

Student ID number:

Date:



PHD STUDENT COVERSHEET

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
- 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** for printing instructions.*
- 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**.*
- Updated doctoral registration summary from Student Services Online:**
Ensure the following details are current and correct:
 - The start and end dates of programme
 - Supervisor(s) name(s)
 - Title of thesis
- Thesis abstract**
- Current C.V.**
- Current PhD students must be enrolled for the upcoming year.**
- INZ 1200 Form** – *completed, signed and dated.*
- Additional documents may be requested.**

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 Karyn Floyd at the International Student Information Centre or email k.floyd@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/

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/

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.
3. Click **View Statement**. The **Statement of account** page will appear.
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 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.