

# Getting started with Apply Online

There's a lot to think about when you're starting tertiary study, but take it one step at a time and you'll get there. When you're ready to apply online, this guide has helpful hints and if you're not sure how to answer a question, use the help link above it. It's OK if you don't get it finished – just save it and come back to it later. And if you want to update or change something later you can call us. It's just important to start!

## 1 Let's get started

Go to our website [www.studylink.govt.nz](http://www.studylink.govt.nz)

Click on 'Apply online for first-time students' box on the right side of the screen

- > If you already have a RealMe login you can use it. If not you can create one when you log in to apply online
- > If you login with a RealMe verified identity you don't need to worry about sending us your identity documents

### Do you have a RealMe verified identity?

Set up your RealMe verified identity, before you apply, so you don't need to worry about sending us proof of your identity.

- Create a RealMe login go to [www.realme.govt.nz](http://www.realme.govt.nz)
- Verify your identity online.
  - Go to a participating photo store and get your free photo taken – you'll receive an email once your identity is confirmed.
  - Apply online for your student allowance or loan.

You only need to create one login. Once you have a RealMe verified identity you can keep using it as your login.

## 2 After you've logged in you'll go through the eligibility test to find out what you may be able to get.

Click on 'Start eligibility test'

### Helpful hints

#### Personal Details

- > *Study start and end dates* – Enter approximate dates and we'll confirm them with your education provider
- > *Residency status* – Enter 'Citizen by birth' if you were born in NZ.

#### Study Details

- > *Education details* – Postgraduate study is when you've finished one degree and are starting another. Select 'No' if this is your first degree.
- > *Study break details* – Select 'No'

#### Income

- > *Personal income while studying* – If you're currently working, and will continue to work, enter the income you think you'll get.

#### Accommodation

- > *Accommodation type while studying* – Select the type of accommodation you think you'll be living in, you can always ring us to change it later.

#### Parental Relationship

- > *Circumstances* – Talk to us if you're unsure

#### Joint Parental Details/One Parent Details

- > *Parents' income* – Select 'No' if you're unsure, you'll need to contact us later about your parents' income.

Check you've answered all the questions before clicking 'Next'. You'll then see what assistance you may be able to get. Click 'Continue' to apply.

## 3 Apply for your assistance

You need to have your bank account and Inland Revenue numbers with you.

Select the assistance you want to apply for and click 'Apply online'.

### Helpful hints

#### Personal Details

- > *What is your client number?* – If you don't have a client number, leave this blank.
- > *Address start date* – Enter today's date
- > *Tax code start date* – Enter today's date
- > *Bank account start date* – Enter today's date
- > *Bank account* – Select your bank, then enter your branch and account number

#### Study Details

- > *Extramural* – Select 'Yes' if you plan to study via correspondence and not attend class

#### Student Loan

- > *Alternative contact person* – Enter their first name, last name, address details and contact number

Make sure you read and understand your obligations before you click on 'Agree'. When you're ready, submit your application and then log out.

### Important

- We'll send you a letter once we've processed your application.
- Check, correct and update any details that we ask.
- Use Connect to provide any documents or evidence we ask for.