



The Guide and Application for Assessment of International Qualifications

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NEW ZEALAND QUALIFICATIONS AUTHORITY CONTACT DETAILS:

Postal address:

Qualification Recognition Services
New Zealand Qualifications Authority
PO Box 160
Wellington 6140
NEW ZEALAND

Email: qrs@nzqa.govt.nz

Telephone +64 4 463 2000

Fax +64 4 802 3401

Courier address:

Qualification Recognition Services
New Zealand Qualifications Authority
Level 13, 125 The Terrace
Wellington
NEW ZEALAND

For more information

Please see the NZQA website: www.nzqa.govt.nz

Please use the following web link to access the Qualification Recognition Service web page:

www.nzqa.govt.nz/for-international/qual-eval/index.html

ABOUT THE GUIDE

The guide contains important information to help you apply for a New Zealand assessment of your international qualifications. **Please read the information carefully when you complete the application form.**

This application form must be used and accompanied by the NZ\$450.00 application fee plus any additional charges that apply to your situation.

You can help the New Zealand Qualifications Authority (NZQA) process your application quickly by providing all requested documents, in the proper form, with your application.

If you omit information or do not provide the full application fee, NZQA will need to contact you. This can result in lengthy delays because **NZQA cannot start assessing your qualifications until it has every document required and full payment for conducting the assessment.**

Unless the form is fully completed (including signed declarations by the applicant and any agent, see pages 17 and 18 of the form), then the application will not be processed and will be posted (not couriered) to you for completion.

PRIVACY STATEMENT

The information about you on the *Application for Assessment of International Qualifications* is being obtained so your international qualifications can be assessed in New Zealand. Supplying the information requested is voluntary, but if you do not supply the information NZQA may be unable to issue an assessment report.

The main recipient of the information is NZQA. For the purpose of assessing your qualifications, NZQA may need to disclose this information to relevant educational institutions, other persons or organisations. If an application includes any forged, false or altered documents, no assessment report will be issued and the matter and any relevant documents will be referred to Immigration New Zealand (INZ), the New Zealand Police and Interpol.

The information is held by NZQA at PO Box 160, Wellington 6140, New Zealand. If you are a New Zealand citizen, a permanent resident of New Zealand, or you are in New Zealand, you have the right to see the information held about you. If you think it is necessary, you may ask for any of the information to be corrected. If you have appointed an agent, they may have the right to see this information on your behalf.

Who assesses international qualifications in New Zealand?

The Qualification Recognition Services within NZQA assess international qualifications. NZQA is a Crown agency that was established in 1990 to develop and maintain a qualifications system that meets the needs of New Zealand, and is consistent with international standards.

What is the purpose of an assessment of an international qualification?

An assessment provides you with an assessment report that shows your qualification and the nearest comparable New Zealand qualification, and a level on the New Zealand Register of Quality Assured Qualifications.

The qualification assessment report has an expiry date three years after the assessment report is issued by NZQA.

If an international qualification is not comparable to any New Zealand qualification this is stated on the assessment report.

The assessment report is not binding on any institution or registration body and it is based on information available to NZQA, including the Internal Qualification Assessment Guidelines, at the time of the assessment. If you have professional qualifications, you will also need to contact the appropriate professional body concerning registration or membership.

If an applicant submits any forged, false or altered documents, no assessment report will be issued and the matter, including all relevant documents, will be referred to Immigration New Zealand (INZ), the New Zealand Police and Interpol. The fraudulent documents will not be returned.

Who should apply to have their international qualifications assessed?

People wanting to live, work or study in New Zealand may need their qualifications assessed for the following purposes:

- employment
- further study
- professional registration
- teacher registration/salary
- immigration.

Is there anything that NZQA does not assess?

NZQA cannot assess the following:

- incomplete qualifications including qualifications that are pending completion or being obtained at the time of application
- informal or in-service courses
- a qualification of less than 40 credits (approx 3 months full-time study /400 notional learning hours)
- qualifications issued by education and training institutions which are not officially recognised in the country of origin, and / or accredited according to the relevant provisions of that country
- work experience (unless the experience is a requirement of the New Zealand benchmark qualification to which your qualification is compared).

If you submit an application that falls into these categories, NZQA will close your application. Your original documents and the remainder of your fee will be returned to you (subject to bank fees and foreign exchange fluctuations).

Original documents

NZQA requires original documents for all qualifications gained in all countries, and for all your work experience.

