



**ST MARY'S COLLEGE**  
**AUCKLAND**  
CATHOLIC SCHOOL FOR GIRLS

Dear Parent/Guardian

Thank you for your interest in St Mary's College. Outlined below is the enrolment procedure:

1. Complete and sign the enclosed application form, and attach the following:
  - recent passport sized photograph
  - copy of your daughter's most recent school reports
  - copy of your daughter's passport (and any existing student visa/permit)
  - signed student internet agreement
  - signed indemnity document for students living with caregivers (if applicable)
2. Return your application to:

The Principal  
St Mary's College  
PO Box 47003  
Ponsonby  
Auckland  
New Zealand

3. You will then be contacted to arrange an appointment for an enrolment interview. If possible, please arrange to bring your daughter with you.
4. A decision will be made on the availability of a place for your daughter at St Mary's College and you will receive a letter notifying you of the Principal's decision. You will also receive information about the next stage of the enrolment process.

Please turn the page for further information.

Yours faithfully

**Mrs Sandy Pasley**  
**Principal**  
**St Mary's College**



**ST MARY'S COLLEGE**  
**AUCKLAND**  
CATHOLIC SCHOOL FOR GIRLS

## **ENROLMENT INFORMATION**

### **Being Accepted by the College**

1. Your daughter's acceptance by St Mary's College depends on the information we receive about her such as:
  - her school reports
  - her English level
  - her work habits and behaviour
  - the subjects she wishes to study
  - her age, and the vacancies we have at her class level
  - the date she wishes to start
  - the career path she would like to follow.
2. If your application is successful, you will receive an Offer of Place and an invoice for the fees payable. Payment should be made by cheque, EFTPOS, or direct transfer into the College's bank account. Account details are shown on the invoice. Your daughter's enrolment is not complete until the College has received full payment of your invoice.
3. Once you have paid your daughter's tuition fees you will receive:
  - a receipt
  - a letter of acceptance with proposed starting date
  - a guarantee of accommodation (if home stay has been requested)
4. Home stay and airport pick-up will be arranged at this stage (if applicable)

### **Applying for a Student Visa/Permit**

1. Once your daughter has been accepted by St Mary's College, you will need to arrange her student visa/permit through Immigration New Zealand. Visit <http://www.immigration.govt.nz/migrant/stream/study/application/default.htm> for more information.
2. You will require documents to support your visa/permit application including a Letter of Acceptance from St Mary's College, a receipt from the College for your fees, and a guarantee of accommodation (if applicable).

### **General Information**

1. For general information about the College you may wish to visit our website at [www.stmaryak.school.nz](http://www.stmaryak.school.nz).
2. Forms and information are supplied with the College Prospectus. Information and Prospectus packs are available from the International Student Manager:  
Theresa Taylor  
ph: + 64 9 376 6568 ext. 778  
fax: + 64 9 376 0206  
[ttaylor@stmaryak.school.nz](mailto:ttaylor@stmaryak.school.nz)