

# International agent manual



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## NMIT contact details:

### NMIT - Nelson Marlborough Institute of Technology

322 Hardy Street, Private Bag 19, Nelson 7042, New Zealand

P: +64 3 546 9175 (NZ time is GMT + 12 hours)

W: [www.nmit.ac.nz](http://www.nmit.ac.nz) • E: [international@nmit.ac.nz](mailto:international@nmit.ac.nz)



## “Greetings!

Thank you for committing to learn more about NMIT and how we operate. This manual contains the essential need to know information about working with us as an International Agent. If you have any further questions or comments we'd love to hear from you at [international@nmit.ac.nz](mailto:international@nmit.ac.nz).

Kind regards,

**Tony Gray**

Chief Executive, Nelson Marlborough Institute of Technology

The information contained in this Agent Manual is aimed at answering as many questions as possible. While every effort is made to ensure its accuracy, NMIT reserves the right to alter and amend the information. The links provided in this document are current at time of printing, please refer to the information source for the most up to date information.



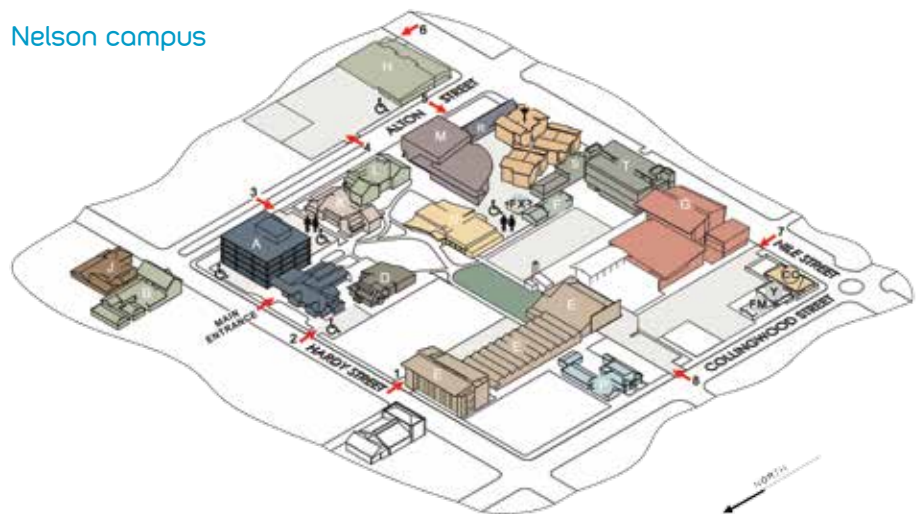
# About NMIT

NMIT works hard to prepare work and world-ready graduates. Our point of difference is that our programmes are designed with industry involvement to provide a very practical, real world learning experience. With four main campuses, students have the choice between a city experience or a smaller region in which to base themselves.

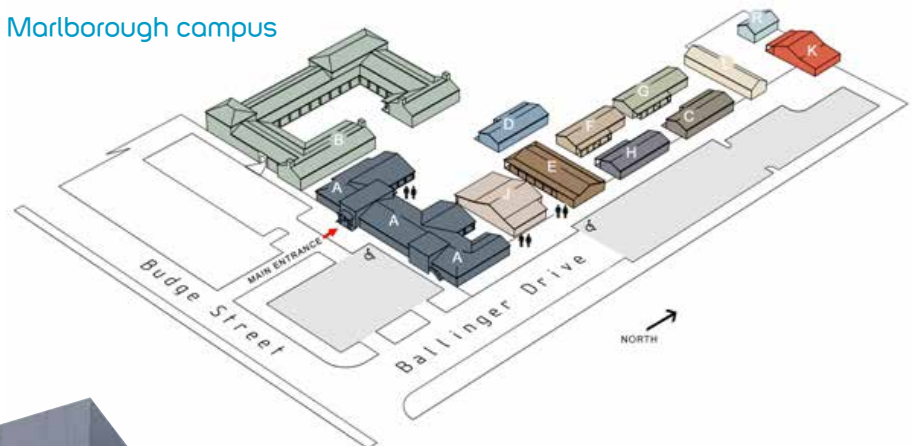


- > Government owned and New Zealand Qualifications Authority (NZQA) category one rated.
- > Four main campuses – in Nelson, Blenheim (Marlborough and Woodbourne) and Auckland.
- > Programmes deliver real life, hands-on experience and valuable industry contacts for students through work placements or internships on many of NMIT's programmes.
- > Modern teaching facilities, with over NZ\$43 million invested in recent years on infrastructure, in Nelson and a fantastic new campus developed in Central Auckland.
- > Students come from all over the world, providing an excellent cultural exchange in the New Zealand environment.
- > Experienced, industry savvy teaching and support staff, and a high level of student-tutor interaction.

Nelson campus



Marlborough campus



Auckland campus





# Programmes of study

NMIT offers programmes at all levels from certificate and diploma to graduate-diploma, bachelor's degree, and post graduate diploma.

Programmes are designed with industry to create work-ready graduates who meet local and international job market needs

- > Viticulture and Winemaking
- > Aquaculture
- > Visual Arts
- > Digital Design and Photography
- > Business, including Accounting, Management and Marketing
- > Information Technology
- > Aircraft Engineering
- > Adventure Tourism

- > Maritime Studies
- > English Language
- > Nursing
- > Fitness
- > Social Sciences
- > Engineering
- > Hospitality

Further information can be found on NMIT's website. Please ensure you select the international option.





