

International Enrolment Form 2025



98 Kerrs Road, Wiri, Auckland 2104
PO Box 97049, Manukau City, Auckland 2241

0800 200 345
international@skillsinstitute.co.nz

Read the instructions below carefully before you complete this enrolment form.

The purpose of this enrolment form is to obtain from you the information we need to enrol you into a qualification or course at our organisation. We also need to collect information from you which is required by government agencies for statistical and registration reasons. Please fill in the form properly by:

- Completing all sections of the form.
- Printing your answers clearly in pen, or by ticking the box that applies for multi-choice questions.
- Signing the form.
- Attaching to the form additional documentation (refer to the checklist)

PLEASE NOTE: if documentation is not complete this will delay in generating an offer letter

QUALIFICATION			
Qualification Name: (select one)	<input type="checkbox"/> New Zealand Certificate in Health and Wellbeing (Level 2) <input type="checkbox"/> New Zealand Certificate in Health and Wellbeing (Level 3) with a strand in Healthcare Assistance <input type="checkbox"/> New Zealand Certificate in Health and Wellbeing (Social and Community Services) (Level 4) with strands in Community Health Work <input type="checkbox"/> New Zealand Certificate in Health and Wellbeing (Social and Community Services) (Level 4) with strands in Mental Health and Addiction Support <input type="checkbox"/> New Zealand Certificate in Health and Wellbeing (Social and Community Services) (Level 4) with strands in Community Health Work & Providing Support and Care for People with Dementia (Micro-credential) <input type="checkbox"/> New Zealand Certificate in Health and Wellbeing (Social and Community Services) (Level 4) with strands in Mental Health and Addiction Support & Providing Support and Care for People with Dementia (Micro-credential) <input type="checkbox"/> Providing Support and Care for People with Dementia (Micro-credential) <input type="checkbox"/> New Zealand Certificate in Cookery (Level 4) <input type="checkbox"/> New Zealand Diploma in Cookery (Advanced) (Level 5) with a strand in Cookery <input type="checkbox"/> New Zealand Certificate in Food and Beverage Service (Level 4) with strands in Restaurant Services		
Delivery Mode: (select one)	<input type="checkbox"/> Classroom <input type="checkbox"/> Distance		
Expected Intake Date: (select one)	<input type="checkbox"/> 20 January 2025 <input type="checkbox"/> 24 February 2025 <input type="checkbox"/> 31 March 2025 <input type="checkbox"/> 05 May 2025 <input type="checkbox"/> 09 June 2025 <input type="checkbox"/> 14 July 2025 <input type="checkbox"/> 18 August 2025 <input type="checkbox"/> 22 September 2025 <input type="checkbox"/> 27 October 2025		
Application completed:	<input type="checkbox"/> ONSHORE <input type="checkbox"/> OFFSHORE		
Actual Date of Enrolment:			Admin Only
STUDENT DETAILS			
Title:	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Mrs <input type="checkbox"/>
	Mr <input type="checkbox"/>	Other (Specify):	
First Name:			
Middle Name:			
Last Name:			
Preferred Name:			
Previous name(s) known by:			
Date of birth:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Gender:	Male <input type="checkbox"/> Female <input type="checkbox"/> Another Gender <input type="checkbox"/>
	day month year		
If you know your NSN (National Student Number), please write it here.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		

