



Student ID:
Selma:

Student Enrolment Form 2024

Welcome to Academy of Diving Trust.

Please read the instructions below carefully before you complete this application form.

INSTRUCTIONS

The purpose of this enrolment form is get from you the information we need to enrol you into a qualification with Academy of Diving Trust. We also need to collect information from you which is required by the Ministry of Education, Tertiary Education Commission and other Government agencies for statistical and administrative reasons. Please fill in the form properly by:

- Completing all sections of the form.
- Printing your answers clearly in pen, or ticking the box that applies for multi-choice questions.
- Signing the form.
- Attaching to the form additional documentation that is required for Tertiary Education Commission funding purposes. A description of the required documentation is provided on page 4 of the form.

DELIVERY SITE:

SITE ADDRESS:

A QUALIFICATION				
1	Please write the name of the qualifications you wish to study in 2024:			
	New Zealand Certificate in Diving (Level 3)		NZ3886	
	Qualification Start Date:	12/02/2024	Qualification End Date:	22/12/2024
	Student Start Date:	12/02/2024	Student End Date:	09/06/2024
	Do you intend to study?	Part time <input type="checkbox"/>		Full time <input checked="" type="checkbox"/>
	New Zealand Diploma in Diving (Level 5)		NZ3888	
	Qualification Start Date:	12/02/2024	Qualification End Date:	22/12/2024
	Student Start Date:	12/02/2024	Student End Date:	22/12/2024
	Do you intend to study?	Part time <input type="checkbox"/>		Full time <input checked="" type="checkbox"/>
2	Have you studied at Academy of Diving Trust before?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3	Please indicate the courses you wish to study in 2024:			
	New Zealand Certificate in Diving (Level 3)	EFTS	Diploma in Professional Scuba Instruction (Level 5)	EFTS
	<input checked="" type="checkbox"/> Open Water Diver	0.1250	<input checked="" type="checkbox"/> PADI Dive Master	0.1481
	<input checked="" type="checkbox"/> First Aid Provider	0.0250	<input checked="" type="checkbox"/> First Aid Instructor	0.0889
	<input checked="" type="checkbox"/> Advanced Open Water Diver	0.1667	<input checked="" type="checkbox"/> PADI Sales Techniques Workshop	0.0741
	<input checked="" type="checkbox"/> Rescue Diver	0.0583	<input checked="" type="checkbox"/> PADI Open Water Instructor	0.3333
			<input checked="" type="checkbox"/> PADI Rescue Diver Instructor	0.0741
			<input checked="" type="checkbox"/> PADI Specialty Instructor	0.2815