# Specialist programmes

The Nelson and Marlborough campuses are able to offer unique student opportunities because our region is the centre of four key and growing New Zealand and international industries – aquaculture, viticulture/ winemaking, maritime, and aviation engineering.

The Nelson/Marlborough region is the nation's biggest producer of wine and farmed seafood, is home to the largest fishing fleet in Australasia and is one of the nation's major aviation engineering centres.

This makes NMIT uniquely positioned to offer students hands-on experience in these industries through the development of four specialist flagship learning programmes:

- > Aquaculture
- > Aviation
- > Viticulture and Winemaking
- > Maritime

## Promotional material

Further details about NMIT's programmes and other information can be downloaded from NMIT's website.

To request print material such as prospectuses, please contact NMIT's International marketing team [internationalmarketing@nmit.ac.nz](mailto:internationalmarketing@nmit.ac.nz).





# Code of practice

NMIT is bound by the Code of Practice for the Pastoral Care of International Students published by the New Zealand Ministry of Education.

NMIT agents need to be familiar with it and abide by its requirements.

## What is the code?

The code provides a framework for service delivery by educational providers and their agents to international students.

It sets out minimum standards of advice and care that are expected of educational providers to international students.

The code applies to pastoral care and provision of information only, and not to academic standards.

The purpose of the code is to support the New Zealand Government's objectives for international education by:

- > requiring signatories to take all reasonable steps to protect international students; and
- > ensuring, so far as is possible, that international students have in New Zealand a positive experience that supports their educational achievement.

The code (including copies in other languages) and guidelines can be downloaded through links on the NZQA Website.

## Disputes

The International Student Contract Dispute Resolution Scheme outlines the guidelines and procedure of dispute resolution in New Zealand. You can read a copy of this by searching International Student Contract Dispute Resolution on the New Zealand Legislation website.





# Immigration - who can provide advice?

To provide New Zealand immigration advice, you must be a 'licensed immigration adviser' or 'exempt'.

Licensed immigration advisers have specialist expertise. They have met competency standards and follow a professional code of conduct.

It's important that an agent does not provide immigration advice to people they are dealing with unless they are licensed or exempt.

Immigration advice includes advising a person on what visa they qualify for, what pathway they could take to work or residence in New Zealand, how best to answer a question in an application form, or using knowledge of or personal experience in immigration matters to advise, assist, direct or represent a person in any other way.

An education agent is exempt only if:

- > They are outside New Zealand and they advise on student visas only.

An education agent is not exempt if:

- > They are in New Zealand, even if they only advise on student visas.

- > They advise on work, visitor, residence, or any other immigration matters, in or outside New Zealand.

We understand that there will be times when a client may require immigration advice that an agent is not exempt to provide and there are three options available to the agent in this instance:

- > They can become a licensed adviser. More information on how to become a licensed immigration adviser can be found on the Immigration Advisers Authority under the 'Become a Licensed Adviser' tab'.
- > They can engage an adviser who is licensed or exempt. View the online public register on the Immigration Advisers Authority under the 'Find an Adviser' tab.
- > Advise the client that they can prepare their own application referring to information on the Immigration New Zealand website.

If an agent or client has any concerns about anyone giving immigration advice without a license, they should contact the Immigration Advisers Authority as soon as possible.



# Eligibility for health services

Most international students are not entitled to publicly funded health services while in New Zealand.

If they receive medical treatment during their studies, they may be liable for the full costs of that treatment. Full details on entitlements to publicly funded health services are available through the New Zealand Ministry of Health, and can be viewed at their website by searching 'eligibility for publicly funded health services'.

## Insurance

### Accident Insurance

The Accident Compensation Corporation (ACC) provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but international students may still be liable for all other medical and related costs. Further information can be viewed on the website at: [www.acc.govt.nz](http://www.acc.govt.nz)

### Medical and Travel Insurance

NMIT will automatically arrange insurance coverage for all students with Allianz. The New Zealand Ministry of Education, through the Code of Practice for Pastoral Care of International Students, requires that all international students have medical and travel insurance for the duration of their programme of study in New Zealand.

Students can choose their own insurance company, but it must comply with minimum standards required by the Code of Practice. If students arrange their own insurance cover, they must supply their certificate of insurance and the schedule of cover, in English, to NMIT. Enrolment cannot be completed until this is provided.

## Is your student pregnant?

Some international students may arrive in New Zealand pregnant, or become pregnant while in New Zealand on a student visa.

International students are not eligible for publicly funded maternity health services, unless they are:

- > the partner or child (under 18) of a New Zealand citizen or resident
- > the partner or child (under 18) of an Australian citizen or permanent resident who has or is intending to stay in New Zealand for at least two years
- > the partner or child (under 18) of a person who has a work visa valid for at least two years (for work visas that are granted offshore, the two-year period starts from the date of arrival in New Zealand)
- > a NZ Aid programme student
- > a child (under 18) of a NZ Aid programme student, or
- > a Commonwealth Scholarship holder (partners and children are not eligible).

For more details please refer to the relevant page on Immigration New Zealand's website.



A photograph showing three men in a hallway. On the left, a man in a red and navy blue jacket is pointing at a small blue box held by a man in the center. The man in the center is bald and wearing a black shirt with a blue name tag. On the right, a man wearing a black baseball cap and a black long-sleeved shirt with 'G-STAR' and 'ORIGINALS' logos is looking down at the box. The background is a blurred hallway with doors.