The following original documents are required:

- **certificate of completion** of final year at a general or junior secondary school
- **degrees and diplomas**, or other award certificates from tertiary institutions, trade schools, technical colleges or specialised senior secondary schools
- **transcripts of results, mark sheets or academic records** for degrees, diplomas, or other award certificates
- **evidence of vocational or trades training** (apprenticeship contracts, completion certificates and trade tests, if applicable)
- **employment records or employer references** describing your work experience
- **current practising certificate, registration or licence** as appropriate.

NZQA will be responsible for the safekeeping of original documents received. In the unlikely event that an original document is misplaced or damaged by NZQA, it will use best endeavours to assist you in obtaining a replacement copy at its cost.

However, any liability for the loss of or damage to original documents is limited to such replacement costs. NZQA is not liable for any contingent liability or consequential loss which results from the loss of or damage to the documents.

NZQA **does not accept liability** for documents while in the care of a recognised carrier or a courier nominated by you, **nor does it accept liability** for original documents lost due to applicants supplying incorrect return addresses or not advising of changes of address.

Any original documents which are returned to NZQA from your last notified correspondence address **will be destroyed** after six years from the date the assessment report is issued. This is in accordance with NZQA's Records Retention and Disposal Policy. Please ensure that you advise NZQA in writing of any change to your address, so that we can ensure that your original documents are sent to your correct address.

If the application you submit is not complete NZQA will notify you. If after six months you have not submitted the outstanding requirements, NZQA will close your application. No refund will be given if you fail to submit a complete application. NZQA reserves the right to return original documents to the last notified correspondence address (or retain them until you provide the courier fee or prepaid courier bag) and the right to request a full application fee if a new application is submitted at a later date.

Certified copies

Certified copies of the following documents are acceptable:

- **a complete official academic syllabus / curriculum**
- **deed poll or marriage certificates** showing change of name, if applicable.

Certified copies are photocopies that have been stamped and endorsed by a person who certifies that the copy is a true copy of the original. The person who certifies the copy must be an official of the issuing authority or a person authorised by law in your home country or in New Zealand to certify documents. In New Zealand this is a Justice of the Peace, a lawyer, or a court official. A signature is required on each page with the name and title of the official shown legibly below their signature.

NZQA does not return certified copies.

Documents translated into English

If **any** of your documents are not in English, a full and accurate official translation into English is required.

All translations must comply with the following requirements:

- The translation must be prepared by a recognised official translation service
- The translation must be on official letterhead and bear the stamp or signature of the translator or translation service
- The translator must certify that the translation is a correct translation
- The translation must **not** be prepared by you, or any member of your family or any person interested in the outcome of your application
- Translation costs are your responsibility.

If you are in New Zealand, you must have your translation prepared by a translator or translation service on the *List of Recognised Translation Services*, available from NZQA. The list can be viewed on our website: www.nzqa.govt.nz/for-international/qual-eval/international/

Only the original language document will be treated as original. All translations of original language documents, including notarised documents, must be certified by an official of the issuing translation service. **A full set of photocopies of translations and notarised documents is required. NZQA will retain translations and notarised documents if photocopies of these documents are not provided by you.**

See notes on page 11 of the guide.

Photocopies of original documents

NZQA requires you to submit a full set of photocopies of **all** your original documents, including translations and **notarised documents**. NZQA retains these on your file after the originals are returned to you. If you do not include photocopies, NZQA will need to make copies. There is a separate NZ\$50.00 fee for this service, and your application will not be processed until this NZ\$50.00 fee is received.

IMPORTANT INFORMATION FOR APPLICANTS

Ensuring that your application is dealt with quickly

Read this guide and the application form carefully, paying particular attention to:

- the documents that need to be provided in support of your application
- ensuring you complete the current application form available on the NZQA website
- payment of the application fee (and any other fees that may be payable). If using a credit card please ensure your details are legible and your card is current.

Using an agent

If you need help with getting your application together and you want another person to communicate with NZQA during the assessment process, you can appoint an agent. If you appoint an agent, you still need to sign the application form **yourself** (*item 19*, page 17). Your agent **must** sign the agent's declaration (*item 20*, page 18).

Process once application is received

When NZQA receives your application it:

- sends you an email acknowledging receipt of your application
- checks to make sure that you have included all the necessary information, supporting documents and fees
- asks for any documents, information or fees that are missing from your application
- tells you who to contact within NZQA if you have any questions
- seeks further information and/or verification, advises you once this has been done and returns your original documents

- assesses your qualifications once all the necessary information is available and fees paid
- sends an assessment report to you.

