

OFFICE USE ONLY (additional documents attached)

- Passport renewed New passport Medical certificate
 Police certificate URGENT (visa expires in 2 days)



International Student Enrolment & Student Visa Checklist

Kia ora! Welcome to CPIT.

This checklist is your guide to ensure you have completed all the necessary steps to complete your enrolment.

STUDENT TO COMPLETE

Family name	<input type="text"/>	Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>
			Day	Month	Year
Given name	<input type="text"/>	CPIT Student ID	<input type="text"/>		
Email address	<input type="text"/>	Phone number	<input type="text"/>		
Programme of study	<input type="text"/>				

(Please note: your programme of study must be the programme you intend to complete)

Staff to tick in box

1 **Tuition fees** paid in full.

2 **Pre enrolled into selected courses** for your programme of study.

3 **Travel & Medical insurance** (refer to www.cpit.ac.nz)

CPIT requires all international students to have comprehensive and current travel and medical insurance while studying in New Zealand. This is a legal requirement under the [NZ Ministry of Education Code of Practice](#) for the Pastoral Care of International Students. CPIT's preferred Insurance provider is Inbroke Limited, who have specifically tailored their **Studentcare** policy to meet the needs of CPIT's students. You can purchase the **Studentcare** policy at Information & Enrolments.

Your insurance must begin one week prior to the start date of the programme as outlined on your offer of place and must cover up to the month of your student visa expiry date.

Alternatively, we accept the following insurance policies:

- Southern Cross - Student Max (not Essentials Plan)
- Unicare - Premier Partnership or Premier Plan
- Orbit Protect - Prime Plan (not Lite Plan)

4 **Student Visa**

All international students are required to have a current student visa at CPIT for the length of programme of study. You are required to ensure your student visa is correct and remains correct for the time you are a student at CPIT.

The conditions of a student visa require you to attend classes at all times and make satisfactory progress, complete all course requirements and pass your courses. Your academic progress is reviewed when you apply or renew your student visa.

You may be required to apply directly to Immigration New Zealand if you are:

- a) transferring from a different education provider
- b) If your academic progress and/or attendance are unsatisfactory.

Students who do not have a current visa will need to contact Immigration New Zealand directly. CPIT cannot process your application.



Student Visa Checklist

- a) A valid passport (*your passport must be valid for at least 3 months after the end date of your enrolment.*)
- b) Completed **CPIT Visa application form**
- c) **Visa application fee (\$220 in 2014)**
- d) Proof of funds to support living expenses:

i) **Bank statement**

A recent New Zealand bank statement in your name, showing the latest 3 months' transactions after payment of your tuition fees and it must not be older than three days.

Your bank balance must show you have either: NZ\$16,500 (for 1 year visa) or NZ\$8,000 (for 6 months' visa) to support your living expenses.

If you have a joint account, your bank balance must show at least NZ\$30,000 or more a year.

If you have a term deposit and other bank accounts, you must submit your latest bank balance of each account.

You are required to provide a written explanation for any large one lump sum deposits (over \$3,000) if it is transferred from a New Zealand bank account.

Note: If you are providing an overseas bank statement, you will need to provide evidence that you are able to access the overseas funds (the printout or bank letter confirming you can access the funds in New Zealand)

OR

ii) **Financial Undertaking form (INZ 1014)** – for students that are using their original sponsors

iii) **Sponsorship Form for temporary Entry (INZ 1015)** – for students changing sponsors or using a new sponsor

Please indicate the **relationship with your sponsor** _____

The financial undertaking only covers your stay in New Zealand up to 12 months. Your sponsor must be a New Zealand citizen or resident and the form must be completed in full with the following documents:

- Photocopy of your sponsor's passport and Resident visa (if they are a permanent resident of New Zealand)
- Bank statement or bank confirmation signed and stamped by your sponsor's bank to prove that the sponsor has sufficient funds for the maintenance of the sponsored person for the duration of their intended stay in New Zealand.

e) **Medical and Police Certificate**

Immigration New Zealand and/or CPIT will contact you via email if you are required to submit a medical and/or police certificate with your application. You can submit your medical and police certificate at Information & Enrolments within 14 days from receiving Immigration's email. We will forward them to Immigration New Zealand for assessment.

STAFF TO COMPLETE

Visa expiry date: Passport expiry date:

Passport number: Passport renewed or extended? Yes No

NZ e-mail, phone & address correct? Yes No (*Attach both old & new passport if renewed and extension page if extended*)

Bank balance amount: Bonafide student? Yes No

Application fee paid? Yes No Tuition fees paid 1 year 6 months

Programme of study:

(Programme of study must match programme student intends to complete)

STUDENT RECEIPT

(Please present this receipt to collect your visa. Approval of student visa is at the discretion of Immigration New Zealand)

Family name: Given name: Date of Birth:

Proposed passport collection date: CPIT Student ID:

Staff signature & date: Student signature & date: