Instruction Guide for Applying for your New Zealand Student Immigration Visa

*Read all instructions before beginning your visa application*
New Zealand Student Visa: Getting Started

NOTE: The following guidelines have been prepared by GlobaLinks Learning Abroad to assist you in understanding the process for applying for a student visa in New Zealand, but you are responsible for verifying these procedures through the web resources provided below. These instructions are guidelines and not meant to replace official instructions as provided by Immigration New Zealand: http://www.immigration.govt.nz/. If you find any discrepancies in these guidelines please let us know as soon as possible.

What is a student visa? Is it required?
A student visa is a stamp issued in your passport which permits you to remain in New Zealand for your study abroad semester/year. All students who study in New Zealand are required to obtain a New Zealand student visa before departure.

How do I apply?
You will download and print the student visa application and other required forms from the Immigration New Zealand website (we have provided you with the link to that later in this document). We also provide you with step-by-step instructions on how to complete the application. Once you complete your student visa application and all required forms, you will mail it to the New Zealand Embassy/Consulate. Further instructions are provided below.

What do I need in order to start on my student visa application?
You will need a valid passport. Please check the expiration date of your passport and make sure that it is valid for at least 6 months beyond the end date of your program. You also need to ensure that your passport is signed, otherwise it will be considered invalid which could delay your departure.

Do I need to apply in person for my visa?
No. You will send your completed visa application to the appropriate New Zealand Consulate/Embassy once the following items have been achieved:

a) You have submitted your intended subject plan
b) You have made your second payment (for students without special billing arrangements)
c) You have submitted your Financial Aid Disbursement Form (for students without special billing arrangements but who plan to use financial aid)
d) You have received your official Offer of Place from your host university in New Zealand (GlobaLinks Learning Abroad will email this to you once we have received it and verified you are up-to-date on your payments. “Offer Letter Examples” are provided on the last page of this document. Please do not check on the status of your offer letter unless you plan to depart the U.S. early. If you plan to depart the U.S. early, please contact your program manager.)
e) You have received the GlobaLinks Learning Abroad Guarantee of Payment (GlobaLinks Learning Abroad will email this to you at the same time as your Offer of Place)

When do I need to apply? How much does the NZ student visa cost?
GlobaLinks Learning Abroad encourages you to begin working on your visa application as soon as it appears on your MyLearn account To- Do List as visa processing times can take approximately 3 weeks. Please refer to page 9 of this document for fees associated with the New Zealand student visa. If you are not a U.S. citizen, please click here to calculate your visa application fee.

How long is my student visa valid for?
Your student visa is valid for the duration of your semester/year abroad. You must arrange to leave the country within three weeks of the last day of your final exams.

Am I permitted to work on a NZ student visa?
No, you are not permitted to work under a NZ student visa.
New Zealand Student Visa: Application Materials Checklist

You are required to submit the following items to the Visa Application Centre for the New Zealand Consulate or Embassy. The location of the Consulate/Embassy where you will send your visa application will correspond to the address where you would like to receive your approved student immigration visa. Further information about finding the correct Consulate/Embassy is provided later in this document.

Please send all of your visa documents neatly and in the following order to the appropriate New Zealand Consulate/Embassy:

- Valid Passport (Signed and valid for at least 6 months after the end date of your program)
- Cover Letter to Embassy/Consulate indicating your date of departure (see example on page 5)
- Student Visa Application, Form 1012 and any additional documentation if necessary (this is a paper Application - the link and instructions are provided on page 5)
- Two 2”x2” Passport Sized Color Photos to be attached to page 3 of Form INZ1012
- Financial Undertaking Form, Form 1014 and any supporting documents (the link and instructions are provided on page 5)
- Identification documents for your financial guarantor if the guarantor is not the student (this can be a passport copy or copy of driver’s license)
- Offer of Place (this is an official enrollment document issued by your host university indicating that you have been accepted into your host university in New Zealand. Once your program manager receives this, he/she will send it to you via email. This will be sent to you about 6 weeks before departure. Please do not check on the status of your offer letter as this delays our ability to get it to you.
- Guarantee of Payment provided by GlobaLinks Learning Abroad (this will be emailed to you with your offer of place)
- $38.00 Administrative fee, $30 Courier Fee, and Fee Authorization Form. You will use this form to pay the $38 service fee and the $30 courier fee (this pays for the processing and return of your passport and visa to your home by couriered mail). Link to form found on page 6.
- Flight Itinerary (print and include your roundtrip itinerary)

