

Document Guidelines

Document guidelines for applications



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Q. WHAT DO YOU NEED TO PREPARE FOR UNIVERSITY ENROLMENT?

If you are applying for Undergraduate Programs

- Copy of Passport
- Copy of Valid NZ visa (If you are living in NZ)
- Your Secondary School Qualification documents (Graduation Certificate & Transcript)
- Your English Certificate (IELTS/ PTE/ TOFEL)
- Statement of Purpose (If required in some specific program)

If you are applying for Postgraduate Programs

- Copy of Passport
- Copy of valid NZ visa (If you are living in NZ)
- Your highest education qualification (Graduation Certificate & Transcript)
- Your English Certificate (IELTS/ PTE/TOFEL)
- Resume/ Portfolio (If required)
- Statement of Purpose (If required)

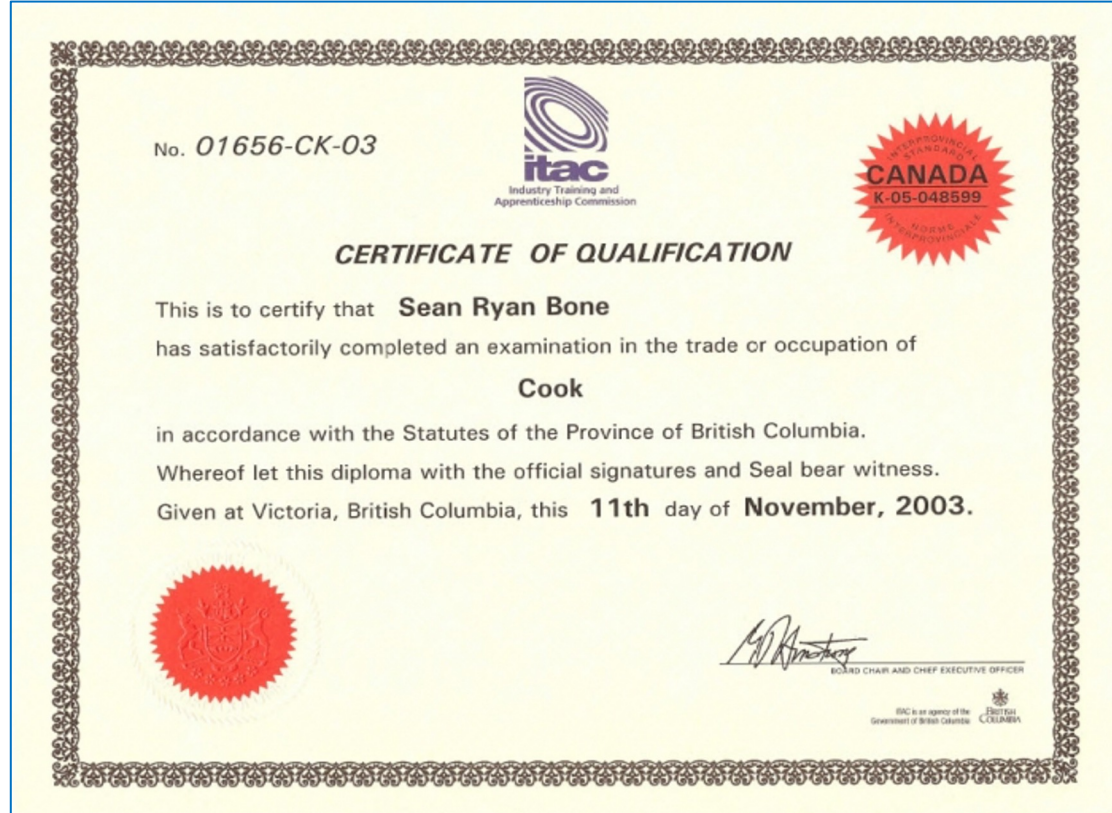
REQUIRE FOR SUPPORTING DOCUMENTS

All Documents should be:

- Proper and clearly scanned
- In colour
- Up the right way
- Preferably in PDF
- No more than 25MB in size
- File name should match with document details



