



**New Zealand  
Tertiary College**

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TERTIARY COLLEGES GROUP

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# APPLICATION FORM

## (Undergraduate Qualifications)

Graduate Diploma in Teaching (Early Childhood Education)

Bachelor of Teaching (Early Childhood Education)

Bachelor of Teaching (Early Childhood Education) Upgrade

Bachelor of Education (Early Childhood Education)

New Zealand Diploma in Early Childhood Education and Care (Level 6)

New Zealand Diploma in Early Childhood Education and Care (Level 5)

New Zealand Certificate in Early Childhood Education and Care (Level 4)

Thank you for choosing to study at New Zealand Tertiary College. If you have any queries about completing this application form, our programs of study, or selection process, please contact the Enrolments Team on: [enrolments@nztertiarycollege.ac.nz](mailto:enrolments@nztertiarycollege.ac.nz), or phone (Auckland) +64 9 520 4000 or (Christchurch) +64 3 366 8000. Please complete all sections of this application form. The information will be used by New Zealand Tertiary College to process your enrolment.

**Please note:** New Zealand Tertiary College is required to pass on statistical information to the New Zealand Ministry of Education and other government agencies.

Program details

**Please choose which program of study you are applying for:**

<input type="checkbox"/> Graduate Diploma in Teaching (Early Childhood Education)	<input type="checkbox"/> Bachelor of Teaching (Early Childhood Education)	<input type="checkbox"/> Bachelor of Teaching (Early Childhood Education) Upgrade (Domestic students only)
<input type="checkbox"/> Bachelor of Education (Early Childhood Education)	<input type="checkbox"/> New Zealand Diploma in Early Childhood Education and Care (Level 6)	<input type="checkbox"/> New Zealand Diploma in Early Childhood Education and Care (Level 5)
<input type="checkbox"/> New Zealand Certificate in Early Childhood Education and Care (Level 4) (Domestic and Global students only)		

**Mode of learning:**

Blended learning                       College Based                       Online

**Please note:** By choosing a learning mode you are agreeing to the conditions required by that mode of learning. Please visit [www.nztertiarycollege.ac.nz](http://www.nztertiarycollege.ac.nz) for a full list of conditions. Not all modes are available for all programs.

**Where do you want to study?**

Auckland                       Christchurch                       India                       Global

**Please choose your preferred start date:**

College Based:  
 February                       July

Blended learning:  
 Immediately                       Other - Write approximate month & year you would like to start  20

Personal details

NZTC student ID number: *(If you have already been given a New Zealand Tertiary College student number, please write it below).*

National student number (NSN): *(If you already have an NSN, or NZQA Record of Learning number, please write it below).*

   —    —    

Please write your full **legal** name:

*You are required to provide **TWO** verified forms of ID. One of which must be either your Birth Certificate, Whakapapa or Passport. Remaining options include a Drivers Licence, 18 plus card or Fire Arms Licence. One form of ID from the two categories above **MUST** be a photo ID. These must be posted or delivered to the College in person.*

Preferred title:                       Ms                       Miss                       Mrs                       Mr                        
Other (please specify)

Surname or family name:

First or given names:

Preferred first name:

Previous name(s):   
(e.g. Maiden name, other known names etc.)

If you have previously enrolled at New Zealand Tertiary College or any other tertiary institute under another name, please specify the name above.

**Please note:** *If your current name is different from the name on your verified ID, please attach a copy of your marriage certificate or civil union certificate, certificate of dissolution of marriage or civil union, deed poll or statutory declaration. This must be posted or delivered to the College in person.*

Gender:                       Male                       Female                      Date of birth:

Contact details

Physical address:

Post code:  Country:

Postal address:  
*(If different from above)*

Post code:  Country:

Phone: *(Work)*   Phone: *(Home)*

Phone: *(Mobile)*   Fax:

eMail address:  
*(Compulsory)*

Do you have daily reliable access to a computer with broadband internet capability including eMail and printing facilities to use while you complete your studies?  Yes  No

