



## New Zealand Student Visa Procedure & Document Checklist

You'll need a student visa if you're planning to study a full time course which is longer than three (3) months in New Zealand. You'll need to enrol at an approved education provider and pay the first year tuition fee

### Scope of your Student Visa

- You can study full time course at any approved NZ education provider
- You want to bring your partner or children with you, they can apply for visas based on their relationship to you
- Your Student Visa is normally for the same length of time as the study you've paid for
- You can work part-time for up to 20 hours per week while studying and during holiday breaks you can work full-time

Student visa application can be made online via the **NZ Government's REAL ME** portal.

To apply for a student visa you will need:

- an offer of place from an educational institution approved by the New Zealand Qualifications Authority
- a written guarantee from an institution or person that suitable accommodation is available to you in New Zealand (if you're under 18 years)
- evidence of sufficient funds to live on while you are studying
- a return air ticket to your country, or evidence of sufficient funds to buy one.

### General Guidelines of the documents to be attached

Here is the checklist of the documents needed for the New Zealand student visa. This document checklist and information below will help you understand the process so you can plan ahead and have the best chance of submitting a complete application.

#### 1. Passport or travel document

Students will need to submit original and neat photocopy of all pages of the passport. Passports must be valid for 3 months beyond intended date of departure from New Zealand

#### 2. Photograph

Two recent passport size photographs (must be less than 3 months old) with light background

### **3. Offer Letter from NZ institute**

Letter of offer from New Zealand institute / university and must clearly mention the full name of the course, duration of the course, fee and other details

### **4. Education Certificates**

Neat photocopies of all education certificates with transcripts attested. If the certificates are in other language than English translation is required

### **5. English proficiency test score report**

Neat copy of the IELTS or PTE or TOEFL score report. It's strongly recommended that students submit this report with their visa application

### **6. Evidence of Employment**

If the student is working and/or have work experience in the past, do provide all work references including salary slips and salary bank account where the salary is credited as evidence. In addition to this please provide the name of the supervisor/manager including his phone number and email id

### **7. Sponsor Income Documents**

- Neat copy of last 2 years Income Tax returns of the sponsors (generally parents)
- Other evidence like employment (salary slip, PF account) or business (business registration certificate, GST number, business bank account statement) and /or agriculture income certificate (from government authority)

### **8. Financial Documents**

Students must submit evidence of sufficient funds for tuition fee and other living expenses while they study in New Zealand. The following documents are needed as evidence of the funds:

- Financial undertaking form/s.
- Affidavit of Support from Guarantors authorizing Immigration New Zealand to verify their financial documents on their behalf. This document must mention the name of the bank, address, phone number, email id and contact person name
- The student must provide evidence of funds upfront for the 1st year of study inclusive of living expenses (NZD 15000 p.a) in New Zealand. If the duration of the course is longer students must provide a plan of payment to show that they have access to the funds and ability to meet the rest of the course cost and living expenses.

#### **Immigration New Zealand (INZ) accepts the following as evidence of funds:**

- The Latest bank statements for the past 6 months. It should be less than one week old at the time of lodgement of the application. The funds must be held with a commercial bank in India

- Education loan sanction letter
- Fixed deposit: In case of fixed deposits as evidence of funds, please ensure copy / counter foil of the deposit along with a letter from bank giving details of the deposits is provided
- Post office account

*Please note that the telephone numbers along with STFD codes of the bank / financial institute where the funds are held should be provided with the financial documents*

## **9. Statement of Purpose**

Must be around 1000 to 1200 words outlining career aims and reasons for choosing the country /course / institute and must mention how the applicant will support self with other family details

## **10. Health Check-up report**

This is mandatory lodgement requirement

Students who intend to be in New Zealand for more than 6 months but less than 12 months must undergo TB screening X-Ray unless:

- They are pregnant
- They are under the age of 11 years of age

This report must be no longer than 3 months old at the state of submission and must be undertaken at a recognized panel physicians who are on the Immigration New Zealand approved list. All the all applicants must provide the following :

*Panel physicians in most countries use e-Medical to send us medical information. If panel physicians in your country use e-Medical, you'll need to read a copy of the 'e-Medical consent and declaration' before your examination. During your examination you'll be asked to confirm that you understand it and then sign it in front of your physician. If you're aged 17 years or under, your parent or guardian will need to sign it for you.*

**After your examination, you'll be given a reference number to include with your visa application**

## **11. Police Clearance certificate**

All applicants who are over 17 years of age and intend to stay in New Zealand for more than 12 months must provide police clearance certificate. This certificate must be less than 6 months old at the time of submission. For Indian students police clearance certificates from the Regional Passport Office (Generally the passport office which issued your passport) or from the office of the Commissioner of Police are acceptable

## **After the application is submitted**

### **Interviews and/or further information**

The visa officer will conduct detailed check of all the documents submitted including education certificates, work experience certificates and financial documents. In most cases students will also be required to attend a telephone interview to enable the visa officer to make the decision

## GENERAL PROCESSING TIME FOR NZ STUDENT VISA

6 weeks to 14 weeks

### Applications Approved in Principle

Once the visa officer is convinced that all the requirements have been met, students will be advised in writing (via email) that their application has been approved in principle. Students will be given 28 days to submit the following:

- Fee receipt (normally 1 full year fees) issued by the New Zealand Education Institute is accepted.
- Confirmation letter of living expenses under the Funds Transfer Scheme (Confirmation from ANZ Bank)
- Any other requirement which needs to be fulfilled at that stage for the visa to be issued

Please note: The visa will only be issued 45 days prior to the course commencement date

**Validity of the student visa:** Please note that if the course duration in New Zealand is more than 1 year, the student visa will only be issued for 1st year of study. You will need to apply for extension for further work permit after the 1st year while in New Zealand.

If the course duration is 1 year or less than 1 year then you will get visa for the duration of the course plus 2 months

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