New Student COVERSHEET
New undergraduate and postgraduate students

- **Visa application form** – completed, signed and dated.
- **Two passport-size photographs** – must be less than *six months old*.
- **Passport**: Must have sufficient blank pages. Must be 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. If you have any questions regarding your pass rate from your previous Semester's study, please discuss your situation with the staff at AskAuckland Central or email int-questions@auckland.ac.nz, as restrictions apply.
- **Proof of Funds**: bank statement(s) must not be older than **2 days**. For more information, refer to page 2.
- **Evidence of outward travel** if applicable.
- **Transcript** from your previous New Zealand institute of study (excluding secondary school students).
- **Attendance certificate or letter** from your previous New Zealand institute of study (excluding university and secondary school students). You must have a minimum of 95% attendance to apply for your student visa through the University of Auckland.
- **Enrolled in at least 3 courses or 45 points per semester.** Excludes Study Abroad Students who should take 4 courses. If you are enrolled in less that this, please discuss your situation with the staff at AskAuckland Central or email int-questions@auckland.ac.nz, as restrictions apply.
- **If you are under 18 years old**, you must submit a guarantee of accommodation. Please contact int-questions@auckland.ac.nz if you have any questions regarding this.

**Additional documents may be requested.**

If you do not have all your documents when submitting your application, it will not be accepted.

**Medical certificate and Police certificate**

- For more information regarding these documents, please see the 'Completing Section C' and 'Completing Section D' instructions given in the Student Visa Application Guide (INZ1013), accessible via: https://www.immigration.govt.nz/documents/forms-and-guides/inz1013

- 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 or 0508 558 855. Website:www.immigration.govt.nz/
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 University of Auckland 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.

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 not an ATM receipt.
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).
6. Print your bank statement no more than 2 days before you apply for your visa.