMPULSORY) ● Most recent school report (translated in English) (COMPULSORY) ● Second most recent school report (translated in English) ● Handwritten introduction letter from student (COMPULSORY) ● Vaccination Certificate (translated in English) (COMPULSORY) ● Insurance certificate (translated in English) ● Other relevant files (COMPULSORY) ● Record the correct pronunciation of your name

Page 10:

12. Contracts

Declarations and Digitally Sign Contracts

Important to read the Declaration and all Contract Documents
Enter Parent or Legal Guardian Signatory and relationship to student
Enter Student signatory details

Click **Sign Contracts**

Please wait while all Contract documents are digitally signed

IMPORTANT: Click **Submit Application**

Email confirmations will be sent with summary and contracts