

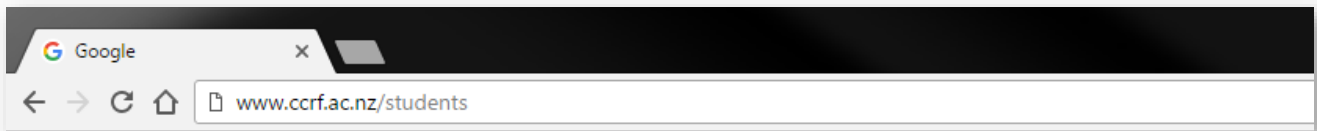
# NZCCRF

## Student Guide

Institutions across New Zealand require a reference from your school if you are applying to tertiary accommodation. NZCCRF was established in 2014 to help schools and students efficiently provide information to help Universities and Polytechnics with the selection and placement in accommodation.

### Requesting your reference

To request a reference from your school please visit the Student Registration here: [www.ccrf.ac.nz/students](http://www.ccrf.ac.nz/students)



You will need to complete all of the personal details and then select your region and school.

**This form is for New Zealand schools only. If your school was outside of New Zealand please contact the institution you are applying to**

#### MY DETAILS

Please fill in all fields in this section:

Enter your NSN number or Candidate Code	123456789
Date you were born	Day 23 Month Feb Year 1989
Family name / last name	Simpson
Given name(s) / first name(s)	Bart
What is your gender?	<input checked="" type="radio"/> Male <input type="radio"/> Female
The city / region your school is in	Wellington
School	Springfield Elementary

If you cannot locate your school from the drop down please email [mail@ccrf.ac.nz](mailto:mail@ccrf.ac.nz).

*Note: NZCCRF is only for secondary schools in New Zealand. If you attended a school outside of New Zealand, you may not require a reference. Please check with the institution you are applying to directly.*

## Requesting your reference (Continued)

You will then need to select the Year you are will be staying in tertiary accommodation.

Then select Institutions (Universities or Polytechnics) you are applying to and would like the reference sent to.

### MY APPLICATION

You can add the following details at any point up to the application deadline:

What year do you plan to start university?

2017

Through which institution will you be applying for accommodation?

- Massey University - Albany (Auckland)
- The University of Auckland
- The University of Waikato
- Massey University - Manawatu (Palmerston North)
- Massey University - Wellington
- Victoria University of Wellington
- 222 Willis (WelTec)
- University of Canterbury
- Lincoln University
- The University of Otago
- Otago Polytechnic

Your reference will not be submitted without any institutions selected. Please contact your school or complete the student form again to edit your institutions at a later date. If your institution is not listed here, please contact their accommodation office for their form. If you have any other enquiries please email [mail@ccrf.ac.nz](mailto:mail@ccrf.ac.nz)

Read the disclaimer and click Submit.

### DISCLAIMER

This reference is being requested on the understanding that it will remain confidential to those concerned with considering applications for the type of accommodation specified by the applicant and those who may subsequently be entrusted with the applicant's pastoral care, and will not be used for any other purpose.

*The Official Information Act 1982 and the Privacy Act 1993 provide protections for evaluative material and the University will decline to release or allow access to such material when requested by other parties to the full extent authorised by those provisions.*

SUBMIT

An email will now send to your school advising to complete the reference details.

### THANK YOU FOR YOUR APPLICATION

Your data has been added

We have sent your application details to your school.

**Note:** Your reference will not be sent to any institutions until your school has completed their part of the form and submitted.

## Changing your selected Institutions

You can update your institutions at any time. Visit the student form again and complete the fields in My Details. The form should preload with your previous details.

### MY DETAILS

**Please fill in all fields in this section:**

Enter your NSN number or Candidate Code

Date you were born Day  Month  Year

Family name / last name

Given name(s) / first name(s)

What is your gender?  Male  Female

The city / region your school is in

School

After selecting the year, it will also load your current institutions. Select the additional institutions and click Submit.

### MY APPLICATION

**You can add the following details at any point up to the application deadline:**

What year do you plan to start university?

Through which institution will you be applying for accommodation?

- Massey University - Albany (Auckland)
- The University of Auckland
- The University of Waikato
- Massey University - Manawatu (Palmerston North)
- Massey University - Wellington
- Victoria University of Wellington
- 222 Willis (WelTec)
- University of Canterbury
- Lincoln University
- The University of Otago
- Otago Polytechnic

## Changing your selected Institutions (Continued)

---

### If your school has not yet completed your reference

An email will be sent to your school saying that your reference has been updated. When they submit your reference, it will be sent to your updated institutions.

THANK YOU FOR YOUR APPLICATION

Your data has been updated

We have sent your application details to your school.

### If your school has already submitted the reference

The reference will automatically be submitted to your newly selected Institutions.

THANK YOU FOR YOUR APPLICATION

Your reference has already been completed by your school so it has been submitted to your newly selected institutions.

## Deadlines for references

---

You can complete the Student Registration at any time however; we strongly recommend you have your reference completed by your school before **15 September**.

## Checking if your reference has been received

---

Due to the high volume of references each Institution receives, it may take a few days to attach your reference to your application.

Some Institutions have an *Application Status* page at the end of their online application to show if your reference has been received.

Otherwise, check with the institution directly if they have received your reference.

- + Lincoln University: [accomm@lincoln.ac.nz](mailto:accomm@lincoln.ac.nz)
- + Massey University: Albany (Auckland): [accommodation.albany@massey.ac.nz](mailto:accommodation.albany@massey.ac.nz)
- + Massey University - Manawatū: [accommodation.manawatu@massey.ac.nz](mailto:accommodation.manawatu@massey.ac.nz)
- + Massey University – Wellington: [accommodation.wellington@massey.ac.nz](mailto:accommodation.wellington@massey.ac.nz)
- + Otago Polytechnic: [ccrfop.accommodation@otago.ac.nz](mailto:ccrfop.accommodation@otago.ac.nz)
- + The University of Auckland : [accom@auckland.ac.nz](mailto:accom@auckland.ac.nz)
- + The University of Waikato: [accom@waikato.ac.nz](mailto:accom@waikato.ac.nz)
- + University of Canterbury: [accommodation@canterbury.ac.nz](mailto:accommodation@canterbury.ac.nz)
- + The University of Otago: [accommodation@otago.ac.nz](mailto:accommodation@otago.ac.nz)
- + Victoria University of Wellington: [accommodation@vuw.ac.nz](mailto:accommodation@vuw.ac.nz)
- + 222 Willis (WelTec): [accommodation@222willis.co.nz](mailto:accommodation@222willis.co.nz)