



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

1. Sign into SSO
2. Click the box "Fees and Payments"
3. Click "Statements and Invoice" tab
4. Click "Statements/Non-GST Invoices" button
5. Click "Generate statement/invoice"
6. Type the year you want the statement/invoice for.
7. Click "Produce Statement"
8. You can now view and/or print the PDF document.

**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 University of Auckland transcript/academic record

1. Sign into SSO
2. Click the box "Academic Records"
3. Click "View Unofficial Transcript"
4. In the empty box beside "Report Type", Click "Internal/Web Transcript"
5. Click "View Report"
6. You can now view and/or print the PDF document.

**Tip:** Please turn off your pop-up blocker to view your transcript.

### Evidence of Funds

1. Funds must be in your own New Zealand bank account, and be in New Zealand dollars.
2. You must have the ability to access your funds immediately, at any time.
3. You must have a bank transaction history showing a minimum of 3 months, not an ATM receipt or account summary. If you have linked accounts, for example a cheque/debit and savings accounts with the same bank, you will be asked to show 3 months bank transaction histories for both accounts.
4. Print your bank transaction history **at least one day** after your final fee payment is received in Student Services Online.
5. The bank transaction history must include the following:
  - a. your name
  - b. bank account number
  - c. available funds must be in New Zealand dollars
  - d. the start and maturity date of your term deposit (for term deposits only).
  - e. Printed no more than 2 days before you apply for your visa.
6. AskAuckland Central is **unable** to accept a bank transaction history showing a total of domestic deposits of **NZ\$3,000** or more in the four weeks prior to your student visa submission, including cash deposits or transfers from a New Zealand account other than your own. If funds have come directly from an overseas bank account, please ensure this is detailed on your bank transaction history. You may also be asked to explain the reason for any domestic transfers paid into your account that are visible.