Once you have sent your visa application to the embassy/consulate, please email your program manager to let them know that you have sent out all of your visa materials. You should expect to receive your passport and visa in the mail in approximately 3 weeks (visa processing time is subject to change). When you receive your passport and visa (the visa will be a stamp inside of your passport) back from the Consulate/Embassy, please email your program manager to let them know that your student visa has been approved.
DETERMINING WHERE TO SEND YOUR STUDENT VISA APPLICATION

Once your student immigration visa application is reviewed, the Embassy or Consulate will send your passport with your approved student immigration visa inside to the address you provide. Your passport with your approved student immigration visa should be sent to the address where you will be two weeks prior to your departure to New Zealand. Please plan to be at that address before you travel to New Zealand. In most cases, this is your permanent address.

If you will receive your passport with your student immigration visa to an address in one of the states listed below, send your visa application via FedEx or another courier service to the New Zealand Consulate in California. If you will receive your passport with your student immigration visa to an address in a state not listed below, send your visa application via FedEx or another courier service to the New Zealand Embassy in Washington D.C.

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<th>Alaska</th>
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<tr>
<td>Arizona</td>
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<th>Address for Visa Acceptance Centre (VAC) in California</th>
<th>Address for Visa Application Centre (VAC) in Washington D.C.</th>
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<tr>
<td>Visa Acceptance Centre (VAC) Santa Monica, CA</td>
<td>Visa Application Centre (VAC) Washington D.C.</td>
</tr>
<tr>
<td>Suite N2075, 1620 26th Street</td>
<td>1120 19th Street NW, Suite No. 415</td>
</tr>
<tr>
<td>Santa Monica, CA 90404</td>
<td>Washington D.C. 20036</td>
</tr>
<tr>
<td>Phone: (310) 566-6555, Opt 0</td>
<td>Phone: (202) 223-3400</td>
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<tr>
<td>Email: <a href="mailto:nzcg.la@verizon.net">nzcg.la@verizon.net</a></td>
<td>Email: <a href="mailto:ttswashingtonnz@ttsvisas.com">ttswashingtonnz@ttsvisas.com</a></td>
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New Zealand Student Visa: Application Process

Valid Passport:

If you do not already have a valid passport, you will need to apply for one immediately. Please visit the U.S. Department of State website to apply. You will need to mail your actual, physical passport with your visa application. The Consulate or Embassy will place a stamp on one of the pages inside. That will be your student visa. We recommend mailing it via Fed-Ex or any certified mail carrier so that you can track the delivery status. Again, make sure your passport is signed and valid for six months past the end date of your program.

Cover Letter for Visa Application:

It is always a good idea when sending a visa application to a government agency to begin with a cover letter. This will help Immigration New Zealand prioritize your visa application by your date of departure. Example found below:

“To Whom It May Concern at the New Zealand Embassy/Consulate,

Please find a visa application attached for your name here studying at your host university name here in July of 2014 with GlobaLinks Learning Abroad.

My date of departure is _______

Sincerely,

Your name and signature here

Student Visa Application:

This is the application that New Zealand Immigration will use to process your student visa. You will need to download Form 1012 (Student Visa Application PDF) from the Immigration New Zealand Website. Step by step instructions for completing this form are included in this packet.

Financial Undertaking Form:

The financial undertaking form is required as part of the New Zealand student visa application to provide proof to the New Zealand government that you have money above and beyond the cost of tuition and housing. It demonstrates to the New Zealand government that you have funds to maintain yourself throughout your time in New Zealand as well as to show that you have sufficient funds in the event of financial hardship/emergency. Step-by-step instructions for completing this form are included below. You will need to download Form 1014 (Financial Undertaking for a Student) from the Immigration New Zealand Website.
Flight Itinerary

You must show proof to Immigration New Zealand that you will be leaving the country at the end of your program. Your flight itinerary that you submit with your application must have a departure date from New Zealand.

