



# Student Allowance/Student Loan/Scholarship Overseas study application form

Complete this form if you want to apply for a Student Allowance/Student Loan/Scholarship for overseas study. You can also apply for your Student Allowance or Student Loan online at **studylink.govt.nz**

To get a Student Loan or Student Allowance you need to be enrolled at a tertiary education provider in New Zealand and studying overseas on an approved programme.

If you're studying at an overseas campus or delivery site of a New Zealand provider, you also need to be studying:

- in regions the Government wishes to expand its commercial and social linkages – visit Education New Zealand for a list of these countries
- level 7 or higher on the New Zealand Qualifications Framework
- part of the qualification in New Zealand
- full-time and not studying extramurally

If you're a permanent resident and are going overseas as part of your course, you can't be enrolled extramurally and you need to be studying in a country that you have never been to or have not spent more than six months in, over the last five years.

Secondary students must be studying through a recognised exchange organisation and must have attended a New Zealand secondary school prior to commencing the exchange programme. Note – secondary school students are not eligible to receive a Student Loan.

It's a good idea to appoint an agent to act on your behalf while you're overseas, particularly if you won't have regular access to the internet. If you want to appoint an agent, you and your agent need to complete the Appointment of Agent in Part 4, beginning on page 8.

If you need to contact us while you're studying overseas please visit our website **studylink.govt.nz**, you can also check and update your details using MyStudyLink.

## **You must give us all the information we need.**

If you do not have all the information we need, talk with us and we may be able to help.

If we find out later that any information you give us is not true, or that you knew information you should have told us and did not tell us, we may stop your payments. You might need to pay money back, we may impose a penalty, and you could be prosecuted.

# Before you start – Read this page

Here are some important things you need to know before you complete your application.

## Use blue or black ink only

When completing your application you must only use blue or black ink. If your application is completed in any other colour we might get you to complete another one.

## Answer all the questions

It's important to answer every question in your application. If a question doesn't apply to you, use 'N/A' or 'nil'. Don't leave the space blank, unless indicated on the form, as this could delay the process and you may not get paid on time.

## You may need to provide documents

All documents sent to StudyLink must be a verified copy. A verified copy is a copy of the original document which has been signed and dated by someone like a Solicitor/Lawyer, Notary Public, Court Registrar, an approved person at an education provider, school principal, StudyLink or Work and Income staff member or Justice of the Peace (listed in the Yellow Pages) who can confirm that the copy is the same as the original. They must print their name and title on each page and write that it is a true copy and sign it.

The best way to send your documents to us is online using [connect.co.nz](https://connect.co.nz). Please remember to include your name and client number with any documents that you send to us. For more information visit [connect.co.nz](https://connect.co.nz)

If you need more information, visit our website [studylink.govt.nz](https://studylink.govt.nz)

## Sign and date the form

Remember to sign and date this form. An authorised staff member from your education provider in New Zealand, or from the recognised exchange programme, must also complete and sign this form.

We're happy to help you complete your application.

Don't return this page

# Part 1: Personal details

## 1. What is your client number?

If you have received assistance from StudyLink or Work and Income before, write your client number here if you know it. This number can be found on your Community Services Card if you have one.

Client number

## 2. What is your full name?

First name	Middle name(s)	Surname or family name
<input type="text"/>	<input type="text"/>	<input type="text"/>

## 3. What is your legal name as it appears on your birth certificate? (If different from above)

First name	Middle name(s)	Surname or family name
<input type="text"/>	<input type="text"/>	<input type="text"/>

## 4. What date were you born?

 Day  Month  Year

## 5. Where do you want us to send your mail while you're away?

If you'll be using an agent, please put their address here.

Postal address			
<input type="text"/>			
Suburb	City	Post code	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	NEW ZEALAND

You can view your Student Allowance and Student Loan mail online at MyStudyLink and we'll send you an email or text when you have new mail to view.