Application status

If you want to find out what stage your application has reached, you can contact NZQA by email at: qrs@nzqa.govt.nz (see page 2 of this guide for full NZQA contact details).

Verification of documents

- NZQA may verify all your qualifications and the status of an awarding institution and other information you provide, to be sure that it is accurate. This involves contacting the institutions that awarded the qualifications, or employers, or other organisations (third party).
- The verification process must remain confidential between NZQA and the third parties that are approached and you must not become involved in this process unless requested to do so by NZQA.

Verification fee

Some institutions charge a fee for verifying documents. If this occurs, you will be notified and asked to make payment directly to the organisation concerned. Until you pay the fee charged by the organisation your application will not be processed further. Once NZQA has received the required verification, it can continue with the assessment.

Timeframe for assessment

Standard application

NZQA will process a 'standard' application as follows:

- The standard assessment process within NZQA will take twenty working days from the date NZQA receives all required information and fees from you (e.g. courier fee). Twenty working days is **exclusive** of any verification delays.
- **Please note if your qualification requires verification a specific timeframe cannot be given for the verification process, as NZQA is unable to control the time it will take to obtain a response from third parties to verification requests. Any delay caused by the verification process will delay completion of your assessment report.**
- When your application has been accepted for processing you will receive a letter from NZQA. The date of this letter indicates when the assessment service has started.

Fast track application

An optional fast track service is available for an additional fee of NZ\$150.00.

NZQA will process a 'fast track' application as follows:

- The fast track assessment process within NZQA will take ten working days from the date NZQA receives all required information and fees from you (e.g. courier fee). Ten working days is **exclusive** of any verification delays.
- **Please note if your qualification requires verification a specific timeframe cannot be given for the verification process, as NZQA is unable to control the time it will take to obtain a response from third parties to verification requests. Any delay caused by the verification process will delay completion of your assessment report.**
- When your application has been accepted for processing you will receive a letter from NZQA. The date of this letter indicates when the assessment service has started.

Non-accreditation of awarding institute

1. Prior to applying for an assessment of your qualifications you should check that your qualifications and/or the awarding institution is accredited by the national accrediting body in the country of origin.
2. If your qualification and/or the awarding institution is not accredited by the national accrediting body:
 - (a) no comparability or level will be given to your qualification and you will be advised accordingly.
 - (b) **your application fee will not be refunded.**

Verification/Accreditation information unavailable or unobtainable

1. If NZQA has not received the verification after three requests, and it is more than **six months** from the first request, an Insufficient Information Qualification Assessment Report will be issued and your application will be closed.
2. **Your application fee will not be refunded.**
3. If the information is received within six months of your application being closed, NZQA will contact you and you will have the opportunity to reopen your application and NZQA will complete the assessment. The fee for reopening your application is NZ\$50.00 and the fee must be received by NZQA before the assessment process can resume.

Return of original documents

NZQA will return your original documents as soon as your application and supporting documentation has been checked and no additional information is required.

Review of assessment

If you are dissatisfied with your assessment, you may seek a review.

- The review fee is NZ\$225.00.
- A request for a review, and the fee, must be received within **twelve months** of the date on the assessment report (otherwise, your request will be automatically declined and the fee refunded).
- Two evaluators who were not involved in your assessment will reassess your qualifications.
- The review will be completed within twenty working days of the request and fee being received by NZQA, unless further information is required.
- NZQA will refund the review fee **ONLY** if the assessment result changes and this was **not** due to:
 1. a change in qualification assessment guidelines, and/or
 2. new documentation being provided in support of the review.

Obtaining a replacement copy of your qualifications assessment report

1. The administration fee for a replacement copy of an assessment report is NZ\$50.00. Please make your request in writing explaining why you need a replacement copy and be sure to include a legible mailing address.
2. **Only one replacement copy will be issued for each assessment report.**
3. No replacement copy will be issued for an assessment report that is more than three years old.

Immigration New Zealand has asked for your New Zealand gained qualifications to be confirmed by NZQA

If you have gained a qualification from a New Zealand institute and wish to immigrate or seek employment in New Zealand, you can have your qualifications confirmed by NZQA.

If Immigration New Zealand (INZ) has requested that you have the level of your New Zealand qualification confirmed by NZQA, please apply in writing to:

The Register Advisor
Tertiary Education Group
NZQA
PO Box 160
Wellington 6140
New Zealand

Please include the following in your letter:

- The name of the qualification(s) awarded and the year it was awarded
- A return postal address

Registering to work in New Zealand

If your occupation requires you to be registered in New Zealand, NZQA will send you referral details with your assessment report.