Fee Authorization Form: You will use this form to pay the $38 service fee and the $30 courier fee (this pays for the processing and return of your passport and visa to your home by couriered mail).

**STEP-BY-STEP INSTRUCTIONS:**

**HOW TO APPLY FOR A NEW ZEALAND STUDENT IMMIGRATION VISA**

Page 1. Skip
Page 2. Application Checklist (on Pg. 2 of Visa Application)

The Application Checklist on Page 2 of the visa application must be completed but please wait and come back to this after you have finished the application. On page 11 we have provided a sample of what most students will check on the checklist, however, if you were required to provide any additional documents, please check the appropriate box.

Please do NOT x out questions or scribble on the application.

Please click on the item below to download the following form: [Student Visa Application](http://www.immigration.govt.nz/branch/washingtonbranchhome/checklists/)

**Which type of student visa are you applying for?** Check “Foreign fee-paying”

**SECTION A: Personal Details**

In CAPITAL letters:

A1 Family-Your last name. Given- Your first and middle names.
A2 Your preferred title
A3 Any alias or previous name
A4 Your gender
A5 Your date of birth dd/mm/yyyy format. (Remember to use this format throughout the application).
A6 Town/city of birth: City name. Country of birth: for example, USA.
A7 Your passport details

Passport number
Country where issued and date of expiration dd/mm/yyyy format
A8 Any other citizenship you currently hold
A9 Your partnership status. For example, Single if you are unmarried

SECTION B: Contact Details

B1 Your permanent address and telephone number in your home country. Please include your daytime and evening phone numbers.

B2 Please leave blank; you are not in New Zealand yet

B3 This is typically the same as B1 so you can check the box, “same as address at B1”

B4 Please leave this blank if you did not list another person in B3

B5 Please answer NO

B6 Skip this question unless you have contacts in New Zealand

B7 Periods of employment generally refers to full-time primary work and your primary job is student. If you would like to list your periods of employment, feel free to but this can be left blank.

SECTION C: Your Health

All students must complete this section. If you believe that your answer should be YES to any of the health questions, please contact your program manager BEFORE continuing with the application. We will help you to determine what answer is required.

C1 Check yes or no accordingly and provide details where applicable

C2 Check yes or no accordingly

C3 Check yes or no accordingly. According to INZ 2013, “a child is considered to require special education services if they need a specialist teacher and/or other specialists such as a speech language therapist, an occupation therapist, a physiotherapist, and an educational psychologist to assist with their education.” If you do not identify as a person who requires special education services, check NO.

C4 Provide details if your answer was Yes to any of the questions in C1 or C3

C5 Answer accordingly, most likely NO

C6 Answer accordingly, most likely “Not applicable as I do not intend to give birth in New Zealand”

C7-C12 Skip these questions
C13 Check yes or no accordingly.
If YES: Proceed to question C19
If NO: Proceed to questions C14-C18. Please refer to the guide (form INZ 1013) and check the appropriate box and proceed as advised. If you have questions about this section please contact your program manager immediately.

C19 Check yes for all 3 boxes

SECTION D: Your Character

All students must complete this section. If you believe that your answer should be YES to any character questions, please contact your program manager BEFORE continuing with the application. We will help you to determine what answer is required.

D1 Check yes or no accordingly and provide details where applicable. If you answer YES to any of these questions, you will need to provide court documentation.

D2 Check yes or no accordingly and provide details where applicable.

D3 Check yes or no accordingly

D4 Check “you are not intending to be in New Zealand for 24 months or longer”

D5 Skip this question

SECTION E: Your Visa

E1 Check box “Applying for a student visa while outside New Zealand.” Fill out the date that you will be entering New Zealand in the dd/mm/yyyy format.

SECTION F: Fee-paying, PhD and scholarship students

This section refers to the financial undertaking form (INZ 1014). The financial undertaking form is required as part of the New Zealand student visa application to provide proof to the New Zealand government that you have money above and beyond the cost of tuition and housing. It demonstrates to the New Zealand government that you have funds to maintain yourself throughout your time in New Zealand as well as to show that you have sufficient funds in the event of financial hardship/emergency. Step-by-step instructions for completing this form are included below. You will need to download Form 1014 (Financial Undertaking for a Student) from the Immigration New Zealand Website.