CONTACT DETAILS													
Street Address:													
Suburb:													
Town/City:		Post Code:											
Home Phone:		Mobile:											
Email:													
NEXT OF KIN / EMERGENCY CONTACT													
Overseas Contact													
First Name:		Last Name:											
Relationship:		Phone / Mobile:											
Email:													
New Zealand Contact													
First Name:		Last Name:											
Relationship:		Phone / Mobile:											
Email:													
NZ COMPLIANCE & ACADEMIC INFORMATION													
Citizenship. You may need to supply evidence of residence or citizenship.	Please specify your Country of Citizenship (For students with dual citizenship, specify the country of citizenship of the passport used to enter New Zealand.): Country of Citizenship: _____												
Fee/assistance status.	Please also specify your fee/assistance status. <ul style="list-style-type: none"> NZAID Student <input type="checkbox"/> 01 International Fee-Paying Student (including people on current work visa) <input checked="" type="checkbox"/> 03 <p><i>Note: Use 03 for an international student enrolled in a programme of study that is a Masters (Level 9 on the NZQF) or a Doctoral Programme, excluding PhDs (Level 10 on the NZQF).</i></p>												
Ethnicity: What ethnic group(s) do you belong to? You may tick up to six boxes, which apply to you.	New Zealand European <input type="checkbox"/> 111 Māori <input type="checkbox"/> 211 Samoan <input type="checkbox"/> 311 Cook Islands Maori <input type="checkbox"/> 321 Tongan <input type="checkbox"/> 331 Niuean <input type="checkbox"/> 341 Tokelauan <input type="checkbox"/> 351 Fijian <input type="checkbox"/> 361 Other Pacific Peoples <input type="checkbox"/> 371 British and Irish <input type="checkbox"/> 121 Dutch <input type="checkbox"/> 122	Greek <input type="checkbox"/> 123 Polish <input type="checkbox"/> 124 South Slav <input type="checkbox"/> 125 Italian <input type="checkbox"/> 126 German <input type="checkbox"/> 127 Australian <input type="checkbox"/> 128 Other European <input type="checkbox"/> 129 Filipino <input type="checkbox"/> 411 Cambodian <input type="checkbox"/> 412 Vietnamese <input type="checkbox"/> 413 Other Southeast Asian <input type="checkbox"/> 414	Chinese <input type="checkbox"/> 421 Indian <input type="checkbox"/> 431 Sri Lankan <input type="checkbox"/> 441 Japanese <input type="checkbox"/> 442 Korean <input type="checkbox"/> 443 Other Asian <input type="checkbox"/> 444 Middle Eastern <input type="checkbox"/> 511 Latin American <input type="checkbox"/> 521 African <input type="checkbox"/> 531 Other Ethnicity <input type="checkbox"/> 611 Not Stated <input type="checkbox"/> 999										
If "Other Pacific Peoples", "Other European", "Other Southeast Asian", "Other Asian" or "Other" please specify what specific ethnicity below.													
Prior Activity: Select one option.	What was your MAIN activity or occupation in New Zealand at 1 October 2024 – that is before you began your study. <table border="0"> <tr> <td>Secondary school student <input type="checkbox"/> 01</td> <td>Non-employed or beneficiary (excluding retired) <input type="checkbox"/> 02</td> </tr> <tr> <td>Wage or salary worker <input type="checkbox"/> 03</td> <td>Self-employed <input type="checkbox"/> 04</td> </tr> <tr> <td>University student <input type="checkbox"/> 05</td> <td>Polytechnic student <input type="checkbox"/> 06</td> </tr> <tr> <td>House-person or retired <input type="checkbox"/> 08</td> <td>Overseas (irrespective of occupation) <input type="checkbox"/> 09</td> </tr> <tr> <td>Private Training Establishment student <input type="checkbox"/> 11</td> <td>Wānanga student <input type="checkbox"/> 12</td> </tr> </table>			Secondary school student <input type="checkbox"/> 01	Non-employed or beneficiary (excluding retired) <input type="checkbox"/> 02	Wage or salary worker <input type="checkbox"/> 03	Self-employed <input type="checkbox"/> 04	University student <input type="checkbox"/> 05	Polytechnic student <input type="checkbox"/> 06	House-person or retired <input type="checkbox"/> 08	Overseas (irrespective of occupation) <input type="checkbox"/> 09	Private Training Establishment student <input type="checkbox"/> 11	Wānanga student <input type="checkbox"/> 12
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Disability question 1 (support needs)	<p>Are there supports that would help you while learning at this tertiary institution? Your response allows us to let you know what assistance is available.</p> <p>The information you provide is collected for statistical purposes and helps make education more accessible to all learners.</p> <p>Please select all of the supports you might need.</p> <table border="1"> <tr> <td>Access to assistive technology (e.g., for reading, writing, communication)</td><td><input type="checkbox"/></td></tr> <tr> <td>Accessible format resources for course content</td><td><input type="checkbox"/></td></tr> <tr> <td>Mobility and transport (e.g., navigator support to help movement around campus, mobility carparks, personal emergency evacuation plan)</td><td><input type="checkbox"/></td></tr> <tr> <td>New Zealand Sign Language Interpreter</td><td><input type="checkbox"/></td></tr> <tr> <td>Support with reading, writing, and communicating in learning sessions, exams, and assessments</td><td><input type="checkbox"/></td></tr> <tr> <td>Other learning or disability support (e.g. vision impairment, colour blindness, hearing impairment)</td><td><input type="checkbox"/></td></tr> <tr> <td>No – I do not need support at this time</td><td><input type="checkbox"/></td></tr> </table> <p>Any box ticked above, please provide further details here:</p> <hr/>	Access to assistive technology (e.g., for reading, writing, communication)	<input type="checkbox"/>	Accessible format resources for course content	<input type="checkbox"/>	Mobility and transport (e.g., navigator support to help movement around campus, mobility carparks, personal emergency evacuation plan)	<input type="checkbox"/>	New Zealand Sign Language Interpreter	<input type="checkbox"/>	Support with reading, writing, and communicating in learning sessions, exams, and assessments	<input type="checkbox"/>	Other learning or disability support (e.g. vision impairment, colour blindness, hearing impairment)	<input type="checkbox"/>	No – I do not need support at this time	<input type="checkbox"/>				
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No – I do not need support at this time	<input type="checkbox"/>																		
Disability question 2 (disability status) Select one option.	<p>Do you describe yourself as disabled, Deaf, neurodiverse, tangata whaikaha Māori, or living with a long-term physical or mental health condition?</p> <p>The information you provide is collected for statistical purposes and to help us understand our learners.</p> <p> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to disclose </p>																		
Secondary School:	<p>What was the name of the last secondary school you attended? State “overseas”, if applicable.</p> <hr/> <p>What was your last year at secondary school? <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>What is the highest level of achievement you hold from a secondary school? Your highest achievement may be a “traditional” award such as School Certificate, or you may have achieved a number of credits or a New Zealand (or National) Certificate at a certain level on the National Qualifications and Credentials Framework. Your NZQA Record of Achievement shows you the standards, credits and qualifications you have achieved. Tick only one box.</p> <table border="1"> <tr> <td>No formal secondary qualifications</td> <td><input type="checkbox"/> 00</td> </tr> <tr> <td>14 or more credits at any level</td> <td><input type="checkbox"/> 11</td> </tr> <tr> <td>NCEA Level 1 or School Certificate</td> <td><input type="checkbox"/> 12</td> </tr> <tr> <td>NCEA Level 2 or 6th Form Certificate</td> <td><input type="checkbox"/> 13</td> </tr> <tr> <td>University Entrance</td> <td><input type="checkbox"/> 14</td> </tr> <tr> <td>NCEA Level 3 or Bursary or Scholarship</td> <td><input type="checkbox"/> 15</td> </tr> <tr> <td>Overseas qualification (includes International Baccalaureate & Cambridge Exams)</td> <td><input type="checkbox"/> 09</td> </tr> <tr> <td>Other</td> <td><input type="checkbox"/> 98</td> </tr> <tr> <td>Not Known</td> <td><input type="checkbox"/> 99</td> </tr> </table> <p>Please specify if “Overseas qualification” or “Other”.</p> <hr/>	No formal secondary qualifications	<input type="checkbox"/> 00	14 or more credits at any level	<input type="checkbox"/> 11	NCEA Level 1 or School Certificate	<input type="checkbox"/> 12	NCEA Level 2 or 6 th Form Certificate	<input type="checkbox"/> 13	University Entrance	<input type="checkbox"/> 14	NCEA Level 3 or Bursary or Scholarship	<input type="checkbox"/> 15	Overseas qualification (includes International Baccalaureate & Cambridge Exams)	<input type="checkbox"/> 09	Other	<input type="checkbox"/> 98	Not Known	<input type="checkbox"/> 99
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Other	<input type="checkbox"/> 98																		
Not Known	<input type="checkbox"/> 99																		
Tertiary Study:	<p>Will this be the first time you have ever enrolled in a University, Subsidiaries of Te Pūkenga (Institutes of Technology or Polytechnic), College of Education, Industry Training Organisation, Government Training Establishment, Private Training Establishment or Wānanga either in New Zealand or overseas since leaving school? Do not include enrolments in community classes.</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>If you answered “No”, please enter the name of the organisation you studied at and the year of your first enrolment:</p> <table border="1"> <tr> <td>TEO Name:</td><td></td></tr> <tr> <td>Year:</td><td><input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></td></tr> </table>	TEO Name:		Year:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>														
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Year:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>																		

