

Student ID number:

Date:



CURRENT 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

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**.*

Transcript

*Print from Student Services Online - refer to **page 2** for printing instructions.*

Academic Progress:

You must pass at least 75% of the courses in each semester to apply for a student visa through the University.

If you have not fulfilled this requirement in your previous semester, you must apply for your student visa through Immigration New Zealand (the International Student Information Centre will NOT be able to process your application)

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.

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.

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.