



TT Visa Services Ltd
1120 19th street nw
Suite# 415
Washington, DC.
20036

TTSERVICES

APPLYING FOR A STUDENT VISA

COMPLETE YOUR APPLICATION

How do I apply for a visa?

You must submit your completed application form, original passport and all required documents to the proper office. The application process is outlined on [this page](#) of the Immigration New Zealand website. Generally, neither a personal appearance nor an interview will be necessary.

Which type of student visa do I apply for?

You will need to check with your study abroad or student exchange adviser, or with an immigration officer. You may email us at ttswashingtonnz@ttsvisas.com and we will forward your queries to an immigration officer.

My passport pictures are of a different size than the guide on the application form.

The size of a passport-suitable photo may vary from country to country. US passport-sized photos, for example, do not match exactly the size requirement on the application form. You may use passport-suitable photos that approximate the size indicated on the application form.

How do I attach my passport-sized photos?

Please staple them, following the guide on the application form.

For Item B7 on the application, how far back does the record of employment need to go?

The application form indicates that applicants should list all periods of employment, including self-employment.

What documents do I need to send?

Generally, these are some of the documents you will need to send:

- Your application form, which must be signed and dated. If you need help in answering the questions on the application form, you can refer to the Student Visa Guide.
- Your original passport. Please [click here](#) to determine whether your passport is acceptable for travel to New Zealand.
- Your [VAC credit/debit card authorization form](#), which must also be signed and dated.
- Your Offer of Place, or Confirmation of Enrolment.
- Your tuition fee receipt.
- Evidence of funds to support yourself.
- Your birth certificate, if you are 16 years old or younger.



TT Visa Services Ltd
1120 19th street nw
Suite# 415
Washington, DC.
20036

TTSERVICES

Please refer to the [Student Visa Requirements](#) page for a more detailed list and information regarding each requirement.

You may also submit a cover letter to explain any special circumstances or to communicate any special requests.

Why do I need to send my original passport?

The New Zealand student visa is a label that is placed on one of the pages of your passport. Immigration New Zealand will not be able to make a decision on your application or issue a visa without your passport.

Some of my requirements are taking longer than usual to obtain. Can I send those requirements in separately?

Immigration New Zealand strongly discourages sending required documents separately as it may delay the processing of your application. There is no guarantee that any documents sent separately will be matched up with your application.

Do I need to submit the INZ1014 Financial Undertaking for a Student Form?

If someone else will be supporting you while you are in New Zealand, they will need to fill out the Financial Undertaking Form.

They must provide:

- evidence of their relationship with you, the student (ex. Birth certificate, legal documents showing that the person is the legal guardian of the student, etc.)
- evidence that they have sufficient funds for maintenance, outward travel and maternity health services (if required) for the student they wish to support for the duration of their intended stay in New Zealand, (ex. Bank statements, credit card statements, etc.) and
- a copy of the identity page(s) of their passport or an identity document (ex. Driver's license, state ID, or any government-issued ID).

Do I need to submit any medical requirements?

You can check to see whether you need to submit a Medical Certificate and/or Chest X-Ray Certificate by going through the questions on the student visa application form, and by referring to this [INZ Knowledgebase webpage](#). General health information for New Zealand visa applicants can be found [here](#).

Do I need to have medical insurance?

Generally, yes, unless you are a PhD student, an exchange student or a dependent of someone in New Zealand.

I don't have definite dates for my arrival in and departure from New Zealand. What date do I write in Section E?



TT Visa Services Ltd
1120 19th street nw
Suite# 415
Washington, DC.
20036

TT SERVICES

You can write down the approximate date of your arrival, and in your cover letter, you can indicate both the approximate dates for your arrival and departure.

Do I need to have a pre-purchased ticket to fly out of New Zealand?

You need to provide evidence that you have the financial means to leave New Zealand before your student visa expires. You can do this by providing evidence that:

- you have a fully-paid travel ticket out of New Zealand, or
- you have sufficient funds to purchase one, or
- someone else (ex. a guarantor or sponsor) has agreed to buy you an outward travel ticket.

