

## Student Services

### Student Instructions to apply for Attendance record

The procedure of requesting Attendance record is as follows:

#### Attendance record

**\$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 attendance record, student needs to send an e-mail at [studentservices@nzios.ac.nz](mailto:studentservices@nzios.ac.nz) including below information.  
ID, Name, Programme Name (ESOL/NCEA/Leadership and Management L5, L6/NZIM Level 5/NZDB Level 6/ DBM Level7) and phone number.
2. In the subject line of the email, write 'Attendance'.
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.