Moscow Branch
New Zealand Embassy
44 Ulitsa Povarskaya
Moscow
RUSSIA

Web address: www.immigration.govt.nz/moscow

Immigration New Zealand
TE RATONGA MANENE

INZ **reception** is open to the public **9.30 am–11.30 am,** Monday to Friday (except public holidays). INZ can be contacted for phone **inquires** between **9.30 am – 11.00 am**, and **4 pm to 5 pm**, Monday to Friday (except public holidays). Telephone**: (7 495) 956 2642** or Fax: **: (7 495) 232 0180**

STUDENT VISA CHECKLIST

You can bring your application to our office or send it to us by courier post. If your application meets all the lodgement requirements, it will be considered and decision made within 14 days. If your visa is not issued within 14 days, you will be fully informed about the reasons by electronic mail or requested to provide additional information.

You must produce **originals or true certified photocopies** of the documents listed below together with any translations. All documents presented must be in **English or/and translated into English**, by an accredited translation service.

We cannot accept this application if you do not provide the below listed documents. If your application does not meet the lodgement requirements it will be returned to you with a copy of this checklist and you will be asked to resubmit it.

1.	**Original valid travel passport**	The passport for each person included into the application must be valid for at least 3 months beyond the intended date of departure from NZ.
2.	**Application form INZ1012**	Student visa application form must be completed, signed and dated by **the principal applicant** plus the additional form (attached).
3.	**1 passport-sized photo**	One **recent** passport-sized photograph for **each person** included in the application with the applicant's name printed on the back of it.
4.	**Maintenance funds**	- Employment reference and/or employment contract; **and** - Recent original bank account statement or copies of the credit card with the recent original statement of account; or a *Sponsorship Form for visiting New Zealand INZ1025 from NZ sponsor*.
5.	**Application fee**	Application fee should be paid in **cash in Russian roubles**. We do not accept credit card payments or bank transfers. ***Applications will not be accepted unless the fee is paid or receipt for payment is provided.***
6.	**Onward air flight bookings**	Evidence of return travel bookings. You do not need to provide evidence of return travel bookings for the courses lasting over one year, however, you do need to provide evidence of sufficient funds to cover the costs. Please note that purchased ticket cannot serve as guarantee of your visa. You are recommended not to purchase your ticket before the approval for a visa has been obtained.
7.	**Medical certificate** • **if you intend to be in NZ more than 6 months** • **if you intend to be in NZ more than 12 months**	Medical certificates **must be less than 3 months old** at the time the application is made and **completed by a panel doctor**. **Each person** on the application should provide *Temporary Entry Chest X-Ray Certificate INZ1096* **Each person** on the application should provide *Medical and Chest X-Ray Certificate INZ1007*
8.	**Police certificate** • **if you intend to be in NZ more than 24 months**	Each person aged 17 required to provide a police certificate from the applicant's home country and any country in which they have lived for 5 or more years since attaining the age of 17 years. Police certificates **must be less than 6 months old** at the time the application is made.

Department of Labour
TE TARI MAHI

9.	**An Offer of Place from NZ educational institution; and Tuition Fees Invoice; and Guarantee of Accommodation/ Accommodation arrangements**	Offer of place or enrolment should meet foreign student policy requirements and contain the information: NZQA approved course name; length of the course and that the course meets foreign student policy requirements. Payment of tuition fees cannot serve as guarantee of your visa. We recommend these are paid after the application is approved in principle.
10	**Additional information**	Evidence of English Language studies to demonstrate your level of interest in English language studies and your ability to manage the requirements of a New Zealand course that is taught in English (e.g. IELTS, TOEFL)

- Application fee - ***Options on how to make payment in NZ:***
  - ✓ Alternatively, the fee can be paid in NZ$ in NZ by the agent, sponsor or another contact. For the fee to be paid in NZ, the payer has to complete a *'Fees Paid in NZ' Form INZ1079*. This Form can be obtained from the nearest INZ office in NZ and then forwarded to the Finance Centre of Excellence, Support Services, PO Box 3705, Wellington, with the payment details. When the receipt for the amount is obtained, **the original should be forwarded to this office with the application.**

Additional information that may be required from you:

- For applicants under 18 years of age travelling on their own or with one parent only we require notarised letter of consent from one or both parents/guardians allowing travel to NZ, or custody papers. Such applicants should provide their original birth certificates to show the relationship of the parties concerned. Please contact the Visa Section on (495) 956 2642 to clarify the custody requirements;
- For schoolchildren and students we require a reference from their educational institution and a copy of a student card;
- Evidence of previous English language studies in the country of residence or overseas;
- Photocopy of the workbook, pages with endorsements only **(please make double-sided copies!)**;
- Photocopy of the internal passport, pages with endorsements only **(please make double-sided copies!)**;
- Photocopy of the previous travel passport(s), pages with endorsements only **(please make double-sided copies!)**;
- Marriage certificate and/or divorce certificate (if applicable); and
- Evidence of de-facto partnership (if applicable); and
- Any other information that would demonstrate you are a genuine student to New Zealand and have incentives to return to your home country at the end of your studies.

