

Student visa application checklist – continuing international students

FEBRUARY 2021

Use this checklist to make sure you provide the right documents and evidence to support your second or subsequent student visa application.

This checklist is for you if you are in New Zealand, have previously been granted a student visa, and are applying for a new student visa to continue your studies as an international student.

It tells you what information and evidence we need to assess your application for a second or subsequent student visa. This includes all the information you must provide with your application as well as the supporting information that we need so we can assess your application faster.

If you are in New Zealand on a visitor visa or a work visa, and this is your first time to apply for a student visa, you should refer to the [First-time Student Visa application checklist](#) instead.

How to apply

Apply for your student visa online at: immigration.govt.nz/apply-student-online

A guide is also available to help you prepare your application.

You may also be able to apply for your student visa on campus through your education provider and Provider Direct. To find out if you are able to do this visit: [Education providers that use Provider Direct](#)

Important

New Zealand border entry requirements – COVID-19

If you are outside New Zealand you cannot currently apply for a student visa unless we have invited you to apply as an exception to the current border restrictions. If we have invited you to apply for a visa, your education provider should have given you a specific guidance document that we have developed to help you prepare your visa application. Please use that specific guidance, not this checklist which is intended for people who are already in New Zealand.

When to apply

Applying for your new student visa early means we are more likely to be able to process your application in time for you to start your new course. Apply for your new visa at least 1 month before your course start date, but no more than 3 months before your start date.

For our latest student visa processing times visit: [Visa processing times for international students](#)

Translations

Providing English translations of supporting documents means we can process your application faster.

You must provide a certified translation of all police certificates if they are not in English. You should also provide English translations of supporting documents and copies of the original untranslated documents so we can process your application faster.

For more information visit: [Translating supporting documents into English](#)

Information we need

You must provide the following information with your student visa application.



An offer of place or confirmation of enrolment from a New Zealand education provider

If you are applying for a Pathway Student Visa, you must provide a Pathway Student Visa offer of place or a Pathway Student Visa cover letter from an approved Pathway education provider.

For more information visit: immigration.govt.nz/pathway-student-visa



A copy of the identity pages in your current passport



Evidence of your attendance and progress

Provide evidence to show you have met the conditions of your most recent student visa by attending your programme of study at all times as required and making satisfactory progress.

Evidence could include:

- › academic transcripts
- › attendance records
- › a letter from your education provider that sets out the academic progress you have made and your attendance.

The [supporting information and evidence](#) section provides more detail on how you can show evidence of your attendance and progress.



Evidence of your health and character

Depending on how long you plan to stay in New Zealand and the countries you have previously spent time in, you may also need to:

- › visit a panel physician for a chest x-ray and/or a medical examination to show that you are still healthy. To find out if you need to do this visit: [Who needs an x-ray or medical exam](#)
- › provide an updated police certificate (or certificates) – and a certified translation if it is not in English – to show you are still of good character. To find out if you need to provide this evidence visit: [Who needs to provide police certificates](#)



Evidence you have paid your tuition fees

Provide evidence you have paid your tuition fees, or that you are exempt from paying tuition fees.

Evidence could include:

- › a receipt of payment or letter from your education provider confirming you have paid your tuition fees
- › a letter from your education provider confirming you are exempt from paying tuition fees and why.

☐ **Evidence you still have enough money to live on and proof of where this money has come from**

The money must be genuinely available for you to use to pay your living costs while you are in New Zealand and be from a source that we can confirm.

If you are studying for 1 academic year or more (36 weeks or more), you must provide evidence that you have at least NZD \$15,000 for each year of study.

If you are studying for less than 36 weeks, you must provide evidence you have at least NZD \$1,250 for each month of study.

This money must be accessible to you while you are in New Zealand.

Evidence could include:

- › money held by you or on your behalf
- › a notice of the award of a scholarship
- › a financial undertaking by the same non-New Zealander who provided a financial undertaking for your initial offshore student visa application – use the Financial Undertaking for a Student (INZ 1014) form: immigration.govt.nz/inz-1014
- › sponsorship by the same New Zealander or New Zealand organisation that sponsored your initial student visa – use the Sponsorship Form for Temporary Entry (INZ 1025): immigration.govt.nz/inz-1025.
- › evidence of your relationship to your sponsor or financial guarantor

Examples of supporting information we accept:

- › Bank statements for a New Zealand or overseas bank account that:
 - cover the past 6 months
 - are recent (less than 2 weeks old) when you apply for your visa
 - include an explanation of any large deposits and supporting evidence of where the money has come from.
- › An education loan sanction letter from a nationalised or multi-national bank.
- › Evidence of your financial guarantor's or sponsor's ongoing employment, if they are supporting you through their employment, which could include:
 - income tax returns
 - a letter from their employer that confirms their employment details (the position they hold, how long they have been employed, and the amount they are paid).
- › A receipt showing you have prepaid your living costs – for example, for a school homestay.

☐ **Evidence you still have enough money to leave New Zealand**

Evidence can be a fully paid ticket out of New Zealand or evidence that you have enough money to buy a ticket.

Supporting information and evidence

Where applicable, we strongly recommend you provide the following supporting information with your visa application. It will help us make the decision faster, and show us that you:

- › are a genuine applicant
- › are not likely to stay in New Zealand for longer than your visa allows or breach the conditions of your visa
- › will leave New Zealand if you cannot get another visa.

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A cover letter or statement of purpose that includes:

- › updated information about your study plans, if these have changed since your last student visa application, including:
 - the reasons why your study plans have changed
 - why you chose this education provider and course
 - an idea of what you want to do once you have finished your study
- › an explanation for your attendance, if you have not attended your previous programme of study at all times as required
- › an explanation for your progress, if you have not progressed in your previous studies as expected
- › details of how you are paying for your study, including a summary of the evidence you are providing with your application and where this money has come from. It must show that this money is genuinely available for you to use while you are in New Zealand.

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If you are a Masters or PhD student provide:

- › an outline or abstract of your thesis
- › a summary of your full education and employment history.

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If you are in Year 12 or 13 of secondary school and aged 16 or older and want to work while you are studying, you must provide written permission from:

- › your parents or legal guardian
- › your education provider.

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If you are required to do practical work experience as part of your course, provide evidence that this is a course requirement. Evidence could include:

- › a letter from your education provider confirming that practical work experience is a course requirement
- › a course outline that shows the practical component requirement.

You can also apply to have this added to your student visa conditions at a later date, if required. There is a separate application fee for this.

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Evidence you held appropriate insurance for the period of your **previous** student visa (not required if your last student visa was for PhD study or you are a Ministry of Foreign Affairs and Trade scholarship student).

This insurance must have been held from the start of your previous enrolment until the expiry of your student visa and have complied with the Education (Pastoral Care of International Students) Code of Practice.

Evidence could include:

- › insurance policy confirmation letter
- › insurance payment receipt – if your education provider arranged your insurance, this might be included in a receipt they issued to you.