

## APPLICATION PROCEDURE

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### International Students

1. Complete the application form, ensuring that all questions are answered, and the required information, application fee and documentation included as required, particularly details about previous education and health. It is very important that we have certified copies of academic achievements and previous school reports (please have these available as certified translations if necessary).

**Our bank account name and number** are:

Bank: Bank of New Zealand, Cameron Road Banking Centre, Tauranga New Zealand.

Account Name: Bethlehem Tertiary Institute Ltd.

Account Number: 02 0466 0049930 00

2. Send your application form with the other required documentation and the NZ\$300 non-refundable application fee to **Bethlehem Tertiary Institute, Private Bag 12015, Tauranga 3110, New Zealand OR fax to 64 7 579 1882.**
3. Your application will be assessed by the Recruitment Officer, International Coordinator and Selection Committee of Bethlehem Tertiary Institute. If the application is considered suitable, an interview will be arranged.
4. If you are successful at interview, the following documents will be sent to you:
  - a) **An Invoice** stating details of Tuition Fees to be paid to Bethlehem Tertiary Institute.
  - b) **A letter** offering you a place at Bethlehem Tertiary Institute
5. If you wish to take up the offer of a place, please sign the **Conditions of Enrolment Form**, and complete the **Student Information Sheet** if you would like us to arrange accommodation for you.
6. These two completed forms should be faxed to Bethlehem Tertiary Institute together with a **Bank Deposit Receipt** or information on when the tuition fees will be paid.
7. When the tuition fees are received by Bethlehem Tertiary Institute, a **receipt** will be issued and an **Offer of a Place form** sent so that you can take the next step in arranging a Student Visa. It has details of your name and address, course of study, cost of study, length of course, and a guarantee of accommodation while you are studying at Bethlehem Tertiary Institute.
8. Arranging a **Student Visa**  
Once you have been offered a place, you will need the following to apply for your student visa:
  - a) An Offer of Place to study at Bethlehem Tertiary Institute
  - b) A receipt of fees (must be the same amount as stated on the Offer of Place)

- c) A written guarantee of accommodation (details of your own arrangements or included in the Offer of Place form)
  - d) Visa Application form – completed. You can download this form from the NZ Immigration web site: <http://www.immigration.govt.nz/>
  - e) The Visa application fee
  - f) Two passport photographs
  - g) The Bank form issued by the NZ Government which must be stamped by your bank (this form indicates you have sufficient money to support yourself while studying in New Zealand)
9. When you have been advised that your Visa has been approved, let us know and we will send further information about Bethlehem Tertiary Institute, Tauranga, and any details of accommodation or home-stay arrangements that have been made for you.
10. **You will need to arrange Travel and Medical Insurance:** Forms can be downloaded from Uni-care at <http://www.uni-care.org> , Southern Cross at <https://www.scti-online.co.nz/ispublic/ispublic.aspx> , or ask our Finance officer at BTI to arrange this for you.
11. Flight arrangements from your country to Tauranga, via Auckland International Airport should be made by you. You should arrive no less than two days before the course begins. This allows you to settle into your new home and recover from your journey.
12. A pre-bookable road shuttle service between Auckland International Airport and Tauranga is also available (more details on the FAQ sheet). The Shuttle driver will have a sign with the student's name on it, so that the student can identify the person meeting them.