

First-time Student Visa application checklist

OCTOBER 2019

This checklist provides information on what evidence you should provide in support of your first Student Visa application.

How to apply

- › Apply for your Student Visa online: www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa.
- › If you cannot apply online, see the Immigration New Zealand (INZ) website for the paper Student Visa Application Form (INZ 1012) and information on how to submit your paper application.

Important to note:

- › This checklist is for people who have not previously been granted a Student Visa (first-time Student Visa applicants) and is designed to support you in applying for your first Student Visa by detailing what information and evidence INZ needs to assess your application.
- › This checklist is not exhaustive and INZ may request additional information from you during the assessment process.
- › You must provide a certified translation for all police certificates and medical certificates not written in English. To avoid delays and ensure your application is processed as quickly as possible, we also strongly recommend that you provide English translations of the key supporting documents detailed in this checklist (and a copy of the original untranslated documents). See the INZ website for more information: www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa/tools-and-information/general-information/translating-supporting-documents-into-english
- › Do not finalise your travel plans until you have been granted a visa.
- › Also refer to the [Student Visa Guide \(INZ 1013\)](#) for help preparing your application.

Information you must provide with your Student Visa application

The following list includes the information/evidence you must provide to INZ when applying for a Student Visa. See the INZ website for more information on each of these requirements:

www.immigration.govt.nz/new-zealand-visas/options/study/explore-student-visas



You must provide the following with your Student Visa application:



1. Student Visa application fee and applicable levies.



2. Completed Student Visa application.



3. Acceptable offer of place from a New Zealand education provider.



4. Copy of the identity page(s) of your current passport.



5. If you are in New Zealand when you apply for your Student Visa, provide evidence you have **paid your tuition fees**, e.g. a tuition fee receipt.

If you are outside New Zealand when you apply, you can choose to pay your tuition fees after your visa application has been approved in principle (AIP). If you are intending to use the AIP process then you need to provide evidence that you have the money available to pay your tuition fees. After the visa has been approved in principle you pay your tuition fees and provide INZ with the receipt.



6. Evidence that you have **funds available to live on** while you are in New Zealand and where these funds have come from. These funds must be genuinely available for you to use to pay your living expenses while you are in New Zealand and be from a genuine and verifiable source.

If you are studying for 36 weeks or more, you must provide evidence that you have at least NZ\$15,000 (minus any prepaid living expenses¹) per year available to live on while you are studying in New Zealand. If you are studying for fewer than 36 weeks in total, you must provide evidence that you have at least NZ\$1,250 (minus any prepaid living expenses) per month of study available to live on while you are in New Zealand.

Funds may include (but are not limited to):

- › Funds held by you or on your behalf.
- › A notice of the award of a full scholarship.
- › A **Financial Undertaking for a Student (INZ 1014)** form completed by an acceptable financial guarantor.
- › A **Sponsorship Form for Temporary Entry (INZ 1025)** completed by an acceptable sponsor.

See the 'Supporting information' section of this form for more information on funds.



7. Evidence of outward travel. This can be in the form of a fully paid outward travel ticket or evidence of sufficient funds to pay for an **outward travel** ticket (including funds held by an acceptable financial guarantor or sponsor).

Depending on how long you plan to stay in New Zealand and the countries you have spent time in, you may also need to provide:



8. **Chest X-ray certificate and/or medical certificate** to show you are in good health. Check the INZ website to see if you need to provide a chest X-ray certificate or a medical certificate: www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa/tools-and-information/medical-info/when-you-need-an-x-ray-or-medical-examination



9. **Police certificate** to show you are of good character. Check the INZ website to see if you need to provide a police certificate: www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa/tools-and-information/character-and-identity/when-you-need-a-police-certificate

¹ Prepaid living expenses are, for example, evidence you have paid for a school homestay.



If you are applying for a Pathway Student Visa², you must also provide:

- 10. **Pathway Student Visa offer(s) of place** from each Pathway education provider included in your study.
- 11. If your study includes more than one Pathway education provider, a joint Pathway Student Visa cover letter from the Pathway education providers that sets out your planned study.