# The application and enrolment process

The NMIT international application process involves these steps:

## 1. Application form

Completed application forms can be emailed to [international@nmit.ac.nz](mailto:international@nmit.ac.nz) with all of the required documentation (as explained further below) or mailed.

## 2. NMIT assessment

NMIT will assess all received and complete student applications within two working days.

Please ensure that all documents required for the student's application are enclosed – including a completed and signed application form.

Please note that all required documentation must be originals or verified/certified copies. As an official agent of NMIT, you should verify original documents by officially stamping, signing and dating the copy.

If the application is successful, NMIT will email:

- > Offer document that includes confirmation of acceptance Form, offer of place and notification of student fees
- > International fees, charges and refund policy
- > International student guide
- > Information on compulsory travel and medical insurance
- > Code of Practice

## 3. Accepting the offer

To formally accept the offer of place, students must sign and return the Confirmation of Acceptance form and pay the fees outlined. Payment can be made by bank draft, telegraphic transfer or credit card.

## 4. Notifying NMIT of students' travel arrangements

Allow enough time to organise travel to New Zealand. NMIT offers an airport pick up service to meet and transfer your student to NMIT or their accommodation. It is important that you advise your student's flight details to NMIT at least five days in advance of their arrival. To request a pick up or arrange accommodation, please complete an online request at [www.nmit.ac.nz](http://www.nmit.ac.nz) by searching accommodation and transfers.

## Where and how to submit applications

By post, with paper documents:

### NMIT International Enrolments

Nelson Marlborough Institute of Technology  
322 Hardy Street, Private Bag 19  
Nelson 7042, New Zealand

By email, with scanned documents: [international@nmit.ac.nz](mailto:international@nmit.ac.nz)



# Applications document check list

The application will be processed **only** when NMIT has received all the required documentation. Please use the check list below to ensure you have included certified copies of all documents.

## Please ensure the student has completed all the required sections of the application form including:

- ☐ Their email address (in case we need to discuss their options with them and they will also be copied into the email when NMIT sends Offer and Receipt Documents to you).
- ☐ The emergency contact details of a family member (to comply with the Code of Practice).
- ☐ The declaration signed by the student.

## Have you included?

- ☐ A certified colour copy of their passport.
- ☐ Legible and certified colour copies of English translated academic records including academic transcripts for both secondary and tertiary study and a colour copy of their final award for their diploma or degree, and other qualifications (as applicable).
- ☐ Certified colour copy of an IELTS, TOEFL, PTE, OET Test Reports or other proof of English proficiency. Please include login details for TOEFL, PTE, or OET Test Reports.
- ☐ CV and details of any work experience.
- ☐ Reference, portfolio or any other additional information, if required for specific programme entry.

Please email application to [international@nmit.ac.nz](mailto:international@nmit.ac.nz). If you want the offer document to include living costs, please request this in the email.

## Important points to note:

- > All offer and receipt documents will include your agency details. If you request the student's home address details to go on the offer and receipt documents, your agency will not receive commission for the student.
- > NMIT aims to provide your agency with an offer document within two working days. Delays are caused due to incomplete documentation or login details not being provided for TOEFL, PTE or OET test reports. Each resubmission of documentation will go back in the queue and will be processed within the two working day period.
- > Details on an offer document provided by NMIT must not be altered in any way. Any changes may result in an agency agreement being terminated.
- > Please ensure your student arrives before the programme start date. The maximum extension time NMIT will allow for most programmes is one week.

## No extensions will be granted for the following programmes:

- > Bachelor of Nursing
- > Diploma in Culinary Arts
- > Post Graduate Diploma in Business Enterprise (Level 8)
- > Post Graduate Diploma in International Business (Level 8)
- > CAP (Competency Assessment Programme) in Nursing



# Agent information

## NMIT agents' responsibilities

1. Promote NMIT, advise NMIT on market conditions, interview and counsel prospective students and their families, provide accurate information to prospective students regarding NMIT programmes, regulations and fees and accommodation and living costs. Give advice to prospective students and parents to ensure they have a full understanding of documents and fees before committing to enrolment.
2. Advise, evaluate and screen prospective students and collect and send to NMIT the necessary application forms, reports, academic and International English proficiency test reports, testimonials, financial guarantee letters and other documents requested by NMIT. (For further documentation required for specialised programmes, please refer to NMIT's most recent International Prospectus or the NMIT website: [www.nmit.ac.nz](http://www.nmit.ac.nz))
3. Verify all documents necessary for a student's admission to NMIT as true.
4. Return to NMIT the Confirmation of Acceptance form signed by the student before lodging the visa application with Immigration New Zealand.
5. Collect tuition and any other fees from the student and send to NMIT by telegraphic transfer (TT) or international bank draft (in \$NZ) within one week of the student gaining a student visa approval in principle and email a copy of the TT to [international@nmit.ac.nz](mailto:international@nmit.ac.nz) (For students who wish to pay NMIT directly, please advise them how to do this).
6. Adhere to NZQA's Code of Practice for the Pastoral Care of International Students and confirm that he/she has read and understood the Code. You can download a copy from the New Zealand Legislation website by searching 'Code of Practice for the Pastoral Care of International Students'.
7. Advise students about New Zealand teaching and learning styles, exams and assignments and NMIT's expectation of academic conduct and ensure students arrive prior to the programme start.
8. Comply with all the statutes, ordinances, regulations, bylaws or other enactments (whether or not in place as at commencement of this agreement) of New Zealand.
9. Consent to NMIT making contact with Immigration New Zealand (INZ) to release information on agent performance data, based on student visa application volumes.