B PERSONAL DETAILS					
4	Print your full legal name: <i>Family Name</i> <div style="text-align: center;"><i>Given Name(s)</i></div>				
5	Preferred first name:				
6	If you have previously enrolled under another name, what was that name?				
7	Preferred title: <i>Ms</i> <input type="checkbox"/> <i>Miss</i> <input type="checkbox"/> <i>Mrs</i> <input type="checkbox"/> <i>Mr</i> <input type="checkbox"/> <i>Other (Specify):</i>				
8	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"/> <div style="text-align: center;"><i>day month year</i></div>				
9	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Diverse				
10	If you have a National Student Index number (also known as the "NSN"), 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"/>				
11	<table border="0" style="width: 100%;"> <tr> <td style="width: 25%; vertical-align: top;"> Citizenship and Residency: <i>You will need to supply evidence of residency status or citizenship</i> </td> <td style="vertical-align: top;"> Tick the box which best describes your citizenship: <i>New Zealand Citizen</i> <input type="checkbox"/> NZL <i>Australian Citizen</i> <input type="checkbox"/> AUS <i>Other</i> <input type="checkbox"/> If "<i>Other</i>", 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: _____ Tick the box if you have New Zealand or Australian Permanent Resident Status: New Zealand Resident Visa Holder <input type="checkbox"/> Australian Permanent Resident <input type="checkbox"/> </td> </tr> </table>	Citizenship and Residency: <i>You will need to supply evidence of residency status or citizenship</i>	Tick the box which best describes your citizenship: <i>New Zealand Citizen</i> <input type="checkbox"/> NZL <i>Australian Citizen</i> <input type="checkbox"/> AUS <i>Other</i> <input type="checkbox"/> If " <i>Other</i> ", 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: _____ Tick the box if you have New Zealand or Australian Permanent Resident Status: New Zealand Resident Visa Holder <input type="checkbox"/> Australian Permanent Resident <input type="checkbox"/>		
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12	<p>Ethnicity: What ethnic group(s) do you belong to?</p> <p>You may tick up to three boxes which apply to you.</p>	<p><i>NZ European/Pakeha</i> <input type="checkbox"/> 111 <i>New Zealand Māori</i> <input type="checkbox"/> 211 <i>Samoan</i> <input type="checkbox"/> 311 <i>Cook Island Māori</i> <input type="checkbox"/> 321 <i>Tongan</i> <input type="checkbox"/> 331 <i>Niue</i> <input type="checkbox"/> 341 <i>Tokelauen</i> <input type="checkbox"/> 351 <i>Fijian</i> <input type="checkbox"/> 361 <i>Other Pacific Peoples *</i> <input type="checkbox"/> 371 <i>British/Irish</i> <input type="checkbox"/> 121 <i>Dutch</i> <input type="checkbox"/> 122 <i>Greek</i> <input type="checkbox"/> 123 <i>Polish</i> <input type="checkbox"/> 124 <i>South Slav</i> <input type="checkbox"/> 125 <i>Italian</i> <input type="checkbox"/> 126 <i>German</i> <input type="checkbox"/> 127 <i>Australian</i> <input type="checkbox"/> 128 <i>Other European *</i> <input type="checkbox"/> 129</p>	<p><i>Filipino</i> <input type="checkbox"/> 411 <i>Cambodian</i> <input type="checkbox"/> 412 <i>Vietnamese</i> <input type="checkbox"/> 413 <i>Other Southeast Asian *</i> <input type="checkbox"/> 414 <i>Chinese</i> <input type="checkbox"/> 421 <i>Indian</i> <input type="checkbox"/> 431 <i>Sri Lankan</i> <input type="checkbox"/> 441 <i>Japanese</i> <input type="checkbox"/> 442 <i>Korean</i> <input type="checkbox"/> 443 <i>Other Asian *</i> <input type="checkbox"/> 444 <i>Middle Eastern</i> <input type="checkbox"/> 511 <i>Latin American</i> <input type="checkbox"/> 521 <i>African</i> <input type="checkbox"/> 531 <i>Other *</i> <input type="checkbox"/> 611 <i>Not Stated</i> <input type="checkbox"/> 999</p> <p>* Please specify if “Other Pacific Peoples”, “Other European”, “Other Southeast Asian”, “Other Asian” or “Other”.</p>
13	<p>Iwi: If you identified as New Zealand Māori in question 12, what is the name of your iwi (tribe or tribes) and rohe?</p> <p>You may enter more than one iwi. If you do not know your iwi, please enter “Don’t Know”.</p>	<p><i>Iwi:</i> <i>Rohe (iwi home area):</i></p> <p><i>Iwi:</i> <i>Rohe (iwi home area):</i></p> <p><i>Iwi:</i> <i>Rohe (iwi home area):</i></p>	Office Use
14	Prior activity:	<p>What was your MAIN activity or occupation in New Zealand at the 1st of October preceding the start of this enrolment? You may tick only one box.</p> <p><i>Secondary school student</i> <input type="checkbox"/> 01 <i>Non-employed or beneficiary (excluding retired)</i> <input type="checkbox"/> 02 <i>Wage or salary worker</i> <input type="checkbox"/> 03 <i>Self-employed</i> <input type="checkbox"/> 04 <i>University student</i> <input type="checkbox"/> 05 <i>Polytechnic or Institute of Tech. student</i> <input type="checkbox"/> 06 <i>House-person or retired</i> <input type="checkbox"/> 08 <i>Overseas (irrespective of occupation)</i> <input type="checkbox"/> 09 <i>Private training establishment student</i> <input type="checkbox"/> 11 <i>Wānanga student</i> <input type="checkbox"/> 12</p>	
15	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 the supports you might need.</p> <p>Access to assistive technology (eg, for reading, writing, communication) <input type="checkbox"/></p> <p>Accessible format resources for course content <input type="checkbox"/></p> <p>Mobility and transport (eg, navigator support to help movement around campus, mobility carparks, personal emergency evacuation plan) <input type="checkbox"/></p> <p>New Zealand Sign Language Interpreter <input type="checkbox"/></p> <p>Support with reading, writing, and communicating in learning sessions, exams, and assessments <input type="checkbox"/></p> <p>Other learning or disability support <input type="checkbox"/></p> <p>No – I do not need support at this time <input type="checkbox"/></p>	
15	Disability question 2 (Disability status)	<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>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

C ACADEMIC INFORMATION

16 Secondary School:

What was the name of the last secondary school you attended? State “overseas”, if applicable.

What was your last year at secondary school?

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 National Certificate at a certain level on the National Qualifications Framework. Your NZQA Record of Learning shows you how many credits you have. Tick only one box.

