

Application Checklist

ACTION BY STUDENT	ACTION BY BETHLEHEM COLLEGE
Application	
<ul style="list-style-type: none"> ❖ Complete the Online Application or forward the completed paper documents: <ul style="list-style-type: none"> - Application Form <input type="checkbox"/> - Enrolment Contract & Schedules <input type="checkbox"/> - EOTC Form <input type="checkbox"/> - Device Agreement (Years 6-13) <input type="checkbox"/> - Homestay Agreement / Student Information form (if required) <input type="checkbox"/> - DCG Agreement (if required) <input type="checkbox"/> - Passport <input type="checkbox"/> - Latest School Reports / Transcripts (translated) <input type="checkbox"/> - Letter to Host Family & personal photos (Homestay Students Only) <input type="checkbox"/> 	<ul style="list-style-type: none"> ❖ Receive Application ❖ Review Pre-Entrance Tests ❖ Review entrance criteria ❖ Issue an Offer of Place including Guarantee of Accommodation. ❖ Issue Invoice for Tuition Fees and Personal Funds (if required)
Enrolment	
<ul style="list-style-type: none"> ❖ Forward all fees to the Bethlehem College Investment Account for Foreign Fees <input type="checkbox"/> ❖ Notify International Department of payment and include Student Name & Invoice No. as a Reference. <input type="checkbox"/> 	<ul style="list-style-type: none"> ❖ Issue Receipt ❖ Arrange Homestay (if required) and advise details to agent / student and their family.
Completion	
<ul style="list-style-type: none"> ❖ Apply for Student Visa <input type="checkbox"/> ❖ Inform Bethlehem College of flight details (arrival times, etc) <input type="checkbox"/> 	<ul style="list-style-type: none"> ❖ In-house preparation for Student Arrival ❖ Airport arrival arrangements and transfer to Homestay (if required) ❖ Student Orientation

Applications should be addressed to:
Email:

The Director, International
international@beth.school.nz