

Permit Checklist

Please complete the top section of this form and bring it with you to the Enrolments Counter when you are applying for a Student Permit.



STUDENT TO FILL IN

Family name:	<input type="text"/>	Date of birth:	<input type="text"/> Day <input type="text"/> Month <input type="text"/> Year
Given names:	<input type="text"/>	CPIT student ID:	<input type="text"/>
Email address:	<input type="text"/>	Telephone no.:	<input type="text"/>
Programme:	<input type="text"/>		

Tick the box if you have the following with you:

Student Permit

- A NZ Bank Statement in your name, showing that you have NZ\$5,000 (half year) or NZ\$10,000 (full year) for living expenses or a completed INZ Financial Undertaking form. (This must be completed by a NZ citizen or Permanent Resident.)
- The receipt for the payment of your tuition fees.
- Your Passport
- Completed Student Visa Application form.

Graduate Work Permit

- Your Passport
- Completed INZ Application to Work in New Zealand form
- A NZ Bank Statement in your name, showing that you have NZ\$2,100 (for 6 months) available for living expenses.
- Confirmation of graduation/eligibility to graduate.

Student signature:	<input type="text"/>
Date:	<input type="text"/>

Staff signature:	<input type="text"/>
Date:	<input type="text"/>

STAFF TO FILL IN

Visa/Permit expiry date:	<input type="text"/> / <input type="text"/> / <input type="text"/>
NZ email, phone and address correct?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Passport renewed or extended?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Required documentation attached?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Passport expiry date:	<input type="text"/> / <input type="text"/> / <input type="text"/>
Passport number:	<input type="text"/>
Bank balance checked?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Application fee paid?	<input type="checkbox"/> \$120 <input type="checkbox"/> \$240 <input type="checkbox"/> \$440

Student Permit

Programme:	<input type="text"/>
New programme?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Tuition fees paid:	<input type="text"/>
Start date of payment period:	<input type="text"/> / <input type="text"/> / <input type="text"/>
End date of payment period:	<input type="text"/> / <input type="text"/> / <input type="text"/>
Is passport valid for at least 3 months after the end date of programme?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Bonafide student?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Graduate Work Permit

Eligible to graduate?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Application is within 3 months of expiry of relevant Student Permit?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is passport valid for at least one month after expiry date of Graduate Work Permit?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Applying for:	<input type="checkbox"/> Permit <input type="checkbox"/> Permit AND Visa

STUDENT RECEIPT

Family name:	<input type="text"/>
Given names:	<input type="text"/>
Proposed Passport collection date:	<input type="text"/>

Date of birth:	<input type="text"/> Day <input type="text"/> Month <input type="text"/> Year
CPIT student ID:	<input type="text"/>

Passport submitted date:	<input type="text"/> / <input type="text"/> / <input type="text"/>
Staff signature:	<input type="text"/>
Student signature:	<input type="text"/>

Passport collected date:	<input type="text"/> / <input type="text"/> / <input type="text"/>
Staff signature:	<input type="text"/>
Student signature:	<input type="text"/>

Permit Application Information

Student Permit

Fee

The charge for this service is NZ\$120. Note that CPIT will hold your passport until your new student visa and permit have been issued.

How do I apply and what do I need?

To lodge an application for renewal of your student permit you will need:

- A New Zealand bank statement in your name showing that you have NZ\$5,000 (half year) or NZ\$10,000 (one year) for living expenses or a completed NZIS Financial Undertaking form.
- The receipt for the payment of your tuition fees.
- Your passport.
- Completed INZ Application to Study in New Zealand.
- \$120 fee for permit application.

Bring your completed application to the Enrolments Counter. Please ensure that you have completed all the requirements that are stated above.

At the time that you apply for the renewal of your Student Permit you will be given a proposed day for the collection of your passport. There is no guarantee that your passport will be available on the proposed collection day but that is the day that you should come in and enquire.

Important Information

If the renewal of your Student Permit is for the same course of study as your previous permit you must apply for your new Student Permit at least two weeks prior to your current Student Permit expiry date. This means that you must be prepared to pay your tuition fees at the time of your Student Permit renewal application.

As an international student it is your responsibility to ensure that your student permit is correct and remains current for the time that you are a student at CPIT. If you have previously been issued a Student Permit for study by the New Zealand Immigration Service and it is still valid you may apply to have this permit renewed at the Enrolments Counter of CPIT.

Financial Undertaking

Every time you renew your Student Permit you have to show in a New Zealand bank account:

- NZ\$5,000 for a half year, *or*
- NZ\$10,000 for one year.

If you cannot supply the above information you will need to send for a Financial Undertaking Form (available at the Enrolments Counter) to whoever is financially supporting you and have them take it to their bank to be completed. This person must be a NZ Citizen or Permanent Resident. This must be done at least one month before your Student Permit expires.

Medical & Police Report

When you have been in New Zealand for two years you will need to have a full medical checkup and a Police Report from your home country. You must do this at least two months before your Student Permit expires.

The Student Health Services can provide the full medical check-up service. Contact them for more details.

Please note: All fees are correct at the time of printing, but may be subject to change.

June 2009

20 Hours Work & Summer Holiday Work (including Practical Work)

Students doing a diploma or degree programme with a minimum of two years study, or who are studying a programme that would qualify for points under the Skilled Migrant Category, may be entitled to work up to 20 hours per week. This will be given when you renew your student permit.

Graduate Work Permit

Fee

The charge for this service is:

- NZ\$240 Work Permit (non-travelling students)
- NZ\$440 Work Permit and Visa (students who may travel)

Please note that CPIT will hold your Passport until your permit has been issued.

How do I apply and what do I need?

To lodge an application for a Graduate Work Permit you will need:

- a New Zealand bank statement in your name showing that you have NZ\$2,100 in funds available as proof of having sufficient living expenses for 6 months
- your passport
- completed INZ Application to Work in New Zealand form
- \$240 or \$440 fee.

Bring your completed application to the Enrolments Counter. Please ensure that you have completed all the requirements that are stated above.

At the time that you apply for your Permit you will be given a proposed day for the collection of your passport. There is no guarantee that your passport will be available on the proposed collection day but that is the day that you should come in and enquire.

Important Information

Students who have completed a qualification that qualifies for points under the Skilled Migrant Category, may be eligible to apply for the Graduate Work Permit.

You must apply for your Graduate Work Permit within three months of the expiry date of the Student Permit for the programme that you graduated from.

Your passport must be valid for at least one month after the calculated expiry date of your Graduate Work Permit.

Student Receipt

Completed Application

Bring your completed application to the Enrolments Counter at CPIT. Please ensure that you have completed all the requirements that are stated above.

Collection of Passport

At the time that you apply for your Permit you will be given a proposed day for the collection of your Passport. There is no guarantee that your Passport will be available on the proposed collection day but that is the day that you should come in and enquire.