F1 Date your course starts. Please write the start date of your GlobaLinks program in dd/mm/yyyy format. You can find the appropriate start date on your MyLearn account by clicking on Program Info.

F2 Date your course finishes. Please write the last day of classes for your program in dd/mm/yyyy format. You can find the last day of classes for your program on your MyLearn account by clicking on Program Info.

F3 Provide the date to which your course fees have been paid. Please put the same date that you have for F2.
F4 Fill in the table with the information concerning the courses you plan on taking. Name of institution is the university you will be attending; qualification is the type of class you will be taking (ie history, communication, science); location is the city your university is located in. If you don't know which courses you will take, list your major.

F5 Please complete your Financial Undertaking Form before completing this section. Instructions for completing the Financial Undertaking Form are provided below (see page 11). Once you complete the Financial Undertaking Form, please return to question F5 and answer accordingly. In most cases, students will check the box “I have attached a completed Financial Undertaking for a Student (INZ 1014)” and if you have included bank statements, check “I have attached copies of evidence...”

SECTION G: Your Parent or Legal Guardian

SKIP THIS SECTION – Because you are older than 18, you do not need to complete this section.

SECTION H: Declaration by Applicant

Please read, sign and date in dd/mm/yyyy format. This must be your original signature, not a copy.

SECTION I: Immigration Adviser’s Details

Skip this section.

SECTION J: Declaration by Person Assisting the Applicant

Skip this section.

SECTION K: Paying your Application Fee

Please skip this section unless you are not a U.S. Citizen. Non-U.S. citizens should contact their program manager. If you are not a U.S. citizen, please click here to calculate your visa application fee.

***Please note there is a $38.00 processing fee for U.S. Citizens sending their visa application to the New Zealand Embassy in Washington D.C. and the New Zealand Consulate in Santa Monica, California. Please include a credit card payment (payment section found on the checklist on page 6 of these instructions). You cannot submit payment in any other form; it must be a credit card payment.
Application Checklist (on Pg. 2 of Visa Application)

The Application Checklist on Page 2 of the visa application must be completed. Below we have provided a sample of what most students will check on the checklist, however, if you were required to provide any additional documents, please check the appropriate box.
### Application Checklist

- Information and documents you must supply
  - Completed, signed application form.
  - Appropriate fee.
  - Two passport-sized colour photographs.
  - Passport or travel document.
  - Medical or chest X-ray certificates if required by Section C: Your health.
  - Police certificates if required by Section D: Your character.

### Applicants in the circumstances below must provide the relevant documents [more than one section may apply to you]

- Applicants who are...
  - Must provide...

#### Foreign fee-paying students
- An offer of place from a New Zealand education provider that meets the requirements set out at www.immigration.govt.nz/offeredplace, or
- A Confirmation of Enrolment if you are a student returning to the same provider and studying the same programme.
- Evidence that your tuition fees have been paid or will be paid by your home country government.
- Evidence that you are exempt from tuition fees, or
- If you are applying from outside New Zealand, evidence that you or your family have sufficient funds to pay your tuition fees after your visa application is approved in principle.
- If you are already studying in New Zealand, evidence of previous student performance and progress, and attendance records.
- Evidence of your financial support, as described in Section F: Fee-paying PhD and scholarship students.
- Evidence of pre-purchased outward travel, or
- Evidence of sufficient funds to purchase outward travel (additional to your living funds), or
- Either a sponsorship form or a financial undertaking form guaranteeing to cover the cost of outward travel from New Zealand.

#### Domestic students
- Evidence of your domestic student status.
- If you are a dependent child of an Essential Skills visa holder, evidence that your parent meets the minimum income threshold.
- If you are a dependent child of a religious worker visa holder, evidence that your parent meets the minimum income threshold, or a signed and completed sponsorship form indicating that the religious organisation sponsoring your parent will support you.
- Aged 16-17 and/or in year 12 or 13 at secondary school, wishing to work.

#### Exchange students
- Evidence from the scheme organiser that you have been accepted to an approved student exchange scheme.

