



### How to print your statement from Student Services Online

1. Sign into SSO
2. Click the box "Fees and Payments"
3. Click "Statements and Invoice" tab
4. Click "Statements/Non-GST Invoices" button
5. Click "Generate statement/invoice"
6. Type the year you want the statement/invoice for.
7. Click "Produce Statement"
8. You can now view and/or print the PDF document.

**Tip:** Turn off your pop-up blocker to view your statement or invoice, as it will appear as a PDF in a separate window. You also must have an active mailing address in Student Services Online.

### How to print a transcript/academic record from Student Services Online

1. Sign into SSO
2. Click the box "Academic Records"
3. Click "View Unofficial Transcript"
4. In the empty box beside "Report Type", Click "Internal/Web Transcript"
5. Click "View Report"
6. You can now view and/or print the PDF document.

**Tip:** Please turn off your pop-up blocker to view your transcript.

### Evidence of Funds

1. Funds must be in a New Zealand bank account.
2. You must have the ability to access your funds at any time.
3. You must have a bank transaction history showing a minimum of 3 months, not an ATM receipt. If you have linked accounts, for example a cheque/debit and savings accounts with the same bank, you will be asked to show 3 months bank statements for both accounts.
4. Print your bank transaction history/statement **at least one day after** your fee payment is receipted in Student Services Online.
5. The bank statement/transaction history must include the following:
  - your name
  - bank account number
  - available funds must be in New Zealand dollars
  - the start and maturity date of your term deposit (for term deposits only).
  - Print your bank statement **no more than 2 days** before you apply for your visa.
6. AskAuckland Central is **unable** to accept a bank statement showing any deposits of NZ\$3,000 or more in the four weeks prior to your student visa submission, unless funds have come directly from an overseas bank account. You may also be asked to explain the reason for any domestic transfers paid into your account that are visible on the bank statement.