Practising a profession in New Zealand

If you wish to practise a profession in New Zealand, you may need to apply for registration with, or membership of, a professional body. These professions include accountancy, medicine, nursing and teaching, but there are many more.

Professional bodies and registration authorities have their own requirements for membership or registration. In many cases you will need your qualifications assessed by NZQA **and** considered by the appropriate professional body.

If you inform NZQA that you are seeking professional registration, NZQA will give you the contact details of the relevant professional body in New Zealand in a covering letter, when NZQA issues your assessment report.

INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

Please read the instructions carefully to ensure that you provide all the necessary information.

Item 4: Previously used names

Please record in the box any previously used names or name variations used in your documents. Also include a certified copy of documents showing your change of name, for example, marriage certificate, deed poll certificate or change of name declaration.

Item 8: Email, fax, telephone

If you are using an agent, this would normally be their contact details. If you provide an email address, NZQA will use this as a preferred method of correspondence where possible, except when original documents or an assessment report accompany the correspondence. If you change your contact email address, you must send signed written notice of the change to NZQA by post or fax.

Item 9: Mailing address

Your original documents will be couriered to this address.

- If you are using an agent, this will normally be their address.
- If you change your mailing address, you must send signed written notice of the change to NZQA by post or fax.
- **Please note** that we require a physical address (not PO Box number) for return of original documents.

If you fail to notify NZQA of any change of address and your original documents are:

- **returned to NZQA then**, you will be responsible for any fees incurred by NZQA in resending the documents; or
- **lost**, then NZQA will not be liable for the loss of your original documents (or any consequential loss).

Item 10: Purpose of your application

Please ensure that you tick **all the purposes** for which you are seeking an assessment. Please note that if you require another purpose added to your completed assessment report, the fee for this service is NZ\$50.00. This fee applies each time you request an additional purpose to be added. This service is only available for **twelve months** from the date of your assessment report. After that time a new application and payment of the full application fee will be required.

Items 12 & 13: Secondary school qualifications

In some countries, secondary schools offer general education at junior level, then technical or vocational education at senior level. If you attended such a secondary school, NZQA needs to see your junior secondary school qualification(s) **and** your senior secondary school technical or vocational qualification(s). Please use

item 12 for your junior secondary school qualification(s) and *item 13* for your senior secondary school technical or vocational qualification(s).

Item 13: Details of all qualifications gained from universities, trade schools, technical colleges and specialised senior secondary schools

The following **original** documents are required:

- certificate of completion of final year at a general or junior secondary school
- degrees and diplomas, or other award certificates from tertiary institutions, trade schools, technical colleges or specialised senior secondary schools
- transcripts of results, mark sheets or academic records for degrees, diplomas, or other award certificates
- evidence of vocational or trades training (contracts with your training employer, completion certificates and trade tests, if applicable)
- employment records or employer references describing your work experience
- current practising certificate, registration or licence as appropriate.

If the institution where you studied does not provide transcripts or mark sheets, please provide the equivalent information. This may be an index book, a diploma supplement or an official curriculum. If none of these documents are issued, NZQA requires an original letter or other evidence from the institution showing your course content.

NZQA needs evidence of more than just your highest qualification. If, for example, you have a master's degree, NZQA needs to see your bachelor's degree and transcripts as well. NZQA needs this so that it can see the progression and content of your tertiary education.

NZQA may also require a **certified copy** of your official academic syllabus/curriculum.

Please do not send certificates from informal courses or in-service education, as NZQA is unable to assess these qualifications.

Item 14: Vocational training

If your qualification includes the completion of vocational training with an employer, for example, an apprenticeship, you must provide your **original** contract and completion certificate.

Item 15: Work experience

Original work experience information is required from all applicants. NZQA needs this information because:

- Work experience is a component of, or prerequisite for, some New Zealand qualifications
- Work experience is relevant to professional registration in some professions
- NZQA needs to see whether your qualifications were obtained through part-time or full-time study.

Please list all work experience **that relates to your qualifications**. NZQA needs to see **original** supporting documents showing your name, your employer's name and address, the position held, a description of your duties and the dates you held the position. References usually contain this information. If there is not enough space on the application to include your work experience, you should include a copy of your curriculum vitae (CV, résumé or bio data).

A clear description of your work duties and responsibilities is particularly important if you have vocational or trade qualifications.