## 6. What are your study dates?

**Start**  Day  Month  Year **End**  Day  Month  Year

## 7. Are you enrolled at a:

New Zealand tertiary education provider  New Zealand secondary school (Go to student declaration on pg 2)

## 8. Are you studying at an overseas campus or delivery site of a New Zealand provider?

Yes (What is the name of this campus?)

No

## 9. Are you or have you undertaken part of this qualification in New Zealand?

Yes  No

## 10. Are you studying extramurally?

Extramural is when you're not studying on-site at the education provider, for example distance learning.

Yes  No

**11. Which country do you normally live in?**

New Zealand       Other (Please specify)

**12. Which country will you be living in while you study?**

If you're a New Zealand citizen please go to the student's declaration.

If you're a New Zealand permanent resident and are going overseas as part of your course, we need to know how much time you have spent in the country you will be studying in. Please answer Q13.

**13. In the last 5 years, have you spent more than six months in the country where you will be studying?**

The six month period does not need to be consecutive.

Yes       No

To complete your overseas study application an authorised staff member from your education provider in New Zealand, or from the recognised exchange programme and secondary school, must complete the statement in either part 2 (tertiary provider) or part 3 (recognised exchange programme).

## Student's declaration

The information I have provided is true and I have not left anything out. I understand that if I have made a false statement or don't tell StudyLink of a change in my circumstances that my Student Allowance or Student Loan payments may stop, or my scholarship may be affected. If this happens I understand that I will have to pay back any overpayments plus collection costs, and I could be prosecuted.



**Student's signature**

Day     Month     Year

# How we protect your privacy

## Collecting your information

**We collect your personal information, so we can provide income support, NZ Super or Veteran's Pension, Student Allowance, or Loans and connect you with employment, education and housing services. We do this under various Acts, which are all listed on our website at [workandincome.govt.nz/privacy](https://workandincome.govt.nz/privacy)**

- To help us do this, we collect information about your identity, your relevant history, and your eligibility for our services.
- We get this information directly from you, and we sometimes collect information about you from others, including other government agencies.
- You can choose not to give us your personal information, but we might not be able to help you if you don't.

## Using your information

**We use the information you give us to make decisions about the best way to help you.**

- These decisions may be about:
  - whether you're eligible for our services
  - running our operations and ensuring our services are effective
  - the services we'll provide in the future.

## Sharing your information

**Sometimes, we need to share your information outside our Ministry to reach our goal of helping New Zealanders to be safe, strong, and independent.**

- To do this, we may share your information with:
  - prospective employers to help you find work
  - contracted service providers that help us to help you
  - health providers if we need your medical information to assess your eligibility
  - other government agencies when we have an agreement with them
  - some other governments if you may be eligible to get or are getting an overseas pension.
- We also share personal information when the law says we have to.

## Respecting you and your information

**We make sure we follow the Privacy Act to do what's right when we use your information.**

- We treat you and your information with respect, by acting responsibly and being ethical.
- We make sure any technology we use meets strict security standards so it keeps your information safe.

## Get in touch if you have a question

**You have a right to ask to see your personal information, and to ask for it to be corrected if it's wrong.**

- If you have a question or a complaint, please get in touch.
- You can find full details about what we do with personal information in our privacy notice at: [workandincome.govt.nz/privacy](https://workandincome.govt.nz/privacy)

# Part 2: Confirmation from an authorised tertiary education provider staff member

## This section is to be completed by the student.

You need to send the original of this completed form to StudyLink.

If you have a Student Loan, you will also need to advise Inland Revenue that you are studying overseas, if you don't let them know this could affect your Student Loan obligations.

A scanned copy of this form can be submitted through your myIR account. If you don't have a myIR account you can register on Inland Revenue's website [ird.govt.nz](http://ird.govt.nz)

### Student's client number:

This is a number issued to you by StudyLink or Work and Income. This is on your Community Services Card if you have one. If you don't have a client number or don't know it, leave this question blank.

