

INFORMATION SHEET FOR STUDENT VISA APPLICATION – PHD STUDENTS



VICTORIA UNIVERSITY OF
WELLINGTON
TE HERENGA WAKA

You must have a valid student visa to be enrolled at Victoria University of Wellington. It is your responsibility to ensure that you have a valid visa at all times while in New Zealand.

Applicants who meet certain criteria (see below) may apply for a student visa through Wellington University International. Apply for your student visa **AT LEAST TWO WEEKS** before your current visa is due to expire. *Wellington University International may not be able to accept your visa application if your current visa expires within 7 days. In this case, you must apply directly to Immigration New Zealand. If you have questions about renewing your visa or would like more information, email student-visa@vuw.ac.nz*

YOU CAN COMPLETE THIS APPLICATION FORM, IF YOU:

Hold a current student visa

Are enrolled as a full-time student, OR have an Offer of Place for full-time study at Victoria University of Wellington

DOCUMENTS TO INCLUDE WITH YOUR APPLICATION

Completed, signed, and dated International Student Visa Application Form

Receipt for payment of visa application fee of \$265: *the fee can be paid by EFTPOS or credit card at Wellington University International*

Your passport: *please ensure your passport valid for at least three months after the expected end date of the visa that is being applied for.*

Current visa

Two recent passport size photographs

Support letter from Supervisor or Faculty including your thesis title, estimated submission date and supervisor's name

Confirmation of Study or Offer of Place

Receipt for payment of tuition fees (Fee Assessment or evidence of scholarship)

Evidence of sufficient funds to meet your living costs for the length of the visa.

► **Bank statements** (after the payment for tuition fees): less than 2 days old showing \$7,500 for half year, or \$15,000 for one year, or \$1250 per month; plus **bank transaction** history for 3 months from all accounts, **OR**

► **Scholarship Letter** or Loan Confirmation*, **OR**

► **Financial Undertaking Form (INZ 1014)***, **OR**

► **Sponsorship Form for Temporary Entry (INZ 1025)***

Evidence of funds for outward travel: \$1,500 for buying an air ticket, or a fully paid ticket (open)

If applicable, your medical certificates and/or police certificate (please see below for more information). *To find out if you require a General Medical Certificate, Chest X-ray Certificate and/or Police Certificate, please phone Immigration New Zealand on 0508 558 855 or 04 910 9915.*

Additional Information Form (INZ 1200)

Curriculum Vitae

Research Abstract

NOTES:

FINANCIAL UNDERTAKING FORM (INZ 1014)*

This form can only be used if one was provided with your first student visa application submitted off-shore. The person acting as guarantor must show evidence that they have sufficient funds to support you for the length of the visa being applied for. **Supporting documents must be in English:**

- 1) Evidence of sufficient funds can include the guarantor's bank statements of six months, evidence of investments or the guarantor's payslips;
- 2) A copy of the guarantor's passport or ID card;
- 3) Your birth certificate or a letter of relationship;
- 4) Your New Zealand bank statements showing regular funds from the guarantor.

SPONSORSHIP FORM FOR TEMPORARY ENTRY (INZ 1025) *

This form can only be used if a New Zealand resident or organisation supported your first student visa application submitted off-shore. If the sponsor is a person, then they must show evidence that they have sufficient funds to support you for the length of the visa being applied for. Evidence of sufficient funds can include bank statements, evidence of investments or the sponsor's payslips. A copy of the sponsor's New Zealand passport or residency visa, and a letter of relationship must also be included.

SCHOLARSHIP EVIDENCE*

This letter must state what the scholarship covers, for example, tuition fees and/or stipend, how much it pays, for example \$1500 per month, and its length and/or end date.

GENERAL MEDICAL AND CHEST X-RAY CERTIFICATES

If you are a full-fee paying international student, you may be required to provide General Medical and/or Chest X-ray Certificate with your visa application, depending on your answers to the questions in **Section C. HEALTH.**

Medical and Chest X-Ray Certificates must be submitted to Immigration New Zealand within three months of being completed. After submission, they are valid for 36 months. If you are renewing your visa and it has been more than 36 months since your last submission, then you may need to provide one or both of these certificates.

Clinics in Wellington city that specialise in Immigration medical examinations include Capital Medical (0800 700 262) and Life Clinic (0800 005 433). You will need to take your passport with you.

POLICE CERTIFICATE

Students who have been (or intend to be) in New Zealand for more than 24 months are required to submit a Police Certificate from their country of citizenship and from any country in which they have lived for five or more years since the age of 17. This 24-month period includes time already spent in New Zealand as well as the period of time you intend to be in New Zealand.

Police certificates must be submitted to Immigration New Zealand within six months of being issued. They are valid for student visa applications for 36 months after the date of issue. If your home country Police Certificate is not in English, you must have the certificate translated and submit both the original Police Certificate and the translated version.