*(For minimum specifications check [www.nztertiarycollege.ac.nz/about-us/nztc-online](http://www.nztertiarycollege.ac.nz/about-us/nztc-online))*

Emergency contact: *(Please identify the person you would like us to contact in an emergency).*

Name:

Relationship to you:  Phone: *(Daytime)*

Phone: *(Evening)*   Phone: *(Mobile)*

eMail address:

Ethnic details

What ethnic group(s) do you belong to? *It is important that your descent is fully recorded. If you belong to more than one ethnic group, please indicate the groups. Please tick up to three boxes, which apply to you.*

- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> NZ European/Pakeha | <input type="checkbox"/> Other Pacific Peoples | <input type="checkbox"/> Australian            | <input type="checkbox"/> Sri Lankan     |
| <input type="checkbox"/> New Zealand Māori  | <input type="checkbox"/> British/Irish         | <input type="checkbox"/> Other European        | <input type="checkbox"/> Japanese       |
| <input type="checkbox"/> Samoan             | <input type="checkbox"/> Dutch                 | <input type="checkbox"/> Filipino              | <input type="checkbox"/> Korean         |
| <input type="checkbox"/> Cook Island Māori  | <input type="checkbox"/> Greek                 | <input type="checkbox"/> Cambodian             | <input type="checkbox"/> Other Asian    |
| <input type="checkbox"/> Tongan             | <input type="checkbox"/> Polish                | <input type="checkbox"/> Vietnamese            | <input type="checkbox"/> Middle Eastern |
| <input type="checkbox"/> Niue               | <input type="checkbox"/> South Slav            | <input type="checkbox"/> Other Southeast Asian | <input type="checkbox"/> Latin American |
| <input type="checkbox"/> Tokelauen          | <input type="checkbox"/> Italian               | <input type="checkbox"/> Chinese               | <input type="checkbox"/> African        |
| <input type="checkbox"/> Fijian             | <input type="checkbox"/> German                | <input type="checkbox"/> Indian                | <input type="checkbox"/> Other          |
|   |  |  | <input type="checkbox"/> Not Stated     |

Please specify if "Other Pacific Peoples", "Other European", "Other Southeast Asian", "Other Asian" or "Other".

Iwi: If you identified as New Zealand Māori, what is the name of your Iwi?

*You may enter more than one Iwi. If you do not know your Iwi, please enter 'Don't Know'.*

Iwi:  Rohe (Iwi home area):

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Iwi:  Rohe (Iwi home area):

**Please tick the box that best describes your citizenship:**

**Please note:** If you were not born in New Zealand, Cook Island, Tokelau, Niue or Australia, you are required to attach a verified copy of your citizenship, residence permit or study visa. This must be posted or delivered to the College in person.

- New Zealand Citizen
- Australian Citizen
- Other

If "Other" - Please specify your Country of Citizenship below

(For students with dual citizenship, specify the country of citizenship on the passport used to enter New Zealand)

Tick the box if you have New Zealand or Australian Permanent Residency Status:

- New Zealand Resident/Permanent Resident
- Australian Permanent Resident

Will you be living in New Zealand for the period of your study?

- Yes
- No

Country of birth

Is English your first language?

- Yes (Please go to the next section)
- No

Are you able to provide evidence of your competency with the English language? (e.g. IELTS or other English language test).

- Yes (Please specify below)
- No

Have you gained a qualification taught in English from a New Zealand secondary school or tertiary institute?

- Yes (Please specify below)
- No

(If yes, please name the New Zealand secondary school or tertiary institute you attended and the qualification you obtained below).

**Please note:** You must attach verified copies of all secondary school, tertiary records and English proficiency results. These must be posted or delivered to the College in person.

Are you on any permanent medication?

- Yes
- No

If yes please specify

Do you live with the effects of significant injury, long-term illness, a physical / learning disability / diversity that may affect your study.?

- Yes
- No

If yes, how would you describe your impairment, disability or long term medical condition?

Please note: The information you supply is confidential.

Do you have, or have you ever had a physical or psychological condition that would make it difficult for you to work with young children?

