



TERTIARY APPLICATION GUIDELINE FOR INTERNATIONAL STUDENTS

1. Complete the *Hillary Outdoors International Student Application Form and Application Questionnaire* <https://forms.gle/5VPgX5pVzD17AkrQ7>
2. Gather photocopies of the following documents (where applicable):
 - a. High School Certificate
 - b. Results sheet from last year at school
 - c. Academic record from university
 - d. English Language test results
 - e. A verified copy of your passport showing personal details
3. **Either:**
 - a. Scan and EMAIL the application forms with photocopies of all documents to tuib@hillaryoutdoors.co.nz (Tui - Tertiary Administrator)**Or:**
 - a. MAIL the application forms with photocopies of all documents to
Hillary Outdoors Education Centres
Private Bag 37
Turangi 3353
New Zealand
5. Applications for Tertiary Courses are received from about July each year. All applicants who meet the entry criteria are eligible for selection. The application is acknowledged and then a request for references is made. Skype interviews for eligible applicants occur monthly.
6. If successful in being offered a place, Hillary Outdoors will email you a 'Letter of Offer'. This will include the following information:
 - a. The name of the course
 - b. Any conditions, for example, English language requirement
 - c. Start and finish dates for the course; duration of the course
 - d. The tuition fees for the course
 - e. Medical and travel insurance details
 - f. Details on how to pay Hillary OutdoorsBefore you get a 'Visa in Principle' from New Zealand Immigration Service you will be required to send this original letter of offer with your visa application. ***Make sure that you keep a copy of this letter of offer for your own records.***
7. To confirm your place on the course you will need to pay a minimum deposit of 10% of the course fee. This must be paid within 7 days of written confirmation of acceptance.
8. Students enrolled in the one year New Zealand Certificate in Outdoor and Adventure Education (multi-skilled) Level 4 or New Zealand Diploma in Outdoor and Adventure Education (multi-skilled) Level 5 programmes will need to obtain a student visa or permit to study in New Zealand. Complete the following steps to obtain your visa.
 - a. The fastest and easiest way to apply for a student visa is online. . You can find and download the *Student Visa Guide - A guide for applying for a student visa (INZ1013)* from the Immigration web site which is www.immigration.govt.nz/new-zealand-visas/options/study

You will need to create a user account through RealMe – a secure online ID that allows you to login to a wide range of New Zealand Government services using a single username and password. The *Student Visa Application for temporary study in New Zealand* (INZ1012) is found at <https://www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa>. . You should only use the paper form if you are applying as a student accompanied by a parent/legal guardian or as a domestic student.

- b. Using the various filters on the website, you can establish what information and documentation you need to supply with your application.
 - c. Electronically submit your application form with the required documentation and required application fee. Or deliver the application form with the required application fee to the New Zealand Immigration Office for your country. You will receive a receipt from the New Zealand Immigration Service. Keep this receipt in a safe place.
9. The New Zealand Immigration Service will consider your application. You will be advised by the New Zealand Immigration Service:
- a. That you have been granted a ‘Visa in Principle’ and a list of what actions you must now take, or
 - b. That you have been refused a visa, or
 - c. That the New Zealand Immigration Service requires you to provide more information. Please consider this letter carefully. You may discuss the additional requirements with Hillary Outdoors.
10. The Visa in Principle letter will require that you transmit funds to Hillary Outdoors. You should arrange through a bank to electronically transmit the funds to Hillary Outdoors’ Public Trust bank account. The account number details are in your original letter of offer.
11. When Hillary Outdoors has checked that your transmitted funds have been received by the bank, Hillary Outdoors will send to you a letter confirming the amount of funds that have been received from you.
12. When you receive this letter, send or take it and your passport to the New Zealand Immigration Service. They will then issue you with the student visa in your passport.
13. When you receive your passport back you may make your travel arrangements to fly to New Zealand.
14. You must also purchase travel and medical insurance for your stay in New Zealand. Hillary Outdoors requires a copy of this policy one month before commencement of your course. See Medical and Travel Insurance guidelines (handout).
15. Course are non-residential and you must make your own arrangements for your accommodation and travel within New Zealand. Contact us if you require more information.