

Student visa application checklist: first-time international students

APRIL 2022

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.

New Zealand border entry requirements – COVID-19

There are currently restrictions in place for visa applications from students outside New Zealand. Talk to your education provider if you want to travel to New Zealand to study while these restrictions are in place. Ensure you remain up to date with the latest border entry requirements and any other visa-related changes in response to the COVID-19 pandemic visit: **<https://www.immigration.govt.nz/about-us/covid-19>**

When to apply

Applying for your student visa early means we are more likely to be able to process your application in time for you to start your study as planned. If you are outside New Zealand apply for your student visa at least 2 months before your course start date, but no more than 3 months before your start date. If you are in New Zealand, apply for your new visa at least 1 month before your course start date, but no more than 3 months before your start date.

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

INZ 5169 APR22

Information we need

You must provide the following information with your application.

An offer of place from a New Zealand education provider

If you are applying for a Pathway Student Visa, you 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

A copy of the identity pages in your current passport

Tuition fees evidence

Provide evidence you:

- › have paid your tuition fees 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:

- › money held by you or on your behalf (for more information see 'Examples of evidence we accept')
- › a receipt of payment or letter from your education provider confirming you have paid your tuition fees
- › 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 in order 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://www.immigration.govt.nz/inz-1014)
- › sponsorship by a New Zealander — use the Sponsorship Form for Temporary Entry (INZ 1025) [immigration.govt.nz/inz-1025](https://www.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 the country 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
- › 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

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 assist us in determining whether we can consider that 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
- › 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, 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.

Evidence that you have 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 and saving patterns
- › stock transaction reports
- › sale of property agreements
- › 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 six months history, an Immigration Officer may ask to see more or less.

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 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.

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

■ 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

■ 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.

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. 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 offered for the loan.

We can accept public and employee provident fund accounts as evidence, but only if they are supported by documents confirming employment such as an Income Tax Return, Form 16, salary statements, or an employer reference letter.

■ NEPAL

Evidence of having money available

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

Do not include evidence that we cannot confirm as genuine. 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. You must provide evidence of how you will repay the loan.

■ PAKISTAN

Evidence of having money available

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

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. Provide evidence of how you will repay 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.

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. You must provide evidence of how you will repay the loan.

■ 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.