

# SUSSED?

## WELCOME TO YOUR APPLY ONLINE SESSION



### DURING THIS SESSION YOU'LL:

- set up a RealMe login, if you don't already have one
- complete the eligibility test to find out what you can get, and
- apply online for your financial assistance.

### LET'S GET STARTED!

- Go to our website [www.studylink.govt.nz](http://www.studylink.govt.nz)
- Click on the first time student 'Apply online' box on the right hand side of the screen.

### DO YOU HAVE A REALME VERIFIED IDENTITY?

If you have already set up your RealMe verified identity, make sure you use your login to apply online, so you don't need to worry about sending us your identity documents.

Follow these quick and easy steps to set up your RealMe verified identity, before you apply.

- 1) Create a RealMe login go to [www.realme.govt.nz](http://www.realme.govt.nz)
- 2) Verify your identity online.
- 3) Go to a PostShop and get your photo taken – you will receive an email once your identity is confirmed.
- 4) Apply online for your student finances.

## 1 IF YOU DON'T ALREADY HAVE A REALME LOGIN, YOU WILL NEED TO CREATE ONE TO USE OUR SERVICES

- In the 'First time students' box click on the 'Apply online' button
- Under the question - Do you have a RealMe login? Click on 'No - I want to create one'

**No - I want to create one**

- Follow the instructions carefully to set up a RealMe login.

**You only need to create one login. Make sure that you remember these details so you can use them when you login again.**

### HELPFUL HINTS

**Enter your email address**

**Choose a username** – eg. jsmith92

**Create a password:**

- at least 7 characters
- a combination of numbers, capital letters, lower case letters and special characters, such as \$ or !
- **Answer all three security questions**





## 2 COMPLETE THE ELIGIBILITY TEST TO FIND OUT WHAT ASSISTANCE YOU MAY BE ABLE TO GET

- Click on 'Start eligibility test'

[▶ Start eligibility test](#)

### HELPFUL HINTS

#### PERSONAL DETAILS SECTION

**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 SECTION

**Education details** – Select 'Tertiary' for your study level

**Education details** – Select 'No' to studying a postgraduate qualification

**Study break details** – Select 'No'

#### OTHER DETAILS SECTION

**Assistance while studying** – Select 'None of the below'

**Assistances receiving currently** – Don't tick any of the boxes

#### EXPENSE DETAILS SECTION

**Essential regular and on-going expenses** – Don't tick any of the boxes

#### INCOME SECTION

**Personal income while studying** – If you're currently working, and will continue to work while studying, enter the income you'll receive

**Cash assets** – Select 'No'

#### ACCOMMODATION SECTION

**Accommodation type while studying** – Select 'Parental home' if you're unsure

#### PARENTAL RELATIONSHIP SECTION

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

#### JOINT PARENTAL DETAILS SECTION

**Combined annual income** – Select 'No' if you're unsure

**Check that you've answered all the questions correctly before clicking 'Next'.**

**Check out what assistance you may be able to get and click 'Continue'.**

## 3 APPLY ONLINE FOR YOUR FINANCIAL 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'.

[Apply Online](#)

### HELPFUL HINTS

#### PERSONAL DETAILS SECTION

**What is your client number?** – Leave this blank as you won't have one yet

**Address start date** – Enter today's date

**What is your tax code?** – Select 'M SL'

**Tax code start date** – Enter today's date

**Bank account start date** – Enter today's date

#### STUDY DETAILS SECTION

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

#### STUDENT LOAN SECTION

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

**Are you currently bankrupt?** – Select 'No'

**Are you a No Asset Debtor** – Select 'No'

**Are you a Summary Instalment Order Debtor?** – Select 'No'

**Do you have any Student Loan amount in default that's \$500 or more?** – Select 'No'

**Make sure you read and understand your obligations before you click on 'Agree'.**

**When you're ready, submit your application and then log out.**

[Submit your application](#)



**REMEMBER** We'll send you a letter once we've processed your application. Please remember to check, correct and update any details that we ask, and provide any evidence we need.