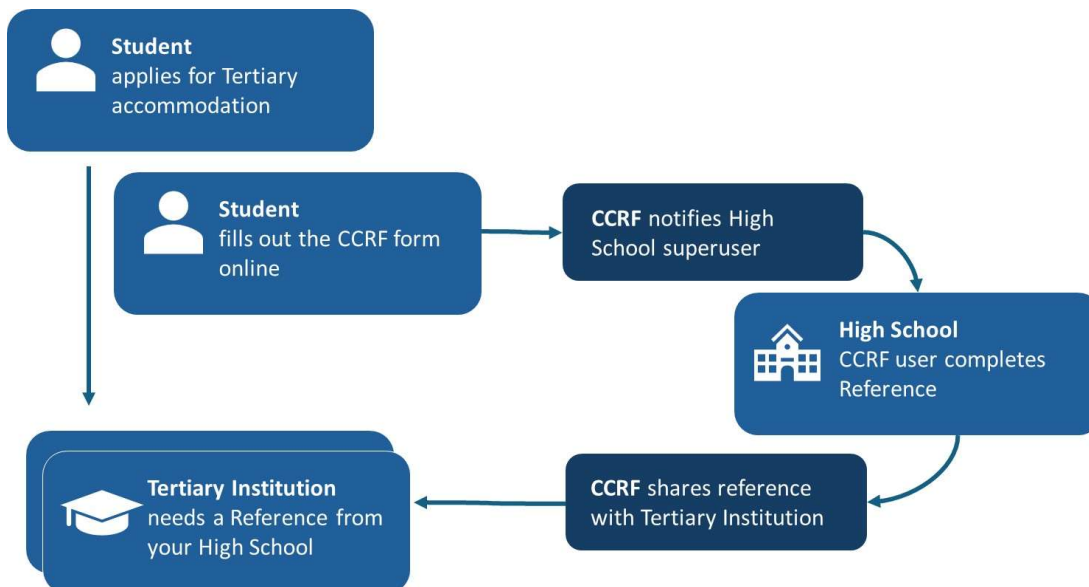


NZCCRF

Student Guide

When you apply for tertiary accommodation, any institution(s) where you want to stay in the **South Island** will require a **reference** from your school.

NZCCRF helps you and your school to efficiently provide the information Universities and Polytechnics need for student selection and placement in accommodation. Here's how it works:



How to request your reference

To request a reference from your school, first fill in the form at ccrf.ac.nz/students to register your accommodation preferences. Guidance for filling in the form follows below.

Note: The NZCCRF service is only for students from secondary schools in New Zealand.

If you attended secondary school outside of New Zealand, you may not require a reference. Please contact the institution where you are applying for accommodation directly to ask for details.

My details

- Please make sure you enter your National Student Number (NSN) **correctly**. Your NSN is used to link your reference to your applications for study and accommodation. If it's wrong, it won't link.
- If you cannot locate your school in the drop-down list, please email mail@ccrf.ac.nz.

My application

Select the year you will be staying in tertiary accommodation. Then tick the box for each institution (university or polytechnic) where you are applying for accommodation and would like your reference sent.

- Until the application deadline, if you want to add an institution just come back and complete this form again.
- If you have any other enquiries, please send them to mail@ccrf.ac.nz.

Disclaimer

Please read the disclaimer and then click Submit.

What happens next?

NZCCRF will send an email to your school which asks them to complete the details of your reference.

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

How to add another institution later on

You can add another institution to your accommodation preferences list any time, just visit ccrf.ac.nz/students.

After re-entering your **NSN** and **date of birth**, the form should preload with the details you put in before.

Make any changes you want to My Details and select the **year** you will be staying in tertiary accommodation again. When you select the year, your current list of institutions will load. Make the changes you want and click Submit.

If your school has not yet completed your reference

NZCCRF will send an email to your school to advise that your reference has been updated. When your school submits your reference, it will be available to your updated list of institutions.

If your school has already submitted your reference

Added institutions will be able to see your reference.

Reference deadline

You can register your accommodation preferences at any time. However, we strongly recommend you make sure your school completes your reference **before 15 September**.

How to check if your reference has arrived

Each institution receives many reference requests. For this reason, a few days may pass before your reference is attached to your application.

Some institutions have an *Application Status* page at the end of their online application which shows whether your reference has been received.

If an institution doesn't have a page like this, check with the institution directly to see if they have received your reference. Here are contact emails:

- The University of Otago: accommodation@otago.ac.nz
- University of Canterbury: accommodation@canterbury.ac.nz
- Lincoln University: accomm@lincoln.ac.nz
- Otago Polytechnic (Salmond College): accommodation@otago.ac.nz
- Otago Polytechnic (Student Village): accommodation@op.ac.nz
- Ara Institute of Canterbury info@ara.ac.nz