

# Online International Student Application Information for Agents and Students

## INTRODUCTION

Our 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.

- Applications must be completed in English
- 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)
- The unique ID URL link can also be copied by selecting 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
- Once an application is fully completed click the Submit Application button in Section 12.

## START HERE

### 1. Documents Required for Uploading

To make the process easier, please make sure you have digital copies of the following documents ready to upload before you begin. If some documents are not readily available, we invite our agents to upload a blank document as a placeholder to enable you to lodge the application. You can then forward the document via email at your earliest convenience.

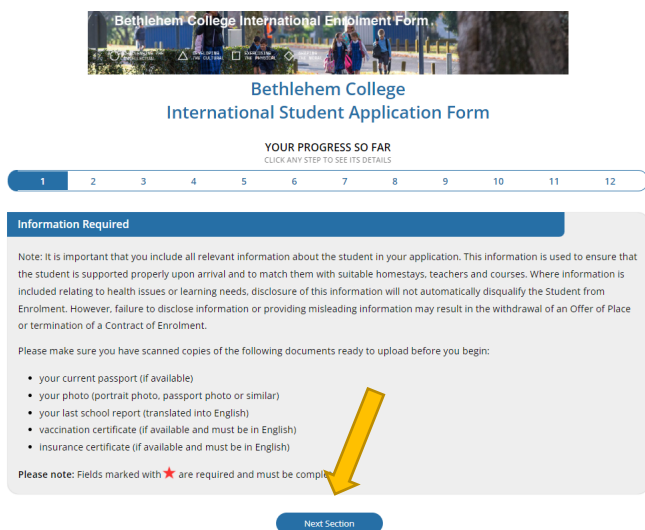
- the Students current passport (if available)
- student photo
- last school report (translated into English)
- insurance certificate (if available and must be in English)
- vaccination certificates (if available)
- Other Files – any other documents that form part of your application i.e. this could be a photo collage of the student, family and friends or a letter of introduction to the school.

### 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 enrolment page on our school's website and click the Ready to Apply? button (<https://www.beth.school.nz/international/international-enrolment>)
- Visit our school on [www.schoolsnz.com](http://www.schoolsnz.com) and click the Apply Now button





Bethlehem College International Enrolment Form

Bethlehem College  
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

**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 (portrait photo, passport photo or similar)
- your last school report (translated into English)
- vaccination certificate (if available and must be in English)
- insurance certificate (if available and must be in English)

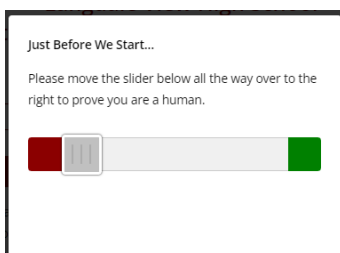
Please note: Fields marked with \* are required and must be completed.

Next Section

Click the **Next Section** button.

### 3. Human Check

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



Just Before We Start...

Please move the slider below all the way over to the right to prove you are a human.

### 4. Complete the Application Form – Sections 2 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.

#### Save Draft Application

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 Message

##### Bethlehem College Draft Application

Your international student application has been saved as a draft, but not submitted.

To update and submit your application please visit: <http://beth.enrol.school.nz/?i=5737530636894208&t=4213>

A confirmation email has been sent to:

international@beth.school.nz

## 5. Section 10 - File Uploads

Choose a File to upload required documents, select the Upload button.

**Bethlehem College**  
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

**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

## 6. Section 11 – Read and Sign Contracts

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.

- [Bethlehem College Enrolment Declaration](#)
- [Bethlehem College Homestay Declaration](#)

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.

Please wait while all the Contracts are being generated

An email will be sent with a link to all the signed Contracts

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.

- [Bethlehem College Enrolment Declaration](#)
- [EOTC Form](#)
- [Devise Agreement](#)

Parent or Legal Guardian Signatory  \*

Relationship to Student  \*

Student Signatory  \*

## 7. Section 12 - Submit Application

Click **Submit Application** button

Bethlehem College  
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 Save Draft

## 12. Confirmation Notification

You will receive a confirmation notification on the screen and an email that the application has been submitted.

