

# 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/Postgraduate Programs

1. **Copy of Passport** (Must have the same signature as the online form)
2. **Copy of Valid NZ visa** (If you are living in NZ)
3. **All of your education qualification** (Graduation Certificate & Transcript)
4. **Your English Certificate** (IELTS/ PTE/ TOFEL)
5. **Statement of Purpose**
6. **Updated CV** (You need to explain why if you have more than 3months gap period between working or studying)

## 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



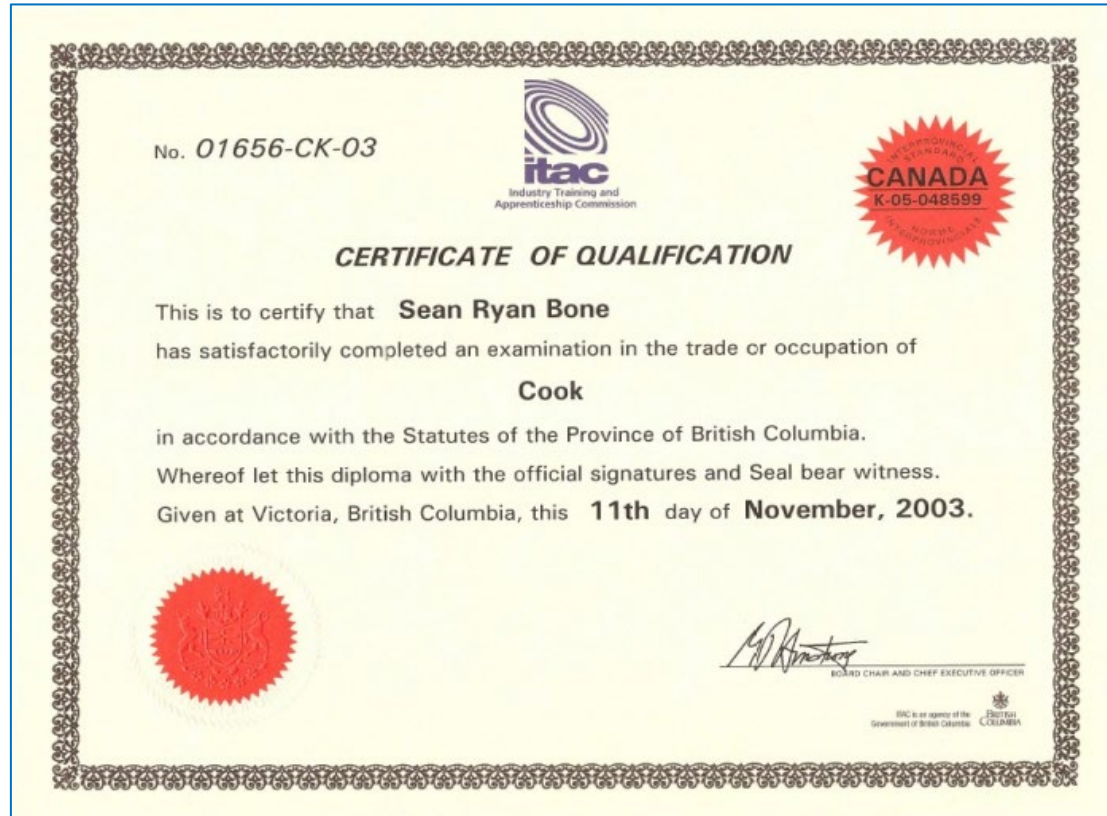
# PASSPORT & VISA DOCUMENTS



 Acceptable



 Unacceptable



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

**IELTS**  
Test Report Form

ACADEMIC

Centre location: 123456 Date: 12/12/2023 Candidate Number: 123456789

**Candidate Details**

Family Name: [REDACTED]  
First Name: [REDACTED]  
Candidate ID: [REDACTED]

Place of Birth: [REDACTED] Date of Birth: [REDACTED] Gender: [REDACTED] Previous Experiences: [REDACTED]