- Yes
- No

If yes please specify

Have you ever been convicted of any offence against the law (including traffic convictions), or do you have any criminal charges pending?

- Yes
- No

If yes, please provide full details including date of conviction and sentence.

**Please note:** If you are convicted of any offence against the law (including traffic convictions) during your studies, it is your responsibility to notify New Zealand Tertiary College of the conviction.

Employment details

What was your main activity or occupation on 1st October last year?

- |  |   |
|--|---|
| <input type="checkbox"/> Secondary school student                        | <input type="checkbox"/> House-person or retired                |
| <input type="checkbox"/> Non employed or beneficiary (excluding retired) | <input type="checkbox"/> Overseas (irrespective of occupation)  |
| <input type="checkbox"/> Wage or salary worker                           | <input type="checkbox"/> Private training establishment student |
| <input type="checkbox"/> Self-employed                                   | <input type="checkbox"/> Wānanga student                        |
| <input type="checkbox"/> University student                              | <input type="checkbox"/> Polytechnic student                    |

Please complete the following table, detailing your employment history. Include full and part time work. (Please use additional paper if necessary).

Dates (to – from)	Employer	Address	Role/position	Description of duties

Secondary school

Please name the last secondary school/high school you attended.

Name of school:

Town/City:  Country:

How many years of secondary school/high school did you attend?

Last year of attendance:

What is the highest academic award you hold from a secondary school/high school? (please tick one box)

Your highest achievement may be a “traditional” award such as School Certificate, or you may have achieved a number of credits or a National Certificate at a certain level on the National Qualification Framework. Your NZQA Record of Learning will display how many credits you have achieved.

- |  |  |
|--|--|
| <input type="checkbox"/> NZ University Entrance*                               | <input type="checkbox"/> NCEA level 1, <b>or</b> School Certificate  |
| <input type="checkbox"/> NCEA level 3, <b>or</b> Bursary <b>or</b> Scholarship | <input type="checkbox"/> No formal secondary school qualification  |
| <input type="checkbox"/> NCEA level 2, <b>or</b> 6th Form Certificate          | <input type="checkbox"/> Overseas qualification<br><i>(Including International Baccalaureate or Cambridge exams)</i> |
| <input type="checkbox"/> 14 or more credits at any level                       |  |
| <input type="checkbox"/> Other <i>(Please specify)</i>                         | <input style="width: 600px; height: 25px;" type="text"/>   |

**Please note:** You may be required to attach verified copies of your secondary school qualifications to your application. These must be posted or delivered to the College in person.

\* University Entrance attained from 2014 onwards is higher than NCEA Level 3 as it is one of the requirements that must be met to attain UE

Tertiary study details

Have you previously studied with New Zealand Tertiary College?  Yes  No

Will this be the first year you have ever enrolled in a University, Polytechnic, College of Education, Private Training Establishment, or Wānanga either in New Zealand or overseas since leaving school? Do not include enrolments in STAR, community or hobby classes.

Yes (please go to the next section)  No

If you answered “No”, please enter the name of the organisation you studied at, the qualification and the year of your first enrolment:

Name of Organisation:

Name of Qualification:

Year:

What year did you/do you expect to complete the academic requirements of your course/s in order to graduate with your qualification?

Year:

Do you wish to apply for Credit Recognition and Transfer (CRT)?  Yes  No

**Please note:** If you wish to apply for CRT you may be required to pay a \$95.00 administration fee to cover the administration costs involved in the CRT assessment process.

You must provide a verified copy of your academic transcript for the study that you have completed. An CRT assessment also requires specific learning outcomes for the courses being considered for credit. If you completed qualifications overseas a current NZQA assessment is also required. These must be posted or delivered to the College in person.

International student details

Please complete this section if you will be studying as an International student with New Zealand Tertiary College.

Are you able to provide an Academic IELTS test certificate gained within the last two years?  Yes  No

Travel and medical insurance is compulsory for International students. Do you wish to purchase travel and medical insurance from New Zealand Tertiary College?  Yes  No  
*(If no, please attach a copy of your travel and medical insurance).*

Do you require New Zealand Tertiary College to arrange homestay?  Yes  No

If yes, what is the duration you require the homestay for?