- No formal secondary qualifications* 00
- 14 or more credits at any level* 11
- NCEA Level 1 or School Certificate* 12
- NCEA Level 2 or 6th Form Certificate* 13
- University Entrance* 14
- NCEA Level 3 or Bursary or Scholarship* 15
- Overseas qualification (includes International Baccalaureate & Cambridge Exams) ** 09
- Other ** 98
- Not known* 99

Please specify if “Overseas qualification” or “Other”.

17 Tertiary Study:

Will this be the first year you have ever enrolled in a University, Polytechnic, Institute of Technology, College of Education, Private Training Establishment, or Wananga either in New Zealand or overseas since leaving school? Do not include enrolments in STAR, community or hobby classes.

No Yes

If you answered “No”, please enter the name of the institution you studied at and the year of your first enrolment:

Name: _____ Year:

If you have completed one or more tertiary qualifications enter the name of the highest level qualification.

Name _____ Level (if known) _____

18 Prior Achievement:

Please list all of the tertiary qualifications you hold, the month and year you completed each and the tertiary education organisation that it was completed at. Alternatively attach your academic transcript from the tertiary education organisation and/or a copy of your NZQA record of achievement.

Tertiary education organisation	Qualification	Month and year of completion

D DOCUMENTATION																			
19	<p>To be treated as a domestic student, and so be entitled to the Government tuition subsidy, you must be:</p> <ul style="list-style-type: none"> • a citizen of New Zealand (including students from the Cook Islands, Tokelau, or Niue who have New Zealand citizenship) or • a permanent resident of New Zealand or • a citizen or permanent resident of Australia residing in New Zealand or • a citizen of New Zealand (including students from the Cook Islands, Tokelau, or Niue who have New Zealand citizenship). <p>You must provide evidence of citizenship and/or permanent residency to qualify as a domestic student, and so be entitled to the Government tuition subsidy. This means you must provide one of the following:</p> <ul style="list-style-type: none"> ▪ Birth certificate with place of birth stated as New Zealand, Cook Islands, Tokelau, or Niue. ▪ New Zealand passport. ▪ Australian passport ▪ A statement of Whakapapa, including date of birth, countersigned by a kaumatua. ▪ Certificate of citizenship or letter of confirmation. ▪ Proof of New Zealand or Australian Permanent Residency. <p>You can bring the original documentation to the Facility Manager, alternatively please provide a certified copy. This means a photocopy of your original document, signed as being a true and accurate copy 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.</p> <p>Please note that your name, date of birth and residency as entered on this enrolment form will be included in the National Student Index, if not already registered, and will be used in an Authorised Information Matching programme with the New Zealand Birth Register. For further information please see http://nsi.education.govt.nz/home.aspx.</p>																		
20	<p>Please list here all documents that you have attached to this enrolment form. Documents should be securely stapled to the back of the form.</p>																		
E CONTACT DETAILS																			
21	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; vertical-align: top;">Address and contact details:</td> <td style="width: 40%; vertical-align: top;"><i>Permanent Address:</i></td> <td style="width: 35%; vertical-align: top;"><i>Term Time Address: (if different from permanent address)</i></td> </tr> <tr> <td></td> <td style="vertical-align: top;"><i>Post Code:</i></td> <td style="vertical-align: top;"><i>Post Code:</i></td> </tr> <tr> <td></td> <td style="vertical-align: top;"><i>Phone:</i> ()</td> <td style="vertical-align: top;"><i>Mobile:</i></td> </tr> <tr> <td></td> <td style="vertical-align: top;"><i>Fax:</i> ()</td> <td style="vertical-align: top;"><i>Email:</i></td> </tr> <tr> <td colspan="3" style="vertical-align: top;"> <p><i>What is your postal address?</i> <i>Permanent Address</i> <input type="checkbox"/> <i>Term Time Address</i> <input type="checkbox"/> <i>Other</i> <input type="checkbox"/></p> <p>If you ticked "Other" please write your postal address below.</p> </td> </tr> <tr> <td></td> <td colspan="2" style="vertical-align: top;"><i>Post Code:</i></td> </tr> </table>	Address and contact details:	<i>Permanent Address:</i>	<i>Term Time Address: (if different from permanent address)</i>		<i>Post Code:</i>	<i>Post Code:</i>		<i>Phone:</i> ()	<i>Mobile:</i>		<i>Fax:</i> ()	<i>Email:</i>	<p><i>What is your postal address?</i> <i>Permanent Address</i> <input type="checkbox"/> <i>Term Time Address</i> <input type="checkbox"/> <i>Other</i> <input type="checkbox"/></p> <p>If you ticked "Other" please write your postal address below.</p>				<i>Post Code:</i>	
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	<i>Post Code:</i>																		

22	Next of Kin:	Name:	Relationship:
	Next of Kin Address and contact details:	Address: Post Code:	Phone: Mobile: Fax: Email:

F ENTRY PROFILE

Academy of Diving Trust wishes to provide relevant and effective training. We collect information from students to help us do this. At the time of enrolment we collect information about what you were doing prior to enrolment. This is your “entry profile”. Later we will collect feedback from you on what you think of our organisation and your experience of studying with us and, after you have finished your studies, we will collect information on your employment and further training.