#### New Zealand Aid Programme-supported students
- Evidence that you receive funding from the New Zealand Aid Government under one of the New Zealand Aid Programme schemes.

#### Foreign government-supported students
- Evidence that your home country government will fully fund your stay and study in New Zealand.

### Full-time vacation work rights

If you are entitled to work full-time during vacation periods scheduled by your education provider, you must provide evidence of these vacation periods along with the credit value of your programme of study with your application. (To confirm entitlement, see "Can you work while holding a student visa?" section in the Student Visa Guide (NZ: 2013).)

Note: Detailed information about the type of documents you should provide in support of your application is available from the Immigration New Zealand (INZ) office where your application will be processed. Go to www.immigration.govt.nz/contactus and select the appropriate office.

Financial Undertaking Form

The financial undertaking form proves to the New Zealand government that you have funds to maintain yourself throughout your time in New Zealand as well as to show that you have sufficient funds in the event of financial hardship/emergency.

A financial undertaking can be provided by you or by a third party such as a relative or a friend. Either you or the third party must provide evidence of sufficient funds (i.e. minimum remaining balance of $1250NZD for the past six months). More information about this in the directions provided below.

Please click on the item below to download the following form:

Financial Undertaking Form

Line by line instructions for the Financial Undertaking for a Student form can be found below:

**SECTION A: Student’s Details**

In CAPITAL letters:

A1 Last name
First and middle name

A2 Please indicate how many months you are planning on being in New Zealand (e.g. 6 months or 12 months)

**SECTION B: Third Party’s Details**

Section B should only be completed if someone other than yourself will be your financial guarantor (i.e. a parent, guardian, or friend). If you plan to be your own guarantor, meaning proof of funds will be provided under your name, skip Section B and go straight to Section C.

In CAPITAL letters:

B1 The third party’s information. This is most often a parent but can be another relative or friend.
B2 tick accordingly
B3 Enter third party’s of birth in dd/mm/yyyy format
B4 Enter third party’s town or city of birth and country of birth
B5 Enter third party’s citizenship
B6 Enter third party’s contact information
Skip section B7 to B10
B11 Leave this blank
B12 Check appropriate box (in most cases it will match B6)
B13 The Third Party should check appropriate box and fill out relevant box for any student they are supporting IN NEW ZEALAND
B14: The Third Party must check the box yes and provide a copy of the identity page of their passport or driver’s license.
SECTION C: Financial Undertaking

C1 Length of financial undertaking refers to how long you plan on being in New Zealand (e.g. 6 months or 12 months).

C2 Please check all three boxes. This guarantees the student will have sufficient funds in the event of financial hardship.

Note: These are funds that can be made available to the student if the need arises. Also note that NZ$15,000 per year or part thereof (for example, 5 months) does not mean US$15,000. Divide NZ$15,000 by the length of financial undertaking (i.e. 5/12 x 15,000). For the most up to date exchange rate, feel free to visit: www.xe.com.

C3 Please check YES.

C4 Please check YES or NO accordingly. If YES, you will not have to complete SECTION E and will have to provide original or copies of bank statements for the past six months with a remaining balance of at least $1250NZD each month.

SECTION D: Third Party’s declaration

Please have the third party sign and date the form dd/mm/yyyy. *Please note: the Embassy/Consulate cannot accept a copy of the signature. This form must have all original signatures.

SECTION E: Bank Confirmation

This section is to be filled out ONLY IF you answered NO to C4. This section MUST be taken to a bank and a bank officer must fill it out. The bank should indicate the bank name and branch name.

DO NOT forget to have the bank stamp the Financial Undertaking form. Any stamp bearing the bank’s name will be considered official, as will a medallion stamp. If the bank does not have a stamp or refuses to stamp the financial undertaking form, a business card or a letter on company letterhead, signed by a bank officer stating that the Guarantor has sufficient funds:

1. “...to make available NZ$15,000 per year or part thereof in New Zealand for the student named and,”
2. “...to make available any costs of repatriation for the student named.”

...will serve to replace the bank stamp.

Signature of Bank Officer

A bank officer must sign and date the form. *Please note: the New Zealand Consulate/Embassy cannot accept a copy of the signature. This form must have all original signatures.