

STUDENT VISA RENEWAL CHECKLIST

This guide provides information on student visa renewal process and documents you need to provide with your visa application. If you have any questions or need further guidance, please contact us at visa@massey.ac.nz or **0800MASSEY (0800 627 739)** from 8.30am - 4.30pm, Monday – Friday.

Apply for your Student Visa with Immigration NZ (*ImmigrationOnline*)

1. Create your Immigration ONLINE account via www.immigration.govt.nz/study
The Student Visa Guide (INZ 1013) @ www.immigration.govt.nz/forms contains important information about the requirements.
2. Complete your visa application online and upload the required documents as listed below.

01 PERSONAL DETAILS

- A Passport size photograph (*not more than 6 months old*)
- B Passport must be valid for at least 3 months after expected visa end date
- C Valid current visa

02 STUDENT PERFORMANCE (NON PHD STUDENTS)

- A Study history report can be downloaded from:
Massey student portal > Results and exams > Academic Records
- B PaCE student only - attendance record

03 ADDITIONAL DOCUMENTS (PHD STUDENTS)

- A Supervisor/GRS letter – include supervisor name/s and contact details, thesis title, expected submission date & completion date (*6 months after thesis submission*)
- B Additional Information Form (INZ 1200)
- C CV
- D Thesis proposal

04 CONFIRMATION OF ENROLMENT

- Confirmation of Enrolment can be downloaded from:
Massey student portal > Home / All messages

05 TUITION FEES PAYMENT

- A Paid all university fees *
OR if Scholarship or Fed Aid loan, include this letter together with the Statement of Account.
 - B Statement of Account can be downloaded from:
Massey student portal > Fees & Finance > download statement.
- * PhD student only - Tuition fees must be paid for the length of the visa applied for. You can pay your fees due via your Massey Student Portal using your credit card. If you are renewing before 1 October and are seeking a length of visa for the next academic year, you can pay the estimated year of fees via bank transfer (ensure you provide your student ID on the reference) or at Campus Information Services. Use this year's tuition fees as a guideline to calculate your estimated future annual fee.*

06 FUNDS FOR LIVING COSTS

You need to provide evidence that you have enough money to live on while you're studying in New Zealand. Your personal bank statement is to be printed after paying your fees, and not more than 2 days before you lodge your visa application:

- A bank transaction details for the last 6 months which includes:
 - i Bank logo and bank name
 - ii Student full name and account details
 - B show sufficient funds for living cost plus outbound flight cost:
 - iii **\$15,000 per year** (\$1,250 minimum per month for the intended length of time to stay) AND
 - iv **\$1,500** or return air ticket.
- OR attach evidence of: Financial Undertaking INZ1014 / Sponsorship INZ1025 / Scholarship / Fed Aid loan.
Include foreign bank accounts, if applicable.

07 GENERAL REQUIREMENTS

- International Student Medical and Travel Insurance is required until completion of studies or visa expiry whichever is later
- Full medical/chest X-ray is required every 36 months
- Home country police certificate is required every 36 months

IMPORTANT: As soon as your study visa has been approved and before your current visa expires, please forward your visa to visa@massey.ac.nz for updating to maintain your enrolment.