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

☐ Current PhD students must be enrolled for the upcoming year.

☐ Additional documents may be requested.
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.


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

<table>
<thead>
<tr>
<th>Phone:</th>
<th>(09) 914 4100</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0508 558 855</td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.immigration.govt.nz/">www.immigration.govt.nz/</a></td>
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How to print your statement from Student Services Online

1. Sign into Student Services Online.
2. Click on the Fees and Payments icon. The Account Summary page will appear.
3. Click Statement and Invoices to give a list of options.
4. Click on Statements/Non-GST Invoices and then click the green Generate Statement/Invoice button.
5. Type in the Academic Year or click the magnifying glasses to select the Academic Year you want the new account statement to cover.
6. Click the green Produce Statement icon. A new browser window will open showing the statement in PDF format. If it doesn’t appear, check that your internet browser pop-up blocker is turned off.

How to print a transcript/academic record

1. Sign into Student Services Online.
2. Click on the Academic Records icon. Click on View Unofficial Transcript.
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. Information about the unofficial transcript will appear below the drop-down list.
5. 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.
6. Please turn off your pop-up blocker to view your transcript, as it will appear as a PDF in a separate window.
   To view an unofficial transcript that you created earlier, click the View All Requested Reports button.