## Agent performance and evaluation

From time to time NMIT will evaluate an agent's performance to ensure our partnership is working to its highest standards. Such performance evaluation should benefit both parties. The review may include student surveys and interviews, any statistics from Immigration New Zealand, NMIT enrolment figures (including conversion rates from application to enrolment) and feedback from students.

## Agent contact detail

As part of the evaluation process we may show an agent's contact details on the NMIT website. Please ensure your correct contact details are listed on our website. Updates can be sent to: [internationalagents@nmit.ac.nz](mailto:internationalagents@nmit.ac.nz)

## Change of agent

If NMIT receives a change of agent request for an application submitted by your agency, NMIT will give your agency two working days to contact the student to clarify representation.

NMIT will advise the new agent that NMIT has contacted the original agent to clarify representation and will provide the new agent NMIT's 'change of agent' form that the student must complete and sign. The new agent must email the completed NMIT 'change of agent' form to NMIT.

If NMIT does not receive a response from your agency within two working days, NMIT will allocate the new agent to the student and provide them with an offer document.

Change of agent will not be permitted once the student has paid their fees.

## Methods of payment (tuition fees for students)

The offer document has full information on methods of payment. We ask agents to email NMIT with evidence that the fees have been paid (for example, copy of the telegraphic transfer - include the student ID as a reference). If you haven't returned the Confirmation of Acceptance form, please attach when requesting the receipt document. NMIT will email the receipt documents once the fees have been confirmed. This may take up to three working days for the bank to clear the funds.

## Applying for a New Zealand student visa

As an appointed agent of NMIT you are required to be familiar with Immigration New Zealand regulations and have ongoing communication with your Immigration New Zealand branch. You are expected to assist students with their visa process.

Please check the requirements and application process through the INZ website: [www.immigration.govt.nz](http://www.immigration.govt.nz)

Visas are issued and are valid to travel to New Zealand only. They are valid until the date specified and/or as long as the student's passport is current.

You need to include the offer documents and receipt documents when you are applying for a student visa to Immigration New Zealand on behalf of the student. Please ensure you allow enough time to complete this procedure.



# Working in New Zealand

The New Zealand Government may allow international students to work in New Zealand during their studies and after they've completed their qualification.

- > Eligible students will have their student visa annotated with the condition of part-time work of up to 20 hours per week. For more information on Students undertaking employment while in New Zealand, please refer to Section U7.15 Students undertaking employment of the INZ Operational Manual. This can be found on the Immigration New Zealand website by searching 'Operation Manual' and clicking on 'Immigration Instructions'.
- > International students undertaking a programme of 12 months or more may apply to work full-time over NMIT's summer holiday period.
- > Students graduating from a two or three-year diploma, degree, or postgraduate qualification will be eligible to apply for a one-year Graduate Job Search Work Permit. This allows them to search for a job relevant to their qualification. Once they have received a job offer, they can then apply for a Work Visa/Permit. For more information on the Graduate Job Search Work Visa, please refer to Section WD1.10 Qualification requirements of the INZ Operational Manual.
- > Most graduates are eligible to apply for New Zealand permanent residency in their first two years of work in New Zealand and can make enquiries under the "Expression of Interest" scheme. More information can be found at the Immigration New Zealand website.

- > International students who have graduated from a programme that would gain points under the Skilled Migrant Category, may also apply for an Open Work Visa/Permit.
- > Eligible students' partners may apply for a work permit, valid for the duration of their partner's study programme.

Full detail about staying in New Zealand after studying can be found at the NZ Study Work website by searching 'staying to work after study'.

For full information about the details of these policies and eligibility, please check the Immigration New Zealand website.

In New Zealand there are laws to protect all workers, and this includes international students. Find out more about the students' rights and responsibilities working in New Zealand at the NZ Study Work and the New Zealand Now website.

## Paying tax in New Zealand

Everyone who works in New Zealand must pay tax on what they earn. Therefore, it is essential that working students apply for an IRD (Inland Revenue Department) number. See the IRD website: [www.ird.govt.nz](http://www.ird.govt.nz) for more information.





# Student accommodation options

NMIT can help and advise students on a range of accommodation options. With more than 20 years' experience in welcoming overseas students, we understand how important it is to find the right accommodation to suit the individual person.

NMIT's International Support Team can organise accommodation in a homestay or a backpacker's hostel, while other options include apartments on the Nelson campus, renting a flat or sharing a house with others.

NMIT is required to make arrangements for students under 18 years old in an approved homestay as a requirement of the Code of Practice. Students can request accommodation through NMIT's application form online which can be found by searching 'accommodation' on NMIT's website.

## Homestays (Nelson)

Families open their homes to students who wish to stay for months at a time and live as part of the community. Homestay is for students who want to be part of a family, interact, eat together and be involved in day to day family life. Students must be open to building new relationships and having a new family experience. NMIT is available to assist with any issues in transition and to ensure all parties are communicating and happy.

## Homestays (Auckland)

Global Campus Auckland provides Homestay information to students, however students will need to apply for this themselves.

## Nikau Apartments (Nelson campus only)

These apartments comprise 1, 2, 3 and 4-bedroom apartments in a comfortable and study-friendly environment. Apartments are furnished and have a bathroom and a fully equipped kitchen to cook your own food. Laundry facilities are shared. The apartments are on the Nelson campus close to city centre and restaurants. Costs range from NZ\$150 per week per person for a 4-bedroom apartment, to \$190 per week for a 1-bedroom unit. Costs are subject to change and more details can be found on the website [www.nikauapartments.co.nz](http://www.nikauapartments.co.nz).

