

Student visa application checklist: first-time international students

December 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.

If you do not follow the advice in this checklist, your application is likely to take longer to assess.

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.

Please 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.

When to apply

Apply for your student visa at least 8 weeks before your intended travel date. If you want to apply early, we recommend approximately four months before intended travel, but no earlier (to avoid your documents becoming out of date).

For recent student visa processing times visit: [Visa processing times for international students](#)

INZ 5169 AUG2



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.

Students aged under 18 years old

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.

Information we need

You **must** provide the following information with your application.

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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.

- › 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](#)

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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.

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Tuition fees evidence

Provide evidence you:

- › have paid your tuition fees in full for one year or one programme (whichever is shorter), or
- › have money available to pay your tuition fees if you are outside New Zealand and wish to use the Approval in Principle route, or
- › are exempt from paying fees and your provider has confirmed this.

Evidence of tuition fee payment:

- › 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. The provider must confirm they have received the fees.

Approval in Principle

If you are outside New Zealand when you apply for your visa you can choose to pay your tuition fees after your visa has been Approved in Principle (AIP). You must provide a tuition fee receipt after your application has been AIP in order to have your visa granted. You do not have to use the AIP route and can pay your tuition fees upfront for faster processing, including a receipt from the provider.



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-school 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 you have enough money could include:

- › money held by you or on your behalf
- › evidence of a scholarship
- › a financial undertaking by a non-New Zealander — use the Financial Undertaking for a Student (INZ 1014) form 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

For more information on money and examples of the evidence we need, see 'Supporting information' and "Examples of evidence" later in the checklist.



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 extra 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 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. This should be from the student – not the agent.

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 education and training you have completed in the past or are currently studying, including 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. If gaps were due to the pandemic, please explain this.
- › 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
 - an explanation of how you will pay for your future years if you plan to study in New Zealand for longer than one year (we call this a payment plan)
- › If you are supported by a financial guarantor or sponsor, explain how you are related to them

If you do not include a cover letter, then we may not have enough information to determine if you are a genuine applicant.



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 of evidence we accept

Please provide copies not originals.

Note: We must be able to confirm all the evidence that you provide. We might request additional information from you during the assessment process however we may not be obliged to do this.

Evidence of your education and training

Examples of evidence:

- › 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

Examples of evidence:

- › 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 programme) 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. Credit cards are not acceptable. A bank balance without supporting evidence/history is not acceptable. A single source of funds is easier to assess than multiple sources.

Examples of evidence:

- › bank statements for the past 3 months showing transactions and/or source. 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 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
- › a letter from your employer that confirms the position, the length of your employment, and your salary/wage
- › 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 3 months of transaction 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 financial 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 should be included with your application.

If your study does have an English language requirement but your provider waived this, please let us know this in your cover letter.

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 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.

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 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. Using IOM is not mandatory, but can help us to process your application faster.

■ VIETNAM

Evidence of identity

Household registration book. We are aware that these are being phased out in 2022 but please include this if you have one.

Evidence of having money available

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