Item 16: Record of enclosed documents

It is essential that you record all the **original** documents, **certified copies**, **translations and notarised documents** that you submit with your application. This is a checklist of the documents you have provided with your application, and is security for your documentation. Please identify each document enclosed and enter a number in the appropriate box to indicate how many documents of each type you have enclosed.

Items 17 & 18 (page 17): Applicant's authorisations and declaration

Unless you give your written authority, NZQA will not answer questions or give information about your application to anyone other than you. **Assessment results will not be given over the telephone, by email, or by fax.**

Item 18: Making enquiries

If you are **not** using an agent but **want a family member, relative or friend** to be able to contact NZQA to ask about your application, you must complete *item 18*. This applies in all cases; NZQA will not give information about your application to family or friends without your written authority.

Item 17: Using an agent

If you appoint an agent to help you with your application, you must complete *item 17*. Your agent must sign *item 20*.

If you change your agent, or begin using an agent during the assessment process, **you** must let us know in writing. A signed letter by fax is acceptable providing the original follows in the post. NZQA will not give information about your application to an agent without your written authority.

Item 19 (page 17): Applicant's authorisations and declaration

Please read the Applicant's declaration and authority carefully before signing. Even if you have used an agent, or some other person has helped you with the application, **you must sign the Applicant's authorisation and declaration yourself**. An agent cannot sign it for you.

Item 20 (page 18): Agent's declaration

If you have used an agent, that person **must sign** the agent's declaration (*item 20*) to confirm how they have helped you.

See summary of fees on page 11 of this guide.

Item 21: Payment

Please note that all fees are subject to change. Please contact NZQA or visit our website: www.nzqa.govt.nz/for-international/qual-eval/international/fees.html for a list of current fees at the time you make your application.

Application fee (See summary of fees table on page 11 for application and additional fees)

The current **standard** application fee is NZ\$450.00. This covers the work done by NZQA in assessing your qualifications.

Fast track service fee (optional)

An optional fast track service is available for an additional fee of NZ\$150.00. (See page 6 for further information).

Additional fees

The above application fees do not cover:

- Charges imposed by third parties. For example, verification fees. If NZQA asks an institution for verification of your qualifications and that institution imposes a fee, you must pay the fee directly to the institution
- The cost of returning your original documents to you (see return of documents/courier fee)
- Photocopying of documents if you have not provided photocopies of original documents and you want these returned to you (see photocopy fee)
- An application for Review of your assessment
- Reopening your application after it has been closed due to lack of verification information
- Adding additional "purposes" on your assessment report.

NZQA will not accept International Postal Coupons as payment for return of documents.

Return of documents/Courier fee

Unless you inform NZQA in writing that you **do not** want your original documents returned, you **must** either pay a return of documents fee of NZ\$36.00 or enclose a traceable prepaid courier bag with your name and address written on the front, **before** your application can be processed by NZQA. NZQA will retain your original documentation until the return of documents fee or courier bag is submitted. If you are sending a prepaid courier bag, NZQA recommends that you use a courier service that requires a signature on receipt. NZQA require a courier bag large enough to hold your documents without unnecessary folding. **NZQA will not return original documentation by ordinary post.** Any original documents which are returned to NZQA from your last notified correspondence address will be destroyed after six years from the date the assessment report is issued.

NZQA recommends that you photocopy the application form and all supporting documents for your own records.

Photocopying fee

You **must** send a full set of photocopies of original documents, translations and notorials. This allows NZQA to retain a copy of your documents on your NZQA file. If you do not include a set of photocopies, there is an additional photocopying fee of NZ\$50.00. This fee will need to be paid (or photocopies provided) **before** your application can be processed by NZQA.

Refunds

NZQA does not pay refunds if you withdraw your application. Refunds are only given under the provisions of the New Zealand Consumer Guarantees Act.

Please note: In any instance where fees are overpaid and/or returned, NZQA will not be liable for any bank fees and foreign exchange fluctuations incurred in the transaction.

Method of payment – DO NOT SEND CASH.

You can pay by:

- credit card (Visa or MasterCard only). Please ensure your credit card details are legible and your card is current.
- bank draft in New Zealand currency drawn on a New Zealand trading bank
- bank draft equivalent to NZ\$450.00 in US dollars drawn on a US bank
- bank draft equivalent to NZ\$450.00 in UK sterling drawn on a British bank
- bank draft equivalent to NZ\$450.00 in Euro drawn on a European bank.

