

Enrolment checklist for international learners (NZQA)

Thank you for your application to enrol in a Strategi Institute course. This enrolment checklist applies to international learners enrolling in NZQA (New Zealand Qualifications Authority) accredited programmes, courses and micro-credentials.

If you are an international learner living in New Zealand with a valid work visa, you may be able to study with us part-time, provided you first meet the entry criteria for the programme you wish to enrol in.

We are here to help you with your application. If you need help, please email support@strategi.ac.nz or call +64 9 414 1300.

Entry criteria

Applicants must hold an eligible work visa for the duration of their studies with approval to study if required, unless they are offshore. All international students who are residing in New Zealand are required to have suitable health and travel insurance for the duration of their studies. This includes working holiday visas. Insurance protects students from high costs of medical care and other unforeseen events and any additional costs for students eligible for ACC. It also covers students' travel to and from New Zealand, and within and outside the country

Applicants must be **18 years of age or older** and should be able to demonstrate they meet the academic entry requirement and English proficiency equivalent to IELTS 5.5 with no band score lower than 5 as the medium of instruction is English.

Prospective students may be required to participate in an interview prior to enrolment. Enrolment is subject to approval from the Academic Manager.

Why do we require this information?

We ask you to provide your identity document(s) in your application for enrolment so that we can verify your details before we can process your enrolment. This is so that you can enrol without further delay.

All other documentation is required as evidence that you meet the above entry criteria.

This checklist outlines the checks/requirements and the acceptable document(s) that are required as evidence.

- Make sure you have provided the right document(s) for your application.

- The information you have provided in your application for enrolment MUST match with your identity document(s).
- All the required documents must be provided before we can process your enrolment.
- We recommend sending us your document(s) at least seven (7) days prior to your intake start date to ensure your application is processed in time.
- Each page of the required enrolment documents must be either certified or verified.

Who can certify document(s)?

A physical copy (not scanned) must be certified by one of the following people:

- A barrister and solicitor of the High Court
- [A Justice of the Peace.](#)
- [A notary public.](#)
- A member of Parliament.
- The Registrar or a Deputy Registrar of the Supreme Court, Court of Appeal, High Court, or District Court.
- A Registrar (including the Chief Registrar) or Deputy Registrar of the Māori Land Court.

For those offshore, you may need to get your documents apostilled or authenticated by staff at your nearest consulate, embassy, high commission, or an honorary consul.

The certified document(s) must have the official's signature on each page, with the name, date, and title of the official shown clearly below your signature.

A copy will not be accepted as 'certified' if it has been certified by a police officer, a bank manager, WINZ, a legal executive, StudyLink, medical professionals, a member of a church, your employer, or any other signatory body other than the ones mentioned above.

Certified copies must be no older than six (6) months from the date of submission.

What if I cannot get my document(s) certified?

For those onshore, a Strategi Institute staff member or a Kaumatua can verify your documents. However, they must be able to see the original document before they can verify it. Schedule a time with our team to have your documents (such as your citizenship certificate or passport) verified in person. To make an appointment:

- Email: support@strategi.ac.nz

- Phone: +64 9 414 1300

What do I do next?

Once you have all the required documents, please email them to support@strategi.ac.nz.

Please allow three (3) working days to process your enrolment once we have received your documents.

Enrolment checklist

No.	Acceptable documents	Checks/requirements for a successful application	Check
1	Information provided on your enrolment form.	<ul style="list-style-type: none"> • All information is correct. • You are 18 years of age or older. 	<input type="checkbox"/>
2	<p>Acceptable photo identification</p> <p>An identity document, commonly referred to as an ID, serves as official proof of your identity. This document verifies your complete legal name and date of birth.</p> <p>If your identity documents are not in English, they must be officially translated before submission by an approved translation service by a government body in your home country. Passports typically include both English and the issuing country's national language. If your passport contains English text, there's no need for translation when using it for your application.</p> <p>The following documents are acceptable photo identification. Please check the originals of the below documents have been verified by a Strategi Institute staff member or else are a valid and certified copy of:</p> <ol style="list-style-type: none"> 1. The biodata page and signature page of your passport; or 2. National identity card; or 	<ul style="list-style-type: none"> • Proof of identity document(s). • Legal name change document is included (if required). • All documents are certified or else verified by a Strategi Institute staff member. 	<input type="checkbox"/>