Country of Origin or Birth: [REDACTED]  
Country of Residency: [REDACTED]  
First Language: [REDACTED]

**Test Results**

Listening: [REDACTED] Reading: [REDACTED] Writing: [REDACTED] Speaking: [REDACTED] Overall Score: [REDACTED] IELTS Level: [REDACTED]

**Administrative Comments**

[REDACTED]

Signature: [REDACTED] Date: [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 you 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

## Certificate of Deposit / (Investment) Trust Balance

For customer

Date of Data(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)	Trustor 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 No Comments 0.00
447-910062-07152 Retirement Pension		KRW 1,200,000 USD 1,001.25	KRW 0 USD No Comments 0.00
475-910209-59725 Housing Subscription Savings		KRW 1,450,000 USD 1,209.85	KRW 0 USD No Comments 0.00
447-910150-31213 Collective Investment Securities		KRW 200,000 KRW 182,681 USD 152.42	KRW 0 USD No Comments 0.00
This is an example certificate from a local bank in Korea			
End of Information			
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 :

- If the trustor is not the beneficiary(principal/interest beneficiary), the beneficiary's name is written on the certificate (third party-beneficiary trust)
- 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.
- 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.
- "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





### Information Sheet

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
NZHR:	HR1946789

NZER Number

### 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.

# HOW TO WRITE SOP (STATEMENT OF PURPOSE)

## 1. Introduction

- Introduce yourself.
- State the purpose of the letter.
- Write about the course, period of study, and university you would like to join.

## 2. A brief insight into your personal and academic background

- Your economic and social background in your homeland.
- Academic and professional background.
- How does your experience back your course of study in the country?

## 3. About the course

- Details about the course you intend to study.
- How it helps to carve your career.
- Your qualification to join the course.

## 4. What aspect of the university do you like?

- Mention the course curriculum along with how it suits you.
- Mention about student community and how you will fit in.
- What fascinates you about the university?

## 5. Why New Zealand?

- Why New Zealand and not your homeland?
- Availability of the course in your homeland
- Why not US, UK, or Canada?

## 6. Career and professional goals

- How do you love to see yourself after completing the course?
- Whether you would like to go for a job or continue with research after completing the course.

## 7. Skill set

- Include activities and interests that can give the admission committee insight into your profile and character so that they can understand that you have the right motivation to pursue the course.

## 8. Return to Home Country

- Mention the reasons for a comeback to your home country.

## 9. Conclusion

- Additional information that supports your statement of purpose.
- Thanking and acknowledging you will be on your best behavior while studying at the university.

# SOP (STATEMENT OF PURPOSE) EXAMPLE

## Statement of Purpose

Name:

Present Address:

Philippine Address:

Email Address:

Mobile Number:

Passport Number:

### I. Personal Background

I would like to start this letter of intent by introducing myself, I'm \_\_\_\_\_, 31-yr old from Philippines who aims to further my career in the field of technology. I have recently completed my degree in Graduate Diploma in Information Technology from Auckland Institute of Studies in May 2024, which I'm proud to have achieved remarkable grades. My career started as an Electronics Engineer in the Philippines and transitioned to Software Engineer in Accenture in 2014. I have also explored international opportunities and worked as a Surveillance Officer on different luxury cruise lines for 7 years, which enriched my skills in data analysis and multi-cultural collaboration. During the pandemic, I started freelancing in digital content, which has reignited my passion for technology, particularly in the field of software engineering and data analytics.

### II. Reasons for Continuing Studies

When I started my degree in Auckland Institute of Studies, I gained friends and most importantly as I learned more about Information Technology, I have had a better understanding of what career specialization I would love to focus on, and that is Information Systems. My interest in data analytics grew more as A.I (Artificial Intelligence) became one of the most notable inventions in the world of technology. Thus, this led me to continue my studies and choose master's in information technology specialising in Information Systems.