Summary of fees current as at 1 July 2006

Please note that all fees are subject to change. Please contact NZQA or visit our website: www.nzqa.govt.nz/international/qual-eval/international/fees.html for a list of current fees at the time you make your application.

Fees	Cost
Standard application fee	NZ\$450
Fast track service fee – optional (for faster processing of your application)	NZ\$150
Photocopy fee (if a full set of photocopies of original documents are not provided)	NZ\$50
Return of Documents/Courier fee (for return of your original documents)	NZ\$36
Duplicate report fee (if you require a replacement copy of your assessment report)	NZ\$50
Review fee (if you wish NZQA to review your completed assessment report)	NZ\$225
New Purpose fee (if you require one new purpose added to your completed assessment report)	NZ\$50
Reopening of application fee (if you choose to reopen your application once closed due to lack of verification information)	NZ\$50

All prices referred to in this guide and the Application for Evaluation of International Qualifications are inclusive of GST (if any).



NEW ZEALAND QUALIFICATIONS AUTHORITY
MANA TOHU MĀTAURANGA O AOTEAROA

Application for Assessment of International Qualifications

Unless this form is fully completed (including signed declarations by the applicant and any agent, pages 17 and 18) the application will not be processed and will be posted (not couriered) to you for completion.

Please read the guide on pages 2 to 11 of this document as you complete this application. It describes the items in further detail and outlines the supporting documents that you must send with this form. If you do not provide all the information requested, NZQA will contact you and this will delay your assessment.

Please print clearly and tick (✓) where appropriate.

PERSONAL DETAILS

Please underline your family name.

1) First name

2) Middle name

3) Last name

See notes on page 8 of the guide.

4) Previously used names (if any)

5) Date of birth

DAY	MONTH	YEAR
-----	-------	------

6) Male Female

7) Have you previously applied to NZQA for an assessment of international qualifications?

No (go to item 8) Yes – give previous NZQA application number

CORRESPONDENCE DETAILS

Provide your agent's details if you are using one.

See notes on page 10 of the guide.

8) Email

Telephone (daytime)

COUNTRY CODE	AREA CODE
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Fax

COUNTRY CODE	AREA CODE
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9) Postal address for your original documents and assessment report to be sent to. If you have not provided an email address above, all correspondence will be sent to this address. Please note if you provide a PO Box number, we also require a physical address for the return of your original documents, by courier.

10) What is the purpose of this application? (please tick all relevant boxes)

Immigration Further study Professional registration Teacher registration/salary Employment

EDUCATION AND TRAINING

See notes on items 12-14 on pages 8 and 9 of the guide for details of the evidence required.

IMPORTANT – You must submit evidence to support your answers to *items 12, 13 and 14*. Failure to do so will delay your assessment.

11) Countries where qualification gained

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12) Give details of your junior or general secondary qualification(s). Please complete each column.

NAME OF AWARD OR QUALIFICATION	NAME AND ADDRESS OF SCHOOL	DATES OF STUDY								
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black;"></div>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black;"></div>	<p>FROM</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 50%;">MONTH</td> <td style="width: 50%;">YEAR</td> </tr> <tr> <td style="border: none;"> </td> <td style="border: none;"></td> </tr> </table> <p>TO</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 50%;">MONTH</td> <td style="width: 50%;">YEAR</td> </tr> <tr> <td style="border: none;"> </td> <td style="border: none;"></td> </tr> </table>	MONTH	YEAR			MONTH	YEAR		
MONTH	YEAR									
MONTH	YEAR									

Refer to the guide for details about what documents to enclose.

13) Give details of all other qualifications gained beginning with the most recent. This includes university degrees, trade and technical qualifications and qualifications gained from specialised senior secondary schools, if applicable. You must fill in all columns for your qualifications to be assessed.

NAME OF QUALIFICATION	NAME AND FULL ADDRESS OF INSTITUTION OR AWARDDING BODY	FULL-TIME (FT) OR PART-TIME (PT)	DATES OF STUDY								
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MONTH	YEAR										
MONTH	YEAR										

14) If your qualification includes the completion of vocational training (for example apprenticeship, articulated clerkship), please supply the following details.

