

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.
6. 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.
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.