



# Provider Direct (Visa-on-Campus) Application Information

Student Visa Services can only accept applications from students currently in New Zealand holding a valid student visa. If you hold a visitor or work visa you must apply directly to Immigration New Zealand.

- **Passport** - We need your original passport when you apply.
  - Your passport will be returned to you while your application is being processed.
  - Your passport should be valid for at least one month after the expected expiry date of the visa that you are applying for. If your passport expires before that date, your visa will be granted only up to one month before the expiry date of your passport.
- **Student Visa Application Form** - Completed, signed and dated.  
Please print clearly in capital letters using blue or black ink.
- **Photographs** - Two-passport size photographs less than six months old. Please write your full name on the back of each photo.
- **Provider Direct (Visa-on-Campus) Application Fee** - The application fee is currently \$275.00. This payment can be made at the International Office. Only **EFTPOS** payments are available.
- **Receipt for University of Otago tuition fees** or confirmation of Scholarship/Financial Guarantee. You may print your account summary from eVision showing payment for tuition fees
- **Evidence of sufficient funds:** Only the following documents are accepted:
  - Confirmation of Scholarship/Financial Guarantee  
University of Otago scholarship students- email [scholarships@otago.ac.nz](mailto:scholarships@otago.ac.nz) for an updated confirmation letter; **or**
  - Your bank statement/s (or transaction history) printed after tuition fees have been paid and less than 7 days old showing the last 3 months of transactions. If you transfer money between accounts please provide transaction histories for all those accounts. Internet banking statements, including Funds Transfer Scheme accounts, may be acceptable if they include the name of the bank, your name, the account number, the date, balance and three months transactions. You must explain any deposits of **NZ\$3000** or over transferred within New Zealand on your statement. If another person deposited the funds you will be asked to provide evidence of the relationship between you and that person; **or**
  - Sponsorship (only to be used if the same person or organisation completed the form for your first offshore visa application) :
    - 1) A *Financial Undertaking for a Student (INZ1014)* form completed by a relative or friend.
    - 2) A *Sponsorship Form for Temporary Entry (INZ1025)* if your sponsor is a New Zealand citizen or resident, an organisation or government agency

**Please note:**

- The minimum amount required for a one year visa is NZ\$15,000. An additional NZ\$1,500 is required if outward travel has not been pre-purchased.
- For courses of less than 36 weeks you will need to show funds of at least NZ\$1,250 a month for living expenses.
- Applications including sponsorship forms or joint bank accounts must be submitted at least five working days before the current visa expiry.
- If you have an overseas bank account, you need to provide a copy of the card that gives you access to that particular account from New Zealand.
- Term deposit accounts from New Zealand banks may be acceptable. If the funds have been held in the term deposit for less than six months, the applicant must also provide evidence of the source of the term deposit funds.
  
- **Evidence of outward travel** - A photocopy of your ticket or e-ticket for travel out of New Zealand or you must show an additional NZ\$1,500 in your bank account. The destination must be to a country where you have right of entry.
  
- **Academic results:**
  - Returning students: a printout of your complete academic record from eVision is acceptable.
  - New students: you only need to provide a copy of your Offer of Place.
  
- **Evidence of accommodation** - Students under the age of 18 must provide written confirmation that the student's accommodation is compliant with the Code of Practice for the Pastoral Care of International Students. Please ask Student Visa Services staff for written confirmation.
  
- **Thesis statement and curriculum vitae** - For Indian and Iranian PhD students only.
  
- **Health Certificates:**
  - **Chest X-ray Certificate** - Applicants who intend to be in New Zealand for more than 6 months and are **not** from a low incidence TB (pulmonary tuberculosis) country must undergo a chest X-ray certificate. This also applies if you have spent a combined total of three months in any country not on this list, or if you have spent six consecutive months since your last visa application in any country not on this list. A new chest X-ray certificate will then be required every 36 months. Your chest X-ray certificate must be less than three months old at the time that the application is made

**Countries with a low incidence of tuberculosis**

American Samoa	Chile	Grenada	Monaco	Slovakia
Andorra	Costa Rica	Iceland	Montserrat	Slovenia
Antigua and Barbuda	Cuba	Ireland	Netherlands	Sweden
Australia	Cyprus	Israel (incl Occupied Palestine territory & East Jerusalem)	Netherlands Antilles	Switzerland
Austria	Czech Republic	Italy	New Zealand	Trinidad and Tobago
Barbados	Denmark	Jamaica	Norway	Turks and Caicos
Belgium	Dominica	Jordan	Oman	United Kingdom
Bermuda	Finland	Libya	Puerto Rico	US Virgin Islands
British Virgin Islands	France	Liechtenstein	Saint Kitts and Nevis	USA
Canada	Germany	Luxembourg	Saint Lucia	Vatican City
Cayman Islands	Greece	Malta	San Marino	

