NEW ZEALAND VISA INSTRUCTIONS

New Zealand Universities Program: Fall, Spring, and Year 2018-19
University of Lincoln Sustainability Program: Fall 2018

In order to study in New Zealand you must apply for and receive a student visa from New Zealand Immigration well in advance of your arrival. Do not wait until the last minute to apply, as you will not receive your student visa in time to participate!

NON-U.S. Citizens: Visa requirements, application procedures, and processing times vary by country of citizenship. Contact the New Zealand Embassy in Washington, D.C. to find out the specific steps you need to take to get your student visa.

U.S. Citizens: Review the application tips below.

Know Your Dates: You will need to know the dates of your program. To determine the dates of your program, refer to the Calendar tab on the New Zealand Pre-Departure Checklist (PDC) of the UCEAP website.

Online Application: Go to this link to begin your online application:

In the first screen at the link above, select Study, Less than 6 months or More than 6 months (depending on whether you are studying for a semester or year in New Zealand), and select Exchange Student Visa. See screen shot:

You will need to meet the criteria and gather the required materials for your application. Go to this link to learn what you will need to provide: https://www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa/criteria/exchange-student-visa?nationality=nationality-USA&country=country-USA&applying=applying-no. See this screen shot:
<table>
<thead>
<tr>
<th>Identity</th>
<th>You must provide proof of your identity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health</td>
<td>You must be in good health</td>
</tr>
<tr>
<td>Character</td>
<td>You must be of good character</td>
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<tr>
<td>Bona fide</td>
<td>You must genuinely intend to meet the conditions of your visa</td>
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<tr>
<td>Approved exchange scheme</td>
<td>You must show that you’ve been accepted to an approved student exchange scheme</td>
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<tr>
<td>Permission to work</td>
<td>If you’re aged 16 or 17, or in years 12 or 13 of secondary school, you must have written permission to work</td>
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<tr>
<td>Full-time vacation work rights</td>
<td>You must provide information about your holidays and your course</td>
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<tr>
<td>Practical experience (optional)</td>
<td>If you’re required to do practical work experience as part of your course, you must provide evidence that it’s a course requirement</td>
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<tr>
<td>Location</td>
<td>You must be outside of New Zealand when you apply</td>
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<tr>
<td>Onward travel</td>
<td>You must have made arrangements to leave New Zealand</td>
</tr>
</tbody>
</table>

You can disregard the evidence requirements for “Permission to work, Full-time vacation work rights, and Practical Experience”.

Click the “Evidence” links for each heading to expand the details.
Photos: Note under “Identity” that you must provide (upload) strictly compliant photos. Review the exact specifications for digital photos carefully:

**Digital (online application)**

File type:
- jpg or jpeg

File size:
- greater than 500kb and less than 10MB

Dimensions:
- minimum—900 pixels wide x 1200 pixels high
- maximum—2250 pixels wide x 3000 pixels high

Aspect ratio:
- 4:3—width: height ratio

Offer Letter from your Host University: Scan and upload the Offer Letter you received from your New Zealand University.

UCEAP Participation Letter: Use this letter when the visa application asks for “evidence you have been accepted as an exchange student”. If you have misplaced your UCEAP Participation Letter, please contact your UCEAP Program Advisor, Hannah Irvine (see your PDC for contact details)

Application fee: U.S. citizens applying outside of New Zealand do not pay a visa application fee for the student visa.

Handling fees: U.S. citizens applying online usually do not have to send their passports. If your passport is requested, however, you will need to pay a handling fee plus a courier fee for the return of your passport to your address. The handling fee is currently $36.00 but is subject to change. If you must send materials away, you will be sending them to the NZ Embassy in Washington, D.C.

The Courier Delivery fee: This is currently $30.00 and is used for the safe and timely return of your passport (if you are required to send it in). Prepaid courier envelopes are not accepted; if you have to send materials to Washington, D.C. (see link above), you must pay the courier fee.
New Zealand Immigration Student Visa Guide: Although it focuses more closely on the hard copy application, you will still find the New Zealand Immigration Student Visa Guide helpful. The questions asked on the online application are very similar.

A note about UC Financial Aid: Students on Financial Aid are self-funded and should upload a letter from the Financial Aid Office that verifies their award as part of proof of financial solvency abroad. This letter helps to show NZ Immigration that you are self-funded and serves as proof of how you’re funding yourself abroad. Students receiving Financial Aid should select the option marked below:

How will you be financially supported? (Tick one or more of the boxes) *

- A third party (relative, friend or a supporting organisation) is providing a financial undertaking for me.
- I have sufficient funds equivalent to NZ$15,000 for a full year of study, or NZ$1,250 per month that I will be in New Zealand.
- My living costs are already paid.
- I am fully funded for my study and the duration of my stay in New Zealand by the award of a full scholarship.
- I have sponsorship for temporary entry by an acceptable sponsor.

Length of your visa impacts your UCEAP student budget: The amount that is added to your MyEAP account for the New Zealand national health insurance is based on a student visa of no more than six months. Students who obtain a student visa for longer than 6 months may be charged and billed for additional costs associated with the longer visa, which results in longer insurance coverage. Special circumstances: If, for some reason, you are staying in New Zealand longer than 12 months OR if by NZ Immigration's definition* you present risk factors for Tuberculosis (TB), you will be required to submit a Temporary Entry X-ray Certificate. Also, any student who intends to stay in New Zealand for more than 12 months must submit a General Medical Certificate as well as the Temporary Entry X-ray Certificate. (It would be rare for UCEAP students to stay in New Zealand longer than 12 months).

(*If you’ll be staying in New Zealand for 6 months or more, you’ll need to have a chest x-ray if either of the following applies to you: 1) you’re a citizen of a country that has a generally higher incidence of TB, or 2) you’ve spent more than 3 months in the last 5 years in a country that has a higher incidence of TB. See this chart for countries with a low incidence of TB. If your country is on this list, you will probably not need the x-ray).

Contact: The only NZ Immigration Call Center is in New Zealand. International changes will apply and you will need to take the time difference into consideration. (NZ is 19 hours ahead of California). Dial 011 64 99 144100.

The New Zealand student visa application requirements, information, and guidelines listed in this document are, to the best of our knowledge, accurate as of the revision date listed on this document. However, they are subject to change at any time.