

# First-time Student Visa application checklist

AUGUST 2020

Use this checklist to make sure you provide the right documents and evidence to support your first student visa application.

This checklist is for you if you are applying for a student visa for the first time — that is, you have not been given a student visa before. It tells you what information and evidence we need to be able to assess your application.

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## How to apply

Apply for your student visa online at:

**[immigration.govt.nz/apply-student-online](https://immigration.govt.nz/apply-student-online)**

There is a guide to help you with preparing your application and a form you can print and complete if you are unable to apply online.

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## Important

### Translations

Providing certified English translations of key supporting documents means we can avoid delays and process your application more quickly.

You must provide a certified translation of all police certificates and medical certificates if they are not in English.

We also recommend that you provide English translations of supporting documents and copies of the original untranslated documents. For more information visit:

**[immigration.govt.nz/apply-student-online](https://immigration.govt.nz/apply-student-online)**

### Travel plans

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

## Information we need

You must provide the following information with your application.

**An offer to study at 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:

**[immigration.govt.nz/pathway-student-visa](https://immigration.govt.nz/pathway-student-visa)**

**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
- › money available to pay your tuition fees if you are outside New Zealand.

If you are outside New Zealand when you apply for your visa, you can choose to pay your tuition fees after your visa application has been approved in principle (AIP). If you choose to do this, you must provide:

- › evidence with your application to show you have money available to pay your tuition fees, and then
- › a tuition fee receipt, after your visa has been approved in principle.

**Evidence you have enough money to live on and 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.

If you are studying for 36 weeks or more, you must provide evidence that you have at least NZD \$15,000, less prepaid living expenses.

If you are studying for less than 36 weeks, you must provide evidence you have at least NZD \$1,250 for each month of study, less prepaid living expenses.

If you have prepaid any living expenses, include evidence of this. For example, a receipt to show you have paid for a school homestay. Evidence of having the enough money may 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 — 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 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 spent time in, you may also need to provide:

- › a chest X-ray certificate or a medical certificate — and certified translations if needed — to show that you are healthy. To find out if you need to provide these certificates visit: **[immigration.govt.nz/xray-or-medical-exam](https://immigration.govt.nz/xray-or-medical-exam)**
- › a Police certificate — and a certified translation if needed — to show you are of good character. To find out if you need to provide this certificate 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 information with your application. It will help us make the decision faster, and show us that you:

- › are a genuine applicant
- › are not likely to stay in New Zealand for longer than your visa allows or break other 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 funding your study, including:
  - a summary of the evidence of the money 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, and evidence to support this.
- › If you are supported by a financial guarantor, explain how you are related to them

 A copy of each page of your current passport that has 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.

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 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

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 can include:

- › a qualification certificate
- › an academic transcript
- › confirmation of current enrolment.

### Evidence of your work and employment history

Evidence can 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 can 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 of to show the transfer of money from one bank account into another or that you have sold one of your assets
- › an education loan sanction letter
- › evidence of 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
- › evidence of income, such as 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:** If you are from China, Hong Kong, Macau, India, Nepal, Pakistan, Republic of Korea, Sri Lanka or Vietnam, also include evidence listed under your country below.

### Evidence of your financial guarantor's identity and relationship to you, 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.

### Evidence of your English language ability — if relevant:

- › the same evidence that you provided to your intended education provider to show you met 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.

### Examples of 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. 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.

Do not include evidence of funds that we cannot confirm as genuine. It can be difficult to confirm certain funds evidence and we recommend you do not provide the following as evidence of funds:

- › gold loans
- › KCC loans
- › chit funds
- › post-office held funds
- › volatility/mutual funds
- › co-operative societies
- › bonds
- › property sales
- › agricultural income.

We 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 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.

We must be able to confirm that the funds evidence you provide is genuine. We will be able to confidently verify funds evidence provided by Nepal SBI or Nabil Bank.

We can accept education loans as evidence of funds, 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.

### ■ 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 funds, 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 funds, 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.

## ■ 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.