## Commercial accommodation

Rental apartment/house accommodation in Nelson, Marlborough and Auckland is available for students but must be arranged directly via the providers' websites. For accommodation enquiries please see:

For accommodation enquiries in Nelson, Marlborough and Auckland please go to [nmit.ac.nz](http://nmit.ac.nz) and browse the Support Tab for "International Students, Accommodation, How do I find Accommodation".



# Travel to campuses

## Airport pick up for students first arriving in New Zealand

Requests for airport pickups need to be made online, search 'accommodation and transfers' on the NMIT website. Please note that Auckland airport transfers incur a cost.

Students may contact the International Support team directly on [internationalsupport@nmit.ac.nz](mailto:internationalsupport@nmit.ac.nz) should there be any delays, change of plans, extra people travelling, queries or concerns.

## Travel to NMIT campuses from New Zealand's main cities

Students travelling to Nelson/Marlborough will need to make domestic connections after their international arrival.

Travel time to NMIT campuses is set out on the facing page. Note, travel between the North Island and the South Island, involves a ferry trip of about 3.5 hours if travelling by road.

We suggest that students travel to Nelson or Marlborough by air rather than bus due to the long travel times.



# Location

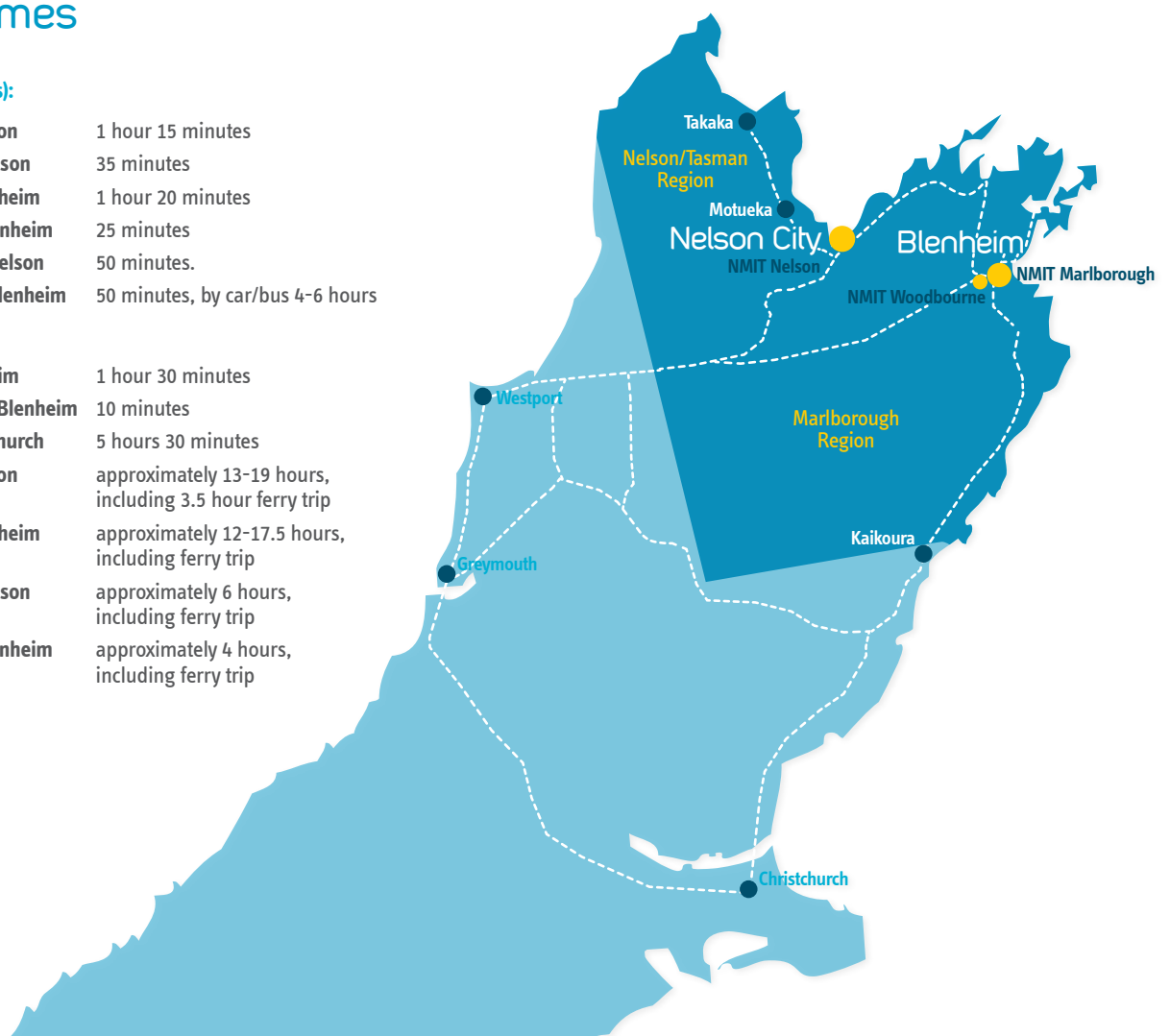
## Travel times

### By air (direct flights):

- > Auckland-Nelson 1 hour 15 minutes
- > Wellington-Nelson 35 minutes
- > Auckland-Blenheim 1 hour 20 minutes
- > Wellington-Blenheim 25 minutes
- > Christchurch-Nelson 50 minutes.
- > Christchurch-Blenheim 50 minutes, by car/bus 4-6 hours

### By car/bus:

- > Nelson-Blenheim 1 hour 30 minutes
- > Woodbourne- Blenheim 10 minutes
- > Nelson-Christchurch 5 hours 30 minutes
- > Auckland-Nelson approximately 13-19 hours, including 3.5 hour ferry trip
- > Auckland-Blenheim approximately 12-17.5 hours, including ferry trip
- > Wellington-Nelson approximately 6 hours, including ferry trip
- > Wellington-Blenheim approximately 4 hours, including ferry trip





# Studying at NMIT

Students can find out more information on student life on the New Zealand Now website under the Study in New Zealand tab.