Staying in New Zealand for a year gave me more creative ideas on how technology can help in improving our way of living. There are two ideas that I am still currently deciding on, first is a further study on how A.I, software applications, and data analytics can help improve our healthcare system and second is a further study on the impacts of A.I, software applications, data analytics in improving our environment especially to help in climate change. With these ideas, I hope that you will allow me to continue my studies here in Aotearoa.

### III. Auckland Institute of Studies

Reflecting on my learning journey, I believe Auckland Institute of Studies will continue in providing me great exposure to a real-world learning environment that combines industry-leading theory and hands-on practical experience. Thus, I choose to continue in the same institution as it has already become a second home where I feel comfortable and know that they will take care of my learning and development needs. With its friendly and diverse learning environment, I have been enjoying my studies as well as have made lots of friends and connect with great professors. I also believe that I can leverage the skills and additional knowledge I will learn in my plans of going back to travelling the world while working online and I would love to use this year of studying.

### III. Financial Information

I am fortunate to have the financial support of my parents, who will be sponsoring me during my studies in New Zealand. With their support, I am confident that I will be able to focus on my studies and achieve my academic goals. I have attached my parents bank statement and family certificate as an evidence

### VI. Ties to Home Country

Upon completing my degree, I plan to apply for a post study work visa to implement what I have learned in a practical setting. Otherwise, I will make sure to go back to my home country to contribute what I have learned here in New Zealand. Furthermore, I am still in contact with my previous Manager on the cruise ship and has offered me that I can continue working in the cruise lines should I decide to come back and would be willing to help me secure an IT position in the company.

My other plans also include continuing my digital freelancing while travelling abroad. It has always been my dream to travel to different countries while offering my expertise in technology online. I also believe this can be a way for me to explore various technology and innovations from different countries that can help me in my IT career advancement. I also own a house property in Philippines and would love to be reunited with my dogs as well.

### VII. Conclusion

I hope that you accept my genuine intent to study here to follow my dreams and experience more of the beautiful sceneries, make technology advancement research and most especially finally spend time with the people I love and cherish, my parents.

Sincerely,



# CV EXAMPLE

NAME

CONTACT DETAILS

## OBJECTIVE

Recent school leaver looking for a building apprenticeship.

## PERSONAL STATEMENT

I'm a mature, fit and positive school leaver wanting to get into the building industry. I'd like to take my NCEA workshop technology skills and my work experience on building sites and apply them to an apprenticeship role. I learn quickly, have good attention to detail and work well in a team.

## TECHNICAL SKILLS

- Full driver's licence
- Current First Aid Certificate
- Site Safety Foundation Passport
- Microsoft Office skills

## PERSONAL SKILLS

### Willingness to learn

- Gateway work experience on building site
- Studied credits towards a New Zealand Certificate in Carpentry while at school

### Teamwork

- Member of school water polo team

### Problem solving

- Competed in New Zealand Engineering Science Competition

## EDUCATION

Tupelo High School

Pukekohe  
2015-2018

NCEA Level 2

**Subjects:** Construction and mechanical technologies, processing technologies, te reo Māori, physical education, mathematics

## WORK HISTORY

### Potatoland

Pukekohe  
2016, 2017, 2018

### Potato picker

- Picked potatoes
- Weeded potato fields
- Graded and packed potatoes

## WORK AND VOLUNTEER EXPERIENCE

### Workbuild Ltd

Auckland  
July 2010 – Jun 2020

### Work experience labourer

- Cleaned work environment and made it safe
- Loaded and unloaded trucks and sorted stock
- Lifted and nailed frames and sheets for a house

### SPCA

Pukekohe  
Mar 2009 – Aug 2009

### Volunteer

- Cleaned animal cages and dog runs
- Fed animals and walked dogs

## ACHIEVEMENTS

- Construction and mechanical technologies school award 2017

## INTERESTS

- Water polo, upcycling old furniture, triathlons, kapa haka

## REFEREES

REFEREE 1  
DETAILS

REFEREE 2  
DETAILS

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