

## Student Services

### Student Instructions for Communication on how to submit documents

NZIoS is committed to provide quality services and pastoral care for its students. Please find the guide below on how to submit documents.

#### Submitting documents

1. Students have two different options on how to submit their documents
  - Documents can be submitted at the reception by providing the document as well as the student name or ID number to the receptionist
  - Documents can also be submitted by sending an E-Mail to [studentservices@nzios.ac.nz](mailto:studentservices@nzios.ac.nz)
2. If students choose to submit their documents via E-Mail:
  - The subject line should say 'Document submission'
  - The E-Mail itself should include the student ID number and the student's name, as well as the programme or reference for which the document is submitted.  
For example: '104444, Alex GUO, I am submitting my new visa to study in the next intake of NZDB'
  - Students will receive a response regarding document submission within two working days

NZIoS student services shall respond within two working days. Please write again after two days if you do not hear back from NZIoS student services within two working days.