



Doctoral / Masters Scholarship Payment Form

Please email this form to the scholarships@otago.ac.nz once you have completed your course approval.

Acknowledgement of Regulations and Notes, and Statement

I, _____ (Full name in capitals)

_____ (Student ID Number),

have read and understood the *Regulations and Notes for the University of Otago Postgraduate Research Scholarships* (included with my Offer notification) and understand and accept that my scholarship is governed by these.

I certify that I have enrolled and have started part/full time (please circle) studies on my Master's/Doctoral (please circle) thesis.

Signed

Date

Statement from HoD or Supervisor

I, _____ certify that the above student has enrolled and is studying part/full time (please circle) .

Signed

Date

Bank Authority

You will need to log into eVision and enter your New Zealand bank account details via the My Finances section of eVision. If you have not yet done this, instructions are included below.

Provision of your bank details to eVision provides authorisation for the Scholarships Administrator of the University of Otago to pay the scholarship into the provided New Zealand bank account.

NOTE: Stipend payments are made on a monthly basis on the third Thursday of the month. Please ensure that you have sufficient funds to be able to support yourself until your first payment is made.

To enter your bank account details in eVision:

1. Log into eVision
2. From your My Finances container click on the **account and payment information** link.
3. Select **Review my bank details**
4. The bank account details screen will open and you will see your name is already entered into the Account name field.
5. If you need to update your Account name click into the field and type your account name.
6. To enter your bank account number click into the Account number field and start entering your bank account number as it is displayed on your bank statement or online banking.
The format for a New Zealand bank account is 12-1234-1234567-123
 - The hyphens for each section of the account number will automatically display as you enter each part of your account number.
 - If your bank account number suffix (the last section of the account number) is only displayed as 2 digits on your bank account please enter the 2 digits and eVision will automatically add the third digit in the correct place
7. Tab out of the Account number field at which point your bank account number will be validated and the Bank name and Bank location fields will now have been populated.
 - If you see an error message at the top of the screen that your bank account number is invalid please recheck your account number. eVision will only allow you to save a valid account number.
8. Click Save to save your bank account details.