POSITION HELD	NAME AND ADDRESS OF EMPLOYER	FULL-TIME (FT) OR PART-TIME (PT)	DURATION								
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black;"></div>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black;"></div>	FT <input type="checkbox"/> PT <input type="checkbox"/>	<p>FROM</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 50%;">MONTH</td> <td style="width: 50%;">YEAR</td> </tr> <tr> <td style="border: none;"> </td> <td style="border: none;"></td> </tr> </table> <p>TO</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 50%;">MONTH</td> <td style="width: 50%;">YEAR</td> </tr> <tr> <td style="border: none;"> </td> <td style="border: none;"></td> </tr> </table>	MONTH	YEAR			MONTH	YEAR		
MONTH	YEAR										
MONTH	YEAR										

WORK EXPERIENCE

See notes on page 9 of the guide.

15) All applicants must complete this section. Give details of your experience in your profession, vocation or trade with your most recent position first. You must fill in all columns. Refer to pages 4 and 5 of the guide for details about what documents to enclose.

POSITION HELD	NAME AND ADDRESS OF EMPLOYER	FULL-TIME (FT) OR PART-TIME (PT)	DATES OF EMPLOYMENT
		FT <input type="checkbox"/> PT <input type="checkbox"/>	FROM MONTH YEAR TO MONTH YEAR
		FT <input type="checkbox"/> PT <input type="checkbox"/>	FROM MONTH YEAR TO MONTH YEAR
		FT <input type="checkbox"/> PT <input type="checkbox"/>	FROM MONTH YEAR TO MONTH YEAR
		FT <input type="checkbox"/> PT <input type="checkbox"/>	FROM MONTH YEAR TO MONTH YEAR
		FT <input type="checkbox"/> PT <input type="checkbox"/>	FROM MONTH YEAR TO MONTH YEAR
		FT <input type="checkbox"/> PT <input type="checkbox"/>	FROM MONTH YEAR TO MONTH YEAR
		FT <input type="checkbox"/> PT <input type="checkbox"/>	FROM MONTH YEAR TO MONTH YEAR

NZQA'S STATEMENT OF LIABILITY CONCERNING ORIGINAL DOCUMENTS

NZQA does not accept liability for documents while in the care of a recognised courier or a carrier nominated by you, nor does it accept liability for original documents lost due to applicants supplying incorrect return addresses, or not advising of changes of address.

NZQA will be responsible for the safekeeping of original documents that are received. In the unlikely event that an original document is misplaced or damaged by NZQA, it will use best endeavours to assist in obtaining a replacement copy at its cost. However, any liability for the loss of or damage to original documents is limited to such replacements. NZQA is not liable for any contingent liability or consequential loss which results from the loss of or damage to the documents.

RECORD OF ENCLOSED DOCUMENTS

See notes on page 9 of the guide.

- 16) Please record each document enclosed with your application. Provide sufficient information to identify each document, for example name of qualification or name of employer. Then record the quantity of each type of document enclosed in the relevant column. You must enclose transcripts for each year of study. Use an extra sheet of paper if necessary. Only enclose relevant documents.**

QUALIFICATION DOCUMENTS	CERTIFICATE		TRANSCRIPT		Office use only
	Original	Translation	Original	Translation	
1.					
2.					
3.					
4.					
5.					

Have you remembered to provide photocopies of your original documents? See notes on photocopying fee on pages 5 and 11 of the guide.

VOCATIONAL DOCUMENTS (For example, apprenticeship documents, registration details or practising certificates)			Office use only
	Original	Translation	
1.			
2.			
3.			
4.			

EVIDENCE OF WORK EXPERIENCE (For example, references and employer statements)			Office use only
	Original	Translation	
1.			
2.			
3.			
4.			

IDENTITY DOCUMENTS (if applicable) (For example, marriage certificate, deed poll certificate)			Office use only
	Original	Translation	
1.			
2.			
3.			

PRIVACY STATEMENT

The information about you on the *Application for Assessment of International Qualifications* is being obtained so your international qualifications can be assessed in New Zealand. Supplying the information requested is voluntary, but if you do not supply the information NZQA may be unable to issue an assessment report.

The main recipient of the information is NZQA. For the purpose of assessing your qualifications, NZQA may need to disclose this information to relevant educational institutions, other persons or organisations. If an application includes any forged, false or altered documents, no assessment report will be issued and the matter and any relevant documents will be referred to Immigration New Zealand (INZ), the New Zealand Police and Interpol.

The information is held by NZQA at PO Box 160, Wellington 6140, New Zealand. If you are a New Zealand citizen, a permanent resident of New Zealand, or you are in New Zealand, you have the right to see the information held about you. If you think it is necessary, you may ask for any of the information to be corrected. If you have appointed an agent, they may have the right to see this information on your behalf.

APPLICANT'S AUTHORISATIONS AND DECLARATION

See notes on page 10 of the guide.

