Checklist of information you should provide with your first student visa application

This checklist is for people who are applying for a student visa for the first time as an international student. It tells you what information and evidence we need to assess your first international student visa application. This includes all the information you must provide with your application as well as the supporting information that we need so we can assess your application faster.

How to apply

Apply for your student visa online at:
immigration.govt.nz/apply-student-online
A guide is also available to help you prepare your application.

Important

Translations

Providing English translations of supporting documents means we can process your application faster.
You must provide a certified translation of all police certificates if they are not in English.
You should also provide English translations of supporting documents and copies of the original untranslated documents so we can process your application faster. For more information visit:
Translating supporting documents into English

Travel plans

Do not finalise your travel plans until you have been granted a visa.

COVID-19 restrictions

COVID-19 restrictions still apply when travelling to New Zealand. Check the New Zealand COVID-19 website for up-to-date details on entry requirements: Travel to New Zealand | COVID19.govt.nz

When to apply

We cannot process student visa applications that are submitted more than 3 months before your expected travel date or course start date. We recommend you apply for your student visa 2-3 months before your expected travel date or course start date.

For recent student visa processing times visit: Visa processing times for international students
Immigration advice

To give immigration advice, people must be licensed or exempt from licensing (such as an education agent who is outside New Zealand advising on student visas only). If you receive immigration advice as part of your student visa application, or someone has assisted you by explaining, translating, or recording information on the form, you must declare this in your application.

For more information about who can give immigration advice visit: For migrants | Immigration Advisers Authority

Students aged under 10 years old

Student visas will only be granted to international students aged under 10 years old if they will be living in New Zealand with their legal guardian or in an approved school hostel.

Changes to post-study work visa eligibility

Post-study work visa eligibility has changed for new students applying for a student visa from 11 May 2022.

For more information visit: Students able to travel to New Zealand from July

Information we need

You must provide the following information with your application.

- **An offer of place from a New Zealand education provider**
  There are extra requirements if you are applying for a Pathway Student Visa, or are aged under 18 years old.
  - Pathway Student Visa applicants must provide a Pathway Student Visa offer of place or a Pathway Student Visa cover letter from an approved Pathway education provider. For more information visit: Information about Pathway Student Visas
  - Students who are under the age of 18 must provide a statement from their education provider confirming their accommodation is compliant with the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021. This statement may be included in the offer of place.

- **A copy of the identity pages in your current valid passport**
  This should be the passport you intend to use to travel to New Zealand.

- **Tuition fees evidence**
  Provide evidence you:
  - have paid your tuition fees in full for one year or one course (whichever is shorter) if you are in New Zealand, or
  - have money available to pay your tuition fees if you are outside New Zealand, or
  - are exempt from paying tuition fees.
  Evidence could include:
  - a receipt of payment or letter from your education provider confirming you have paid your tuition fees
  - money held by you or on your behalf (for more information see ‘Examples of evidence we accept’)
  - a letter from your education provider confirming you are exempt from paying tuition fees and why.

  If you are outside New Zealand when you apply for your visa and have not yet paid your tuition fees, you must pay these and provide a tuition fee receipt after your application has been approved in principle.
Evidence you have enough money to live on and proof of where this money has come from

The money must be genuinely available for you to use to pay your living costs while you are in New Zealand and be from a source that we can confirm.

See the Immigration New Zealand website for the minimum amount of money you need to have to be granted a student visa.

Evidence could include:

- money held by you or on your behalf
- a notice of the award of a full scholarship
- a financial undertaking by a non-New Zealander — use the Financial Undertaking for a Student (INZ 1014) form [immigration.govt.nz/inz-1014](https://immigration.govt.nz/inz-1014)
- sponsorship by a New Zealander, a New Zealand residence class visa holder, or a New Zealand organisation — use the Sponsorship Form for Temporary Entry (INZ 1025) [immigration.govt.nz/inz-1025](https://immigration.govt.nz/inz-1025)

For more information on money see ‘Supporting information’ below.

Evidence you have enough money to leave New Zealand

Evidence can be a fully paid ticket out of New Zealand or evidence you have enough money to buy a ticket.