Supporting information

Provide additional information and evidence to support your Student Visa application. This will help INZ to decide your application and will help to show you are a genuine applicant, are not likely to stay in New Zealand unlawfully or breach the conditions of your visa, and that you will leave New Zealand if you are not able to get a further visa.

- 1. Provide a **cover letter or statement of purpose** that explains why you want to study in New Zealand and provides some information about yourself.

Your cover letter/statement of purpose should include:

- a. An outline of your study plans.
- b. An indication of what you want to do once you have finished your study.
- c. An explanation of why you chose this education provider and course.
- d. Details of what education/training you have completed in the past or are currently completing.
- e. If applicable, information about what you were doing during any gaps in your recent education or work history (i.e. any times when you have not been studying or working).
- f. Details of how you are funding your study including:
 - › A summary of the evidence of funds you are providing with your application and an explanation of where these funds have come from. You need to be able to show that these funds are genuinely available for you to use while you are in New Zealand.
 - › If you plan to study in New Zealand for longer than one year include a payment plan that explains how you will fund your future years of study and provide verifiable evidence to support this.
 - › If you are supported by a financial guarantor, explain how you are related to them and provide verifiable evidence to support this.
- g. If applicable, an explanation of any previous visa declines for any country (including New Zealand). Explain the reason(s) for the decline and, if your declined visa was not for New Zealand, provide a copy of the decline letter.

- 2. Provide a copy of each page of your current passport that has a **visa label, exit stamp, entry stamp, or cancellation stamp**. If you have previously travelled to another country but your current passport does not show any travel history, please provide this from your previous passport. If you do not have any visa labels or stamps in your passport because your travel has been recorded electronically, please provide a summary of your international travel history.

- 3. Provide evidence to support what you have told us in your application and cover letter/statement of purpose, such as the examples included in the following table. The evidence you provide should be able to be independently verified by INZ.

² You can only apply for a Pathway Student Visa if you are studying at approved Pathway education providers: www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa/tools-and-information/education-quals-study/pathway-education-providers



Information/evidence to support your application

Prior education/ training	Supporting evidence may include: › Qualification certificate. › Academic transcript. › Evidence of enrolment.
Work/ employment history	Supporting evidence may include: › Employment contract or letter from your employer that sets out job responsibilities. › Salary slips. › Salary deposits shown on bank statements. › Income tax returns.
Funds <i>Note that the funds to support your first year of study (or first course, if less than one year) must be readily available (e.g. cash in bank accounts that you are able to use to support yourself while you are in New Zealand)</i>	INZ must be able to verify the funds evidence you provide as genuine, and be confident that these funds will be available to you while you are in New Zealand. Supporting evidence may include: › Bank statements for the past 6 months. If the bank account has been opened recently or the statements show any large deposits, you need to explain where this money has come from and provide evidence to support this (e.g. provide evidence to show the transfer of money from one bank account to the other, evidence that you have sold one of your assets, etc.). › Copies of relevant bank deposit statements or certificates. › Statements/certificates showing fixed deposits at least 6 months old. › Education loan sanction letter from an acceptable financial institution. › Tax returns showing income and saving patterns. › Stock transaction reports. › Sale of property agreements. › Statements showing income generated from employment, supported by evidence of employment such as a letter from the employer that confirms the position held, the length of employment, and salary/wages. If self-employed, evidence of income can include recent business tax returns with income statement, recent bank statements showing daily business transactions, etc. › Income generated from assets (e.g. rental property). If recently acquired, provide evidence to show you own the asset(s), for example, evidence of tax payments on income earned. Please also see the country specific information in the next section.

Information/evidence to support your application

Financial guarantor's identity and relationship to you <i>(if applicable)</i>	Supporting evidence may include: › A copy of your financial guarantor's passport (identity page(s)), birth certificate, national identity document, marriage certificate, government issued relationship certificate, citizenship certificate, household book. Please also see the country specific information in the next section.
English language proficiency <i>(if applicable)</i>	If you needed to provide evidence to your education provider to show you met the English language requirements for enrolment in your intended course, please provide this same evidence with your Student Visa application. If the evidence you provided was a test result from the Pearson Test of English (PTE), please provide access so INZ can verify your result.

4. If you are from one of the countries listed below, please also note the country specific information/evidence noted below.

