

Student visa application checklist – continuing international students

MARCH 2023

Checklist of information you **should** provide with your second or subsequent student visa application

This checklist is for students who:

- › have previously been granted a student visa as an international student, and
- › are applying for a new student visa to continue as an international student.

It tells you what information and evidence we need to assess your application for a second or subsequent student visa. 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.

If you are in New Zealand on a visitor visa or a work visa and this is your first time applying for a student visa see: **First-time international student visa application checklist**.

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

When to apply

Apply for your student visa at least 4 weeks before your course start date if you are in New Zealand. If you have all your documents and want to apply early, or if you are outside New Zealand, we recommend applying approximately three months before your course start date, but no earlier (to avoid your documents becoming out of date).

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

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**

Information we need

You must provide the following information with your application.



An offer of place or confirmation of enrolment 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.

- › Do not apply for a Pathway Student visa unless you have 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



Evidence of your attendance and progress

Provide evidence to show you have met the conditions of your most recent student visa by attending your programme of study at all times as required and making satisfactory progress.

Evidence could include:

- › academic transcripts
- › attendance records
- › a letter from your education provider that sets out your academic progress and your attendance.

If you have not met performance or attendance requirements you should provide an explanation for this. See the **supporting information and evidence** section of this checklist for more information.



Evidence of your health and character

Depending on how long you plan to stay and have stayed 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 and/or a medical examination to show that you are still healthy. To find out if you need to do this visit: **Who needs an x-ray or medical exam**
- › provide an updated police certificate (or certificates) – and a certified translation if it is not in English – to show you are still of good character. To find out if you need to provide this visit: **Who needs to provide police certificates**



Evidence you have paid your tuition fees

The approval in principle process is not available for students who are in New Zealand. Provide evidence you:

- › have paid your tuition fees in full for one year or one programme (whichever is shorter); or
- › that you are exempt from paying tuition fees and your education provider has confirmed this.

Evidence could include:

- › a receipt of payment or letter from your education provider confirming you have paid your tuition fees. Screenshots of bank transfers or receipts from education agents are not acceptable. Your education provider must confirm they have received the fees.

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.

You will need: NZD \$20,000 per year of tertiary, English language, or other non-compulsory education study or \$1,667 per month if your study will be shorter than 1 year.

If you are studying in compulsory education (years 1-13 at a school), you will need NZD \$17,000 per year or \$1,417 per month if your study will be shorter than 1 year. Accommodation costs that have been pre-paid to the school can be deducted.

Evidence could include:

- › money held by you or on your behalf
- › a notice of the award of a scholarship
- › a financial undertaking by the same non-New Zealander who provided a financial undertaking for your initial offshore student visa application – use the Financial Undertaking for a Student (INZ 1014) form: immigration.govt.nz/inz-1014
- › sponsorship by the same New Zealander, New Zealand residence class visa holder, or New Zealand organisation that sponsored your initial student visa – use the Sponsorship Form for Temporary Entry (INZ 1025): immigration.govt.nz/inz-1025

This money must be accessible to you while you are in New Zealand.

If you are supported by a financial guarantor or sponsor, provide evidence of your relationship to them. You are only allowed one financial guarantor or sponsor.

See the **supporting information and evidence section** of this checklist for more information.

Examples of supporting information we accept:

- › Bank statements for a New Zealand or overseas bank account that:
 - cover the past 3 months (an Immigration Officer may ask for more if required)
 - are recent (less than 2 weeks old) when you apply for your visa
 - include an explanation of any large deposits and supporting evidence of where the money has come from.
- › An education loan sanction letter from a nationalised or multi-national bank.
- › Evidence of your financial guarantor's or sponsor's ongoing employment, if they are supporting you through their employment, which could include:
 - income tax returns
 - a letter from their employer that confirms their employment details (the position they hold, how long they have been employed, and the amount they are paid).
- › A receipt showing you have prepaid your living costs – for example, for a school homestay.

Evidence you still 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.

Reminder: Students under 10 years old must live with a guardian while studying in New Zealand.

See **Guardian of a Student Visitor Visa**



Supporting information and evidence

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 includes:
- › updated information about your study plans, if these have changed since your last student visa application, including:
 - the reasons why your study plans have changed
 - why you chose this education provider and course
 - an idea of what you want to do once you have finished your study
 - › an explanation for your attendance, if you have not attended your previous programme of study at all times as required
 - › an explanation for your progress, if you have not progressed in your previous studies as expected
 - › 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.

- If you are supported by a financial guarantor or sponsor, provide evidence of your relationship to them. Evidence could include:
- › a copy of their passport identity pages
 - › birth certificate.

- If you are a Master's (by thesis) or PhD student and your thesis topic has changed since your last student visa application, provide:
- › an outline or abstract of your new thesis
 - › a summary of your full education and employment history.

- You must be aged 16 or older to be allowed to work on a student visa. If you're aged 16 or 17, or in years 12 or 13 of secondary school, provide written permission from:
- › your parents or legal guardian and
 - › your education provider.

- If you are required to do practical work experience as part of your course, provide evidence that this is a course requirement. Evidence could include:
- › a letter from your education provider confirming that practical work experience is a course requirement
 - › a course outline that shows the practical component requirement.

You can also apply to have this added to your student visa conditions at a later date, if required. There is a separate application fee for this.

- Evidence you held appropriate insurance for the period of your **previous** student visa (not required if your last student visa was for PhD study or you are a scholarship student funded by the Ministry of Foreign Affairs and Trade. This insurance must have been held from the start of your previous enrolment until the expiry of your student visa and have complied with the Education (Pastoral Care of International Students) Code of Practice. Evidence could include:
- › insurance policy confirmation letter
 - › insurance payment receipt – if your education provider arranged your insurance, this might be included in a receipt they issued to you.