

## THE ENROLMENT PROCESS

### Initial Steps:

1. Complete and sign an Enrolment Application Form.
2. With your application form you must provide all the documents listed under CHECKLIST in the Enrolment Application Form.
3. When you have completed all the sections in the Enrolment Form, send us your application by one of the following:  
**Scan and email:** [flister@baradene.school.nz](mailto:flister@baradene.school.nz)  
**Or Post:** The Enrolment Office  
Baradene College of the Sacred Heart  
Private Bag 28096  
Remuera  
**Auckland 1541 NEW ZEALAND**
4. When Baradene College of the Sacred Heart has received your application and made an assessment:
  - You will receive an “Offer of Place” letter and an invoice for school fees if your application has been successful.
5. When payment has been received in full, a “Confirmed Offer of Place” letter will be sent to you with a receipt. This will also confirm the duration of your studies.
6. Apply to the New Zealand Government Immigration Service for a Student Visa.  
Immigration New Zealand will need:
  - A signed Student Visa Application Form together with documents as listed on this form.**These will also include:**
  - A “Confirmed Offer of Place” letter from Baradene College of the Sacred Heart (It will include confirmation of your homestay accommodation as required by New Zealand Immigration)
  - An official receipt from Baradene College of the Sacred Heart for your tuition fees.

For more information, go to the Immigration New Zealand website:  
<http://www.immigration.govt.nz/>
7. Scan a copy of your Travel and Medical Insurance policy and email to the Enrolment Office  
[flister@baradene.school.nz](mailto:flister@baradene.school.nz)
8. Read the Baradene Refund Policy.
9. Read the International Student and Parent Information Booklet.
10. You will also receive further information about your homestay accommodation (if you have indicated in your enrolment application form that you require this service).

**If you have any further questions or concerns regarding your application please contact:**

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