**Adult learners are expected to work independently and take responsibility for their learning with emphasis on overall individual development.**

A student can expect to study on their own after class hours to meet the academic requirements. Individual or group assessments are a common feature with occasional written exams or quizzes depending on the study area. Students are expected to apply principles of learning and produce independent work rather than replicating classroom learning in writing.

Tutors are very approachable and generally addressed by their first names.

## Learning methods may include:

- > Tutor-led study using PowerPoint presentations, reference to course texts, library or online reading and discussion.
- > Student-led and peer-assisted study (group work)
- > Facilitator assistance in class and, after the class session, via e-mail.
- > Field trips (a trip off campus to a business or operation)
- > Blended learning (use of online resources combined with in class lectures)
- > Scenario based learning
- > Apply theory to practical situations in case studies

## Course assignments:

- > Students are expected to complete all assignments.
- > Details and submission dates are given in the class.

- > Must be completed in independent learning hours
- > Submitted on/off campus through the NMIT Moodle site
- > Submission deadlines are critical. Late submissions will only be accepted with prior notice and certified evidence of reason for lateness. There is a penalty when assignments are late without tutors' extension granted.

## Student requirements:

- > 100% attendance
- > Submission of assignments on time and adequate passes.
- > Immediate notification to NMIT of issues affecting study attendance

It is important for Agents to advise students how learning is different in New Zealand compared to other cultures' learning styles. If the student is aware of the learning standards, it can help to ease the culture shock of learning in a new environment.

## Holidays

More information on NMIT's key dates can be found on NMIT's website by searching 'Important Dates'.

## Overall assessment

Students must pass pre-requisite papers to proceed to the next level. If a student does not pass a paper, they may be required to sit and pay for the entire paper again. If this is a pre-requisite to further study this will need to be completed before they move up a level which may extend their stay at NMIT.





# Services available

## The Learning Support team

Learning support advise on and assist students with their learning. The team offers one-to-one training as well as a range of seminars or small group training sessions. Their aim is to help students to become independent effective learners, learning support can be contacted at [studentsupporthelp@nmit.ac.nz](mailto:studentsupporthelp@nmit.ac.nz).

The Learning Support team can help students with:

- > Computer skills
- > Interview training
- > CV writing
- > Maths
- > Learning styles
- > Writing skills
- > Planning essays or assignments
- > Time management
- > Research skills

## Pastoral/Student support

The Pastoral Support team assists students with non-academic matters/pastoral care, accommodation enquiries and airport pickups. They can be contacted at [internationalsupport@nmit.ac.nz](mailto:internationalsupport@nmit.ac.nz) and can help students with the following:

- > Adjust to student life at a tertiary education institute
- > Balancing their studies with other commitments like a part-time job or helping care for a family member
- > Study tips and learning support
- > Relationship issues
- > Information about regional activities
- > Careers guidance
- > Māori and Pacific Island support

## SANITI

NMIT's Independent Student Association.

SANITI is a student elected, independent group of student representatives who provide advocacy and support, representation and regular events for students ([www.saniti.co.nz](http://www.saniti.co.nz)). SANITI staff are available to help students with any issues they may face relating to their study, campus life or personal issues. They can be contacted at [saniti@xtra.co.nz](mailto:saniti@xtra.co.nz).

SANITI also provides help for students who are looking for work. At any one time there are usually plenty of work opportunities on offer. They can even put students in touch with an Employment Information Coordinator who can assist students with their job search, including help with their CV, cover letters as well as interview coaching and preparation.

## The Information and Enrolment Centre

The Information and Enrolment Centre provides centralised processing of applications, enrolments, re-enrolments, withdrawals, transfers and refunds for students. The team can also assist with visa applications and medical or travel insurance. They can be contacted at [international@nmit.ac.nz](mailto:international@nmit.ac.nz).

## Cultural differences

Although New Zealand culture may seem similar, it is like any culture full of subtle and unspoken communication that an international student may find confusing. The 'New Zealand Now' website under the 'Live in New Zealand Tab' has lots of helpful information on settling into New Zealand culture and the differences students may encounter.

# About New Zealand

New Zealand is one of the most picturesque places on earth. A small island nation of just over 4.5 million people, New Zealand is made up of two major land masses (North Island and South Island) and a number of smaller islands including Stewart Island located in the southwestern Pacific Ocean. The two main islands are divided by a 22km stretch of water called the Cook Strait.

The country is made up of some of the world's most spectacular landscapes, from vast mountain ranges, steaming volcanoes to sweeping coastlines. It is a natural playground for thrill seekers and adventurers and those who simply want to visit for the culture and landscapes.