Do you require New Zealand Tertiary College to arrange an airport pick up service from Auckland Airport?

Yes  No

**Please note:** Airport pick up services can only be arranged if you have requested homestay through New Zealand Tertiary College.

Please complete the information below if you have applied to study with New Zealand Tertiary College through an agent:

Agent’s name:	<input type="text"/>
Company name:	<input type="text"/>
Company address:	<input type="text"/>

How did you hear about New Zealand Tertiary College?

- Internet/website                       Current student                       School careers advisor  
 Early Childhood Centre               Friend or family member               Agent

Local advertisement: *(Please specify)*

Other: *(Please specify)*

### Payment terms, withdrawal and refund policy

All requests to withdraw from the program must be in writing on the official withdrawal form available from New Zealand Tertiary College.

Domestic Students		
Prior to the first course starting	0-8 calendar days into the first course	9 days into the first course
Refunds for domestic students will be in full less 10% or \$500 (non refundable deposit) whichever is the lesser.	Refunds for domestic students will be in full less 10% or \$500 (non refundable deposit) whichever is the lesser.	No refund
International Students		
Prior to the first course starting	0-10 working days into the first course	11 working days into the first course
Refunds for international students will be in full minus 25% of the fees received.	Refunds for international students will be in full minus 25% of the fees received.	No refund

**Please note:** Refunds on compassionate grounds may be granted at the discretion of the Chief Executive.

### Safeguarding tuition fees

In the unlikely event that New Zealand Tertiary College is unable to deliver the program you have enrolled in, New Zealand Tertiary College has protected your fees with Public Trust. Fees deposited and protected by the Public Trust are held in the Common fund which has an unsecured guarantee from the New Zealand Government. The student fee protection for New Zealand Tertiary College is fully compliant with NZQA rules. Should access to your fees be necessary, you may contact Public Trust on 0800 494 733 or eMail [feeprotect@publictrust.co.nz](mailto:feeprotect@publictrust.co.nz). This arrangement has been accepted by the New Zealand Qualification Authority as meeting the requirements of the Education Act 1989 and the Student Fee Protection Rules 2013.

### IRD number collection for student loan interest write-off

Do you currently have or will you have a student loan this year?     Yes     No

If you answered yes to a student loan, please insert your IRD number:

   —    —   

### Interest Free student loans and other interest write-offs

If you have a student loan, or anticipate applying for one this year, you may be entitled to have the interest on your loan written off for the period of study.

On 1st April 2006, legislation was introduced to make student loans interest free for borrowers living in New Zealand. For more information on how to become eligible for interest free student loans, visit [www.ird.govt.nz/studentloans](http://www.ird.govt.nz/studentloans).

Entering your IRD number is voluntary. If you choose to provide an IRD number on this enrolment form this will be included with your enrolment details and will be reported to the New Zealand Ministry of Education. The New Zealand Ministry of Education can share information with Inland Revenue regarding student enrolments.

If you choose not to provide your IRD number you should contact Inland Revenue directly if you think you may be eligible for an interest write-off.

**Please note:** Supplying your IRD number on this form is not an application for an interest write-off.

## Privacy

New Zealand Tertiary College collects and stores information from this form to:

- Manage the business of New Zealand Tertiary College (including internal reporting, administrative processes and selection).
- Comply with the requirements of the Education Act 1989 and other legislation relating to maintenance of official records and accountability of public funding.
- Supply information to government agencies and other organisations as set out below.

In signing this enrolment form you authorise such disclosure on the understanding that New Zealand Tertiary College will observe the conditions governing the release of information, as set out in the Privacy Act 1993, the Education Act 1989 and other relevant legislation. You may see any information held about you and amend any errors in that information. To do so, please contact New Zealand Tertiary College Enrolments.

