



N E L S O N
C O L L E G E

ENROLMENT PROCEDURES

STEP 1

Complete the application forms for enrolment. Send them with:

- Copies of school reports
- Two character (personal) references
- A handwritten statement by you about why you wish to study at Nelson College
- A passport photo
- \$250.00(NZ) application fee.

STEP 2

If your application is successful you will receive:

- A letter of acceptance from the school
- An invoice for tuition and accommodation fees and living expenses.

STEP 3

Write to us, confirming acceptance of the place offered.

Send the first year's fees and expenses to our bank.

Send the signed Student Contract Form.

STEP 4

You will receive:

- A letter confirming your place
 - Confirmation of offer of place form
 - Confirmation of accommodation
 - A receipt for fees paid
- (These documents are necessary for you to obtain a Student Visa)

STEP 5

Medical Insurance Cover

Medical Insurance is compulsory.

Nelson College will organise this through Uni-care, with whom we hold a Master Policy. This policy has additional cover for protection of fees.

Your policy **must** be arranged before you leave your home country.

You may arrange your own Medical Insurance.

STEP 6

Apply for your Student Visa from your nearest New Zealand High Commission or Embassy.

You will need:

- A completed Application for Student Visa form (with a passport photo)
- A completed financial undertaking form **or** provide evidence of funds held in the name of the student of \$400 per month ie. \$4,800 per year.
- The Student Visa application fee.
- Your passport or Certificate of Identity

- The offer of place form and receipt for fees paid issued by the school
- Guarantee of accommodation
- Two character references if under 17 years of age or a local police clearance if 17 or over.

NB If a course of study is three months or less a Visitors Visa may be sufficient.
Please check with the school first.