

## **STUDENT VISA APPLICATION CHECKLIST**

### **A guide for applicants**

It is important that you provide all the relevant information requested below so we can accept and process your application promptly. If any of the following are not received, the application may not be accepted for assessment.

All documents not in English must be translated by a translation service. A translation service may **NOT** certify documents as original.

Application forms can be downloaded and other relevant information may be found on our website [www.immigration.govt.nz](http://www.immigration.govt.nz).

#### **1. APPLICATION FORM**

An "Application to Study in New Zealand" must be fully completed in English. Answer each question on the form and continue that question on a separate sheet if necessary.

#### **2. APPLICATION FEE**

The application fee is a processing fee and is NON-REFUNDABLE regardless of the outcome of your visa application.

See current fee list. The fee can be paid by bank draft made payable to "**New Zealand Immigration Service**".

**We do not accept cash or credit card payments.**

#### **3. PHOTO**

One recent passport sized photo (must be less than 6 months old).

#### **4. PASSPORT OR TRAVEL DOCUMENT**

Passports must be valid for 3 months beyond intended date of departure from New Zealand. We will accept the application with a certified copy of the bio-data page of the passport but we will require the actual passport before a visa is issued.

#### **5. OFFER OF PLACE**

An offer of place from an academic institution, which must include the course of study, fee payable and length of course. For students with conditional offer of place, evidence that these conditions have been met or an unconditional offer of place is required.

The New Zealand institution and course offered must be accredited by NZQA and the institution be a signatory to the NZ Ministry of Education Code of Practice. To check this see [www.nzqa.govt.nz](http://www.nzqa.govt.nz) and [www.moe.govt.nz](http://www.moe.govt.nz).

## 6. EVIDENCE OF FUNDS

**EITHER** Bank statements showing evidence of funds to support the student which must be a minimum of **NZ\$10,000.00** or equivalent per year of study.

**OR**

A completed "Financial Undertaking for a Student Form" (NZIS 1014) stamped by a bank showing that the person making the undertaking has a minimum of **NZ\$10,000.00** or equivalent per year of study.

## 7. GUARANTEE OF ACCOMMODATION

Evidence of a guarantee of accommodation.

## 8. ADDITIONAL SUPPORTING INFORMATION

- A letter from your parents' employer or from the employer of the person responsible for your financial support. This letter should include annual income (including bonus), length of employment and position held. Also, it must be on company letterhead, bearing the stamp of the company and the signature of the head of the company or the responsible person of the personnel department. If the person who supports you owns their business, company registration certificate showing proof of ownership and company bank statements must be submitted.
- Evidence of your educational and/or employment background such as qualifications, course transcripts, school reports and employment records.
- Children under the age of 16 years travelling alone or with only 1 parent must provide a written letter of consent from both parents with identification.

## 9. X-RAY FOR TUBERCULOSIS SCREENING

Applicants for temporary entry to New Zealand must have an acceptable standard of health

All applicants from a high incidence TB country (which includes the Philippines) **intending to be in New Zealand for more than 6 months** must undergo TB screening and provide a Chest X-ray certificate (NZIS1096) completed by an approved INZ Panel Doctor. Please check our website to find the Panel Doctor nearest to you. Pregnant women and children below the age of 11 years are not required to have a chest x-ray.

## 10. OTHER REQUIREMENTS

**FULL MEDICAL:** Applicants intending to spend more **than 12 months** in New Zealand are required to supply a full medical certificate (NZIS1007). Medical reports must be completed by an approved INZ Panel Doctor. Please check our website to find the Panel Doctor nearest to you.

**POLICE CLEARANCES:** Applicants over 17 years intending to remain in New Zealand for **more than 24 months** are required to supply a police clearance certificate from their country of residence and any country the applicant has been in for five years or more since turning 17.

## 11. LODGING YOUR APPLICATION

### a) Manila Call Center and VIA Center

You can request your application to be collected by courier from anywhere in the Philippines by calling **(2) 845-9222**. You will be charged a return courier fee to collect the passport and have it returned to you after processing.

Applications can be lodged in person at the **VIA Center in Makati**. Address below:

Unit 901, 9/F One Corporate Plaza  
845 Antonio Arnaiz Ave (Pasay Rd), Makati City

#### Office hours:

Monday to Friday 8:30am to 5pm (cut-off time at 3pm)

Saturday 8:30am to 12 noon.

