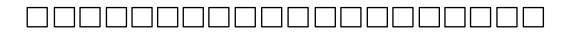


PHD STUDENT

COVERSHEET

<u>Please complete</u>	<u>the checklist and</u>	<u>d include all doc</u>	<u>cuments listed below.</u>
· ·			

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
Current PhD students must be enrolled for the upcoming year.
Additional documents may be requested.



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. Click on the Fees and Payments icon. The Account Summary page will appear.
- 3. Click **Statement and Invoices** to give a list of options.
- 4. Click on **Statements/Non-GST Invoices** and then click the green Generate **Statement/Invoice** button.
- 5. Type in the **Academic Year** or click the magnifying glasses to select the **Academic Year** you want the new account statement to cover.
- Click the green **Produce Statement** icon. A new browser window will open showing the statement in PDF format. If it doesn't appear, check that your internet browser pop-up blocker is turned off.

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.
- 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.