Can I work while studying in New Zealand?

You may apply for the right to work while studying by ticking one or both boxes in Item E2. However, please note that there are certain requirements you need to meet in order to be granted the right to work. For more information about working while you are studying in New Zealand, you may visit the [NZ Study + Work](#) website.

What date does Item F3 refer to?

If you have paid tuition fees, whether to your home university or to your New Zealand university, this item is asking for the end date of the term for which your fees have been paid. If you are on a scholarship, this item is asking for the date your scholarship ends.

What is an immigration adviser?

Please see [this webpage](#) for information on seeking immigration advice and on the role of immigration advisers.

Do I need to fill out Section K – Payment?

No. For applications sent to the Washington DC and Los Angeles Visa Application Centers, please use the [VAC credit/debit card authorization form](#) to pay for all fees.

How to I meet the student visa accommodation requirements?

This is usually already part of your Offer of Place—for most students, their educational institutions guarantee their accommodation while in New Zealand.



TT Visa Services Ltd
1120 19th street nw
Suite# 415
Washington, DC.
20036

PAYING THE APPLICATION FEES

What are the visa application fees?

As you will see on the [Office and Fee Finder](#), the student visa fee is USD \$225.00. However, the New Zealand Government has bilateral fee-waiver agreements with certain countries such as the United States; US citizens do not have to pay the visa fee if the application is made outside New Zealand.

All applicants must pay a **USD \$37.00** service fee, and you may opt to pay the courier fee for the return of your documents. The courier fees are as follows:

United States	USD \$30.00
Canada	USD \$55.00
Outside of the US and Canada	USD \$60.00

You do not have to pay the courier fee if you are including a prepaid return label (ex. FedEx air bill with your account number and with your information in both the Shipper and Receiver fields, UPS label placed on UPS envelope, US Postal Service envelope with stamps). If you decide to use a handwritten FedEx / UPS air bill, please note that your own name and contact information should be provided as both Sender and Receiver.

If you live in Canada and would like to use Purolator for your return envelope, please ensure that your envelope is good for international shipping. Please note that Purolator goes through the US Postal Service on its way to our offices.

If you choose to use our courier service, you will receive a FedEx tracking number via email as soon as your shipping label has been created.

How many courier fees do I pay if I want to have more than one passport sent back to me?

The courier fee will cover a shipment containing up to three passports.

Which courier do you use, and what does the courier service include?

Federal Express (FedEx) is currently the standard courier service of choice for TT Visa Services, Inc. Please note that courier service charges quoted may include: fuel surcharges, international and domestic shipping insurance surcharges.

Please note that TT Visa Services will take all practicable steps to resolve any issue between the TT Visa Services and Federal Express but the maximum extent of any and all liability of TT Visa Services, Inc. will never exceed shipping insurance coverages you select and under no circumstances shall our liability exceed Three Hundred Dollars (US) (\$300.00) for any transaction; Requirements for an adult signature and receipt (a recipient older than 18 years of age); and possible extended coverage delivery area surcharges.



TT Visa Services Ltd
1120 19th street nw
Suite# 415
Washington, DC.
20036

TTSERVICES

How do I pay for my visa application fees?

If you are submitting your application by mail or courier, you must fill out the [VAC credit/debit card authorization form](#) and send this together with your application and all required documents.

If you are submitting your application in person, you may pay with either your credit/debit card, or with cash.

Our offices do not accept postal money orders, bank drafts or bank cheques at this time.



TT Visa Services Ltd
1120 19th street nw
Suite# 415
Washington, DC.
20036

SUBMITTING YOUR APPLICATION

How do I submit my application?

You may mail or courier your application and all required documents, or you may submit it in person.

I want to submit my application in person. How do I do that?

You may submit your application to our offices during office hours. No appointment is necessary.

I want to mail my application. Which courier should I use to send it?

You can use any mail or courier service. In the past, we have received shipments from the following couriers: the US Postal Service, FedEx, UPS, DHL, Xpresspost, Purolator, and TNT, among others.

When should I apply for a visa?

You should apply for your visa two to three months prior to your date of departure for New Zealand.

