PHD STUDENT
COVERSHEET

Please complete the checklist and include all documents listed below.

- Visa application form – completed, signed and dated.
- Two passport-size photographs – must be less than six months old.
- Passport
  - Must have sufficient blank pages
  - Passport is valid for more than 3 months
- Address on the visa application form and on Student Services Online must be the same.
- Tuition fee statement
  Printed from Student Services Online, refer to page 2 for printing instructions.
- Proof of Funds – bank statement must not be older than 2 days.
  Refer to guidelines on the visa application form page 3.
- Evidence of outward travel
  Refer to guidelines on the visa application form page 4.
- Updated doctoral registration summary from Student Services Online:
  Ensure the following details are current and correct:
  - The start and end dates of programme
  - Supervisor(s) name(s)
  - Title of thesis
- Thesis abstract
- Current C.V.
- Current PhD students must be enrolled for the upcoming year.
- INZ 1200 Form – completed, signed and dated.
- Additional documents may be requested.
If you do not have all your documents when submitting your visa application, your application will not be accepted.

**Under 18s**
- If you are under 18 years old you must submit a guarantee of accommodation. Please see Karyn Floyd at the International Student Information Centre or email k.floyd@auckland.ac.nz.

**Medical certificate**
- Medical and chest x-ray certificates must be submitted to Immigration New Zealand within 3 months from date of issue.
- Medical and chest x-ray certificates are to be submitted every 36 months or when requested by Immigration New Zealand.

**Police certificate**
- Police certificates must be submitted to Immigration New Zealand within 6 months from date of issue.
- A national police certificate from your home country must be submitted every 36 months. If your national police certificate is not in English, you must translate the certificate and submit both:
  1. The original police certificate.
  2. The original translation of the police certificate.

For information on how to apply for a police certificate, please go to www.immigration.govt.nz/migrant/general/formsandfees/formsandguides/policecertificate/

It is your responsibility to contact Immigration New Zealand for information regarding the validity of your medical and chest x-ray certificates and your police certificate.

**Immigration New Zealand contact details**
Phone: (09) 914 4100
0508 558 855
Website: www.immigration.govt.nz/

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

1. Sign into Student Services Online.
2. Scroll down to the Finance Links at the bottom of the home page.
4. In the Statements/Non-GST Invoices section you’ll see a table listing the account statements you have previously generated.
5. Click the View Statement link for the statement you want to view or print.

**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**

1. Sign into Student Services Online.
2. From the Self Service drop-down list click Unofficial Transcript then the Go arrow button. The ‘View unofficial transcript’ page will appear.
3. Make sure The University of Auckland is selected from the Academic Institution drop-down list.
4. From the Report Type drop-down list click Internal/Web Transcript.
5. Information about the unofficial transcript will appear below the drop-down list.
6. Click the View Report button. In a short while, the Previous Requests page will appear and your new unofficial transcript will appear in a new browser window.

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