

How to Apply for an Exchange Student Visa (UoA Programme: Certificate of Proficiency for Exchange – COPEX)

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 YES**. You will be joining us through a tertiary exchange.

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

Step 4: Application form

- On the **Application Summary** page, click **"Continue."**
 - Enter your **identity details** exactly as they are shown on your passport.
 - Upload a **recent photo**.
 - **Agent advice** → select **NO** (unless you use a professional immigration agent. University of Auckland is not an agent).
 - **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**.
 - If you are asked if asked if your programme of study is **120 credits or more** → please select **YES**, even if you are only studying for one semester.
 - **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.
 - **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

- INZ will request "evidence you have been accepted as an exchange student" and "confirmation that your programme of study is at least 120 credits." You can upload our **Offer of Place** to **both** areas, as it has wording to meet the requirements.

B. 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.

C. 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.

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**.