New Zealanders are affectionately known as "Kiwis". The name derives from the kiwi, a flightless bird native to New Zealand. It is also the national symbol. Kiwis are characterised as rugged, industrious problem solvers and people who innovate. Kiwis are

friendly, helpful people who are generally honest and relaxed. They enjoy an outdoors lifestyle and are also great travelers with many exploring and making an impact on the world (sport, business, politics, etc).

(Source: New Zealand Tourism Guide <http://www.tourism.net.nz/new-zealand>)

For more information watch the New Zealand Story video at [www.nzstory.govt.nz](http://www.nzstory.govt.nz).



## Nelson region

Nelson is situated in Tasman Bay in the centre of New Zealand at the top of the South Island.

### Quick facts:

- > Nelson is one of New Zealand's sunniest regions
- > Population: 93,000+, with 46,000 living in Nelson City
- > Nelson was established in 1841 and is New Zealand's second oldest city

### Economy

The regional economy is driven by growing, internationally significant industries. It comprises of food production and science (in aquaculture, seafood, horticulture and viticulture), transport and construction (aviation, engineering and maritime), tourism, along with a long established creative arts community and IT, retail and service sectors.

### Environment

The Nelson region is full of wide open spaces, with three national parks nearby – from the sandy beaches of Abel Tasman, to the bush hikes of Kahurangi and the alpine landscape of Nelson Lakes. As one of the world's top kayaking destinations, there's plenty of coastline to explore at weekends. In winter, Rainbow Ski Area has a range of runs, and the Buller River further south offers year round white water rafting.



Nelson campus – NMIT's main campus is located in Nelson's vibrant city centre. The city is renowned for its festivals, markets, and lifestyle. More than 3,000 students are at the Nelson campus. Find out more information at NMIT's website by searching 'Nelson Campus'.

- > Nelson Campus Tour Video. Find NMITNZ on YouTube NZ and search 'campus tour'.
- > Search 'Campus Map' on the NMIT website for a specific map of the Nelson Campus

#### More information

- > Nelson Economic Development Agency promotional video (external link)
- > Nelson City Council (external link)
- > Tasman District Council (external link)
- > Nelson Tasman Tourism (external link)
- > Nelson Weather (external link)
- > Regional Webcams



## Marlborough region

The Marlborough region on the eastern side of the top of the South Island embraces landscapes as diverse as the Marlborough Sounds; vineyard country famed for its award-winning Sauvignon Blanc; stunning high country and down the Pacific Coast to Kaikoura, home to whales, seals and dolphins.

The region's commercial hub is Blenheim, a town of 25,000 people which enjoys low unemployment and plenty of seasonal and part time work opportunities.

## Marlborough and Woodbourne Campuses

NMIT's Marlborough campus is located at the heart of the famous wine growing region and has thriving aviation, aquaculture and viticulture industries.

NMIT's Marlborough campus specialises in viticulture and programmes that support local industry. Search 'Marlborough campus' on the NMIT website for more information.

NMIT's Woodbourne Campus is situated on the Royal New Zealand Air Force Base (RNZAF), beside the main civilian airport and houses NMIT's Aircraft Maintenance and Engineering programmes. Search 'Aviation' on the NMIT website for more information.

- > Marlborough and Woodbourne Campus Tour Video. Find NMITNZ on YouTube NZ and search 'campus tour'.







## Auckland region:

New Zealand's largest, most diverse city and the main commercial hub, attracting people from all around the world.

### Multi-cultural quality Living

Auckland is the most multicultural city in New Zealand with almost two in five Aucklanders' born overseas. Surrounded by the ocean on all sides from the black sand surf beaches of Piha to the calm waters of the Hauraki Gulf. Auckland is popularly known as the 'City of Sails' with hundreds of sailboats dotting the harbour – more per capita than anywhere else in the world.

### Economic capital

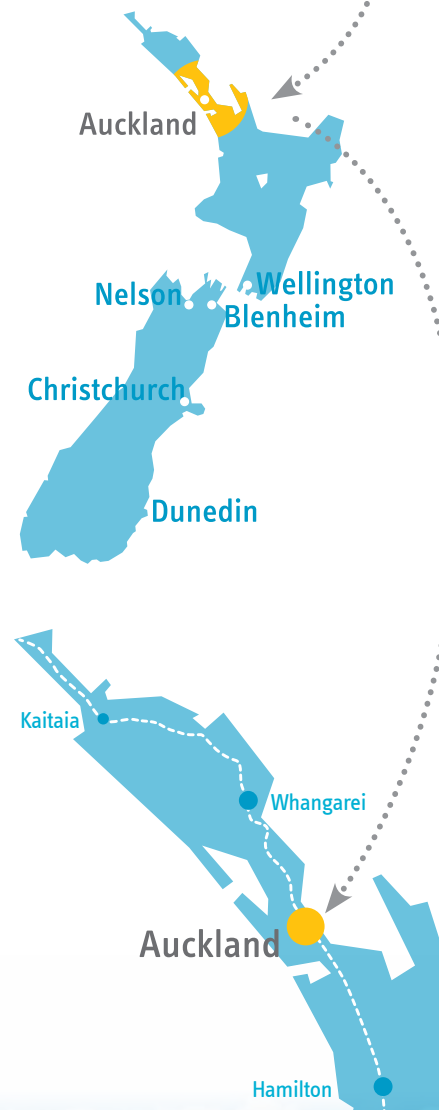
Auckland is the economic capital of New Zealand. 1.5 million people, a third of New Zealanders, live here. With Auckland providing 35% of the national GDP, there are plentiful employment and educational opportunities. Auckland also has New Zealand's largest international airport.

