

Student ID number:

Date:



# NEW STUDENT COVERSHEET

*New undergraduate & postgraduate students*

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
- Tuition fee statement**  
*Printed from Student Services Online, refer to **page 2** for printing instructions.*
- Attendance certificate or letter** (*excluding university & secondary school students*). *You must have a minimum of **95% attendance** to apply for a visa through the University.*
- 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**.*
- Transcript** from your previous New Zealand institute (*excluding secondary school students*).
- 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 than this, please discuss your situation with the staff at the International Student Information Centre, as restrictions apply.*
- Address** *on the visa application form and on Student Services Online must be the same.*
- Under 18** *will be required to submit* – Accommodation letter from the International Office  
– Work rights consent from the International Office  
– Work rights consent from your parents

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

### Under 18s

- If you are under 18 years old you must submit a guarantee of accommodation. Please see Juliane Adamietz at the International Student Information Centre or email [j.adamietz@auckland.ac.nz](mailto:j.adamietz@auckland.ac.nz).

### 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.

For information on how to apply for a police certificate, please go to

[www.immigration.govt.nz/migrant/general/formsandfees/formsandguides/policecertificate/](http://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

0508 558 855

Website: [www.immigration.govt.nz/](http://www.immigration.govt.nz/)

### How to print your statement from Student Services Online

- %" Sign into Gh XYbhGYfj ]Wg`Cb`]bY.
- &" 7`JW`cb`hY` : YYg`UbX`DUma` Ybhg`]Wb`"hY`5Wt`i bhGi a a UfmdU[ Y`k ]`UddYUf"
- ' " 7`JW` GHUHa` Ybh`UbX` =bj`c]Wg`hc`[ ]j`Y`U`ghcZ`cdh]cbg"
- (" 7`JW`cb` GHUHa` Ybhg`#` Bcb! ; GH` =bj`c]Wg` UbX` h`Yb` W]W` h`Y`[ fYYb` ; YbYfUHY` GHUHa` Ybh`#` =bj`c]W`Vi`Hcb"
- )" HmdY`]b`hY` 5WXYa` ]WUf`cf`W]W` h`Y`a` U[ b]Zm]b`[ ]`UggYg`hc`gY`YVh`h`Y` 5WXYa` ]WUf`mci`k`Ubh`h`Y`bYk`UWt`i`bhghUHa`Ybh`hc`Wt`j`Yf"
- \*" 7`JW`h`Y`[ fYYb` DfcXi` W` GHUHa` Ybh]Wt`b`"5`bYk`Vfck`gYf`k`]bXck`k`j`cdYb`g`ck`]b[`h`Y`ghUHa`Ybh]b`D8: `Zcfa`Uh` =Z`]h`XcYgb`Bi`UddYUfz`W`YW` h`Uh`mci`f`]bhYfbYh`Vfck`gYf`dcd!`i`d`V`cW`Yf`]g`h`fbYX`cZ`"

### 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.