



Student Visa Renewal Checklist

(INZ PROVIDER DIRECT SERVICES – STUDENT COPY)
Monday to Friday: 9:00 AM - 3:00 PM

1. Academic Performance Results (Past Semester/s covered by the current visa) - Must pass ½ each semester of the 1 st Yr and 2/3 for each semesters thereafter. No Printout required for UNITEC students.
2. Attendance Report - PRINT THE EMAIL sent to you. 90% and above can be processed thru Unitec. 85%-89% - must have an explanation letter; Below 85% cannot be processed by Unitec PDS.
3. Offer of Place – Returning Students with PART-TIME TO COMPLETE must have a print-out.
4. Tuition fee Receipt and Insurance Fees Payment.
5. Evidence of Living Cost (<i>Financial Undertaking INZ 1014 or Sponsorship INZ 1025 if funds are not available in NZ, but these have to be submitted for Pre-Approval to INZ prior to submitting application</i>) <ul style="list-style-type: none">• Bank Statements (all NZ bank accounts) - 3 months (printed not more than 1 day after the tuition fees have been paid. Bank Statement must be printed not more than 3 days before submission date.• With available funds of \$15,000 (one-year) or \$7,500 (one semester only)
6. Evidence of Outward Travel – Pre-PAID open-dated airfare ticket or additional \$1000 in the bank acct.
7. Student Visa Application Form (INZ1012) – Filled-up, signed and dated. Print form from UNITEC or INZ websites (Note: SACM students are required to print INZ1200 – Additional Information Form)
8. Passport-size Photographs (2pcs) – write name, student ID# and date at the back of photo (<i>less than 6 months old</i>)
9. Passport and Current Visa – Bring original and a printed copy of passport. No VISA print out required.
10. Other documents that may be required: <ul style="list-style-type: none">• Chest X-ray – If submitted more than 36 months; Med Cert is required upon Immigration NZ's advise only• Police Certificate – if Police Clearance Certificate has been submitted to INZ more than 36 months ago.• UNITEC-approved Accommodation Proof – for students under 18 years of age

IMPORTANT NOTE: Be sure to apply for your STUDENT VISA 4-6 weeks before visa expiry date or before classes starts, whichever is earlier.
For those who are **changing programmes**, please apply for your visa at least [4 weeks before classes start](#). You may not be allowed to attend classes until your student visa for the new programme has been granted.
Visa processing fee through Unitec Provider Direct Services = \$310.00

You will need to submit your application DIRECTLY TO IMMIGRATION NZ, if:

- You are planning to travel abroad at short notice or you require an urgent visa renewal;
- Your ATTENDANCE REPORT & ACADEMIC PROGRESS are unsatisfactory;
- Your Bank Statement shows amounts where sources are doubtful or unexplained;
- Your current visa is a Visitor or Work Visa to Student Visa, or visa-versa;
- You are planning to downgrade your programme, say from Level 7 to level 6.