

Students Online

Permit Information Sheet 2009



Application forms and information are available at the City Student Enrolment and Information Centre and also available at www.wintec.ac.nz

Collection of Labels – To be advised (eTXT or phone call)

General Information

Fees

The total charge for this service is NZ\$110.00.
(\$70.00 Immigration New Zealand Permit Application fee)
(\$40.00 Wintec Administration fee)

How do I apply and what do I need to do?

To lodge an application for a student permit you will need:

- To complete a [Students Online Permit Application Form](#)
- A **New Zealand** bank statement in your name showing a street address and that you have NZ\$5,000.00 (half year study) or NZ\$10,000.00 (one year study) for living expenses (dated no more than 5 days prior to lodging an application) or a completed [INZ Financial Undertaking Form](#) (INZ1014)
- Evidence of sufficient funds to purchase an outward ticket (Approximately NZ\$1,000.00)
- Your passport, with at least one spare page, valid for at least 3 months past the date you are applying to renew your permit.
- **Passport is needed for recording purposes only. It will NOT be held by Wintec.**
- Take all documentation to the City Student Enrolment and Information Centre for a Student Consultant to complete an initial check **BEFORE** paying \$110.00 Fee at Cashier, A Block. (Refund will only be given in exceptional circumstances and only the \$70.00 INZ application fee.)
- The City Student Enrolment and Information Centre will check your application and details, including enrolment, fees paid, and Medical and Travel Insurance which must cover your Visa Period plus one week.
- If you are studying any of the following programmes, you must obtain an Attendance Report from the School of English (E Block, City Campus). Please allow 5 working days for the School to produce this
 - Certificate in English for Speakers of Other Languages
 - Certificate in Advanced English
 - Concurrent Programmes - English and Business, English and IT, or English and Nursing/Health
- Fijian or Zimbabwean students regardless of their time already spent in New Zealand will be required to provide a supplementary form (Please request the form at City Student Enrolment and Information Centre)

Important Information

As an international student it is **your responsibility** to ensure that your Student Permit is correct and remains current for the time you are a student at Wintec. You must ensure that you provide these details for Wintec to record on their Student Management System.

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Bank Statement

Every time you renew your Student Permit you need to show a New Zealand bank account statement that shows your street address (dated no more than 5 days prior to lodging an application).

Your bank statement address is checked against your file in Wintec's Student Management System and is used as an accommodation guarantee for Immigration New Zealand.

ATM Balances are not acceptable.

Your bank statement must show

- NZ\$5,000.00 for a half year, i.e. 1 Semester enrolment plus Outward ticket NZ\$1,000.00 **or**
- NZ\$10,000.00 for one year full enrolment plus Outward ticket NZ\$1,000.00 **or**
- NZ\$1,000.00 per month if Programme is under 36 weeks

Financial Undertaking

If you cannot supply the above information you will need to supply a [Financial Undertaking Form](#) (INZ1014). The person who is financially supporting you needs to complete this form including having it signed by their bank and provide certified evidence that they are a **New Zealand Citizen or Permanent Resident eg. Passport or Birth Certificate**

Medical and Travel Insurance

It is compulsory for International Students to have appropriate and current Medical and Travel Insurance while studying in New Zealand.

Proof of current Medical and Travel Insurance is required before enrolment can be finalized.

Insurance must cover you from the day you leave your home country to the expiry date of your Visa plus one week.

Insurance can be purchased from Wintec's Insurance Brokers or Student Enrolment and Information Centre at Wintec.

Details are as follows.

Education Services Waikato Limited, Insurance Brokers

112C Lake Road, Hamilton, NEW ZEALAND

Tel: 0064-7-839 5889 Fax: 0064-7-839 5890

Email: lynettemuter@xtra.co.nz

Any policies other than Wintec's recognised policies must be assessed by the Wintec's Insurance Broker to ensure they meet the required Standards.

20 Hours Work and Summer Holiday Work (including practical work) Permit

Students doing a Level 5 or above Diploma or Degree programme with a minimum of two years study are entitled to work up to 20 hours per week. This will be given when you renew your Student Permit.

