



APPLICATION PROCEDURE FOR ST MARY'S COLLEGE USING ENROLLER

It is recommended that students under 14 years need to live with a parent or guardian, the International Director will review each student's circumstances and assess the circumstances of their living arrangements.

STEP ONE – **EMAIL REPORT** AND CHECK SCHOOL AVAILABILITY

Please email Sue King with:

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

STEP TWO – THE STUDENT COMPLETES AN **ON-LINE ENGLISH TEST**

If the student's report looks acceptable then we will send an on-line Oxford English Placement Test to their home email. Once the test is completed the results come to us and we can see what English level the student is and what level of English support they will need.

STEP THREE - APPLY

If the student's report & test is satisfactory the Director will send you an email to request a **students' skype address**. Start applying from school's website:

<https://enroller.co.nz/stmaryak/enrolment-application>)

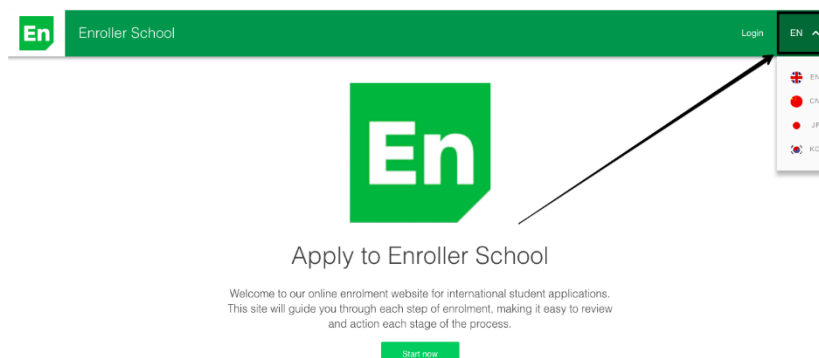
APPLYING AS AN AGENT (any questions refer <https://www.enroller.co.nz/pages/enroller-for-agents>)

IF YOU ARE APPLYING AS AN AGENT the International team need to REGISTER you and then ENROLLER will send an invite to start join Enroller.

a) **Choose a language using Enroller:**

- English
- Chinese (simplified)
- Korean
- Japanese

Click the language dropdown option in the top right-hand corner of your Enroller account, and select the language. As shown below:



b) **Share application with family to complete**

You must first complete the **information on the first page** of the application form. Then, on the next page click the '**share application**' button in the top right-hand corner of the page and add an email address.

The parents send the completed application back to you to review and you send to the school when you are ready.

Don't forget to include a **page of handwriting** from the student with the application introducing themselves. We like to know about her family, friends, favourite subjects and things that she likes doing as well as what she wants to achieve at St Mary's and her future ambitions.

STEP FOUR – A SKYPE INTERVIEW TIME WILL BE ARRANGED THROUGH ENROLLER ONCE AN APPLICATION IS RECEIVED

We will Skype students to introduce ourselves, find out about their subject choices and homestay considerations. Sue King's skype address is sue.king100

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

Sue King

International Student Director

St Mary's College

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