ACADEMIC QUALIFICATION



1. Academic qualification must be in English
2. If the original document is not in English, it must be translated and notarised by a notary public

ENGLISH CERTIFICATE

The image shows a sample IELTS Test Report Form. A large, semi-transparent 'SAMPLE' watermark is overlaid diagonally across the center. The form includes the following fields and sections:

- IELTS Test Report Form** (ACADEMIC)
- NOTE:** This report is not valid unless the candidate has taken the test at an IELTS test centre.
- Centre location:** 000000, **Class:** A123456789, **Candidate Number:** 000000
- Candidate Details:**
 - Family Name:** [REDACTED]
 - First Name:** [REDACTED]
 - Candidate ID:** [REDACTED]
 - Date of Birth:** 00/00/00, **Sex:** [REDACTED], **Photo Captured:** [REDACTED]
 - Country of Origin:** [REDACTED]
 - Country of Nationality:** [REDACTED]
 - First Language:** [REDACTED]
- Test Results:** Listening: [REDACTED], Reading: [REDACTED], Writing: [REDACTED], Speaking: [REDACTED], Overall Band Score: [REDACTED], CEFR Level: [REDACTED]
- Administrative Comments:** [REDACTED]
- Signatures:** Administrator's Signature: [REDACTED], Candidate's Signature: [REDACTED]
- Test Report Form Number:** [REDACTED]
- Logos:** BRITISH COUNCIL, IDP, CAMBRIDGE ENGLISH

In order to avoid the fake document, Agent could use this number to verify with Test Centre.

PROOF OF BANK BALANCE

Student Visa

- English Study, University, PTE: \$1,667NZD/Month , \$20,000NZD/Year
- Primary to Highschool (YEAR 1~13) : \$17,000NZD/Year

Tourist Visa(Guardian Visa)

- \$1000NZD/Month, \$12,000NZD/Year per person (If your have a property or have paid rent in advance \$400NZD/Month)

※ For Guardian Visa parent and child proof of bank balance, You can provide proof of bank balance according to visa type and number of applicants under one of the Parents name

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Date of Birth(Business registration No.):

In reply to your request, we hereby certify that the deposit/trust balance stands as follows as of .
The balance amount is subject to change in the event that the issuance date of this certificate differs from the base date.

Account No. Account Type (Whether Joint Deposit Account or Not)	Truster Principal Beneficiary Interest Beneficiary	Balance (Appraised Value) (No. of Accounts)	Other Bank's Checks/Bills Uncleared Restrictions Pledge Amount Pledge Cancellation
420-910461-78007 Savings Deposit		KRW 39,768,764 USD 33,182.11	KRW 0 USD 0.00 No Comments
447-910062-07152 Retirement Pension		KRW 1,200,000 USD 1,001.25	KRW 0 USD 0.00 No Comments
475-910209-59725 Housing Subscription Savings		KRW 1,450,000 USD 1,209.85	KRW 0 USD 0.00 No Comments
447-910150-31213 Collective Investment Securities		KRW 200,000 KRW 182,681 USD 152.42	KRW 0 USD 0.00 No Comments
This is an example certificate from a local bank in Korea			
Total		USD 35,545.63	USD 0.00
Amount in Letters : U.S. DOLLARS THIRTY FIVE THOUSAND FIVE HUNDRED FORTY FIVE CENTS SIXTY THREE ONLY - Including other bank's checks/bills un-cleared KRW 0			
(Exchange rate: 1 USD = ₩ 1,198.50) First quoted rate of day			

Notes :

1. If the truster is not the beneficiary(principal/interest beneficiary), the beneficiary's name is written on the certificate (third party-beneficiary trust)
2. The appraised value refers to the value calculated by appraising the investment trust (beneficiary certificate) by using the base price as of the base date (before deduction of early termination fee and tax). This value may change later.
However, if the base date falls on a holiday, appraisal is made using the base price on the preceding business day.
3. Other bank's checks/bills un-cleared refer to cashier's checks, personal checks, account checks, promissory notes, etc. deposited in the account. Please note that if they are dishonored, the relevant amount will be deducted from the balance.
4. "No Comments" means that there are no restrictions on withdrawals from the account.

