

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 (\$180 in 2012)**
- d) **Evidence of Outward Travel**
- i) A fully paid return air ticket OR
- ii) Sufficient funds to cover the cost of outward travel (approximately NZ\$1,000 – \$1,500)
- e) 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 3 days.**
- Your bank balance must show you have either: NZ\$10,000 (for 1 year visa) or NZ\$5,000 (for 6 months visa) to support your living expenses. *Your balance must show you have sufficient funds to purchase an outward ticket if you do not hold a return ticket (ie. \$11,500 or \$6,500)**
- If you have a joint account, your bank balance must show at least NZ\$20,000 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)**
- 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:
- Signed and stamped by your sponsor's bank and
 - Photocopy of your sponsor's passport and Resident visa (if they are a permanent resident of New Zealand)
- f) **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 and we will forward them to Immigration New Zealand for assessment.

STAFF TO COMPLETE

Visa expiry date:	<input type="text"/>	Passport expiry date:	<input type="text"/>
Passport number:	<input type="text"/>	Passport renewed or extended? Yes <input type="checkbox"/>	No <input type="checkbox"/>
NZ e-mail, phone & address correct? Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>(Attach both old & new passport if renewed and extension page if extended)</i>	
Bank balance amount:	<input type="text"/>	Bonafide student? Yes <input type="checkbox"/>	No <input type="checkbox"/>
Application fee paid? Yes <input type="checkbox"/>	No <input type="checkbox"/>	Tuition fees paid	1 year <input type="checkbox"/> 6 months <input type="checkbox"/>
Programme of study:	<input type="text"/>		

(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:	<input type="text"/>	Given name:	<input type="text"/>	Date of Birth:	<input type="text"/>
Proposed passport collection date:	<input type="text"/>	CPIT Student ID:	<input type="text"/>		
Staff signature & date:	<input type="text"/>		Student signature & date:	<input type="text"/>	