Evidence of your health and character

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

- visit a panel physician for a chest X-ray or a medical examination to show that you are healthy. To find out if you need to do this visit: [immigration.govt.nz/xray-or-medical-exam](https://immigration.govt.nz/xray-or-medical-exam)
- provide a police certificate (or certificates) — and a certified translation if it is not in English — to show you are of good character. To find out if you need to provide this visit: [immigration.govt.nz/who-provides-police-cert](https://immigration.govt.nz/who-provides-police-cert)
Supporting information

We strongly recommend you provide the following supporting information with your visa application. It will help us make the decision faster, and will help us to decide if you:

› are a genuine applicant
› are not likely to stay in New Zealand for longer than your visa allows or breach the conditions of your visa
› will leave New Zealand if you cannot get another visa.

☐ A cover letter or statement of purpose that explains why you want to study in New Zealand and provides information about yourself.
  It should include:
  › an outline of your study plans
  › an idea of what you want to do once you have finished your study
  › the reasons why you chose this education provider and course
  › details of what education and training you have completed in the past or are currently completing, including information about any study you have completed online (for example, if you have started your course online from outside New Zealand)
  › information about what you were doing during any gaps in your recent education or work history
  › details of how you are paying for your study, including:
    – a summary of the evidence you are providing with your application and where this money has come from. It must show that this money is genuinely available for you to use while you are in New Zealand
    – a payment plan showing how you will pay for your future years if you plan to study in New Zealand for longer than one year.
  › If you are supported by a financial guarantor or sponsor, explain how you are related to them

☐ A copy of each page of your current passport with a visa label, exit stamp, entry stamp, or cancellation stamp on it. If these are in a previous passport, provide copies from that passport. If your travel has only been recorded electronically, provide a summary of your international travel history.

☐ A copy of any letters you have received for declined visa applications for other countries and the reasons why you were declined.

☐ Evidence to support what you have told us in your application and cover letter or statement of purpose. Examples follow.
Examples of evidence we accept

Please provide copies not originals.

**Note:** We must be able to confirm all the evidence that you provide. We may request additional information from you during the assessment process.

**Evidence of your education and training**

Evidence could include:

› a qualification certificate
› an academic transcript
› confirmation of current enrolment
› confirmation of online learning attendance and progress, if you have studied with a New Zealand provider while you have been outside New Zealand (for example, remote delivery).

**Evidence of your work and employment history**

Evidence could include:

› an employment contract or letter from your employer that includes your job responsibilities
› salary slips
› salary deposits shown on bank statements
› income tax returns
› pension or provident fund payments.

**Evidence of having money available**

The money to support your first year of study (or first course if it is less than 1 year) must be readily available. For example, cash in bank accounts that you are able to use to support yourself while you are in New Zealand.

Evidence could include:

› bank statements for the past 6 months. If they show any large deposits, or if you opened the bank account recently, explain where this money has come from and provide supporting evidence such as evidence to show the transfer of money from one bank account into another or that you have sold one of your assets
› certificates for fixed deposits that have been held for at least 6 months
› an education loan sanction letter from a nationalised or multi-national bank
› income from employment like a letter from your employer that confirms the position you hold, the length of your employment, and the amount you are paid
› tax returns showing income earned
› recent business tax returns and bank statements — if you are self-employed
› evidence that shows you own any assets you get income from, like a rental property — such as tax payments on income.

**Note:** While we recommend 6 months history, an Immigration Officer may ask for more if required.

**Note:** If you are from China, Hong Kong, Macau, India, Nepal, Pakistan, Republic of Korea, Sri Lanka or Vietnam, also include evidence listed below.
Evidence of your financial guarantor’s or sponsor’s identity and relationship to you if relevant, such as:

- copies of the identity pages in their passport, their birth certificate, or national identity document
- government issued relationship certificates, citizenship certificates, household books, marriage certificates.

**Note:** We may only accept a financial guarantor if they are your immediate family member (wife or husband, parents, brothers, sisters, grandparents, parents-in-law), and you can prove your relationship to them. We only allow one sponsor or guarantor.

Evidence of your English language ability — if your study has an English level entry requirement:

- the same evidence that you provided to your intended education provider to show you meet the English language requirements for enrolment in your planned course.

**Note:** If the evidence is a test result from the Pearson Test of English (PTE), we will need access to confirm your result.

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**Extra information and evidence we need from some applicants**

If you come from China, Hong Kong, Macau, India, Nepal, Pakistan, Republic of Korea, Sri Lanka or Vietnam, we recommend you provide the following evidence with your application. Please provide copies not originals.

**Note:** We must be able to confirm all the evidence that you provide.

### China

**Evidence of identity**

- Chinese identity card
- Household registration book (Hukou).

**Supplementary form**

If you are not applying online, and you are aged 17 years or over, you must include a completed Supplementary Form for Chinese Visitors, Students and Workers (INZ 1027).

[immigration.govt.nz/inz-1027](https://immigration.govt.nz/inz-1027)

### Hong Kong or Macau

**Evidence of identity**

Hong Kong or Macau identity card.

**Supplementary form**

If you are not applying online, and you are 17 years or over, you must include a completed Supplementary Form for Hong Kong and Macau Visitors, Students and Workers (INZ 1220).

[immigration.govt.nz/inz-1220](https://immigration.govt.nz/inz-1220)
**INDIA**

Evidence of identity

Pan Card or Aadhar Card.

**Note:** We do not accept Voter ID, Ration Card, academic documents or driving licenses as evidence of identity.

Evidence of having money available

Evidence must be in your name or the name of your financial guarantor or sponsor.

Do not include evidence that we cannot confirm as genuine. It can be difficult to confirm certain evidence and we recommend you do not provide the following as evidence of having money: gold loans, KCC loans, chit funds, post-office held funds, volatility/mutual funds, co-operative societies, bonds, property sales and agricultural income.

We can accept education loans as evidence of money, but only if they are from nationalised or multi-national banks with security against fixed assets that belong to you or your financial guarantor or sponsor. You must provide evidence of how you will repay the loan, and a loan sanction letter that states the security, moratorium period, interest payable, repayments, and details of the security accepted for the loan.

We can accept public and employee provident fund accounts as evidence, but only if they are supported by documents confirming employment.

**NEPAL**

Evidence of having money available

Evidence must be in your name or the name of your financial guarantor or sponsor.

We will be able to confidently verify evidence provided by Nepal SBI or Nabil Bank.

We can accept education loans as evidence of money, but only if they are from nationalised or multi-national banks with security against fixed assets that belong to you or your financial guarantor or sponsor. You must provide evidence of how you will repay the loan, and a loan sanction letter that states the security, moratorium period, interest payable, repayments, and details of the security accepted for the loan.

We can accept public and employee provident fund accounts as evidence, but only if they are supported by documents confirming employment.

**PAKISTAN**

Evidence of having money available

Evidence must be in your name or the name of your financial guarantor or sponsor.

We can accept education loans as evidence of money, but only if they are from nationalised or multi-national banks with security against fixed assets that belong to you or your financial guarantor or sponsor. You must provide evidence of how you will repay the loan, and a loan sanction letter that states the security, moratorium period, interest payable, repayments, and details of the security accepted for the loan.

We can accept public and employee provident fund accounts as evidence, but only if they are supported by documents confirming employment.
**REPUBLIC OF KOREA**

Evidence of identity
Documents from your Family Census Register (Hou Jeok), such as:
› Certificate of Family Relation
› Certificate of Identification
› Certificate of Marriage Relation.

**SRI LANKA**

Evidence of having money available
Evidence must be in your name or the name of your financial guarantor or sponsor.
We can accept education loans as evidence of money, but only if they are from nationalised or multi-national banks with security against fixed assets that belong to you or your financial guarantor or sponsor. You must provide evidence of how you will repay the loan, and a loan sanction letter that states the security, moratorium period, interest payable, repayments, and details of the security accepted for the loan.
We can accept public and employee provident fund accounts as evidence, but only if they are supported by documents confirming employment.

Pre-application document verification
Before you apply for your visa, you can use the International Organization for Migration (IOM) Sri Lanka to verify the authenticity of your Sri Lankan documents. The IOM will provide us with a verification report directly. This can help us to process your application faster.

**VIETNAM**

Evidence of identity
Household registration book.

Evidence of having money available
Evidence must be in your name or the name of your financial guarantor or sponsor.