Bethlehem College  
International Student Application Form

**Application Submitted**

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

[Privacy Policy](#) [Bethlehem College Terms Of Service](#)

## Appendix – Summary of Online Application by Section

|  |   |
|--|---|
| <b>Section 1:<br/>Information Required</b>                               | Introduction and outlines information required<br>Human check slider  |
| <b>Section 2:<br/>Agency Information</b><br><br><b>Student Details</b>   | Agency name<br>Agent name<br>Agent email<br><br>First name (must be as it appears on passport)<br>Middle name(s)<br>Last name<br>Preferred first name<br>Date of birth<br>Country of citizenship<br>Gender<br>Ethnicity<br>First language<br>Address (in home country)<br>Phone number (in home country)<br>New Zealand mobile (if you have one)<br>Email address<br>Social media address<br>Social media type<br>How long have you studied English? (years / months)<br>Level of English<br>Sporting interests<br>Cultural interests |
| <b>Section 3:<br/>Travel Details</b><br><br><b>Previous Applications</b> | Arrival date (if available)<br>Passport number (if available)<br>Passport expiry<br>National ID Number (Chinese students only)<br>Student Visa number (if available)<br>Student Visa issued date<br>Student Visa expiry date<br><br>What is the name of the school you currently attend?<br>Have you applied before (to this school)?<br>Have you studied in New Zealand before?<br>Has a family member or relative ever enrolled (at this school)?   |
| <b>Section 4:<br/>Parents or Legal Guardian<br/>Details</b>              | First name<br>Middle name(s)<br>Last name<br>Relationship (e.g. mother, father, aunt, guardian)<br>Occupation<br>Current address<br>Work number<br>Mobile number<br>Email address<br>Passport number  |

|  |  |
|--|--|
| <b>Section 5:<br/>Accommodation Requirements</b>                                   | What accommodation do you require? (select accommodation option) <ul style="list-style-type: none"> <li>• Homestay organised by school: Write a letter of introduction and provide important requests e.g. allergies, dietary needs</li> <li>• Live with Parent/s</li> <li>• Designated Caregiver (DCG): If you are staying with a relative or close family friend, all details of the DCG are required</li> </ul>   |
| <b>Section 6:<br/>Medical &amp; Insurance Information</b>                          | Do you wish to purchase insurance through the school? (yes/no)<br>Please add your COVID-19 vaccination information (if available) <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> Has the student been vaccinated for any disease? (yes/no)<br>Permission is given for the school to administer Paracetamol (yes/no)<br>Permission is given for the school to administer Ibuprofen (yes/no)<br>Medical Conditions (select yes/no to a list of medical conditions)<br>Additional medical information (i.e. pre-existing medical conditions)<br>Current Medications (list any medications being taken)<br>Allergies (list)<br>Doctor name (in home country)<br>Doctor phone |
| <b>Section 7:<br/>Emergency Contact<br/>(In home country, other than parents.)</b> | First name<br>Last name<br>Relationship to the student<br>Phone number<br>Address<br>Email address   |
| <b>Section 8:<br/>Course Details</b>   | Study Programme (select from list)<br>When will you start? (enter dates, terms, year)<br>Select year level and subjects<br>Learning and/or behavioural difficulties – provide details of these   |
| <b>Section 9:<br/>Comments</b>   | Add anything further that the school needs to be aware of.   |
| <b>Section 10:<br/>File Uploads</b>  | Upload Files as required <ul style="list-style-type: none"> <li>• Passport</li> <li>• Your photo (portrait photo, passport photo or similar)</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 11:<br/>Declarations</b>  | Read the Declaration and Contract Documents<br>Enter signatory details and click Sign Contracts  |
| <b>Section 12:<br/>Submit Application</b>  | Click Submit Application<br>Email confirmations will be sent with summary and contracts  |

