

Te Kuiti High School

International Student Enrolment Procedure

How to enrol:

- 1 All enquiries and applications should be made to;

Director of International Students
Te Kuiti High School
PO Box 264
Te Kuiti
New Zealand

Phone: 0064 7 878 6292
Fax: 0064 7 878 7427

Email: mw@tkhs.school.nz or principal@tkhs.school.nz

- 2 Attach a current school report, reference or testimonial from your Principal and copies of any other examination and qualification certificates obtained.
- 3 Te Kuiti High School will send you an **“Offer of Place”** and an invoice for the Tuition and Homestay Accommodation fees and/or Homestay Arrangement Fee (if applicable).
- 4 You should accept the **“Offer of Place”** in writing and pay all tuition and accommodation fees (if applicable) to Te Kuiti High School by bank draft or Telegraphic Transfer and inform Te Kuiti High School by fax or letter when you have sent this money.
- 5 The school will send you a receipt for your fees and guarantee of accommodation (if applicable). This together with the **“Offer of Place”** will be sufficient for you to obtain a Student Visa.
- 6 Apply for a student visa.
- 7 Once you have provided the necessary documentation the Visa Office will issue you with a Student Visa. As you pass through immigration on your arrival in N.Z., this will convert to a Student Permit which will last one year from the date of your arrival. [Take a special note of the date of your permit, as you must apply for an extension (where necessary) before that date].
- 8 Advise Te Kuiti High School of the date of your flight details and arrival times at least one week before the course starts.
- 9 When your student arrives he / she will have a Tuition Contract (signed by parents) and Health Insurance forms and passport with them.
- 10 Your student will receive an assessment of their language, complete enrolment procedures and have their course determined.

How to apply for a Student Visa

Application can be made at any New Zealand Embassy, consulate or Trade Commission in your home country. You will need;

- 1 A valid passport
- 2 A receipt of payment of school fees.
- 3 A signed "Offer of a Place" letter.
- 4 A letter of guarantee of accommodation
- 5 A letter from your bank to show you have enough money for living expenses in New Zealand.
- 6 A character reference / school report.
- 7 Two recent passport - sized photographs.