Please use this step by step guide with screen shots and tips for completing your online student visa application.

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STEP 1: Create a Real Me log in

1. When you click the link from our website (https://www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa/about-visa/full-fee-paying-student-visa) you will be redirected to this page. Click “Apply Now.”

2. Click “Login or Create Account” and you will be redirected to the registration page below after clicking “Create Your RealMe Login:”

IMPORTANT NOTES:

Use an email that you check often

Passwords must be 7-12 characters and need at least one of each: uppercase letter, lowercase letter, number, and symbol. Pick a password that you will remember.

Be sure to choose the appropriate country code from the drop down menu for your phone number. If you have a U.S. phone number, please choose (+1).

Create security questions that will be easy for you to remember. Write down your security questions and pin number that you create.
STEP 2: Apply Online

Once you have confirmed your RealMe account, you can start your online visa application.

1. Log in by clicking the blue Log In box at the bottom of the page. You will use your RealMe account log in information that you just created. Then, you will be redirected to this page below:

2. Click “Accept” to get to the next step.

3. Create a display name and use the same email as your RealMe account.

A verification email will be sent to you. Follow the directions in this email to verify your account.
STEP 2: Apply Online Continued

1. The email will look similar to this:

2. When you verify your email, you should be brought back to the online application. Click “View My Account” and it will bring you to the page below.

   **NOTE:** If you are not redirected to your application, please use the link from our website again. If you do not see the “View My Account” option right away, it may take up to a few minutes for your application to load properly.

3. Click “Student Visa.” (See below)
“Is this form right for you”

TIPS:

- Please answer the questions accordingly.
- As you answer, more questions will populate.
- When you get to the bottom, click “Start my application”
"Identity and Contact"

TIPS:

- Please answer the questions accordingly.

- Be sure to choose the appropriate country code from the drop down menu for your phone number. If you have a U.S. phone number, please choose (+1).

- Will this visa application be submitted with other visa applications as part of a group? NO

- Group application? NO

- Click “I agree” and “Continue”
TIPS:

- Are you applying for a Pathway Student Visa? **NO**
- Are you coming to New Zealand as an exchange student? **NO**
- Do you have a scholarship to study in New Zealand? **NO** (unless you have already received a scholarship by the NZ government; Arcadia & your home school will deal with any U.S. scholarships)
- You can find your program dates on your program’s page on our website
- Are you exempt from fees? **NO**
- Type of study: **Undergraduate**
- Name of the education provider where you will be studying: **The name of the New Zealand University you have been accepted to**
- Qualification/Programme you will be studying: **Certificate of Proficiency**
- Is your program of study 120 credits or more in total? **If you are studying for one semester, the answer is no.**
- Click “Continue”
“Financial Support”

TIPS:

- How will you be financially supported: “A third party (relative, friend or support organization) is providing a financial undertaking for me.” (This third party is The College of Global Studies)
- What arrangements have you made for outward travel?
  - If you booked a round trip flight, click “I have pre-purchased travel”
  - If you booked a one way ticket, click “I have sufficient funds to purchase travel” and be aware that you will need to provide evidence of these funds.
- Click “Continue”
“Health Details & Character Details”

TIPS:

- Please answer these questions accordingly
- NOTE: If you have any medical conditions or a criminal background, you may be asked to provide additional documentation. Please see our website and contact your program manager for more details.
- Click “Continue”
“Education and Work History”

TIPS:

- Provide any past or current employment here

“Other Details”

- Unless you have family or close friends that live in New Zealand, please select NO

“Apply on Behalf / Assist”

- Are you completing this form on behalf of someone else? NO
- Have you received immigration advice or assistance relating to this application? NO
“Upload Documents”

The page where you will upload supporting documents looks like the one below.

Please see the explanation of documents on the next page.
Documents Explained

1. **Passport style photograph**

   This should be of your head and shoulders with a neutral background. For more information on photo requirements, please see this link: http://www.immigration.govt.nz/acceptablephoto

2. **Relevant pages of passport/travel documentation you will be travelling on**

   This should be the first two pages of your passport and include your photo, passport number, expiration date, and signature.

3. **Your offer of place from your education provider**

   This is the offer letter from the University that is emailed to you by your program manager.

4. **Financial Undertaking for a student (INZ 1014)**

   Upload your bank statement showing NZ $1,250 for every month that you will be in New Zealand as well as enough money to purchase a flight back from New Zealand if you purchased a one-way ticket. If you are using a parent or guardian’s bank statement, they must complete the Financial Undertaking Form (INZ1074) and upload that in addition to the bank statement. You can find this form here [http://www.immigration.govt.nz/NR/rdonlyres/51B5DC1B-622B-4799-A91E-A3C23AB1CFE2/0/INZ1014.pdf](http://www.immigration.govt.nz/NR/rdonlyres/51B5DC1B-622B-4799-A91E-A3C23AB1CFE2/0/INZ1014.pdf)

5. **Evidence of pre-purchased outward travel**

   If you booked a round trip ticket, please upload the full flight itinerary.
   If you booked a one way flight, please upload your itinerary and your bank statement that you used for the Financial Undertaking Form above. (This bank statement should prove that you have funds available to book a flight home at a later date.

6. **Are there any other documents you wish to provide?**

   Please be sure to upload your Certification (Cert) Letter that is emailed to you with your offer letter by your program manager.

   **NOTE:** This is an extremely important form and your visa office will not review your application without it, so please be sure to upload it.
“Declaration Page” and Completing Your Application

Once you have uploaded all of the necessary documents, click continue. Then agree to the declaration and hit submit.

Congratulations: you have applied, however, it is important that you continue to check your email, spam folder, and the upload page of your application for any notifications or documents from Immigration New Zealand.

- If Immigration New Zealand require additional documents, the request can come in the form of an email or as a document uploaded to your application.
- Your e-visa will be uploaded as an attachment to your application.

If you do not have your e-visa issued within 4 weeks of applying, please contact your program manager right away.
Troubleshooting

1. Make sure to use our website for more instructions on the New Zealand visa application and process.: [http://studyabroad.arcadia.edu/find-a-program/programs-by-country/new-zealand/know-before-you-go/visas/](http://studyabroad.arcadia.edu/find-a-program/programs-by-country/new-zealand/know-before-you-go/visas/)

2. You can also find additional frequently asked questions like how to save your application, the types of files to upload, and how to convert a file in your application here.

3. If you are directed to this page on the right at any point, note that you **do not need to complete this step.** It is for New Zealand citizens only.
Questions?

If you have any general questions about your application, please reach out to your Program Manager:

http://studyabroad.arcadia.edu/faculty-advisors/work-with-us/program-managers/

If you have specific visa questions, please contact Immigration New Zealand from 6:00am Monday morning until midnight on Saturday (NZ local time) using the following number:

+64 9 914 4100

https://www.immigration.govt.nz/contact