

PDS Student and Staff Checklist

Apply for your Student Visa at Massey University

Please **complete and sign** this checklist to ensure that you meet the criteria, and you have all required documents prior to submitting your application.

Student ID: Name:
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I have <u>ticked</u> ✓ all boxes <input type="checkbox"/> below to make sure that I meet the criteria and provide all required documents		_____ Signature of Applicant
Passport and Visa Included a <u>copy</u> of my passport page and current visa stamped by ISS*, and I have <ul style="list-style-type: none"> - Passport valid for at least 3 months after expected visa end date <ul style="list-style-type: none"> ❖ <i>Staff use: New passport to be submitted to INZ</i> - Student visa valid for at least 2 weeks 		<input type="checkbox"/>
<u>New Student</u>	<u>Returning Student</u>	
Student Performance Included my academic and attendance records as appropriate <ul style="list-style-type: none"> - 75% pass rate and - 95% attendance or 90-94% attendance with explanation letter for consideration ❖ <i>Parental approval letter required for under 18 students who want work rights</i> 	Study History Report Printed my Study history report via the Portal > Results & Exams > Academic records <ul style="list-style-type: none"> - passed 75% per semester of my second year and above or - passed 50% per semester for first year 	<input type="checkbox"/>
Admission Offer Printed my Offer of Place Letter via the Portal > Home/ All messages AND Course Enrolment Enrolled full time i.e. at least 45 credits of internal courses each semester	Confirmation of Enrolment Printed my Confirmation of Enrolment via the Portal > Home/ All messages <ul style="list-style-type: none"> - enrolled full time i.e. at least 45 credits of internal courses each semester or - enrolled part time (last semester only) 	<input type="checkbox"/>
Receipt of Payment Printed my Receipt of Payment Letter via the Portal > Home/ All messages <ul style="list-style-type: none"> - settled university fees payment - included receipt or Scholarship/ FedAid loan letter ❖ <i>Staff use: Check insurance cover</i> 	Statement of Account Printed my Statement of account via the Portal > Fees & Finance > Download statement <ul style="list-style-type: none"> - settled university fees payment - included receipt or Scholarship / FedAid loan letter ❖ <i>Staff use: Check insurance cover</i> 	<input type="checkbox"/>

<p>Bank transaction history</p> <p>Printed 3 months bank transaction details online from all NZ accounts, and MUST have</p> <ul style="list-style-type: none"> - Standard format and content i.e. <ul style="list-style-type: none"> ▪ Bank logo and bank name ▪ Student full name and account details - listing at least one day after fees payment and not more than 2 days old by the time you lodge your application - written explanation to declare origins of funds for any large or recurring transactions above \$3,000 and attached evidence as appropriate - highlighted my wage deposits and attached evidence, showing hours of work, if earning more than \$300 per week - showed sufficient funds for living cost plus outbound flight cost: <ul style="list-style-type: none"> ▪ \$1,250 minimum per month for the intended length of time to stay (<u>\$7,500</u> per semester) AND ▪ \$1,500 or return air ticket unless I have Financial Undertaking INZ1014/ Sponsorship INZ1025/ Scholarship/ FedAid loan - included foreign bank accounts if applicable 	<input type="checkbox"/>
<p>Additional Documents for PhD students</p> <ul style="list-style-type: none"> - Supervisor letter: with supervisor/s name, thesis title and expected submission date - Additional Information Form (INZ 1200), CV and Thesis Proposal 	<input type="checkbox"/>
<p>Provider Direct Student Visa Application Form (INZ 1240)</p> <ul style="list-style-type: none"> - Complete the INZ 1240 form which you download from https://www.immigration.govt.nz/documents/forms-and-guides/1240-inz-provider-direct-student-visa-application.pdf - updated my details on the Portal > Your profile incl. e-mail address, NZ mobile number and physical term address to match with Section B <ul style="list-style-type: none"> ❖ <i>Staff use (i) manual entries line 1 & 2: 30 characters max. No commas. City in line 4</i> (ii) <i>Hong Kong, Macau and Taiwan not to process as China</i> - written my full name and student ID at the back of 2 passport style photos, and stapled onto page 1 of the form 	<input type="checkbox"/>
<p>Declaration - Refund Policy</p> <p>If this visa application is rejected by Immigration after being processed by this office, only the INZ visa cost of \$170 will be refunded. Total processing fee is \$275. (For IVL exempt students, \$135 will be refunded as the total processing fee is \$240).</p>	<input type="checkbox"/>

*Please bring your original passport. We will check that you meet criteria as listed before verification.

Kindly note that you will need to stay in NZ for at least two weeks once you submit your application. You may be required to provide your air ticket if you are travelling within one month.