NMIT's Global Campus– NMIT's Global Campus in Auckland is NMIT's newest campus, designed to specifically meet the unique needs of international students. This stand-alone modern campus is spacious and provides a world-class learning environment. The central location means quick and easy access to the cafes, bars, shopping and services of Auckland city. Find out more information on our website by searching 'Global Campus'.

- > Global Campus Auckland Campus Tour video. Find NMITNZ on YouTube NZ and search 'campus tour'.



We are here







# Māori culture

Aotearoa is the Māori name for the country of New Zealand. The literal translation of Aotearoa is “land of the long white cloud”.

Māori are the tangata whenua, the indigenous people of New Zealand. They came here more than

1,000 years ago from their mythical Polynesian homeland of Hawaiki. Today, Maori make up about

14 percent of New Zealand’s population and their history, language and traditions are central to New Zealand’s identity.

## Māori culture at NMIT

At NMIT, also known as Te Whare Wānanga o Te Taihū o Te Waka a Maui we recognise the importance of the culture to Māori and Iwi as a living and dynamic culture and utilise many of the cultural tikanga (customs) in every day activities. Pōwhiri (ceremonial welcomes) waiata (Māori songs) and karakia (Māori prayers) are a common occurrence at NMIT.



# Invoicing

## Commission payments

For commission payment on tuition fees, agents are requested to submit an invoice after students have fully paid for an enrolled programme. Please note that commissions don't apply to insurance premiums, student services levy, course related or administration costs.

You will be paid commission for fee payments received for the first and second years of students on multi-year programmes on receipt of a valid invoice. Note, commission isn't payable for students enrolled for the third year.

In exceptional circumstances, where student/s have an approved instalment option and have been authorised by NMIT to pay by instalments, agents will be paid for the first instalment once the student has paid their fees and then, likewise, be paid for subsequent instalments after submitting a valid invoice.

No commission is payable if the student has already submitted an application form independently of the agent to NMIT or if the student does not confirm on the international student application form that the agent represents the student. As an Agent you are liable for any bank fees on commission paid.

Prospective international students who gain New Zealand permanent residency after enrolling and establishing a study contract with NMIT are not eligible for a refund for that study contract. If New Zealand permanent residency is gained, fees and charges applicable to domestic students will apply for any further study. No commission is payable for domestic tuition fees.

Invoices can be emailed to [internationalagents@nmit.ac.nz](mailto:internationalagents@nmit.ac.nz) once the student has started their programme.

All invoices submitted should follow the valid invoice template for non GST registered and GST registered businesses:

Sample of valid invoice - for businesses who are **not** GST registered in New Zealand

- > Company Logo
- > Company Name
- > Company Address
- > Company Email Address
- > Company Website Address

### Invoice

Today's Date  
Invoice Reference Number

#### To:

Nelson Marlborough Institute of Technology  
322 Hardy Street  
Nelson 7010  
New Zealand  
Email: [internationalagents@nmit.ac.nz](mailto:internationalagents@nmit.ac.nz)

Please deposit into:

- > Bank name
- > Bank address
- > Exact account name
- > Account number
- > SWIFT code
- > IBAN code (if applicable)

NMIT ID No	Student Name	Programme Name and Duration	Start Date	Programme Fee (including GST)	Programme Fee (excluding GST)	Commission Rate	Commission Amount (based on programme fee excluding GST)
						<b>Total</b>	

Sample of valid invoice - for businesses who **are** GST registered in New Zealand

- > Company Logo
- > Company Name
- > Company Address
- > Company Email Address
- > Company Website Address

### Tax Invoice

GST number: 000000000  
Today's Date  
Invoice Reference Number

#### To:

Nelson Marlborough Institute of Technology  
322 Hardy Street  
Nelson 7010  
New Zealand  
Email: [internationalagents@nmit.ac.nz](mailto:internationalagents@nmit.ac.nz)

Please deposit into:

- > Bank name
- > Bank address
- > Exact account name
- > Account number
- > SWIFT code
- > IBAN code (if applicable)

NMIT ID No	Student Name	Programme Name and Duration	Start Date	Programme Fee (including GST)	Commission Rate	Commission Amount (based on programme fee excluding GST)
					<b>Total</b>	





# Useful web addresses

We recommend that you use the NMIT website as much as you can as all information is regularly updated. Other useful and recommended websites are also listed for your information:

> NMIT	<a href="http://nmit.ac.nz">nmit.ac.nz</a>
> NMIT FAQs	<a href="http://support.nmit.ac.nz">support.nmit.ac.nz</a>
> Nelson-Tasman Tourism	<a href="http://nelsonnz.com">nelsonnz.com</a>
> Marlborough Tourism	<a href="http://marlboroughnz.com">marlboroughnz.com</a>
> Education New Zealand	<a href="http://newzealandeducated.com">newzealandeducated.com</a>
> Immigration New Zealand	<a href="http://immigration.govt.nz">immigration.govt.nz</a>
> New Zealand Tourism	<a href="http://purenz.com">purenz.com</a>
> New Zealand Ministry of Education	<a href="http://minedu.govt.nz">minedu.govt.nz</a>
> Auckland Tourism	<a href="http://Aucklandnz.com">Aucklandnz.com</a>

**nmit.ac.nz**

**international@nmit.ac.nz**

**+64 3 546 9175**



Nelson Marlborough Institute of Technology  
Te Whare Wānanga o Te Tau Ihu o Te Waka a Maui

