



## VISA RENEWAL ON CAMPUS

All student visa applications must be submitted at least 7 days prior to the expiry date of your current student visa. The University of Waikato will not hold your passport while your application is being processed.

**To be eligible to renew your student visa on campus, please note the following:**

- You must hold a valid student visa.
- Be in New Zealand.
- You must hold a passport valid for at least three months after the expected end date of the visa.
- Be enrolled in full-time study.

You can apply for a student visa on campus for two consecutive semesters, however, these semesters must be in the same academic year (for example Semester A and B, 2019)

If you hold a visitor or work visa you are not permitted to apply for your student visa on campus and need to apply via [Immigration Online](#).

### The process

- Select your papers through MyWaikato
- Purchase Medical and Travel insurance.
- Pay your tuition fees <http://www.waikato.ac.nz/study/costs/how-to-pay-fees>
- Contact Immigration New Zealand on 0508 558 855- to find out if you are required to submit new Police or Medical Certificates with your application.
- Please complete the **INZ 1240 Provider Direct Student Visa Application Form** (must be completed in pen).
- Please bring in **all** the documents as per the checklist attached.
- When completing the section C on your health, please refer to the list of countries with low incidence of TB.
- **NOTE:** Print your eVisa and bring in your Tuition Fee Receipt
- Pay your visa fee
- Your application will be sent to INZ electronically.
- When your student visa has been granted you will be emailed a visa notification letter from INZ direct, labels in passports are no longer issued.

## Evidence of funds

You must provide evidence that you have enough money to live on while you are studying in New Zealand.

Funds required:

<b>Non - semester short course (per month)</b>	\$1,250 plus a copy of air ticket	Plus an additional \$1,500 without air ticket
<b>One semester</b>	\$7,500 plus a copy of air ticket	Or \$9,000 without air ticket
<b>Two semesters/one-year enrolment</b>	\$15,000 plus a copy of air ticket	\$16,500 without air ticket.

- Funds may be held a New Zealand bank account or an overseas bank account (in English).
- If your bank statement is from an overseas bank, you must provide evidence to show that you can access the funds while in NZ, e.g. ATM receipt.
- You must have the ability to access your funds at any time.
- You must have a bank transaction history, not an ATM receipt.
- At least **one day after** tuition fee has been paid, you must print out a **3** month bank statement and present it with visa application.

The bank statement must include the following:

- Your name
- Bank account number
- Official bank stamp
- Available funds must be in NZ dollars
- Statement issue date.
- Must include the bank's logo and be printed on the bank's letterhead
- Show transactions covering at least the previous three month period when applying for your visa.
- The start and maturity date of your term deposit (for term deposit only)

### Please note:

**The International Student Services Office is unable to accept a bank statement showing deposits of NZ\$3,000 or more within the three months prior to your student visa submission, unless the funds have come directly from your family living overseas (international transfer). Please ask the bank to verify that the transaction is an international transaction.**

You may be asked to provide evidence of the source of funds for large or recent deposits of up to NZ\$3,000 if it is not an international transfer.

## Sponsorship for Temporary Entry – (Form INZ 1025)

If you intend to use this form you must submit this form to the visa office for prior approval at least two weeks before your student visa expires, and before you renew your student visa.

You will not be able to submit your visa application until you have received notification from the visa team confirming that Immigration New Zealand has approved your sponsorship.

### **Financial Undertaking (form INZ 1014)**

If you are using this form you must apply directly to Immigration New Zealand.

### **Unacceptable evidence of funds**

- Bank deposit slip or ATM printouts- these do not show history of funds.
- Bank statements that only state the account balance.
- Payslips
- Cash in any currency will not be accepted as evidence of funds as ownership cannot be proven.
- A certificate of deposit issued by banks outside New Zealand. – They do not show the history of funds.

### **Evidence of outward travel**

You must show evidence that you have the means to travel to a country to which you have the right of entry. This can be either:

- A fully paid travel ticket (open) or
- Sufficient funds in addition to living expenses to buy an air ticket –approx \$1,500 to cover cost of outbound travel.

If your passport has expired, was lost, stolen or your name has changed before your course end date, then it is your responsibility to renew your passport, apply to transfer your valid visa into your new passport or re-apply for a new visa before your current visa expires. This applies regardless of whether you have a physical visa label or an eVisa.

Our University systems automatically check your student visa expiry date and will email you reminders to renew your student visa. Please do not ignore these reminders.

If you allow your student visa to expire, your enrolment will be cancelled as per Immigration New Zealand policy.