17) Are you using an agent?

- No (go to item 19) Yes – I authorise (name of agent)

- To act on my behalf as my agent in matters relating to this application
- To request information about me that is relevant to this application and held by NZQA. I authorise NZQA to disclose information about me relating to this application to my agent.

See notes on page 10 of the guide.

18) Do you want someone else (for example, a family member, relative or friend) to be able to make enquiries about your application?

- No (go to item 19) Yes – I authorise (name of enquirer)

- To make enquiries about my application and I authorise NZQA to disclose information about me relating to this application to the person named here.

See notes on page 10 of the guide.

19) I declare that:

Tick (✓) the appropriate box.

- I have read, or my agent or another person has read to me, the content and requirements of this form and the accompanying guide, and I fully understand the content and requirements of those documents.
- (a) I have completed this form by myself and attached the documents required by NZQA;
- OR (b) I have authorised my agent who has signed the declaration at item 20 (page 18) to complete this form on my behalf, with my full knowledge and consent of all information contained in this completed form and the accompanying documents.
- The information provided in this application and in the accompanying documents is true, complete and accurate.
- I understand that each application is assessed on an individual basis, and that NZQA reserves the right to exercise its discretion regarding the documentation required in each instance.
- I understand that NZQA is entitled to require verification of the information that I provide (including that contained in the documents that accompany this application) from any educational institute or other person or organisation, and that I, or my agent, or third party, must not take any action in this process, that is not authorised by NZQA.
- I authorise NZQA to request and receive information about me from any educational institution or other person or organisation for the purpose of verifying my qualifications.
- I authorise NZQA to disclose information about me to any educational institution or other person or organisation for the purpose of verifying my qualifications, and to INZ.
- I authorise any educational institution or other person or organisation to disclose to NZQA such information about me that NZQA requests for the purpose of verifying of my qualifications. I agree to pay to any educational or other institutions any fee charged and I acknowledge that delay or failure by me to pay such fees will result in delay or in my application not being processed by NZQA (and all fees paid to NZQA will be forfeited by me).
- I will inform NZQA immediately if I change my address so that correspondence and original documents can be delivered to my correct address.
- I understand and accept that if I, or my agent, or third party, provide any forged, false or altered documents to NZQA, or make any false, misleading or inaccurate statements to NZQA (including information contained in, or accompanying, my application), no assessment report will be issued and the matter together with such information as NZQA considers appropriate will be referred to the relevant national and international authorities, including INZ, the New Zealand Police and Interpol. Any documents relevant to this process will be given to the appropriate organisation(s) and will not be returned to me.
- I understand that if an assessment report is issued and the information I supplied is later found to have been forged, false or altered, the assessment report will be cancelled and appropriate organisations and authorities will be informed.
- I understand that any assessment report issued by NZQA is not binding on any institution or regulation body and that it is based on the information available to NZQA at the time of making the assessment.
- I understand that the assessment report has an expiry date of three years after the assessment report is issued by NZQA.
- I understand that the outcome of my Qualifications Assessment Report may differ from any Pre Assessment Result I have previously obtained from NZQA in respect of a specific qualification.
- I understand that while my application/documents or assessment report are in transit they are not the responsibility of NZQA.
- I understand that NZQA will return any original documents submitted by me, by courier, at my cost or NZQA will retain them until a return courier fee or courier bag is submitted.
- I understand that if my original documents are returned to my last notified correspondence address and I have not provided NZQA with a change of address, those original documents will be destroyed six years from the date that the assessment report is issued in accordance with NZQA's Records Retention and Disposal policy.
- I understand that NZQA shall not be liable to me for any loss of or damage to my documents after the documents are accepted for delivery to me by the courier, except for any amount actually recovered by NZQA from the courier in relation to such loss or damage under NZQA's contract of carriage with the courier.
- I accept that if any of my original documents are lost, misplaced or damaged by NZQA, NZQA will use its best endeavours to assist in obtaining a replacement copy at its cost; however NZQA will not be liable for any other resulting loss or damage to me, including (but not limited to) any contingent liability or consequential loss.
- I agree that if the application I submit is not complete NZQA will notify me. If after six months I have not submitted the outstanding requirements, NZQA will close my application. No refund will be given if I fail to submit a complete application. I agree that NZQA reserves the right to return original documents to my last notified correspondence address, and the right to request a full application fee if a new application is submitted at a later date.

Signed

SIGNATURE OF APPLICANT

DAY

MONTH

YEAR

