

Online International Student Application Information for Agents and Students

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



Introduction

Cambridge High School uses eSchool's online web enrolment application form for our 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.

- An agent or a student can start the application process.
- Each application creates a system generated **unique ID url link** which is emailed once a draft application has been started. (Note: email addresses must be entered)
- Or you can use the **Copy Enrolment Link** button in the application
- 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 student's 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)

- Other Files – any other documents that form part of your application ie this could be a photo collage of the student, family and friends.

Step 2: Start Student Application

There are a number of ways to access our school's online application form:

- Click on the link - <https://cambridge.enrol.school.nz/>
- Go to the international page on our school's website and click the **Apply Now** button <https://www.internationalstudents.school.nz/apply>

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

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:

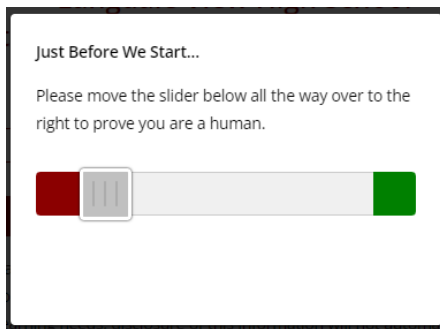
- your current passport (if available)
- your photo
- your last school report (translated into English)
- vaccination certificate (if available)
- insurance certificate (if available and must be in English)

Please note: Fields marked with ★ are required and must be completed

Let's Get Started

Step 3: Human Check

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



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

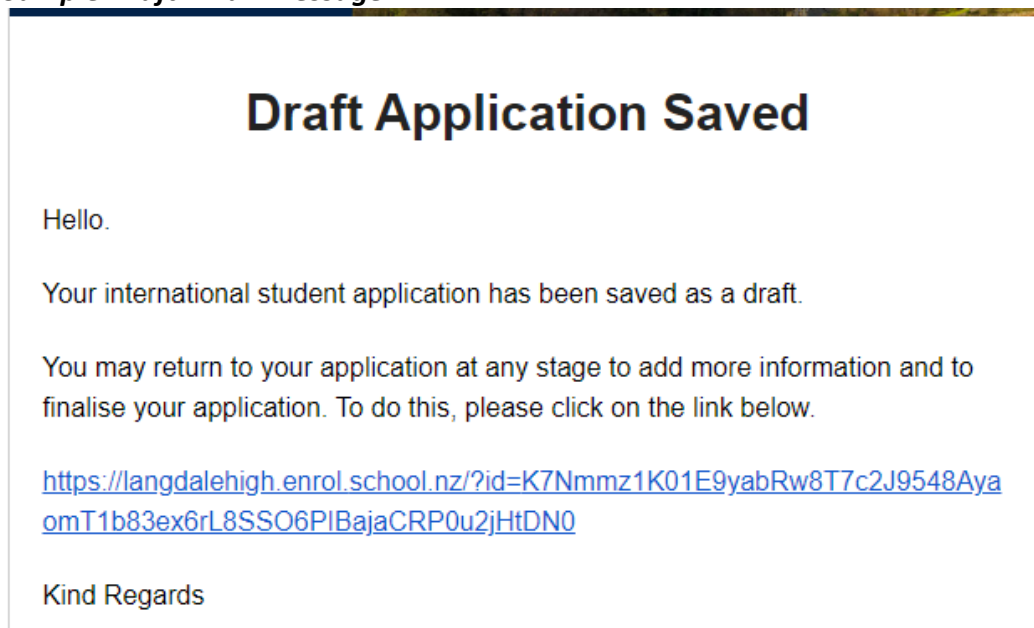
The application can also be saved as a draft at any stage during the process and confirmation emails will be sent to the agent, student and education provider with a **unique id link**. To re-access the application, click on the unique id link in the email sent.

Previous Section

Save Draft

Next Section

Sample Draft Email Message



Step 5: Upload Documents - Section 10

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

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 ★

Relationship to Student ★

Student Signatory ★

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.

Appendix – Summary of Online Application by Section

Section 1: Information Required	Information required Human check slider
Section 2: Agency Information Student Details	Agency name Agent name Agent email 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
Section 3: Travel Details Previous Applications	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 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)?
Section 4: Parents or Legal Guardian Details	Details required: First name Middle names

	<p>Last name Relationship (eg mother, father, aunt, guardian) Occupation Current address Work number Mobile number Email address Passport number</p>
Section 5: Accommodation Requirements	<p>What accommodation do you require? (Select accommodation option)</p> <ul style="list-style-type: none"> • Homestay organised by school - Write a letter to your homestay family to introduce yourself and provide Important homestay requirements eg allergies, dietary requirements • Live with Parent/s • Designated Caregiver (DCG) - if you are staying with a relative or close family friend – all details of the DCG are required • School Hostel
Section 6: Medical & Insurance Information	<p>Do you wish to purchase insurance through the school? (yes/no) Please add your COVID-19 vaccination information (if available)</p> <ul style="list-style-type: none"> - Covid-19 Vaccine Manufacturer - Date of First Vaccine - Date of Second Vaccine <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>
Section 7: Emergency Contact	<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>
Section 8: Course Details	<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>

Section 9: Comments	Add anything further that the school needs to be aware of in enrolling the student as an international student
Section 10: File Uploads	Upload Files as required <ul style="list-style-type: none"> • Passport • Your photo (portrait photo, passport photo or similar) • Last school report (translated in English) • Other file • Vaccination Certificate • Signed Declaration • Copy of COVID-19 Vaccine Certificate
Section 11: Declarations	Declaration and Sign Contracts Read the Declaration and Contract Documents Enter signatory details and click Sign Contracts
Section 12: Submit Application	Submit Application Email confirmations will be sent with summary and contracts

If you have any questions regarding the online web application, please contact us by using the

NEED HELP?

button on our website <https://www.internationalstudents.school.nz/>

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