Variations of conditions:

- Students may be granted a variation of conditions to their student permit to allow them to work for no more than 20 hours per week and during the Christmas and New Year holiday period if they are:
  - ✓ Students in a full time course at Private or Tertiary Institution of at least 2 years OR in a full-time course of study in NZ, resulting in a NZ qualification that would qualify for points under the SMC;
  - ✓ Year 12/13 school students in full time study & with parental & school permission;

- ✓ Students engaged in a full-time study of at least 6 months duration at a Private or Tertiary Institution, where the primary purpose is to develop English language skills, and the student has an overall band score of 5.0 or more in IELTS at the time of application.

- On completing the course any polytechnic or university undergraduate student, who successfully completes studies in NZ may be granted a work permit for a maximum period of 2 years to obtain practical experience suitable to qualifications where their course:
  - ✓ has a minimum completion time of 3 years,
  - ✓ attracts points under the SMC, and
  - ✓ they have a job offer relevant to their qualifications.

Please Note:

- We cannot discuss the details of the application with any other person including the sponsor without the applicant's permission, unless the applicant has filled in Section B 3 of the Application Form; and
- For all applications accepted, an Immigration Officer may request the applicant to present further documents/information and/or attend an interview (the interview can be conducted by phone or, if necessary, at this office); and
- You can appoint an agent or courier to deliver your application and documents to this office who will collect your passport/documents from us after the application has been finalised. Please enclose **a power of attorney** to that effect or list the details of your agent/courier in the application form; and
- Please indicate by ticking the relevant box in the collection details section of the application form so that we know how to return the documents to you. You should prepay a return delivery by courier post otherwise we will return the documents to you by local registered mail. INZ takes no responsibility for documents lost in the post.
- The standard processing time for this type of a visa is 2 weeks unless additional information has been requested. During the peak season (November to January) the processing can take longer and we recommend you lodge your application in advance.

Please refer to our website www.immigration.govt.nz for application forms, guides, information sheets including panel doctors list, fees calculator for up to date fees, up to date policy requirements and other additional information. If additional information is required on temporary visa application, please contact Visa Section on direct telephone (495) 956 2642 Monday-Friday from 9.30-11.00am or 4.00-5.00pm.

ADDITIONAL INFORMATION REQUIRED FOR A TEMPORARY VISA

ДОПОЛНИТЕЛЬНАЯ ИНФОРМАЦИЯ ДЛЯ ПОЛУЧЕНИЯ ВИЗЫ

1. Name of the principal applicant
Ф.И.О. основного заявителя

2. How long have you lived at the address given in the application form?
Как давно вы проживаете по адресу указанному в анкете?

3. Please list your immediate relatives, i.e. spouse (de-facto partner or fiancee) and children, giving their full names, dates of birth, place of birth and country of residence.
Перечислите своих ближайших родственников: супругу/супруга, детей. Пожалуйста, укажите Ф.И.О., дату рождения, место рождения и страну проживания.

4. If you are staying at a hotel, please give name of the hotel and address..Если Вы останавливаетесь в гостинице, укажите, пожалуйста, название и адрес.

5. Have you been to New Zealand on any previous occasion? **Yes / No**
Бывали ли Вы раньше в Новой Зеландии? **Да / Нет**
If yes, please give date(s) of earlier visit(s) and reason(s) for visit(s).
Если да, укажите даты предыдущих визитов и цели поездок.

6. Please give the details of your previous overseas trips, including country and date of visit.
Пожалуйста, укажите детали Ваших предыдущих поездок за границу.

7. Are you interested in Permanent Residence in New Zealand?
Заинтересованы ли вы в Постоянном месте жительства в Новой Зеландии?

8. Are you interested in long-term work in New Zealand?
Заинтересованы ли вы в работе в Новой Зеландии?

9. Date and Signature of the principal applicant
Подпись и Дата

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POWER OF ATTORNEY TO COLLECT MY PASSPORT
ДОВЕРЕННОСТЬ НА ПОЛУЧЕНИЕ МОЕГО ПАСПОРТА

I authorise New Zealand Immigration Service to return my passport one of the following ways (please tick one):
Я доверяю Иммиграционной Службе Новой Зеландии вернуть мне мой паспорт следующим образом (поставьте одну галочку):

{ } **I will collect my documents myself**
Я заберу свой паспорт сам(а)

{ } **This person_____**
is authorised to collect my passport (in this case this person will need to present his passport)

Доверенное лицо заберет мой паспорт (в этом случае необходимо удостоверение личности доверенного лица) Его имя и фамилия:_____

{ } **Travel agency _____will collect my passport**
Туристическое агентство_____заберет мой паспорт

{ } **I will organize courier collection of my documents when ready**
Я закажу обратную доставку курьерской службой.

{ } **Please send my passport by registered mail (please indicate a postcode). Delivery is no less than 3 weeks.**
Прошу выслать мой паспорт заказной почтой на адрес (индекс обязательно). Доставка не менее 3-х недель_____
_____

Name and surname_____
Имя и фамилия

Signature and date
Дата и подпись