

# PhD student COVERSHEET



**If you do not have all your documents when submitting your application, it may not be accepted. Please ensure you have printed all relevant documents before your appointment.**

- Completed 2019 visa application form:** INZ1240 form. Please complete in blue or black pen.
- Two passport-size photographs:** must be less than **six months old**. Photos must not be photo-shopped or edited.
- Passport:** Must be valid for more than 3 months. Please ensure you also have your current visa available (either visa label, or print out your eVisa).
- Mailing address and contact phone number** 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**. Please ensure fees and insurance for the upcoming doctoral year have been paid at least one day before submitting your visa application.
- Proof of Funds:** bank transaction history must not be older than **2 days**. For more information, refer to page 2 of this cover sheet, and the evidence of funds guide available via: <https://www.auckland.ac.nz/en/on-campus/student-support/personal-support/international-student-support/applying-student-visa-new-zealand.html>
- Evidence of outward travel** if applicable. Your outward travel ticket will need to be for travel out of New Zealand to your home country, taking place after the enrollment period you are applying for your next visa to cover. If you do not have an outward travel ticket, you will need additional proof of funds, as outlined in the Evidence of Funds Guide.
  
- Updated doctoral registration summary from Student Services Online.**
- Thesis abstract**
- Current C.V.**
- Current PhD students must be enrolled for the upcoming doctoral year or 'thesis under submission awaiting examination' period.**
- INZ1200 Form** completed, signed and dated. Available to download from Immigration New Zealand website. Please ensure you are using the current INZ1200 form.
- Confirmation of initial thesis submission** if applicable.
- Additional documents may be requested by Immigration New Zealand.**

## Medical certificate and Police certificate

- For more information regarding these documents, please see the instructions given in the Student Visa Application Guide (INZ1013), accessible via: <https://www.immigration.govt.nz/documents/forms-and-guides/inz1013>
- For information on how to apply for a police certificate, please see: <https://www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa/tools-and-information/tools/police-certificates>
- For information relating to health and medical checks, please see: <https://www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa/tools-and-information/medical-info>
- 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 or 0508 558 855. Website: [www.immigration.govt.nz/](http://www.immigration.govt.nz/)

### 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 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 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.