- › China
- › Hong Kong or Macau
- › India
- › Nepal
- › Pakistan
- › Republic of Korea
- › Sri Lanka
- › Vietnam

Country specific information/evidence:

To be read with the information in the previous table	China	Additional required documents: › Copy of Chinese identity card (for you and any financial guarantor). › Copy of household registration book (Hukou) (for you and any financial guarantor). › Copy of Relationship Certificate (Kinship) showing relationship between you and your financial guarantor. › If you are submitting a paper visa application (not applying online) and are aged 17 or above, you must complete the Supplementary Form for Chinese Visitors, Students and Workers (INZ 1027) and provide this with your paper application.
	Hong Kong or Macau	Additional required documents: › Copy of Hong Kong or Macau identity card (for you and any financial guarantor). › If you are submitting a paper visa application (not applying online) and are aged 17 or above, you must complete the Supplementary Form for Hong Kong and Macau Visitors, Students and Workers (INZ 1220) and provide this with your paper application.

Country specific information/evidence:

To be read with the information in the previous table

India

Evidence of funds:

- › Funds evidence will only be accepted if it is in your name or the name of your financial guarantor.
- › We may only accept financial guarantors if they are your immediate family member (spouse, parents, siblings, grandparents, or parents-in-law) and if you can prove your relationship to this person.
- › Please provide funds evidence that INZ will be able to verify as genuine. It is often difficult for INZ to satisfactorily verify certain funds evidence, including but not limited to: gold loans, KCC loans, chit funds, post-office held funds, volatility/mutual funds, bonds, property sales, and agricultural income. We recommend that you do not provide these as evidence of funds.
- › We may only accept education loans from nationalised or multi-national banks, with security against fixed assets that belong to you or your financial guarantor. Please provide a loan sanction letter mentioning the security, moratorium period, interest payable, repayment and details/a copy of the security offered for the loan, and provide evidence of how you will repay the loan.
- › We only accept public/employee provident fund accounts if supported by documents confirming employment such as an Income Tax Return, Form 16, salary statements, or employer reference letter.

Evidence of identity:

- › Acceptable evidence of identity includes Pan Card, Aadhar Card, or passport (identity page(s)).

If you have a financial guarantor, evidence of your relationship:

- › Acceptable evidence of relationship includes a copy of your financial guarantor's passport (identity page(s)), birth certificate, or Aadhar Card.
- › We do not accept Voter ID, Ration Card, academic documents or driving licenses as evidence of relationship.

Nepal

Evidence of funds:

- › Funds evidence will only be accepted if it is in your name or the name of your financial guarantor.
- › We may only accept financial guarantors if they are your immediate family member (spouse, parents, siblings, grandparents, or parents-in-law) and if you can prove your relationship to this person.
- › We may only accept education loans from nationalised or multi-national banks, with security against fixed assets that belong to you or your financial guarantor.



Country specific information/evidence:

To be read with the information in the previous table

Pakistan	Evidence of funds: › Funds evidence will only be accepted if it is in your name or the name of your financial guarantor. › We only accept financial guarantors if they are your immediate family member (spouse, parents, siblings, grandparents, or parents-in-law) and if you can prove your relationship to this person. › We will only accept education loans from nationalised or multi-national banks, with security against fixed assets that belong to you or your financial guarantor. › We only accept public/employee provident fund accounts if supported by documents confirming employment.
Republic of Korea	Additional required documents: › Relevant documents from your Family Census Register (Hou Jeok) including Certificate of Family Relation, Certificate of Identification, and Certificate of Marriage Relation.
Sri Lanka	Evidence of funds: › Funds evidence will only be accepted if it is in your name or the name of your financial guarantor. › We may only accept financial guarantors if they are your immediate family member (spouse, parents, siblings, grandparents, or parents-in-law) and if you can prove your relationship to this person. › We may only accept education loans from nationalised or multi-national banks, with security against fixed assets that belong to you or your financial guarantor.
Vietnam	Evidence of identity: › Copy of your all-page household book. Evidence of funds: › Funds evidence will only be accepted if it is in your name or the name of your financial guarantor. › We may only accept financial guarantors if they are your immediate family member (spouse, parents) and if you can prove your relationship to this person.