- **General Medical Certificate** - Full fee-paying students are not required to provide General Medical Certificates with student visa applications, unless requested to provide one by an immigration officer.
  - However, you may need to provide one if your answers to any questions under Section C on the student visa application form indicate that you may have a medical condition. Please read 'Completing Section C: Your health' in the Student Visa Guide if you are unsure how to answer these questions.
  - Students who pay tuition fees at a domestic rate, such as PhD, Exchange and New Zealand Aid Programme students, who intend to be in New Zealand for a total of more than 12 months (include all past visits), must complete a General Medical Certificate and Chest X-ray Certificate. New certificates will then need to be submitted every 36 months. Your General Medical Certificate must be less than three months old at the time that the application is made.
  - All applicants must use an approved Panel Physician to complete the General Medical or Chest X-ray Certificate. Please visit INZ ([www.immigration.govt.nz](http://www.immigration.govt.nz)) for a list of approved Panel Physicians. Student Health Services do not offer this service.
- **Police Certificate** - Applicants intending to be in New Zealand for a total of 24 months or longer must submit a police certificate from their country of citizenship and any country where they have lived for five years or more since attaining the age of 17 years. This requirement could be waived if you are aged under 20 and have held NZ student visas since the age of 17.
  - The certificate must be no more than six months old at the time the application is made. A new certificate will then need to be submitted every 36 months; however an Immigration Officer may request a new certificate at any time.
  - Information on how to obtain your police certificate can be found on the INZ website at: [www.immigration.govt.nz/migrant/general/formsandfees/formsandguides/policecertificate](http://www.immigration.govt.nz/migrant/general/formsandfees/formsandguides/policecertificate)
  - If a police certificate is due but not provided with a student visa application, Immigration will give you only 15 days to provide one. If no police certificate is received but evidence of applying for the certificate is provided in this time, the visa application will be approved (if all other requirements are met) for a short period only. Students will then need to apply for a new visa before it expires. If no police certificate has been received since the last application the new visa application will be declined immediately.

**We are not able to accept your application for a Provider Direct (Visa-on-Campus) if:**

- You do not currently hold a valid student visa.
- You are not currently or were not during the last enrolment period, a full-time student, unless you are an undergraduate finalist.
- You are a student on the Student Exchange programme.
- You are a student on the New Zealand Aid Programme.
- You are a returning student and on Conditional Enrolment for a second time.

**If you fall into any of the above categories, you will have to apply directly to Immigration New Zealand (INZ).**

Please note: The International Office and INZ reserve the right to refuse applications submitted on campus and may request that you submit your application directly to INZ.

## Important Notes

- Please aim to submit your visa application **one month** before current visa expires. Provider Direct (Visa-on-Campus) applications will however be accepted up until three working days before the expiry date (five days if sponsorship forms or joint bank statements are provided as evidence of funds). Any later than this, the application must be submitted directly to Immigration New Zealand (INZ).
- Incomplete applications will not be accepted. Students are responsible for providing all required documents, with official English translations if issued in another language.
- Contact details for Student Visa Services are:

International Office,	Email:	<a href="mailto:student.visa@otago.ac.nz">student.visa@otago.ac.nz</a>
Clocktower Building	Phone:	+64 3 479 4569
Leith Street	Phone:	+64 3 479 4186
Dunedin, 9016	Phone:	+64 3 479 6913
New Zealand	Fax:	+64 3 479 8367

Opening Hours: Monday to Friday – 11am to 3.30pm

- PhD students requesting length-of-course visas should speak with Student Visa Services staff.
- Please make sure that your contact details including your mobile phone number on eVision are updated.
- It is essential to apply for a new visa before your current visa expires. If you face delays due to availability of an appointment for your Chest X-ray or General Medical Certificate, you may submit the Provider Direct (Visa-on-Campus) with evidence of your appointment date. To find out if a Chest X-ray or General Medical Certificate is required please call INZ on:
  - 0508 558 855 (toll-free from a landline telephone) or
  - 09 914 4100 (a toll call from a mobile telephone)
- You will receive an email from INZ when a decision has been made on your student visa application. If approved, your eVisa will be attached to this email. You should print a copy of the eVisa and keep it with your passport when travelling internationally.
- Visa applications sent directly to Immigration New Zealand may be submitted:
  - Online - <https://www.l.logon.realme.govt.nz/cls/logon.logon?cid=1>
  - Paper Application - The forms and instructions can be downloaded from <http://www.immigration.govt.nz/migrant/stream/study/>.
- Please do not plan overseas travel until your student visa application has been approved. Please speak to the staff Student Visa Services if you have any questions about this.
- Please note that your visa application fee will not be refunded if you withdraw your application.
- INZ will contact you via your University of Otago email account if they require further documents to process your application. To ensure that emails from our office are not filtered to your junk mail, please add our email address, [student.visa@otago.ac.nz](mailto:student.visa@otago.ac.nz), to your contacts list. A deadline will be given to you to provide additional documents. Please check your email on a regular basis.
- For additional information please visit: [www.otago.ac.nz/international/visas.html](http://www.otago.ac.nz/international/visas.html) and [www.immigration.govt.nz](http://www.immigration.govt.nz)

**Immigration New Zealand holds a record of all previous information and documents supplied by you. It is an offence to provide false or misleading information on your application form.**

*The International Office makes every effort to ensure the accuracy of the information provided on this information sheet. However immigration policies and procedures are subject to regular review and no warranty or representation can be provided regarding the accuracy of such information, and the University does not accept liability for any losses or damage arising directly or indirectly from reliance on the information.*