VISA INFORMATION

New Zealand Universities Program: Fall, Spring, and Year 2013-14 and Lincoln Univ. Sustainability Program: Fall 2013

In order to study in New Zealand you must apply for and receive a student visa from the New Zealand Consulate-General in advance of your arrival. Read about applying for the student visa on the New Zealand immigration website, and note the special section on Exchange Students (you are an exchange student, not a “fee-paying student”).

See the student visa requirements, including the health and character requirements. Read the Student Visa Guide carefully before you begin your application and use it for reference as you complete the application.

If you are staying in New Zealand longer than six months or if you present risk factors for TB, you may be required to submit a Temporary Entry X-ray Certificate. Page 11 of the Student Visa Guide will help you determine whether you need to submit this form or not.

Though rare in the case of a UCEAP student, it is worth noting that if you intend to stay in New Zealand for more than 12 months, you must submit a General Medical Certificate and a Temporary Entry X-ray Certificate.

See the immigration website’s instructions when you are ready to begin your student visa application.

Direct all further questions to the New Zealand Visa Application Center at

Phone: 310-496-7436
Toll-free phone: 855-844-2835

NON-U.S. Citizens: Visa requirements, application procedures, and processing times vary by country of citizenship. Contact the New Zealand Visa Application Center (above) right away to find out what you need to do to apply for your New Zealand student visa.

U.S. Citizens: Follow the application instructions on the immigration web pages linked above. They are detailed and clear.

The following tips may help you complete your application:

- To determine the dates of your study program, refer to the calendar tab on the New Zealand Participants Page of the UCEAP website.
• Be prepared to attach two passport-sized photos to your application (4.5 cm x 3.5 cm).
• Submit your valid passport. The visa will be stamped in your passport.
• You may include a pre-paid, self-addressed courier envelope for the return of your stamped passport. If you do not include your own, the visa processing service will charge $30.00 for the return delivery service. Do some price comparison and see which option you prefer.
• Include a copy of the “Participation Letter” from the Systemwide Office of UCEAP as well as a copy of the Offer of Place from your host university (these will serve as evidence that you have been accepted to an approved student exchange scheme, a requirement you will note on the visa application checklist for exchange students).

Lettered items in the application that might confuse you:

• Item B5: Leave blank unless you have an immigration adviser. If you are uncertain, see the definition of immigration advisor at the link given just under B5, next to the ☑.
• Item B6: You can enter Professor Ivan Reilly in this section and give the address and telephone number of the EAP Study Center in Auckland. Under “Relationship” write “Exchange Program Representative”.

Prof. Ivan Reilly, Liaison Officer NZ EAP Study
Centre Department of Mathematics
University of Auckland
Private Bag 92019
Auckland 1142, NEW ZEALAND
Phone: (011-64-9) 3737599 x 88786

• Item E1: Check (“tick”) that you are applying for a student visa while outside New Zealand. As for the dates, you may be entering New Zealand just in time for the official EAP mandatory arrival date, or you may be planning to enter New Zealand a little earlier. Enter the date according to the Calendar tab on your UCEAP Participants’ Page (or your earlier travel plans).

• Section F:
  For F1-F3, use the Host University dates on the Participants’ Page under the Calendar tab. Since they don’t have to be perfectly exact, those dates should be sufficient.

For F4, in the first column give the host university to which you were referred, then list the NZ town or city in the second column, and, lastly, write Exchange Programme in the third column, including this note, “Specific subjects will be finalized after arrival”.

For F5, choose the option that best fits with your financial picture while abroad and provide the requested financial documentation described in the NZ student visa application checklist. If you are unclear what documentation immigration wants from you to verify your financial means, please give them a quick call at 855-844-2835. The call is free and they are very helpful.

Most of you will choose the 1st box or the 5th box. The first option usually applies if you are supporting yourself, while the fifth box usually works if your parents or another 3rd party are supporting you abroad. In that instance, you will need to complete and have your parents (or other) complete the Financial Undertaking for a Student form.
Section K: There is a processing fee of $37.00 for U.S. citizens. Citizens of other countries who are participating in this program, please see the Fees Guide.

- CHARGES and AUTHORIZATION FORM: There is a processing fee of $37.00 and, if mailing, a fee of $30.00 for the courier return of your visa-stamped passport. You will need to submit an Authorization Form (found at the end of this link) to authorize payment by credit card. Total charges if mailing will be $67.00. If you include your own pre-paid, self-addressed courier envelope, they will waive the $30.00 courier charge. If you live near Santa Monica you can drop off or pick up items in person.

Submit your visa application and materials to:

New Zealand Visa Application Center
1620 26th Street, Suite N2075
Santa Monica, CA 90404