

# INZ MANILA STUDENT VISA APPLICATION CHECKLIST

If you are applying to study in New Zealand this checklist can be used together with the checklist on the application form (INZ1012).

Immigration New Zealand reserves the right to request additional information in the course of assessing an application and to retain information and documents on file.

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, or approved. If you provide false or misleading information your application may be declined.

For more information about Student Visas, you can review the Frequently Asked Questions document found on the INZ Manila website.

FORMS	CHECK LIST
Application Form  <a href="http://www.immigration.govt.nz/NR/ronlyres/1939D919-202D-4388-83C3-C934016C3BB9/0/INZ1012.pdf">http://www.immigration.govt.nz/NR/ronlyres/1939D919-202D-4388-83C3-C934016C3BB9/0/INZ1012.pdf</a>	
Two recent passport sized photos (must be less than 6 months old)	

FEES - The fee must be paid by managers cheque made payable to " <b>New Zealand Immigration Service</b> ". We do not accept cash, personal cheque or credit card.	CHECK LIST
For Filipino citizens / residents: Php 8,550	
For other nationalities please refer to <a href="#">Office and fees calculator</a> .	

SUPPORTING DOCUMENTS (ORIGINAL AND PHOTOCOPY)	CHECK LIST
Original documents will be returned once the application has been finalized.	
<b>Offer of Place</b>  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, visit <a href="http://www.nzqa.govt.nz">www.nzqa.govt.nz</a> and <a href="http://www.moe.govt.nz">www.moe.govt.nz</a>	
<b>Proof of registration with the Professional Regulation Commission</b>  For those whose qualification or work history or course undertaking in New Zealand fall under SM19.5, see link:  <a href="http://www.immigration.govt.nz/opsmanual/index.htm">http://www.immigration.govt.nz/opsmanual/index.htm</a>	

## Financial documents

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. We recommend that suitable evidence be supplied to confirm the stability and history of funds, of the recent 6 month period prior to lodging your application.

If funds are from parents or immediate family members working overseas, please provide documented evidence to establish their work rights in the said country as well as evidence of their current employment.

Signed letter of authorization to allow INZ Manila to verify the bank statements and/or any other financial documents provided.

Bank statements establishing the student's ability to accommodate cost of tuition fee and maintenance. It is recommended that suitable evidence be supplied to confirm the stability and history of funds, of the recent 6 month period prior to lodging your application.

If funds are from parents or immediate family members working overseas, please provide documented evidence to establish their work rights in the said country as well as evidence of their current employment.

Signed letter of authorization to allow INZ Manila to verify the bank statements and/or any other financial documents provided.

### OR

b. An application lodged under the ANZ Funds Transfer Scheme (FTS) on trial. Conditions may apply – please review FTS information on the Manila webpage.

If an applicant is unable to present substantial and credible evidence that will demonstrate stability and history of funds, his/her application may be lodged under the ANZ Funds Transfer Scheme (FTS). For the conditions of this scheme, please review FTS information on the Manila webpage.

### OR

c. Financial Undertaking For a Student (If with guarantor)

A completed "Financial Undertaking for a Student Form" ([INZ 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. Please note that the person making the undertaking should also supply suitable evidence to confirm the stability and history of funds, of the recent 6 month period prior to lodging your application. Sponsors should be limited to direct family members.

<http://www.immigration.govt.nz/NR/rdonlyres/51B5DC1B-622B-4799-A91E-A3C23AB1CFE2/0/INZ1014November2010.pdf>

### OR

d. Sponsorship For Temporary Entry (If accommodation is provided by a New Zealand resident or citizen)

<p><a href="http://www.immigration.govt.nz/NR/rdonlyres/31F1BFFC-2BB2-442D-981A-30FB01F4C18E/0/INZ1025November2010.pdf">http://www.immigration.govt.nz/NR/rdonlyres/31F1BFFC-2BB2-442D-981A-30FB01F4C18E/0/INZ1025November2010.pdf</a></p> <p>Financial Undertaking For a Student (If guarantor covers the tuition fee and maintenance cost)</p> <p>A "Financial Undertaking for a Student Form" (INZ 1014), cover letter from the guarantor acknowledging his liability to pay the applicant's tuition fee, and suitable evidence of savings demonstrating his ability to accommodate the applicant's study costs. It is advised that documents establishing history and sources of funds be provided. Sponsors should be limited to direct family members.</p> <p><a href="http://www.immigration.govt.nz/NR/rdonlyres/51B5DC1B-622B-4799-A91E-A3C23AB1CFE2/0/INZ1014November2010.pdf">http://www.immigration.govt.nz/NR/rdonlyres/51B5DC1B-622B-4799-A91E-A3C23AB1CFE2/0/INZ1014November2010.pdf</a></p> <p>Sponsorship For Temporary Entry (If maintenance is provided by a New Zealand resident or citizen)</p>	
<p><b>Passport or other travel documents</b></p> <p>Passports must be valid for 6 months beyond intended date of departure from New Zealand (Provide photocopy of the Bio page only)</p>	
<p><b>Additional supporting documents</b></p> <ul style="list-style-type: none"> <li>• A cover letter outlining the basis for your study intent in NZ, which outlines the reasons how and why you have selected this course, and what this course would offer your professional and personal development. (Review the positive student profile on our webpage)</li> <li>• Evidence of your educational and/or employment background such as qualifications, course transcripts, school reports and employment records that would support the logical pathway for you to be seeking to undertake your current study pathway</li> <li>• Birth and marriage certificates (optional)</li> <li>• International English Language Assessment Test (IELTS) or equivalent, not more than 2 years from date of application lodgement</li> </ul> <p>For those undertaking English language courses</p> <p>For those whose qualification or work history or course undertaking in New Zealand fall under SM19.5, see link:</p> <p><a href="http://www.immigration.govt.nz/opsmanual/index.htm">http://www.immigration.govt.nz/opsmanual/index.htm</a></p>	

<b>CHARACTER REQUIREMENTS</b>	<b>CHECKLIST</b>
<p>If you are coming to New Zealand for <b>24 months or longer</b> you must provide a NBI Clearance from the Philippines or <a href="#">police certificates</a> from any country in which you have lived for five or more years (whether on one visit or intermittently) since attaining the age of 17 years.</p>	

See <a href="#">how to obtain a Police Certificate</a> for information on what to do.	
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MEDICAL REQUIREMENTS	CHECKLIST
<p>If you intend to be in New Zealand for <b>more than six months but less than one year</b>, you must provide a completed <a href="#">Temporary Entry X-ray Certificate (INZ 1096) PDF</a>.</p> <p>If you intend to be in New Zealand for <b>more than one year</b>, you must provide a completed <a href="#">Medical and X-ray Certificate</a>.</p>	

For instructions refer to: <http://www.immigration.govt.nz/opsmanual/index.htm>

## LODGING YOUR APPLICATION

### a) Manila Call Centre and Visa and Information Application (VIA) Centre

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 Centre 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 (*applications received after 3pm are held until the following day*)  
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 Centre Cebu

The VIA Centre is now open in Cebu. The centre will cater to applicants in Cebu and the Visayas. Applicants can walk in and personally obtain current information and advice about applying for a visa to New Zealand.

#### The address of the VIA Centre 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 (*applications received after 3pm are held until the following day*)

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 Manila VIA Centre only (not Cebu VIA Centre) 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. If you wish to pre-pay the Philippine domestic return courier costs, as outlined above, payment must be in a separate cheque addressed to PIASI.

Payment must be made in Philippine Peso, and in bank draft form only.