



## 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](mailto: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.

***Please note disclosure of information in the application, relating to health issues, learning needs or previous schooling, will not automatically disqualify the student from enrolment. However, failure to disclose information or providing misleading information may result in the withdrawal of an Offer of Place or termination of a Contract of Enrolment.***

**STAGE ONE APPLICATION FORM – Click on the link below**

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

St Mary's College requires the following documents to support this application.

- A copy of the student's passport, including passport number and expiry date.
- A copy of the student's last two school reports.
- A photo of the student, i.e. a passport photo
- A hand-written self-introduction - [please complete this document](#) and include photos of the student and family. New Zealand. A letter to homestay family is welcome.
- The student's subject choices. [St Mary's College Subject Choices](#) **Please note:** Subject choices in this application are an indication only and actual subjects will depend upon availability and prior learning. The school reserves the right to decide subject placement and year level throughout enrolment in consultation with students and families.
- The signed Terms and Conditions (including the Homestay Agreement if the student will be living in a Homestay). [St Mary's College Terms and Conditions](#)
- Any supporting medical documents and doctor's reports.

[www.stmaryak.school.nz](http://www.stmaryak.school.nz)

Please contact SUE KING if you have any queries [sking@stmaryak.school.nz](mailto:sking@stmaryak.school.nz)

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