Where should I apply?

Please use the [Office and Fee Finder](#) on the INZ website to determine the branch with which you should apply and the appropriate visa fee, if any.

Student visa applicants residing in Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Wyoming, and Washington State should forward their applications to **LOS ANGELES**.

If you reside in any other state, or another country in North, Central or South America, your application should be sent to **WASHINGTON DC**.

Where are these offices located, and how can I contact them?

VISA APPLICATION CENTER	WASHINGTON DC	LOS ANGELES
Address	1120 19 th Street NW – Suite 415	Suite N2075, 1620 26th Street
Website	Washington DC, USA 20036 http://www.ttsnzvisa.com	Santa Monica, CA, USA 90404 http://www.ttsnzvisa.com
Email	ttswashingtonnz@ttsvisas.com	ttslanz@ttsvisas.com
Phone	+1 (202) 223-3400	855 844 2835 (toll-free)
Fax	+1 (202) 223-3900	(310) 496 7437
Office Hours	9AM to 4PM EST	9AM to 4PM PST



TT Visa Services Ltd
1120 19th street nw
Suite# 415
Washington, DC.
20036

TTSERVICES

PROCESSING YOUR APPLICATION

How long does it take to process a student visa application?

The standard processing time for all temporary visa applications is 10 business days. This remains the same whether you submitted your application by mail or in person.

How can I expedite the process? Is there an extra fee that I can pay?

Immigration New Zealand does not have any rush or expedited processing available.

How do I check the status of my application?

You can check the status of your application online.

- Go to <http://www.ttsnzvisa.com>.
- Click on "North/South/Central America," then click "Enter."
- Scroll down until you see the "Track Your Document" link. Click on it.
- Type in your passport number and date of birth, OR your TTS receipt number.

It has been over 10 business days. How do I know if there is something wrong with my application?

If there is something missing from your application, or if more information is needed from you, someone from Immigration New Zealand will contact you. Please check your email (including your spam or junk mail folder) and voice messages on a regular basis as these are the means by which we and your immigration officers try to reach you.



TT Visa Services Ltd
1120 19th street nw
Suite# 415
Washington, DC.
20036

TT SERVICES

GETTING YOUR DOCUMENTS SENT BACK TO YOU

How do I get my tracking number?

If you chose to use our courier service, you will receive a FedEx tracking number via email as soon as your shipping label has been created.

If you chose to include a prepaid return envelope, you must refer to your own record of the tracking number and shipping information.

I paid the courier fee and provided a shipping / delivery address, but my address has changed. How do I ensure that my documents are sent back to the correct address?

You will need to call the Visa Application Center where you submitted your application. Please note that you may be required to pay extra fees to cover the cost of changing your delivery address.

I sent a prepaid return envelope, but my address has changed. How do I ensure that my documents are sent back to the correct address?

You will need to contact your courier and provide them with your new shipping information.

I included important documents that I need after the application process. How do I get them back?

In your cover letter, please include your request to have those particular documents sent back. Please note that if you are requesting that a large number of documents be shipped back to you, you may need to pay an extra courier fee to cover the increase in the shipment's weight.



TTSERVICES

TT Visa Services Ltd
1120 19th street nw
Suite# 415
Washington, DC.
20036

OTHER CONCERNS

I have a family. How do I bring my partner and/or children to New Zealand with me?

Please email us at tswashingtonz@ttsvisas.com with your specific circumstances and we will direct your queries to the person best suited to assist you.

Before you call the New Zealand Visa Application Center—

Please be ready to provide your full name as it appears on your passport, your date of birth and your passport number. If you have your TTS receipt number, you may provide that as well.

Please note that we can only give general information and assist in billing and shipping matters. We cannot give immigration advice, as we are not licensed immigration advisers; neither are we privy to the decision Immigration New Zealand has made on your application.

If you have questions such as what type of visa to apply for, or what your options are if you feel that no specific visa seems to fit the purpose/s of your trip to New Zealand, please email us at tswashingtonz@ttsvisas.com and we will direct your query to Immigration New Zealand.