You will need to pay a one way courier fee to have your passport returned. The courier fees are outlined below:

	Lodgments thru the Call Center		Direct Lodgments thru the VIA Center
	Roundtrip Rates (includes pickup & return)	One Way Rates (pickup of additional documents)	One Way Rates (applies to return of processed passports)
Individual	PHP 350	PHP 175	PHP 200
Family/Group*	PHP 500	PHP 250	PHP 300

\* applies when there is more than 1 passport associated with the application being returned to the same address

**NOTE:** Please prepare separate payment for courier/postage fee in the form of either cash or cheque payable to PIASI for those applications with Direct Lodgements thru the VIA Centre.

### b) VIA Center Cebu

The Visa Information and Application Centre (VIAC) is now open in Cebu. The centre will cater to applicants in Cebu and the Visayas. Applicants can conveniently walk-in and personally obtain current information and advice about applying for a visa to New Zealand.

#### The address of the VIAC in Cebu is:

Unit 1004-B, 10th Floor Keppel Center  
Samar Loop cor. Cardinal Rosales Ave.  
Cebu Business Park, Cebu City

#### Office hours:

Monday to Friday 8:30am to 5:30pm (cut-off time at 3pm)

Saturday 8:00am to 12 noon.

Handling fees: (inclusive of administrative cost and one-way courier service)

Visa lodgement service

- Php 250.00 per applicant
- Php 350.00 (maximum of five applicants)

Additional documents (after lodgement complete)

- Php 50.00 per applicant

### **c) LODGING APPLICATIONS FROM NEW ZEALAND**

You can courier applications directly to the VIA Center at the address on the header. You need to indicate how and where you want the documents returned, either to the applicant in the Philippines or to the representative in New Zealand. If we return the documents to the applicant in the Philippines, the applicant needs to pay the **One Way Rates** as above. The applicant can pay collect. If you would like us to return the documents back to New Zealand, please provide a prepaid courier fee.

We note that it is possible to get a bank cheque in New Zealand issued in Philippine Pesos.

### **12. PROCESSING TIME**

We will advise you of the processing time for your application within 10 working days. We may take up to 2 months to process your application in certain circumstances such as your medical certificate needing referral to New Zealand or depending on the level of verification required.

#### **NOTE:**

*Please note that a New Zealand qualification alone will not guarantee you residence.*

*If residence is your eventual aim, we recommend you read what current residence requirements are. However, we also advise that residence requirements do change from time to time and there is no guarantee that the residence requirements in place when you apply for a student visa will be the same if you decide to make a residence application at a later point in time. Therefore, you need to get updated information before making any residence application.*

*You can access information on New Zealand's residence streams at [www.immigration.govt.nz](http://www.immigration.govt.nz).*

**SUPPLEMENTARY QUESTIONNAIRE TO ACCOMPANY  
APPLICATION FOR TEMPORARY VISA**

Please complete the following questionnaire in addition to your application form. Provide as much information as possible to ensure that the correct decision is made on your application.

PRINT FULL NAME: \_\_\_\_\_

Email Address: \_\_\_\_\_

1 (a) If you have been issued visas within the last two years to any of the countries listed below, please indicate by ticking appropriate boxes.

NEW ZEALAND

AUSTRALIA

UNITED KINGDOM

UNITED STATES OF AMERICA

CANADA

1 (b) Other countries visited:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2 What level of education did you complete? \_\_\_\_\_

Year of graduation

Name of Course & Institution

\_\_\_\_\_  
\_\_\_\_\_

3 Are you currently employed? YES  NO

If yes, provide evidence of employment and/or leave certificate.

NAME OF EMPLOYER: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

POSITION: \_\_\_\_\_

LENGTH OF SERVICE: \_\_\_\_\_

MONTHLY SALARY: \_\_\_\_\_

Are you self employed? YES  NO

If yes, provide documentary evidence to support claims, e.g. Tax Certificates, Business Registration documents, etc.

Are you a student? YES  NO

If yes, provide documentary evidence to support claim.

Are you unemployed? YES  NO

If yes, when where you last employed? \_\_\_\_\_

Name of employer \_\_\_\_\_

What kind of work did you do? \_\_\_\_\_

4 Who is paying for your airfare? \_\_\_\_\_

5 Address where staying in New Zealand \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6 List major assets/bank accounts owned by you or your spouse; provide evidence.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7 Give reason/s why you are visiting New Zealand.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8 Please provide us with FULL list of ALL your family members (parents, brothers, sisters, spouse and children including deceased or adopted members)

NAME	DATE OF BIRTH	RELATIONSHIP TO YOU	COUNTRY OF BIRTH	NATIONALITY	COUNTRY OF RESIDENCE

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_