KEB Hana Bank
GWANYANGDONG BRANCH

Date of Issuance : FEB.16.2022

KEB Hana Bank Gwanyang-dong(S) Department/Branch
TEL. 031)384-1111

Verified by

* You may check the accuracy of the information herein via 'Quick Service' on the Bank's website or Mobile App (MarkAny Inc).

Customer Name: Day And Time: 2022/02/16 15:28:51



MEDICAL CHECK CERTIFICATE

Medical Check Process and sending documents to SOL NZ

1. Call the hospital (Must be approved panel physicians for NZ Visa) for Medical Check reservation and proceed with examination. Click here to check for designated
2. Results from the hospital are automatically sent to the New Zealand Immigration Department via a linked system
3. In the medical information sheet received during the medical check, Scan the page with the identification photo and sent to SOL NZ
4. Apply for a visa at SOL NZ with the NZER number on the document





Visit date: 19 Jul 2022

Client personal details		Client identity details	
Family name:	HONG	Identity document presented:	Original Passport
Given names:	GIOLDONG	Identity document number:	M123C1234
Gender:	FEMALE	Issuing country:	KOREA, SOUTH
Date of birth:	12 Mar 1999	Date of issue:	12 MAR 2022
Country of birth:	KOREA, SOUTH	Date of expiry:	12 MAR 2022
		Source:	Clinic

Client visa details

Visa Category:	Temporary
Visa Type:	Visitor
NZER:	N00123456 NZER Number
NZHR:	HR1946709

Instructions to the client

This information sheet outlines the status of the immigration health examinations that you have undertaken at an eMedical clinic.

Note: the status of an individual examination will not appear as "Complete" in the Exam list below until your case has been submitted to Immigration New Zealand (INZ), Ministry of Business, Innovation and Employment. This may not occur until all results are finalised after you have left the clinic.

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STATEMENT OF PURPOSE

Examples of Student Cover letter

Dear immigration officer,

I am writing to explain why I want to visit New Zealand with my three kids.

I have always thought that the best age for new experience and English education is the early age in elementary school.

Especially in the case of English pronunciation, I think learning English at a young age can be more like native pronunciation.

My three kids attended English separately by English early childhood teacher in Korea. So, I guess that my kids can understand English better than others. Now I want to develop their English speaking and writing skills by learning in English-speaking countries with culture.

Also, I have always thought that New Zealand is the most suitable country for my kids' education because my kids enjoy outdoor activities with good weather in scenic view (parks and playgrounds) close to schools in Korea. In Korea, there is a lot of elementary and high school but not high school in December.

So, it is a great advantage that my kids can start their English education in New Zealand.

As soon as the New Zealand government allowed the New Zealand border opening procedure, I contacted some educational agencies, and finally, I chose 3 weeks primary school in Auckland. I chose the primary school is that the school is near Victoria Bay, where I want to visit a house when I stay in New Zealand. And I heard there are New Zealand domestic students compared to international school.

We will stay in New Zealand for around one year and three months. I want my kids to learn and experience culture in each 3 short period.

I believe this opportunity would be a precious time and experience for my children.

I hope you can give us the chance to experience beautiful New Zealand.

Best regards,
[Redacted]

EXAMPLE #1

Dear immigration officer,

I am writing this letter to express my intent to apply for a student visa.

I have experience studying in New Zealand in the past. It was an excellent experience for me. Then after returning to Korea, I always missed my school life in New Zealand. Before the COVID-19 pandemic began, I tried to return to New Zealand and continue my studies. Still, I could not go to New Zealand due to the border closure.

As soon as the border opened, I prepared to visit New Zealand for a short period of four weeks of study from July 25. I met my friends in New Zealand during that time and enjoyed my short-term study in Auckland college. The teachers were great and my school was good and I will miss my past friends in the school.

After returning to Korea, I discussed my studies with my parents. I am applying for a student visa as an intention to study in New Zealand as a long-term educational intent.