NB: The Privacy Act came into force on 1 July 1993 with the stated aim of protecting the privacy of natural persons. It requires New Zealand Tertiary College to collect, hold, handle, use and disclose personal information in accordance with the twelve information privacy principles in the Act which can be viewed on the Privacy Commissioner's web site: <http://www.privacy.org.nz/privacy-act>

## Supply of Information to Government Agencies and Other Organisations

New Zealand Tertiary College supplies data collected on this form to government agencies, including:

- The Ministry of Education.
- The New Zealand Qualifications Authority.
- The Tertiary Education Commission.
- The Ministry of Social Development (in relation to student loans and allowances)
- Immigration New Zealand (a branch of the Ministry of Business, Innovation and Employment) for those who are not New Zealand citizens or permanent residents.
- Agencies who support particular students through scholarships, payment of fees or other awards (if you are a recipient of one of these awards).

Those agencies use the data collected from tertiary education organisations to:

- Administer the tertiary education system, including allocating funding.
- Develop policy advice for government.
- Conduct statistical analysis and research.

NZTC may add your personal details (name, date of birth, and residency) to the National Student Index, which is managed by the Ministry of Education. It may also be used in an authorised information matching program with the New Zealand Birth Register.

The Ministry of Education may supply data collected on this form to Statistics New Zealand for the purposes of integrating data with data collected by other government agencies, subject to the provisions of the Statistics Act 1975. Integrated data is used for the production of official statistics, to inform policy advice to government and for research purposes.

In handling data supplied by you on this form, the government agencies are required to comply with the provisions of the Privacy Act 1993.

When required by law, New Zealand Tertiary College releases information to government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).

Information collected on this form may be supplied to other educational organisations for the purpose of verifying academic records.



## Declaration

### Declaration:

**Fees** – In signing this enrolment form you undertake to pay all fees as they become due, and to meet any late fees and collection charges associated with debt recovery. I have read, understood and agree to the New Zealand Tertiary College policy on withdrawal and refund of fees. I understand that my fees will be protected if for any reason New Zealand Tertiary College is unable to continue my tuition.

**Rules** – In signing this enrolment form you undertake to comply with the published regulations and policies of New Zealand Tertiary College with regard to attendance, academic integrity and progress, conduct and use of information systems.

**Identity** - If you have supplied a National Student Index number on this enrolment form, and your NSI status is Active, you are deemed to have declared that you are the legitimate owner of the claimed identity.

I understand that all documents supplied as part of this application will remain the property of New Zealand Tertiary College and will not be returned.

I declare that to the best of my knowledge all the information supplied on, and with, this enrolment form is true and complete, I agree to abide by the conditions described above, and I consent to the disclosure of personal information as described above.

I confirm I have read the New Zealand Tertiary College website and understand the study requirements of my chosen program and mode of study.

Applicant's signature:

Print name in full:

Date:

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### For office use only:

NZTC signature:

Name:

## Statutory Information

As required, each governing member of New Zealand Tertiary College has submitted to the New Zealand Qualifications Authority (NZQA) a statutory declaration of any material conflicts of interest, and any interest that the person has in organisations in the education or immigration sector that provides goods or services to tertiary students.

Trustees of the Living and Learning Family Centres Foundation, together with directors of Kindercare Learning Centres Ltd. are governing members of New Zealand Tertiary College. These organisations support field practice experiences for students.

New Zealand Tertiary College charges no student service fees over and above the fees advertised.

# Consent to Disclose Information Form

## New Zealand Tertiary College



**IMPORTANT:** Please send this form with your New Zealand Tertiary College application form

Scan and eMail: [enrolments@nztertiarycollege.ac.nz](mailto:enrolments@nztertiarycollege.ac.nz)

Fax: 09 520 4020

alternatively post to: **Auckland Campus**

New Zealand Tertiary College  
PO Box 17143  
Greenlane, Auckland 1546

**Christchurch Campus**

New Zealand Tertiary College  
PO Box 5561  
Papanui, Christchurch 8542

I,    
(Surname) (First names)

(Maiden or other names used)

Gender:  Male  Female Date and place of birth:

Nationality:  Residential address:

Suburb:  City:

NZ Drivers License number:

I hereby consent to the disclosure by the New Zealand Police of any information they may have pursuant to this application, to train as a teacher of young children, to New Zealand Tertiary College. I understand that any record of criminal convictions I might have will automatically be concealed if I meet the eligibility criteria stipulated in Section 7 of the Criminal records (Clean Slate) Act 2004.