DOCUMENTATION

International students must bring their passport with them when they enrol.

Please note that your name, date of birth and residency as entered on this enrolment form will be included in the National Student Index, and will be used in an Authorised Information Matching programmes with official government information such as the New Zealand Birth Register, to verify the information provided.

On occasion, more than one National Student Number is created for an individual. The Ministry of Education regularly monitors the quality of the National Student Index and, when duplicates or errors are discovered, it works with providers and government agencies to merge duplicates and correct errors. This may require the documentation you provide at enrolment being shared between agencies authorised to access the National Student Index to make these corrections.

For further information please see: [National Student Number \(NSN\): for schools – Education in New Zealand](#)

CHECKLIST

** You can bring the original documentation to the enrolment desk, alternatively please provide a certified copy. This means a photocopy, photograph or scanned copy of your original document, signed as being a true and accurate copy (not to be older than 3 months) by a Justice of the Peace (JP), Barrister or Solicitor, Notary Public, Court Register or Deputy Registrar, Member of Parliament, Land Transport New Zealand, Public trust, or local authority employee designated for this purpose. When a learner is in a remote community and unable to access a person listed in the Oaths and Declarations Act, a member of the New Zealand Police, school principal, minister of religion, or general practitioner is acceptable.*

<input type="checkbox"/> All sections completed	<input type="checkbox"/> Copy of passport*	<input type="checkbox"/> Copy of visa	<input type="checkbox"/> Copy of IELTS/English Language test results
<input type="checkbox"/> Evidence of prior study	<input type="checkbox"/> Evidence of work experience (if applicable)	<input type="checkbox"/> Form signed by student	<input type="checkbox"/> Payment of Fees

ACCOMMODATION

It is important to plan ahead for accommodation. It is not always easy to find somewhere suitable to stay. If you intend to rent a place, landlords will most likely want to meet you in person.

