



## The Enrolment Process

### Initial Steps:

1. Complete and sign an **Enrolment Application Form**
2. With your application form you must include:
  - a) A copy of your School Report from your current school (This must show your most recent grades across all subjects studies and indicate your level of English)
  - b) 1 x passport size photo (If you are sending an electronic file a jpeg format is preferred)
  - c) 1 x scanned copy of your student passport
  - d) 1 x scanned copy of any existing student visa/permit (Only applicable if you are already a current student in New Zealand School)
3. Read and sign the **Student Cybersafety Agreement**
4. Read and sign the **Parents' Contract** for international students
5. Read the Baradene **Refund Policy**
6. Read the **International Student and Parent Information Booklet**
7. When you have completed all the above sections send us your application by one of the following:  

Scan and email	<a href="mailto:flister@baradene.school.nz">flister@baradene.school.nz</a>
or Post	The Enrolment Office Baradene College of the Sacred Heart Private Bag 28 906 Remuera Auckland NEW ZEALAND
8. When Baradene College has received your application;
  - a) An appointment for an interview and an entrance test will be made.
  - b) You will receive an 'Offer of Place' letter and an invoice for school fees if your application has been successful.

**If you are a successful applicant, congratulations, you will also need to do the following:**

9. Accept the 'Offer of Place' and pay the Baradene College invoice in full before a 'Confirmed Offer of Place' letter can be sent to you with a receipt. This will also confirm the start date for your studies with us.
  
10. Apply to the New Zealand Government Immigration Service for a student visa. Immigration New Zealand will need:
  - A signed **Student Visa Application Form**
  - A 'Confirmed Offer of Place' letter from Baradene College of the Sacred Heart (We will send you this letter after your application has been successful. It will include confirmation of your homestay accommodation as required by New Zealand Immigration)
  - An official receipt from the Baradene College for your fees (We will send you this documentation when your fees have been paid in full)
  - Your Passport
  - A recent passport sized photo
  - Evidence of funds to support yourself during your enrolment
  - Medical and X-Ray certificates if required
  - The application feeFor more information read the **Student Visa Guide** or look at the Immigration New Zealand Website: <http://www.immigration.govt.nz/>
  
11. Send a copy of your travel and medical insurance to the Enrolment Office [flister@baradene.school.nz](mailto:flister@baradene.school.nz)
  
12. You will also receive further information about your homestay accommodation (if you have indicated in your application form that you require this service)

If you have any further questions or concerns regarding your application please contact the enrolment Office:

Mrs Lister  
0064 9 524 6019 ext 713  
[flister@baradene.school.nz](mailto:flister@baradene.school.nz)