Client number

### Student's legal name

This is your legal name as it appears on your Passport or Birth Certificate.

First name	Middle name(s)	Surname or family name
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Student's date of birth:

 Day  Month  Year

## This section is to be completed by an authorised staff member from your New Zealand tertiary education provider.

If you are unsure who needs to complete this section, ask at your education provider.

### Authorised staff member's details

First name	Middle name(s)	Surname or family name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Position	Daytime phone number	Education provider/Organisation stamp
<input type="text"/>	<input type="text"/>	<input type="text"/>
Education provider	<input type="text"/>	

### Is the student studying at an overseas campus or delivery site of a New Zealand provider?

 Yes (What is the name of this campus?)  No

### Will the student be completing part of their qualification in New Zealand?

 Yes  No

### When does the overseas programme start and finish?

#### Start

 Day  Month  Year

#### Finish

 Day  Month  Year

When are the overseas programme holidays?

Holiday start date	Holiday end date	Number of weeks
/ /	/ /	
/ /	/ /	
/ /	/ /	

## New Zealand tertiary education provider's declaration

I certify that:

- the student named in this application is an extramural student, or
- the student named in this application is on an overseas exchange or study programme. It is also confirmed that this course meets the criteria for an interest exemption or the criteria to be treated as personally present in New Zealand under clauses 8(1)(a) or 9(a) of Schedule 1 of the Student Loan Scheme Act 2011.

The information I have provided is true and I have not left anything out.



**Staff member's signature**

Day

Month

Year

# Part 3: Confirmation from an authorised secondary school staff member and recognised exchange programme co-ordinator

This section is to be completed by the student.

## Student's client number:

This is a number issued to you by StudyLink or Work and Income. This is on your Community Services Card if you have one. If you don't have a client number or don't know it, leave this question blank.

Client number

   |    |   

## Student's legal name

This is your legal name as it appears on your Passport or Birth Certificate.

First name	Middle name(s)	Surname or family name
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Student's date of birth:

  Day   Month     Year

## What is the name of the last secondary school you attended?

This section must be completed by an authorised staff member from your New Zealand secondary school provider.

If you're unsure who needs to complete this section, ask at your secondary school.

## Authorised staff member's details

First name	Middle name(s)	Surname or family name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Position	Daytime phone number	Education provider/Organisation stamp
<input type="text"/>	<input type="text"/>	<input type="text"/>
Education provider		
<input type="text"/>		

## What period did the student attend your secondary school?

From

  Day   Month     Year

To

  Day   Month     Year

## What are the overseas programme start and finish dates?

Start

  Day   Month     Year

Finish

  Day   Month     Year

## Is the student studying full-time?

 Yes  No

## When are the overseas programme holidays?

Holiday start date	Holiday end date	Number of weeks
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>

# New Zealand secondary school provider's declaration

I certify that the student named in this application is on a recognised overseas exchange or study programme, and the information I have provided is true and I have not left anything out.



**Staff member's signature**



Day

Month

Year

**This section must be completed by the exchange programme co-ordinator**

**Is the student studying full-time?**

Yes

No

**What is the name of the student's programme?**

**What are the programme start and finish dates?**

**Start**

Day

Month

Year

**Finish**

Day

Month

Year

**When are the overseas programme holidays?**

Holiday start date	Holiday end date	Number of weeks
/ /	/ /	
/ /	/ /	
/ /	/ /	

# Exchange programme co-ordinator's declaration

I certify that the student named in this application is on a recognised overseas exchange or study programme.



**Staff member's signature**



Day

Month

Year

# Part 4: Appointment of agent

Complete this form if you would like to appoint an agent to act on your behalf. Your agent must also sign this form.

You have already answered some of the following questions in the overseas application, but please complete them again.

## 1. What is your client number?

If you have received assistance from StudyLink or Work and Income before, write your client number here if you know it. This number can be found on your Community Services Card if you have one.