It would be appreciated if you could complete the questions below to provide us with entry profile data. The data is treated confidentially and we do not contact any organisations named by you.

23	Education and Training	What is the most recent study you have done since leaving school?
		Name of Qualification: _____ Where did you study the qualification: _____ Did you complete this qualification: Yes <input type="checkbox"/> No <input type="checkbox"/> Did you study part time or full time: Part time <input type="checkbox"/> Full time <input type="checkbox"/>
24	Employment	What is the most recent employment?
		Position: _____ Employer: _____ Did you work part time or full time: Part time <input type="checkbox"/> Full time <input type="checkbox"/>

USE OF INFORMATION AND PRIVACY STATEMENT

Academy of Diving Trust collects and stores information from this form to:

- Manage the business of Academy of Diving Trust (including internal reporting, administrative processes and selection of scholarship and prize winners).
- Comply with the requirements of the Education Act 1989 and other legislation relating to maintenance of official records and accountability for public funding.
- Supply information to government agencies and other organisations as set out below.

Academy of Diving Trust may add your personal details (name, date of birth, gender and residency) to the National Student Index, which is managed by the Ministry of Education.

Supply of information to government agencies and other organisations

Academy of Diving Trust supplies data collected on your enrolment to government agencies, including:

- The Ministry of Education
- The New Zealand Qualifications Authority
- The Tertiary Education Commission
- The Ministry of Social Development (Studylink): in relation to student loans and allowances
- Immigration New Zealand (a branch of the Ministry of Business, Innovation and Employment): for those who are not New Zealand citizens or permanent residents.

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.

Those agencies use the data supplied by tertiary education organisations to:

- Administer the tertiary education system, including allocating funding
- Develop policy advice for government
- Conduct statistical analysis and research.

The Ministry of Education 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 1975. Integrated data is used for the production of official statistics, to inform policy advice to government and for research purposes.

When required by law, Academy of Diving Trust releases information to government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, Ministry of Business, Innovation and Employment, Worksafe 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.

In signing this enrolment form you authorise such disclosure on the understanding that Academy of Diving Trust will observe the conditions governing the release of information, as set out in the Privacy Act 2020, the Education Act 1989 and other relevant legislation.

In signing this enrolment form you authorise the Academy of Diving Trust to contact your next of kin should it be required for health and safety reasons.

You may request to see any information held about you and request that any errors in that information be amended or noted. To do so, contact the Facility Manager.

DECLARATION

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. Academy of Diving Trust’s policy on withdrawal and refund of fees may be obtained from the Facility Manager.

Rules – In signing this enrolment form you undertake to comply with the published rules and policies of Academy of Diving Trust with regard to attendance, academic integrity and progress, conduct, standard of dress, health and safety, and behaviour.

Offer and Acceptance – By signing this enrolment form, the delivery site of Academy of Diving Trust is offering you a placement in the qualification and courses as specified on page one of this enrolment form for the teaching period (as specified on page one of this form). By signing this enrolment form you are accepting this offer of enrolment and consenting to abide by the conditions (including fees) as set out in the Course Disclosure and Enrolment Pack.

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.*

Student Name

Programme of Study: New Zealand Certificate in Diving (Level 3)

Student Signature

_____/_____/_____
Date

Programme of Study: Diploma in Professional Scuba Instruction (Level 5)

Student Signature

_____/_____/_____
Date

I certify that the above-named student is approved and (pre)-enrolled in this qualification

Name:

Position:

Signed:

Date:

To ensure the student’s entitlement to the Government tuition subsidy, please list here all documents in support of domestic student enrolment.

New Zealand Birth Certificate

New Zealand Passport

Verified NSI

MSD/Studylink Confirmation

Certificate of Citizenship

Passport with a current NZ returning residency visa – Country (Issuer of Passport) _____

Passport & letter or e-mail confirming current NZ returning residency visa (label less visa)

– Country (Issuer of Passport) _____

Australian Birth Certificate

Australian Passport

Passport with a current Australian resident return visa – Country (Issuer of Passport) _____

Secondary School Exemption (under 16 years)

Documentation sighted _____

_____/_____/_____
Date