



St Mary's College

21ST CENTURY WOMEN OF MERCY

Catholic School for Girls
Year 7 to Year 13 (Ages 11–18)
Ponsonby, Auckland, New Zealand

APPLICATION PROCEDURES FOR ST MARY'S COLLEGE

STEP ONE - EMAIL SCHOOL TO CHECK THERE IS A PLACE:

Please email Sue King, International Student Director - sking@stmaryak.school.nz with:

- Copy of student's passport
- School reports/transcripts
- Student's email address for the school to send an online English placement test

If the student's report/transcript looks satisfactory the Director will send an on-line Oxford English Placement test to their personal email.

STEP TWO - THE STUDENT COMPLETES AN ON-LINE ENGLISH TEST:

Students are requested not to use a translator or get help with the test. Further testing in English, Mathematics and Science may be carried out for students from Years 9-12 when they arrive at the College. This is to ensure that the student is placed in the correct year level to succeed in the course. The school reserves the right to change year level throughout enrolment in consultation with students and families.

STEP THREE – ONLINE INTERVIEW USING MICROSOFT TEAMS:

After the results of the English placement test have been received and the results are satisfactory, the Director will send a link for an online interview which will be recorded for the International Dean. This meeting will determine the student's language proficiency and allow the international staff to find out their subject choices, study intentions and homestay or accommodation requirements.

STEP FOUR – COMPLETE THE APPLICATION:

The school will notify the agent/family if the student has successfully met the English requirement and invite them to proceed with the application at the following website:

<https://stmaryak.school.kiwi/enrolment>

Upload the Application, Terms and Conditions and Agreements

Attach:

- Self-introduction of student to homestay/buddy (including photos)
- Subjects and option selection
- Page of handwriting. We like to know about the student's family, friends, favourite subjects and things that they like doing as well as her future ambitions.

Please contact SUE KING if you have any queries sking@stmaryak.school.nz

Sue King, International Student Director

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www.stmaryak.school.nz