Christmas/New Year

Holder may work during summer vacation.

Collection

Students will only receive a Visa label as the permit is held electronically. The applicant must collect their Visa label in person. To collect your label you **MUST** produce your Passport and Student I.D Card.

Medical & Police Certificates

When you have been in New Zealand for more than two years you **may** be required to have a full medical check up. Also a Police Certificate from your home country, no older than 6 months. You must do this at least two months before your Student Visa expires.

Wintec's Student Health Centre can provide information about obtaining the Medical certificate.

Contact Health Centre on Phone (07) 8348800 Extension 8869 for more details.

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Department of Labour
TE TARI MAHI



Immigration New Zealand
TE RATONGA MANENE



In March 2004 the New Zealand government altered the health requirements for student permits and visas. These changes require that you undertake a TB Check if you can answer yes to any of the following 3 questions **and you have not submitted a full medical report to Immigration New Zealand within the last 2 years.**

1. You are **not** a resident of a country with a low incidence of TB.
 - Countries with a low incidence of TB are defined as any country where the incidence of TB is less than 20 cases per 100,000. (See table below)
2. Have you visited a high risk country for 3 months or more in the last 5 years?
3. Do you intend to stay in New Zealand for more than 6 months?

Health Requirements

If you are aged 12 years or more and intend being in New Zealand for *more than 6 months, up to 24 months*; and

- You **do not** hold a passport from a country listed in the box below; or
- In the last 5 years prior to your application, you spent (lived and/or visited) a combined total of three months or more in any country **not** listed in the box below.

You must have a TB screening X-ray examination and provide the following with your application for a student visa or permit (unless you are pregnant):

- A fully completed [Temporary Entry X-ray Certificate \(NZIS 1007\) form](#); and
- Any associated medical or laboratory reports required for the X-ray certificate.

Low TB Risk List of Countries

Australia	Iceland	(New Zealand)
Austria	Ireland	Norway
Belgium	Israel	Puerto Rico
Canada	Italy	San Marino
Cyprus	Liechtenstein	Sweden
Denmark	Luxembourg	Switzerland
Finland	Malta	United Kingdom
France	Monaco	United States of America
Germany	Netherlands	Vatican City

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Immigration New Zealand and Wintec have formed a partnership to try and make the student visa renewal application process easier for International students. Welcome to Students Online!

What is Students Online?

Students Online is a student permit system that has been developed by the Immigration New Zealand to process student permit applications. Applications for changes from Work or Visitor Permits to Student Permits will be processed. A secure encrypted technology platform - Students Online provides us with the ability to manage our students' applications and gives us more control to ensure that the Immigration New Zealand provides our International Students with a quick and efficient service.

Wintec provides your application details to the Immigration New Zealand electronically and they in turn advise us of acceptance and provide permits or declines electronically.

Are you eligible to use Students Online?

- You must be a full fee paying foreign student
- You must already have a valid visa or permit and passport
- You must study at or be transferring to study at Wintec

You are not eligible if...

- You do not already hold a visa or permit
- You only hold a limited purpose visa or permit
- You do not meet academic enrolment requirements at Wintec

Why use Students Online?

- We'll reduce the hassle factor for you
- We'll manage the application process for you
- We can answer most of your questions on Campus.

What is Wintec's role?

- We take responsibility for applying for your Student Visa renewal
- We can help you to complete the application forms correctly
- You hold your passport until the Student Visa label arrives
- We insert the Student Visa in your passport should your application be approved or in those rare cases, advise you if your application has been declined.

So what do you need to do?

- Come and see us at the City Student Enrolment and Information Centre, A Block, City Campus, Tristram Street, Hamilton or phone us on 0800 2Wintec
- We will provide you with the correct application forms and advise you of any additional information you may be required to provide.
- You can take these forms away and complete at your leisure.
- We'll do the rest!

If you require further information please visit the City Student Enrolment and Information Centre, City Campus, A Block, Tristram Street, Hamilton
Phone 0800 2WINTEC or www.wintec.ac.nz
or Email: evisas@wintec.ac.nz