I plan to study MEd and earn 124 Auckland college and apply to universities in New Zealand and Australia.

I chose Auckland college in the Auckland region in a public high school in the Auckland area. It is considered the best area in the past of my friends here in Korea. So, I wanted to study in one of the colleges in the area, and my education agent recommended this school to me. I wanted to choose a college carefully, so I want to New Zealand for short-term study to experience how the school is.

For my visa refusal report in Canada in 2022, my mother prepared all the visa documents by herself without my help. As a result, our visa applications were declined because my mother did not submit the documents properly. It happened when we had our first visit. Hence the second time respecting my school study in New Zealand. I have attached the evidence letter.

If you give me a chance to study in New Zealand, I would be an excellent opportunity for my future life.

Best regards,
[Redacted]

EXAMPLE #2

September 28, 2022

THE VISA OFFICER
Embassy of New Zealand in the Philippines
Visa Application Center
Davao Building, 28th Floor, P.O. Valero Avenue,
Roosevelt Plaza, Manila,
1229 Metro Manila, Philippines

SUBJECT: STATEMENT OF PURPOSE

Dear Sir/ Madam,

[Redacted] (Name: [Redacted], common law partner to: [Redacted] Genesine MEd). I have been granted a letter of Offer of Place (OoP) by New Zealand Skills and Education College to study Diploma in Community Healthcare and Support in this regard. I am writing this letter to express my earnest intent to apply for a Study Visa.

I earned my Bachelor's Degree in Bachelor of Science Major in Biology from University of Southern Philippines on March 2022. The course is a preparatory for medicine which I've chosen since then. August 2022, I worked as a sales clerk in Pacific Supermarket, Inc. (Makabao Branch) selling veterinary products, marks the beginning of my continuous career journey. July 2022, got an opportunity to work in the Philippine Government, City of Zamboanga specifically in the City Health Office as Medical Assistant under the program. I handled as a supervisor for staff and supervisor for those individuals under the food products establishments. Our department is also assigned to assist in the succession program. My current job entails me to have more knowledge in the field of medicine.

Taking further study in Diploma in Community Healthcare and Support will complement and strengthen my qualification in the medical field as well as my work experience in City Health Office. I choose to study overseas, specifically in New Zealand, as one of the best countries in terms of quality of education, as well as being one of the best medical and most beautiful countries in the world. To be more specific, I opt to study in Auckland OoP, New Zealand which offers this program in a very detailed and comprehensive manner as well as a complete understanding and in-depth knowledge in this area of medical course through a hands-on practical experience in an international setup.

I aim to earn a qualification of Diploma in Community Healthcare and Support in New Zealand Skills and Education due to the following reasons and opportunities:

- This program will refresh and enhance the knowledge gained from my current qualification, Bachelor of Science Major in Biology and will enable me to be updated on new trends with a close focus and emphasis on Medical field and in Community Healthcare and Support as an important aspect of Medical field in a global perspective. The exposure I could get from these studies as well as from courses with New Zealand framework will enable me to adapt the New Zealand medical field best practices and readily apply to my personal methods as well as to the system in medical services in the Philippines in whichever areas that could possibly improve.
- After completion of this program, I will acquire enhanced and specialized skills and techniques along with interpersonal and soft skills that will contribute to my overall career together and growth. I'm inclined myself to advance in my career, to be qualified and fully equip to assume greater responsibilities in the Philippine Government City Health Office. Once I go back to the medical world in the Philippines, I will have an edge over local employment competitors and look forward to a position which has a potential annual salary. Opportunities like these will surely be opened to me after completing the qualification through New Zealand Education.

To achieve this goal, I will fully commit my best effort and time for these studies. I will do all the best that I could to focus and concentrate on my program.

Over the 12 years of hard work, we have accumulated and saved enough funds to sustain for our daily living expenses, build assets and investments, and established sufficient fund to finance my study including our projected living expenses in New Zealand for a year.

EXAMPLE #3

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**If you have any other inquiry
Please contact SOL NZ**