Client number

## 2. What is your full name?

First name	Middle name(s)	Surname or family name
<input type="text"/>	<input type="text"/>	<input type="text"/>

## 3. What is your legal name as it appears on your birth certificate? (If different from above)

First name	Middle name(s)	Surname or family name
<input type="text"/>	<input type="text"/>	<input type="text"/>

## 4. What date were you born?

Day  Month  Year

## 5. What do you want your agent to access?

Student Allowance  Student Loan  Scholarship

## 6. Who do you want to appoint as your agent?

First name	Middle name(s)	Surname or family name
<input type="text"/>	<input type="text"/>	<input type="text"/>

 We need to see two forms of identification for your agent – for example, a verified copy of their birth certificate, driver licence or Community Services Card.

## 7. How is this person related to you?

For example, a friend or relative.

## 8. How can we contact your agent?

Phone	Mobile <sup>1</sup>	Fax	Email <sup>1</sup>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

<sup>1</sup> If you give us a mobile number or email address we may use these to send messages about important changes, appointment reminders or that it's time to reapply.

**9. What is your agent's postal address?**

Please note this must be a New Zealand address. We can only send your mail to one address – either yours or your agent's. Your mail will only be sent to your agent if you request this in Question 11. This must be the same address as you gave us in Part 1, Question 5.

Flat/House number		Street address		
Suburb		City	Post code	Country
				NEW ZEALAND

If you would like to receive your mail online you can sign up using MyStudyLink. We'll send you an email or text when you have new mail to view.

**10. When do you want this person to act as your agent?**

**From**

Day  
   Month  
     Year

**To**

Day  
   Month  
     Year

or  Until further notice

**11. What responsibilities do you want to give your agent? Tick as many as you want.**

- Make enquiries and change my contact details.
- Access my files and change any details including income.
- Have authority to deal with money I owe the Ministry of Social Development, which may include arranging repayments.
- Receive my mail.
- Receive my Student Allowance and/or Student Loan payments.
- Other (please explain)

**Please tell us why you want your payments to go to your agent:**


**12. If you want your payments to be paid to your agent, please give us your agent's bank account details:**

The payment/s nominated in Question 11 will go into this account.

Account name:

 

Bank

    

Branch

         

Account

  

Suffix



**We need to see evidence of this account – for example, a verified copy of a pre-printed deposit slip or statement with your agent's name, bank, branch and account number (unless StudyLink has already seen it).**

You can change your bank account for your Student Allowance, Student Loan and scholarship payments to your agent's bank account using MyStudyLink at [studylink.govt.nz](http://studylink.govt.nz)

# Student's declaration

The information I have provided is true and I have not left anything out. I agree to the appointment of this agent. I understand that the agent will be responsible for the areas I have indicated in Part 4 Question 5 and Question 11, and that I still need to tell StudyLink of any changes in my circumstances that may affect my eligibility and/or entitlement.

If you are unable to sign this form, please call us on 0800 88 99 00.



## Student's signature

Day

Month

Year

# Agent's declaration

The information I have provided is true and I have not left anything out. I agree to act as agent for the student and understand that I need to meet the responsibilities as indicated in Part 4 Question 5 and Question 11, on behalf of the student.

I also agree to tell StudyLink about any changes in the student's circumstances that may affect the student's eligibility and/or entitlement.

I understand that I will be asked identifying questions about myself and the student each time I contact StudyLink.



## Agent's signature

Day

Month

Year

You can stop having an agent at any time by sending us an email or writing to us at StudyLink. Remember to include the date you want it stopped from.

## MyStudyLink get it all done online

- check out what financial assistance you may be able to get
- apply for your student finances
- check your Student Allowance and Student Loan application status
- view and update your personal details
- change the amount of your living cost payments and apply for your course-related costs
- view details of your next payment and previous transactions
- view your mail
- view and accept your Student Loan Contract.

## How to contact us

Website: [studylink.govt.nz](https://studylink.govt.nz)

Phone: **0800 88 99 00**