

Moscow Branch
New Zealand Embassy
44 Ulitsa Povarskaya
Moscow
RUSSIA

Web address: www.immigration.govt.nz/moscow

Immigration New Zealand
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INZ reception is open to the public 9.30 am–11.30 am, Monday to Friday (except public holidays). INZ can be contacted for phone inquiries between 9.30 am – 11.00 am, and 4 pm to 5 pm, Monday to Friday (except public holidays). Telephone: (7 495) 956 2642 or Fax: : (7 495) 232 0180

STUDENT VISA CHECKLIST

Your application and accompanying documents should be forwarded to the New Zealand (NZ) Embassy in Moscow for consideration.

You need to provide everything listed on the application form and this checklist when submitting your application. All documents presented must be in **English or/and translated into English**, by an accredited translation service. You must produce originals or true certified photocopies of the documents listed below together with any translations; otherwise we will return the application to you and ask you to resubmit it.

- **Valid** passport or travel document (not a copy). The passport must be valid at least 3 months beyond the intended date of departure from NZ; and
- **Fully completed** application form for a Student visa (Ref. NZIS1012), signed and dated plus the additional form (attached); and
- One **recent** passport sized photograph with the applicant's name printed on the back of it ; and
- Offer of place or a letter of acceptance from an educational institution in NZ in a course which meets foreign student policy requirements. (This is not required if you are lodging an application as a dependent of a long term worker)

NOTE: Must specify the following:

- name of course and minimum time required for completion
 - that the course meets foreign student policy requirements
 - the tuition fees invoice (**IT IS RECOMMENDED THAT TUITION FEES ARE PAID AFTER YOUR APPLICATION FOR A STUDENT VISA HAS BEEN APPROVED IN PRINCIPLE**)
 - guarantee of accommodation; and
- Evidence of maintenance funds while in NZ (employment reference or/and employment contract, and bank account statement) or/and the Financial Undertaking for a Student completed and signed by NZ sponsor, accompanied by a copy of the sponsor's residence status/NZ passport, evidence of accommodation and maintenance funds. Students undertaking courses lasting 36 weeks or longer must in addition provide evidence that they have NZ\$10,000.00 per year available to maintain themselves during their stay in NZ (travellers' cheques or bank documents in the student's name are acceptable).
 - Any person intending to be in NZ for more than 6 months is required to provide a Temporary Entry Chest X-Ray Certificate, Ref. NZIS1096. Any person intending to be in NZ for more than 12 months is required to provide a Medical and Chest X-Ray Certificate, Ref. NZIS1007, the forms need to be completed, signed and stamped by a panel doctor. All medical certificates must be less than 3 months old at the time the application is made; and
 - Any person aged 17 and over intending to be in NZ for more 24 months is required to provide a police certificate from the applicant's home country and any country in which they have lived for 5 or more years since attaining the age of 17 years. Police certificates must be less than 6 months old at the time the application is made ; and

Department of Labour
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- Evidence of English Language studies to demonstrate your level of interest in English language studies and your ability to manage the requirements of a New Zealand course that is taught in English (ef. IELTS, TOEFL); and
- Evidence of return travel bookings. Please note that the ticket is not required at this stage and you should pay for your flight after the approval for a visa has been obtained. You do not need to provide evidence of return travel bookings for the courses lasting over one year, however, you do need to provide evidence of sufficient funds to cover the costs; and
- Application fee - **Options on how to make payment:**
 - ✓ At this office the application fee can be paid in cash in Russian roubles. We can not accept either cheques or credit card payment;
 - ✓ Alternatively, the fee can be paid in NZ\$ in NZ by the agent, sponsor or another contact. For the fee to be paid in NZ, the payer has to complete a 'Fees Paid in NZ' Form. The Form (Ref. NZIS1079) can be obtained from the nearest INZ office in NZ and then forwarded to the Finance Centre of Excellence, Support Services, PO Box 3705, Wellington, with the payment details. When the receipt for the amount is obtained, **the original should be forwarded to this office with the application.**

Applications cannot be accepted unless the fee is paid or receipt provided when presenting the application.

Please refer to our website www.immigration.govt.nz for application forms, guides, information sheets including panel doctors list, fees calculator for up to date fees, up to date policy requirements and other additional information.

If applicable please provide with the application:

- For applicants under 18 years of age travelling on their own or with one parent only, we require a notarised letter of consent from one or both parents/guardians allowing travel to New Zealand, or custody papers. Such applicants should provide their original birth certificates to show the relationship of the parties concerned; and
- Marriage certificate and/or divorce certificate (if applicable); or
- Evidence of de-facto partnership (if applicable); and
- A recent detailed bank statement for your credit card bank account, if you provide your credit card as evidence of funds; and
- Evidence of your previous studies (school leaving certificate, diploma(s), evidence of English language studies and any exams undertaken (IELTS, TOEFFL, etc).
- Any other information that you consider demonstrates that you are a genuine applicant to NZ who will return to the home country within the validity of the permit; and

Variations of conditions:

- Students may be granted a variation of conditions to their student permit to allow them to work for no more than 20 hours per week and during the Christmas and New Year holiday period if they are:
 - ✓ Students in a full time course at Private or Tertiary Institution of at least 2 years OR in a full-time course of study in NZ, resulting in a NZ qualification that would qualify for points under the SMC;
 - ✓ Year 12/13 school students in full time study & with parental & school permission;





- ✓ Students engaged in a full-time study of at least 6 months duration at a Private or Tertiary Institution, where the primary purpose is to develop English language skills, and the student has an overall band score of 5.0 or more in IELTS at the time of application.

