

## The New Student Checklist 101

Hello!

We have created this checklist to cover most things you need to do after enrolling, and made it relevant for Malaysian students. This is intended to be a simplified guide. Please read the references in the links or contact the International Office for further information.

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## **Pre-Arrival Checklist**

### **1.1 General Flow of Enrolling**

For more information on enrolling, please go to: <http://www.otago.ac.nz/study/enrolment/> .

### **1.2 Paying your tuition fee**

You can pay your tuition fee via 4 methods.

1. Internet Banking/Telegraphic Transfer

This is usually the preferred route of payment for students. The bank details for the University of Otago are:

Westpac New Zealand Limited  
Westpac Moray Place Branch  
106 George St  
PO Box 5345  
Dunedin 9058  
NEW ZEALAND  
Account Name: University of Otago - Student Tuition  
Account Number: 03- 0175-0660238-01  
SWIFT Code: WPACNZ2W

You should include your FULL NAME and Student ID (if available) or Date of Birth. Retain all evidence of the transaction and bring it with you to the Uni.

2. Online Banking via Western Union

Log into the International Student Payment Portal (<https://student.globalpay.wu.com/geobuyer/uo>) and follow the instructions. As of November 2015, Malaysian Ringgit (MYR) is not listed as an option.

3. Cash, Cheque, or EFTPOS

This is done at the Cashier's Office, located at the Basement Level, Clocktower Building in the University of Otago.

EFTPOS commonly refers to debit or credit cards. Payment limits may apply when using EFTPOS.

4. Personal or Bank Cheque by mail

Make out the cheque to: University of Otago

Address:

Revenue Management

University of Otago

P.O. Box 56

DUNEDIN 9054

After you have made payment, you need to request a tuition fee receipt for your Visa Application. Email [student.finance@otago.ac.nz](mailto:student.finance@otago.ac.nz) with the necessary details requesting for a receipt. Do make payment and request a receipt as soon as possible after receiving an Offer to avoid delays.

Reference: [http://www.otago.ac.nz/international/int\\_paying\\_fees.html](http://www.otago.ac.nz/international/int_paying_fees.html)  
<http://www.immigration.govt.nz/NR/rdonlyres/8D76710A-1F4A-452F-8C5D-8663738F560A/0/INZ1013.pdf>

### **1.3 Applying for your Student Visa**

You may choose to apply for your visa through an agent, online, or in paper form via an office. If you are applying online or directly to the Immigration New Zealand regional office, please read: <http://www.immigration.govt.nz/NR/rdonlyres/8D76710A-1F4A-452F-8C5D-8663738F560A/0/INZ1013.pdf>

You can find a list of Malaysian University Approved Representatives ie. agents here: <http://www.otago.ac.nz/international/agents/otago002214.html#malaysia>

Documents that you would need are:

1. Chest X-ray Certificate (INZ 1096).

A chest X-ray screening for TB must be done from an Immigration NZ Approved Panel Physician, and a completed chest X-ray certificate. The list of Approved Panel Physicians are

West Malaysia:

- i) Life Care Diagnostic Medical Centre  
1<sup>st</sup> Floor, Wisma Life Care, 5 Jalan Kerinchi, Bangsar South, 59200 Kuala Lumpur.  
Ph: 1300 222 369, 60 3 2241 3610
- ii) Adventist Wellness Centre  
465 Jalan Burma, 10350 Georgetown, Penang.  
Ph: 60 4 222 7779, 60 4 222 7732

East Malaysia:

- i) KPJ Sabah Specialist Hospital  
Lot 2 (off Jalan Damai), 88300 Luyang, Sabah.  
Ph: 60 88 270 928, 60 88 322 196
- ii) Wellness Clinic, Normah Medical Specialist Centre  
P.O. Box 3298, 93764 Kuching, Sarawak.  
Ph: 60 82 440 055

2. Insurance

International Students are usually covered by Studentsafe-University Insurance, which will cover most medically related expenses while you are here in New Zealand. You can purchase Studentsafe during the enrolment process.

3. A Police Certificate of Good Conduct (Not more than 6 months old)

You can begin the application process at this link: <https://ekonsular.kln.gov.my/en/> . Create an ID and follow the instructions given. For more information, please go to [https://ekonsular.kln.gov.my/ekonsular\\_on9/login/GUIDELINES.pdf](https://ekonsular.kln.gov.my/ekonsular_on9/login/GUIDELINES.pdf). It is advisable to get started on this step first as it may take 1-2 months.

If you are a Permanent Resident of New Zealand, or have stayed in more than one country for longer than 5 years, please contact Student Visa Services for more information.

4. A Financial Undertaking for a Student Form (INZ 1014)

You can find the Financial Undertaking Form (INZ 1014) here: <http://www.immigration.govt.nz/NR/ronlyres/51B5DC1B-622B-4799-A91E-A3C23AB1CFE2/0/INZ1014.pdf> .

Complete this form as instructed.

More information on this can be found here: <http://www.immigration.govt.nz/migrant/stream/study/canistudyinnewzealand/whatisrequired/financialreqs.htm>

5. Passport

Your passport will need to be valid for at least three months past the end of your intended stay in New Zealand.