Signed:  Dated:

POLICE COMMENTS:


**Please note:**

Should you have any queries, please phone New Zealand Tertiary College on (Auckland) +64 9 520 4000 or (Christchurch) +64 3 366 800

N70431

# Professional Referee Report



The person completing this referee report must not be a relative or family member, and have known the applicant for at least 6 months.

Thank you for agreeing to complete this referee report. This referee report asks for you to comment on questions relating to the applicant's suitability to undertake an early childhood teacher education program. We would appreciate your honesty to enable the Selection Panel to accurately assess the applicant. All comments will be treated confidentially.

Name of applicant:

Name of referee:

Home address of referee:

Contact numbers of referee:

Home:

Work:

Mobile:

I am confident I know the applicant well enough to complete this report.  Yes  No

If no, please return the form to New Zealand Tertiary College at the address noted on the reverse of this form.

1. Please indicate the length of time you have known the applicant:

2. Describe the capacity in which you have known the applicant:   
*(eg. Employer, minister, kaumatua, colleague etc).*

3. Describe your knowledge of the applicant's academic ability / performance:


4. Describe and provide examples of the applicant's most significant personal qualities. Examples should demonstrate each quality identified.


5. Describe the applicant's degree of involvement in activities such as spiritual, cultural, sporting, community and family pursuits. Comment on level of expertise reached and inter-personal relationships.


6. The Education Council of Aotearoa New Zealand states that those who are fit to teach should demonstrate the following qualities:  
Trustworthiness; honesty; reliability; sensitivity; compassion; respect for others; imagination; enthusiasm dedication; and communication.

Do you consider the applicant demonstrates the personal qualities required to work with children?

Yes  No

7. Please list circumstances where you have observed the applicant with children in the 0-8 year old age range. Describe the rapport, responsiveness, control and behaviour management style observed in each circumstance.


8. Describe the applicant's awareness of, and commitment to social issues. Eg. Understanding and tolerance of different cultures, values and beliefs.


9. Do you consider the applicant has the stamina and health to work with young children?  Yes  No

10. Are there any special circumstances the Selection Panel needs to be aware of before selecting this applicant for a career in teaching young children?


11. Recommendation: *(Please tick one)*

- I recommend this applicant without reservation as an excellent prospect to commence an early childhood teacher program of study.
- I have concerns, but believe with work and commitment this applicant could succeed.
- I think this applicant is unsuitable to teach young children and to engage in the career path of early childhood teacher education.

12. Additional comments:


13. I am happy to be contacted for additional information and clarification if necessary.  Yes  No

14. Do you consent to NZTC sharing the information you have provided with the applicant?  Yes  No

Referee signature:

Date:

Should you have any queries, please phone NZTC on (Auckland) +64 9 520 4000 or (Christchurch) +64 3 366 8000

Please return via: **Scan and eMail: [enrolments@nztertiarycollege.ac.nz](mailto:enrolments@nztertiarycollege.ac.nz)**

**Fax: 09 520 4020**

or post to: **Auckland Campus**

New Zealand Tertiary College  
PO Box 17143  
Greenlane, Auckland 1546

**Christchurch Campus**

New Zealand Tertiary College  
PO Box 5561  
Papanui, Christchurch 8542

# Referee Report



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Name of applicant:

Name of referee:

Home address of referee:

Contact numbers of referee:

Home:

Work:

Mobile:

I am confident I know the applicant well enough to complete this report.  Yes  No

If no, please return the form to New Zealand Tertiary College at the address noted on the reverse of this form.

1. Please indicate the length of time you have known the applicant:

2. Describe the capacity in which you have known the applicant:   
*(eg. Personal friend, employer, minister, kaumatua, colleague etc).*

3. Describe your knowledge of the applicant's academic ability / performance:

  
  

4. Describe and provide examples of the applicant's most significant personal qualities. Examples should demonstrate each quality identified.

