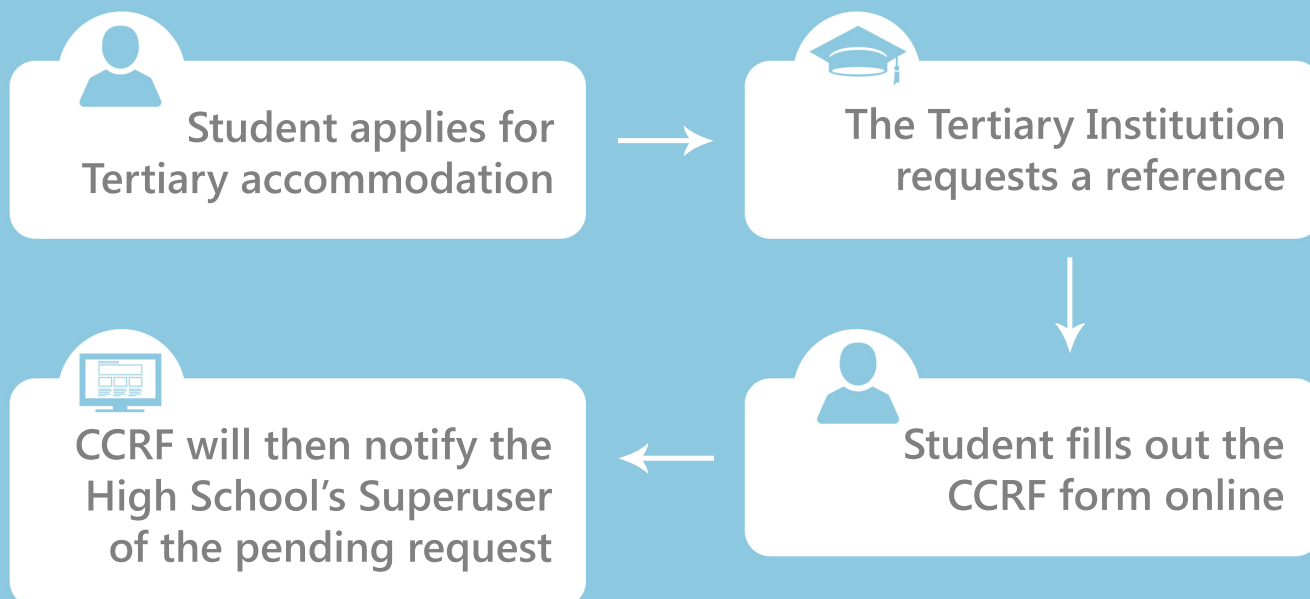
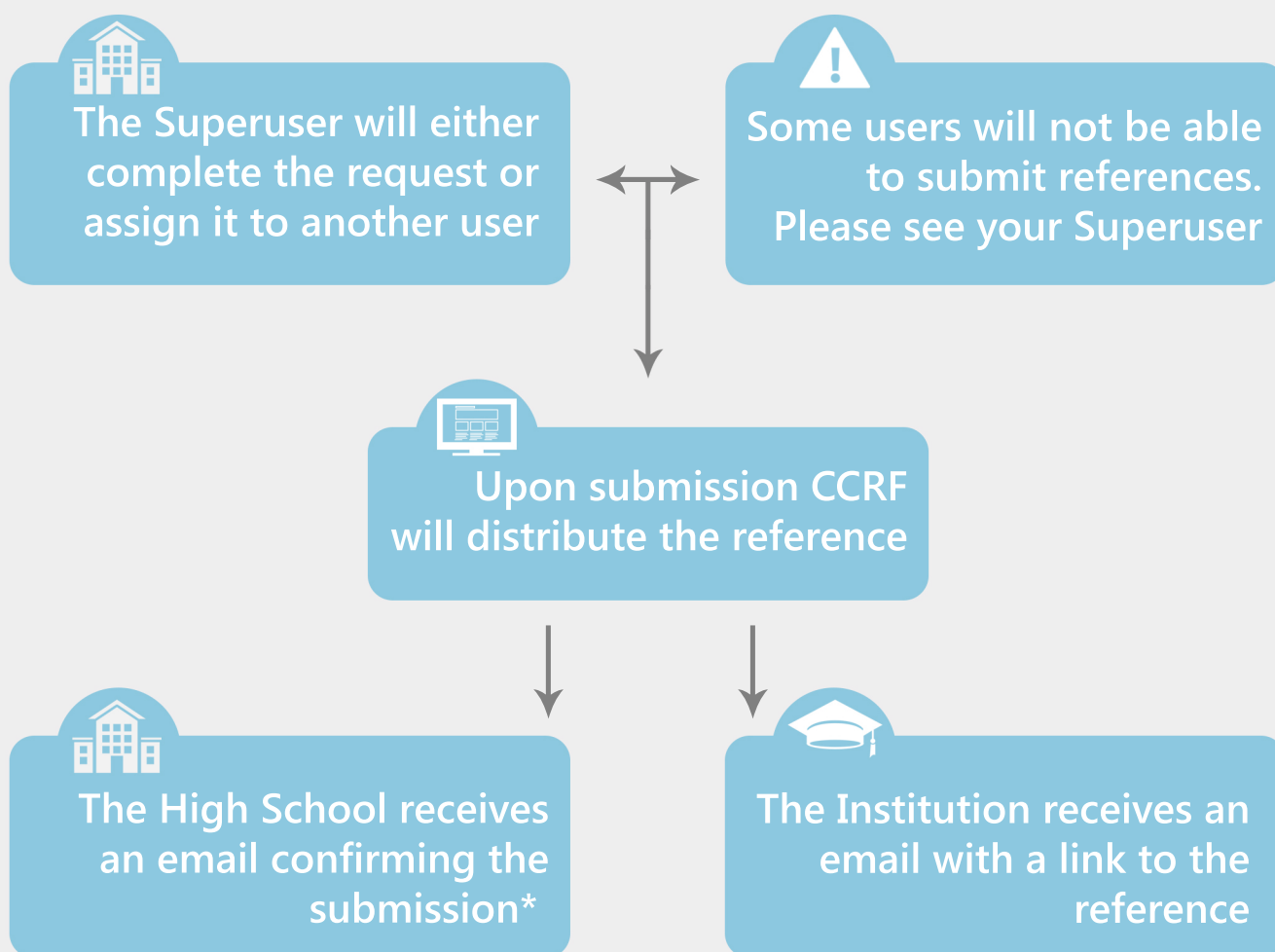