Consider the distance from school and the transport options available when deciding where to stay.

If you cannot arrive early to find a suitable place, you will need to book temporary accommodation for a reasonable period. If you want to arrange accommodation yourself, you need to be aware of New Zealand tenancy laws, costs, and other day-to-day aspects of independent living.

Further information provided at enrolment time.

HOW DID YOU HEAR ABOUT US

<input type="checkbox"/> Facebook	<input type="checkbox"/> Family / Friend	<input type="checkbox"/> Current student	<input type="checkbox"/> Website
<input type="checkbox"/> Other (please specify)			
<input type="checkbox"/> Agent (please provide details)	Agent Name:		
	Phone / Mobile:		
	Email:		

DECLARATION

Privacy – Skills Institute collects and stores information from this form to:

- manage the business of Skills Institute including internal reporting, administrative processes and selection of scholarship and prize winners)
- comply with the requirements of the Education and Training Act 2020 and other legislation^[1] relating to maintenance of records
- supply information to government agencies and other organisations as set out below.

In signing this enrolment form you authorise the disclosure of your personal information on the understanding that Skills Institute will comply with the legal requirements in relation to the use and disclosure of personal information, as set out in the Privacy Act 2020, the Education and Training Act 2020 and other relevant legislation. You are entitled to see any information that Skills Institute holds about you and request to correct any errors in that information. To do so, contact the Enrolments Officer.

NB: The Privacy Act 2020 has the stated aim of protecting the privacy of individuals. It also governs the collection, use, storage and disclosure of personal information.

The Privacy Act requires Skills Institute to collect, hold, handle, use and disclose personal information in accordance with the twelve information privacy principles in the Act.

<https://www.legislation.govt.nz/act/public/2020/0031/latest/LMS23223.html>

Supply of information to government agencies and other organisations

Skills Institute supplies data collected on this form to government agencies, including:

- the Ministry of Education
- Education New Zealand
- the New Zealand Qualifications Authority
- the Tertiary Education Commission
- the Ministry of Social Development (in relation to student loans and allowances) and Inland Revenue (student loans)
- Immigration New Zealand (for those who are not New Zealand citizens or permanent residents) and the Ministry of Business, Innovation and Employment
- agencies which support particular students through scholarships, payment of fees or other awards (if you are a recipient of one of these awards).

Those agencies use the data collected from Skills Institute to:

- administer the tertiary education system, including allocating funding and the administration of the Fees-Free initiatives
- develop policy advice for government
- conduct statistical analysis and research.

Your personal details (name, date of birth and residency) as entered on this form will be included in the National Student Index and may be used in an authorised information matching programme with the New Zealand Birth Register.

The government agencies above may supply data collected on this form to Statistics New Zealand for the purposes of integrating data with data collected by other government agencies, subject to the provisions of the Statistics Act 2022. Integrated data is used for the production of official statistics, to inform policy advice to government and for research purposes.

In handling data supplied by you on this form, the government agencies are required to comply with the provisions of the Privacy Act 2020.

Data storage – data collected from tertiary education organisations is now stored in the Cloud. Student enrolment and course and qualification completion data is stored in a Microsoft datastore based in Sydney, Australia.

When required by law, Skills Institute releases information to government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).

Information collected on this form may be supplied to other educational organisations for the purpose of verifying academic records.

Fees – In signing this enrolment form you undertake to pay all fees as they become due, and to meet any late fees and collection charges associated with debt recovery. Skills Institute's policy on withdrawal and refund of fees may be obtained from the Enrolments Officer.

Rules – In signing this enrolment form you undertake to comply with the published rules and policies of Skills Institute regarding attendance, academic integrity and progress, conduct and use of information systems.

You are also giving permission to Ignite Colleges to use your image on photos, brochures and other promotional material. This material may be in electronic or hard format. If you have any objections, please let us know.

Declaration – I declare that to the best of my knowledge all the information supplied on, and with, this enrolment form is true and complete, I agree to abide by the conditions described above, and I consent to the disclosure of personal information as described above.

Signature _____

Date _____

➤ **Please make sure that you sign your enrolment form above** ◀

¹ This includes legislation governing the maintenance of official records and for accountability for public funding.