

## Information for Agents and Students

### Online International Student Application Form

*eSchool's online web enrolment has been created to simplify student enrolments for education agents and students, and streamline the processing time of applications.*

#### 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:**

# 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:

<https://www.internationalstudents.school.nz/apply>

and Click

**ONLINE APPLICATION FORM (PARTS 1-4)**



ONLINE FORM

You will see:

## Cambridge High School 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

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

Complete the application form details clicking through each section.

Areas for filling marked with a red star  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*

## Cambridge High School Application Draft Saved

Your submission has been saved, but not submitted.

To update and submit your application visit: <http://cambridge.enrol.school.nz/?i=5706732533710848&t=8165>

### 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.

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

#### Declarations

All Contract Documents for Cambridge 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

- Cambridge 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

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.**

**Cambridge 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/78275415/Enrolment\\_Contract.x3U37iiQsX4j6xTlJZuDlg6ngPVe4uGNPdyEXJPRTcQ.PDF](https://files.enrol.school.nz/78275415/Enrolment_Contract.x3U37iiQsX4j6xTlJZuDlg6ngPVe4uGNPdyEXJPRTcQ.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/78275415/Homestay\\_Contract.bsXT4GJtfyXDJPG2hWC9OzgzkyhZdYgU7aAPPIh\\_j0.PDF](https://files.enrol.school.nz/78275415/Homestay_Contract.bsXT4GJtfyXDJPG2hWC9OzgzkyhZdYgU7aAPPIh_j0.PDF)

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

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

## 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

[Cambridge High School Declaration Form](#)

[RETURN TO FORM X](#)

## 8. Section 13 - File Uploads

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

# Cambridge High School International Student Application Form

YOUR PROGRESS SO FAR  
CLICK ANY STEP TO SEE ITS DETAILS



### 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.

YOUR PROGRESS SO FAR  
CLICK ANY STEP TO SEE ITS DETAILS



### 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 us by using the



button or Contact Us: <https://www.internationalstudents.school.nz/contact-us>