

How to Apply for a Fee-Paying Student Visa (UoA Programme: Certificate of Proficiency Overseas – COPOS)

Before you begin

- You will need to have a [RealMe](#) login to access Immigration NZ application.
 - Prepare digital copies of your **passport, photo, and supporting documents** (Offer of Place, tuition receipt or funding letter, financial proof, travel booking/funds, etc.).
 - Apply **at least 3 months before you arrive**. Processing usually takes about 5 weeks.
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Step 1: Log in

1. Go to the [Immigration New Zealand \(INZ\)](#) website.
 2. Log in with your **RealMe account**.
 3. Select **"Start, edit or check status of an application."**
 4. Choose **"Student visa."**
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Step 2: Start your application

1. Click on the **"My Visas"** tab.
 2. Select **"Apply for a visa."**
 3. Read the **"Before you start"** section carefully and prepare any supporting documents.
 4. Select that you are applying for a **"Temporary Visa."**
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Step 3: Questions to determine the right type of student visa

You **must** make sure to apply for the correct visa. You will be asked a series of questions. Please answer as follows:

- Is the documentation from your education provider for a Pathway Student Visa? → **please select NO**
- Are you an exchange student? → **please select NO**. You will be joining us through a Study Abroad Programme.

- Do you have a Manaaki New Zealand scholarship funded by the Ministry of Foreign Affairs and Trade? → **please select NO.**
- Are you applying for a visa to study English language? → **please select NO.**

You will be prompted with information about the fee -paying student visa.
Please click **"Start my application."**

Step 4: Application form

1. On the **Application Summary** page, click **"Continue."**
2. Enter your **identity details** exactly as they are shown on your passport.
3. Upload a **recent photo**.
4. **Agent advice** → select **NO** (unless you use a professional immigration agent. University of Auckland is not an agent).
5. **Study details:**
 - Location: You will be studying in **Auckland** (no regular travel to other locations).
 - If you are **under 18 years of age**, you will be asked if you are studying at a primary, intermediate, or secondary school. → Please select **NO**.
 - Enter **start and end dates**. These can be found on your Offer of Place or Offer of Admission Letter. You can also see all University Dates on [our website](#).
 - Enter your **student ID** (found on Offer of Place letter).
 - Write a short statement about your **study intentions**.
 - When asked if you are studying a multi-year programme → **please select NO**.
6. If you are asked if your programme of study is **120 credits or more** → please select **YES**, even if you are only studying for one semester.
7. **Character and health:** Answer honestly. Note that you will not need medical, police, or x-ray documents for less than 6 months of study, but you may be asked for one depending on your declarations.

8. **Insurance:** The University of Auckland automatically enrolls all students in our [Studentsafe policy](#), so please **declare** that **YES, you do have insurance**.
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Step 5: Supporting documents

You must upload documents in these categories:

A. Evidence of Study

- Upload your **Offer of Place letter**.

B. Tuition Fees

- If you paid fees to **UoA** → you must pay the tuition fee first and [generate a statement or receipt](#) to upload it.
- If fees are paid to your **home university/provider** → you can select **NO, you have not paid your tuition fees**, and then select that your fees will be paid by a partner provider. You can upload your Offer of Place letter here if needed.
- If you have a **scholarship or government funding** covering your fees → please upload a **confirmation letter for your funding**.

C. Financial Support

- If you have paid the accommodation fee to your home university or provider → select **YES, I have pre-paid accommodation and/or living costs**. Your provider will provide a letter confirming this. You can upload the letter in this section.
- If you have **scholarship/funding for living costs** → select **YES, I have a full or partial scholarship** and upload funding confirmation.
- If self/family-funded → select **Yes, I have sufficient funds to purchase outward travel** and upload a **bank statement**.
Please do **NOT** use a "Financial Undertaking for a Student" form.

D. Outward Travel

- If you have not yet booked a ticket leave NZ, but you have **funds for a ticket** → select **YES, I have funds** and upload bank statement.
 - If you already booked a ticket → select **YES, I have evidence of a prepaid booking** and upload your flight ticket.
Please do **NOT** use a "Financial Undertaking for a Student" form.
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Step 6: Review and submit

1. Confirm all uploaded documents are **correct and complete**.
2. Review the **declaration page**.
3. Select the declaration and **submit your application**.