NZCCRF PROCESS OUTLINE

STUDENT PROCESS



SCHOOL / INSTITUTION PROCESS



**The confirmation email will be sent to the High School user that submitted the reference.*

NZCCRF Process Outline



Upon applying for accommodation with one or more tertiary institutions the student will be asked to provide a reference. Below is a screenshot from the last page of Victoria University of Wellington's online accommodation application.

Common Confidential Reference

Do you require a reference? Yes

Have we received your reference? No

If you are required to provide a Common Confidential Reference, your application will not be sent to the halls until it has been received.

To request a reference from your teacher please fill out the form at <http://ccrf.ac.nz/students/>



Please Note: *Not all students will be asked for a reference and that the application for university accommodation differs from an application to study at university and this reference is solely about the student's suitability to be a resident.*



The student will be directed to our online form ([see next page for a copy](#)). The student will need to fill this out by providing NSN/ Candidate Code or IB code details and personal details. They will also need to indicate the year they are planning to attend University and tick the institutions they will be applying to (this also dictates which institutions the reference is distributed to.)



Upon submitting the completed online form NZCCRF will send the school's Superuser a notification of the pending reference



At this point the system relies on the Teacher / Principal / Careers Advisor logging into NZCCRF in a timely manner and completing the reference. Once the reference has been submitted the Tertiary Institutions that were ticked (Section C) the user will receive an email notifying them of the completed reference.



This email contains a link to the reference in PDF form. In most cases the Tertiary Institute will print off the PDF at the time and will attach it to the student's application.



The application and reference will be sent out to the accommodation providers for consideration.

We feel it is important that you understand the full process as it may help you in writing the references and what to do / who to contact when things need addressing. If you need to change anything on a reference we always recommend getting in contact with the Tertiary Institutes that it was submitted to.