

## Student Services

### Student Instructions to apply for Term/Progress Report

The procedure of requesting Term/Progress Report is as follows:

#### Term report (NCEA students)

**\$5 for extra copy and \$50 for urgent document request (Approximately 3hours)**

**\*Please consult with us first for urgent document request**

1. If student wants to apply for term report, student needs to send an e-mail at [studentservices@nzios.ac.nz](mailto:studentservices@nzios.ac.nz) including below information.  
ID, Name, Programme Name (UE, UEP, NCEA, Pre-term), cohort (2016-01, 2016-02, 2016-03, 2016-04, 2017-01, 2017FT, 2017-02) and phone number.
2. In the subject line of the email, write 'NCEA Term Report'.
3. Student must write email from the student's NZIoS email address or from the personal email address provided to NZIoS in the admission application or 'Contact Details Form'.
4. It takes 3 working days once your request is received successfully.
5. The fee needs to be paid in advance.

#### Progress report (ESOL students)

**\$5 for extra copy and \$50 for urgent document request (Approximately 3hours)**

**\*Please consult with us first for urgent document request**

1. If student wants to apply for progress report, student needs to send an e-mail at [studentservices@nzios.ac.nz](mailto:studentservices@nzios.ac.nz) including below information.  
ID, Name, Class Name (Pre-intermediate, Intermediate, Upper-intermediate and Evening IELTS, and phone number.
2. In the subject line of the email, write 'ESOL Progress Report'.
3. Student must write email from the student's NZIoS email address or from the personal email address provided to NZIoS in the admission application or 'Contact Details Form'.
4. It takes 3 working days once your request is received successfully.
5. The fee needs to be paid in advance.

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.