Reference: <http://www.immigration.govt.nz/migrant/stream/study/application/>

### **1.4 Renewing Your Visa**

This section assumes that you already have an existing NZ study visa and are a returning student. You may renew your visa at the University via Visa-on-Campus at the International Office.

Print out the Visa-on-Campus form found here: <http://www.otago.ac.nz/cs/groups/public/@otagointernational/documents/webcontent/otago006411.pdf>

The documents you would need are:

1. One recent passport sized photograph
2. Receipt of Payment of Fees, or confirmation of scholarship
3. Evidence of Funds, which may be:
  - a. Bank statement in your name, no older than 7 days, after your fees have been paid. This statement should show your transactions in the last 3 months. OR
  - b. A Financial Undertaking Form (INZ 1014), completed by the SAME PERSON who completed the first form. Only ORIGINAL FORMS are accepted, not scanned or signed ones.
4. Academic Results.  
A printout of your results from eVision is okay.
5. You MAY need a Chest X-ray.
6. You MAY need a General Medical Certificate.
7. You MAY need a Police Certificate of Good Conduct.

It is advisable to submit your visa renewal application at least one month or soonest possible before expiry of your current visa as many students will be renewing their visas during the start of the year.

Reference: <http://www.otago.ac.nz/international/otago002213.html>

### **1.5 Arranging your health insurance**

All international students are required to hold an approved insurance policy. In most cases, this is Studentsafe-University. Studentsafe covers nearly all medically related expenses, though in some cases you will still need to pay a small sum.

### **1.6 Arranging your accommodation**

The types of accommodation available are Residential Halls/Colleges, Private Accommodation, Uniflats, or Homestays.

Most first year students stay in a Residential Hall/College. Residential colleges are quite comfortable, and utilities and meals are included. For more information on Residential Colleges, please visit: <http://www.otago.ac.nz/about/accommodation/residentialcolleges.html> .

Alternatively, you may opt for private accommodation or a “flat”. Edinburgh Realty and Student Accommodation are two popular realty agencies. Rental for flats range from NZD 90 to NZD 200 and above, depending on the utilities and comforts offered. As a general rule, properties of NZD 130 and above are modest and fairly comfortable.

Tip: When looking for a flat, look for the: state of furnishings, bedroom furniture, kitchenware, double glazed windows, Internet, location. Certain areas around Dunedin tend to be noisier than others. The Otago Flating Goods Facebook page has plenty of second hand goods for sale

UniFlats typically only offers accommodation for single semester international students, ie. exchange students. However, you may be considered for a place with UniFlats on a case by case basis. Homestays are another popular option. You would be staying with a friendly Kiwi family in a cozy home. Meals are provided, along with other comforts. For more information on homestays, please visit:

<http://www.otago.ac.nz/about/accommodation/otago045793.html>

For more information on accommodation in general, please visit: <http://www.otago.ac.nz/about/accommodation/index.html>

### **1.7 Arranging your travel dates**

You are advised to arrive in time for the International Student Orientation. You may want to arrive at least a week ahead before semester start to settle in and have a look around.

For a list of important academic dates, please visit: <http://www.otago.ac.nz/news/events/keydates/>

Please be advised that these dates may change, so do check back from time to time. You may want to purchase flight tickets ahead for the semester breaks. However, it is advisable that you wait for further information on exam dates before purchasing.

### **1.8 Arranging for transport from the airport**

You can arrange for a shuttle to take you from the airport. Kiwi Shuttles offer subsidized transport from the airport to your accommodation at NZD\$15 per person. To arrange for a shuttle, email [info@kiwishuttles.co.nz](mailto:info@kiwishuttles.co.nz) with your name, arrival date and time, flight number, if you have extra luggage or large items, and include this code in your message International Student Code: INTD2016.

Do give us a buzz via Facebook Message or email once you have arrived and we will try our best to receive you!

## **Post-Arrival Checklist**

### **2.1 Checking in and O-week**

Once you have arrived, do check in at the International Office, Archway West, 90 Union Place East. It is near the Clocktower. If you're lost, just ask any friendly student or staff and they'll point you in the right direction.

During O-week, you must check in with the International Division Welcome Desk (even if you have gone to the office before this). They are usually located at the University Union Food Court (The Link). You would have received instructions for this during your enrolment.

The week before semester starts is Orientation Week. O-week is a major event here. There will be lots of activities organized by the University and the student associations for new students. OMSA is one of the biggest student associations here on campus and there is a vibrant Malaysian community. We are stoked to meet you! Come say hi and bring a friend on Clubs and Socs Day! ☺ Like our Facebook page and stay tuned to our website for upcoming events.

### **2.3 Declaring your course**

As a first year student, you would need to declare your course and choose your papers after checking in with International Division at the Food Court. Your course may appear to be "provisionally approved". You will need to present your visa and passport to the International Division for inspection before you are formally enrolled. Instructions on this will be available in your eVision portal.

We hope that this guide has been helpful in preparing you for your journey here to the University of Otago. Every effort has been made to ensure the information here are accurate and up to date with references. If you have any questions, please do not hesitate to contact us at:

Email: [omsamail@gmail.com](mailto:omsamail@gmail.com)

Facebook: omsaotago

We hope to see you here in Dunedin soon!