  
  

5. Describe the applicant's degree of involvement in activities such as spiritual, cultural, sporting, community and family pursuits. Comment on level of expertise reached and inter-personal relationships.

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Yes     No

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13. I am happy to be contacted for additional information and clarification if necessary.     Yes     No

14. Do you consent to NZTC sharing the information you have provided with the applicant?     Yes     No

Referee signature:

Date:

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or post to:    **Auckland Campus**  
New Zealand Tertiary College  
PO Box 17143  
Greenlane, Auckland 1546

**Christchurch Campus**  
New Zealand Tertiary College  
PO Box 5561  
Papanui, Christchurch 8542

Please check that you have answered all questions in the application form. Omissions may result in a delay of your application.

To qualify as a domestic student, and so be entitled to the Government tuition subsidy, you must be a citizen of New Zealand (including students from the Cook Islands, Tokelau, or Niue who have New Zealand citizenship) or a permanent resident of New Zealand or a citizen or permanent resident of Australia residing in New Zealand. You must provide evidence of citizenship or permanent residency and to do so you must produce one of the following:

- Birth certificate with place of birth stated as New Zealand, Cook Islands, Tokelau, or Niue
- New Zealand passport
- A statement of Whakapapa, including date of birth, countersigned by a kaumatua
- Certificate of citizenship or letter of confirmation
- Overseas passport with residency stamp
- Australian learners who are living in New Zealand must supply one of the following documents: birth certificate, Australian passport, current Returning Resident's Visa if you are an Australian permanent resident

**Please note:** Your name, date of birth and residency as entered on this enrolment form will be included in the National Student Index, if not already registered and will be used in an Authorised Information Matching program with the New Zealand Birth Register.

### Required documentation

#### **All applicants**

- One Professional Referee Report  
Identify someone to be your professional referee. They should NOT be a family member or relative and you must have known them for more than six months
- One Personal Referee Report (Domestic student only)
- Evidence required to meet your entry requirements
- Verified copies of your educational qualifications
- Verified copies of your passport or birth certificate and one other form of verified ID. Options for the additional form of ID include your birth certificate, drivers licence, 18 + card or firearms licence
- Consent to Disclose Information Form\*

\* If you are an international applicant applying from outside NZ, you can provide these documents once you arrive in NZ

#### **Additional requirements for international applicants applying from OUTSIDE New Zealand**

- Complete a statement of intent between 300-400 words long, and outline the reasons that you want to study an early childhood education program at New Zealand Tertiary College. The statement should have a declaration at the end stating that it has been written by you, and should be signed and dated

**Please note:** Verified copies mean that the original document must be sighted, and the copy signed as being a true and accurate copy by an authorised person, including Justice of the Peace (JP), Barrister or Solicitor, Notary Public, Court Register or Deputy Registrar, Member of Parliament, Land Transport New Zealand, Public Trust, Education Agent or New Zealand Tertiary College staff member. These must be posted or delivered to the College in person.

Have you:

- answered all questions?
- completed the consent to disclose information form?
- attached referee reports, or referee reports have been given to referees to complete and forward to New Zealand Tertiary College?
- signed your application?
- posted **TWO** forms of verified ID. One of which must be either your Birth Certificate, Whakapapa or Passport. Remaining options include a Drivers Licence, 18 plus card or Fire Arms Licence. One form of ID from the two categories above **MUST** be a photo ID.
- posted a verified copy of your citizenship, residence permit or study visa if you were not born in New Zealand, Cook Island, Niue, Tokelau or Australia?
- posted a verified copy of proof of name change (if applicable)?
- posted a verified copy of official transcripts of your academic record for all qualifications?
- posted a verified copy of your NZQA assessment for any qualifications completed outside New Zealand?
- posted a verified copy of your Academic IELTS test result (if required)?
- eMailed a passport sized photo to [photo@nztertiarycollege.ac.nz](mailto:photo@nztertiarycollege.ac.nz) along with your full name and date of birth?



**New Zealand  
Tertiary College**

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