



# 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 [www.studylink.govt.nz](http://www.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 [www.studylink.govt.nz](http://www.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 [www.connect.co.nz](http://www.connect.co.nz). Please remember to include your name and client number with any documents that you send to us. For more information visit [www.connect.co.nz](http://www.connect.co.nz)

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

# Privacy statement

The Ministry of Social Development includes Work and Income, MSD Housing Assessment, Senior Services, StudyLink and other service lines. The legislation administered by the Ministry of Social Development allows us to check the information that you give us. This may happen when you apply for assistance and at any time after that. The Privacy Act 1993 requires us to tell you why we collect the information and what we will do with it.

## Why we collect information

The information you give us or your Contracted Service Provider<sup>1</sup> is collected under the authority of the legislation administered by the Ministry of Social Development and will be held by the Ministry of Social Development and/or your Contracted Service Provider.

The information is collected for the purposes of the legislation administered by the Ministry of Social Development including:

- granting benefits and other assistance under the Social Security Act 1964
- granting student loans and student allowances under the Education Act 1989
- delivering superannuation services under the New Zealand Superannuation and Retirement Income Act 2001 and the Veterans' Support Act 2014
- assessing eligibility for social housing and calculating income-related rents under the Housing Restructuring and Tenancy Matters Act 1992
- care and protection needs of children under the Children, Young Persons and their Families Act 1989
- providing support and services for you and your family in relation to employment, education and housing
- assessing whether you and/or your partner (if you have one) may be entitled to an overseas pension, benefit or allowance.

MSD may also use the information for statistical and research purposes, and for providing advice to Government.

The Ministry of Social Development and your Contracted Service Provider will exchange information about you in order to provide you with your correct financial assistance and other services. Your Contracted Service Provider may collect information from other agencies where that information is relevant to the services that the Contracted Service Provider is providing you.

You are not required to give the Ministry of Social Development or your Contracted Service Provider information, but if you do not give them, or us, all the information we ask for, your application for benefits and other assistance may be declined.

<sup>1</sup>The term Contracted Service Providers has the meaning given by section 125A(1), Social Security Act 1964, and references to Contracted Service Provider in this privacy statement only apply where one has been assigned to you.

## We may use information for social housing

Information you give us when you apply for assistance, and at any time after that, may also be used for social housing purposes<sup>2</sup> under the Housing Restructuring and Tenancy Matters Act 1992, including reviewing your eligibility for social housing or your income-related rent.

<sup>2</sup>Social housing is subsidised housing available to people in the greatest need of housing for the duration of their need. It is provided by Housing New Zealand and approved community housing providers.

## We may contact health providers

The Ministry of Social Development or your Contracted Service Provider may contact health providers to check any health related information you give us.

## We may compare the information you give us with information held by other agencies

The information you give us, or your Contracted Service Provider, may be compared with information held by other agencies such as Inland Revenue, the Ministry of Education, the Ministry of Justice, New Zealand Defence Force, Department of Corrections, New Zealand Customs Service, Department of Internal Affairs, Accident Compensation Corporation, Housing New Zealand Corporation, Ministry of Health, New Zealand Qualifications Authority, Tertiary Education Commission, Student Job Search, education providers, and Immigration New Zealand. It may also be compared with social security information (for example, pension or benefit information) held by other governments (including Australia, the Netherlands and Malta).

## We may share information with Inland Revenue

Under the Tax Administration Act 1994, if you have dependent children, the information you give us, or your Contracted Service Provider, may be shared with Inland Revenue for the purpose of administering Working for Families Tax Credits. Inland Revenue may also:

- use the information for the purposes of child support, student loans and taxation
- disclose it to the Ministry of Business, Innovation, and Employment, Statistics New Zealand, the Ministry of Justice, the Accident Compensation Corporation, and the Ministry of Education
- disclose your personal information to your partner.
- We may give information to employers, childcare providers, service providers and social housing providers

## The Ministry of Social Development or your Contracted Service Provider may:

- give employers (and recruitment agencies, immigration advisors and immigration consultants acting on behalf of employers) information about you to find you employment and contact the employer to discuss the result of any job interview that you are referred to
- share information with childcare centres to administer your entitlement to childcare assistance
- give information about you to the Tertiary Education Commission, Workbridge, training providers, education providers, career services or other agencies that have a formal agreement to provide services on behalf of the Ministry of Social Development.
- share information about you with social housing providers (such as Housing New Zealand) to administer your housing-related assistance.

## We may use your information to give you a better service

Other information that you give us or your Contracted Service Provider (for example, on your skills, aspirations, family circumstances) that is not required to assess your entitlement to a benefit may be used by us or your Contracted Service Provider to provide a better service to you.

## You have the right to see your information and ask for it to be corrected

Under the Privacy Act 1993 you have the right to ask to see all information we, or your Contracted Service Provider, hold about you and to ask them, or us, to correct that information.

# 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 should be emailed to: [Tauranga.StudentLoans@ird.govt.nz](mailto:Tauranga.StudentLoans@ird.govt.nz)

or a photocopy posted to:

Inland Revenue  
PO Box 2020  
Seventh Avenue  
Tauranga 3140

### 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 [www.studylink.govt.nz](http://www.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

<input type="text"/>	<input type="text"/> <input type="text"/>	Day	<input type="text"/> <input type="text"/>	Month	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Year
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# 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

<input type="text"/>	<input type="text"/> <input type="text"/>	Day	<input type="text"/> <input type="text"/>	Month	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Year
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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: [www.studylink.govt.nz](http://www.studylink.govt.nz)

Phone: **0800 88 99 00**