- On completing the course any polytechnic or university undergraduate student, who successfully completes studies in NZ may be granted a work permit for a maximum period of 2 years to obtain practical experience suitable to qualifications where their course:
 - ✓ has a minimum completion time of 3 years,
 - ✓ attracts points under the SMC, and
 - ✓ they have a job offer relevant to their qualifications.

Please Note:

- We cannot discuss the details of the application with any other person including the sponsor without the applicant's permission, unless the applicant has filled in Section B3 of the Application Form; and
- For all applications accepted, an Immigration Officer may request the applicant to present further documents and/or attend an interview (the interview can be conducted by phone or, if necessary, at this office); and
- You can appoint an agent or courier to deliver your application and documents to this office who will collect your passport/documents from us after the application has been finalised. Please enclose a power of attorney to that effect or list the details of your agent/courier in the application form; and
- You need to indicate by ticking the relevant box in the collection details section of the application form so that we know whether to return the documents to you by secure post or you or your agent plan to collect them. You should prepay a return delivery by courier post or enclose a prepaid courier post airway bill otherwise we will return the documents to you by local registered mail. **INZ takes no responsibility for documents lost in the post.**
- The standard processing time for this type of visa can be up to 4 weeks.

If additional information is required on temporary visa applications, please contact Visa Section on direct telephone (495) 956 2642 Monday-Friday from 9.30-11.00am or 4.00-5.00pm.





ADDITIONAL INFORMATION REQUIRED FOR A TEMPORARY VISA
ДОПОЛНИТЕЛЬНАЯ ИНФОРМАЦИЯ ДЛЯ ПОЛУЧЕНИЯ ВИЗЫ

1. Name of the principal applicant
Ф.И.О. основного заявителя

Esenin Sergey Aleksandrovich

2. How long have you lived at the address given in the application form?
Как давно вы проживаете по адресу указанному в анкете?

2 years

3. Please list your immediate relatives, i.e. spouse (de-facto partner or fiancée) and children, giving their full names, dates of birth, place of birth and country of residence.
Перечислите своих ближайших родственников: супругу/супруга, детей. Пожалуйста, укажите Ф.И.О., дату рождения, место рождения и страну проживания.

Aysedora Dunkan, 27.05.1877,

4. If you are staying at a hotel, please give name of the hotel and address..Если Вы останавливаетесь в гостинице, укажите, пожалуйста, название и адрес.

Bolton Hotel - Wellington, 12 Bolton Street

5. Have you been to New Zealand on any previous occasion?
Бывали ли Вы раньше в Новой Зеландии?
If yes, please give date(s) of earlier visit(s) and reason(s) for visit(s).
Если да, укажите даты предыдущих визитов и цели поездок.

Yes / No
Да / Нет

No

6. Please give the details of your previous overseas trips, including country and date of visit.
Пожалуйста, укажите детали Ваших предыдущих поездок за границу.

Germany - 3 weeks, USA - 3 weeks tourism

7. Are you interested in Permanent Residence in New Zealand?
Заинтересованы ли вы в Постоянном месте жительства в Новой Зеландии?

No

8. Are you interested in long-term work in New Zealand?
Заинтересованы ли вы в работе в Новой Зеландии?

No

9. Date and Signature of the principal applicant
Подпись и Дата

Esenin *15 / 10 / 2003*



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Визовый отдел открыт для посетителей с 9:30 до 11:30 по будням. Справки по телефону +7 495 956 26 42 (9:30-11:30 и с 16: 00 до 17:00) Факс: +7 495 232 01 80

**POWER OF ATTORNEY TO COLLECT MY PASSPORT
ДОВЕРЕННОСТЬ НА ПОЛУЧЕНИЕ МОЕГО ПАСПОРТА**

I authorise New Zealand Immigration Service to return my passport one of the following ways (please tick one):

Я доверяю Иммиграционной Службе Новой Зеландии вернуть мне мой паспорт следующим образом (поставьте одну галочку):

I will collect my documents myself
Я заберу свой паспорт сам(а)

This person _____
is authorised to collect my passport (in this case this person will need to present his passport)

Доверенное лицо заберет мой паспорт (в этом случае необходимо удостоверение личности доверенного лица) Его имя и фамилия: _____

Travel agency _____ will collect my passport
Туристическое агентство _____ заберет мой паспорт

I will organize courier collection of my documents when ready
Я закажу обратную доставку курьерской службой.

Please send my passport by registered mail (please indicate a postcode).
Delivery is no less than 3 weeks.
Прошу выслать мой паспорт заказной почтой на адрес (индекс обязательно). Доставка не менее 3-х недель _____

Name and surname Sergey Eсенин
Имя и фамилия

Signature and date
Дата и подпись

15.10.2003

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