	<p>3. Driver's licence*; AND</p> <p>4. Your name change document (such as an affidavit, divorce or marriage certificate) if you had an official name change, including a change in your maiden name.</p> <p>* Only acceptable if you are a citizen of Australia or the Pacific Islands.</p>		
3	<p>Acceptable proof of citizenship</p> <p>The following documents are acceptable as proof of citizenship:</p> <ol style="list-style-type: none"> 1. The biodata page and signature page of your passport; or 2. Citizenship certificate; or 3. National identity document; or 4. Birth certificate*. <p>* Only acceptable if you are a citizen of Australia or the Pacific Islands.</p>	<ul style="list-style-type: none"> • Proof of citizenship document(s) certified or else verified by a Strategi Institute staff member. 	<input type="checkbox"/>
4	<p>Acceptable proof of visa (applicable to onshore applicants)</p> <p>Applicants currently in New Zealand must hold a work visa valid for the duration of their studies. In some cases, you may be required to hold a variation of conditions for study. The following documents are acceptable as proof of a visa that allows you to study:</p> <ol style="list-style-type: none"> 1. The biodata page and signature page of your passport, with a current visa (a passport with a visa label); or 2. The biodata page and signature page of your passport, with your label-less visa or eVisa; <p>AND</p>	<ul style="list-style-type: none"> • Proof of your visa document(s). • Please check which visa you are on and ensure any additional visa requirements have been met (refer to Appendix A). • All documents are certified or else verified by a Strategi Institute staff member. 	<input type="checkbox"/>

	<p>3. If required (refer to Appendix A):</p> <p>a. A variation of conditions (VOC) alongside a copy of your visa confirming your eligibility to undertake the specified course with Strategi Institute;</p> <p>OR</p> <p>b. If you are on a <u>Work Visa</u> or <u>Post Study Work Visa</u> and your employer authorises the study as part of your employment, the following is acceptable as evidence:</p> <p>i Provide the part of your employment agreement stipulating the study is a requirement of your employment, verified by your employer; or</p> <p>ii A support letter from your employer on their official stationery that is physically signed and dated by the authorised signatory within the organisation.</p> <p><i>Note: If you hold a 'Skilled Migrant Category Residency Visa', you are considered a domestic student. Please refer to the enrolment checklist for domestic learners.</i></p>		
4	<p>Acceptable proof of English language proficiency</p> <p>One of the following:</p> <p>1. Evidence that you have:</p> <p>a. achieved NCEA Level 3 and have met New Zealand university entrance requirements; or</p>	<ul style="list-style-type: none"> • Proof of English language proficiency document(s) certified or else verified by a Strategi Institute staff member. 	<input type="checkbox"/>

- b. been awarded an International Baccalaureate Diploma or Cambridge A-level qualification for which the teaching and assessment was conducted in English; or
- c. been awarded the Cambridge Certificate in Teaching English to Speakers of Other Languages (CELTA) or the Trinity College London Certificate in Teaching English to Speakers of Other Languages (CertTESOL); or
- d. achieved, **within the two years preceding the start date of the programme in which you are enrolled**, one of the following internationally recognised proficiency test outcomes specified in the table in the **Appendix B** for the level of the programme in which you are enrolling.

Note: Most common ones are:

- i IELTS test – Academic score of 5.5 with no band score lower than 5.
- ii Pearson Test of English (Academic) – PTE (Academic score of 42 with no band score lower than 36.

2. Evidence that you have:

- a. completed all primary education (being the equivalent of New Zealand primary school years 1 to 8) and at least three years of secondary education (being the equivalent of three years from New Zealand secondary school years 9 to 13) at schools in one of the countries listed in rule 22.5 where you were taught using English as the language of instruction; or
- b. completed at least five years of secondary education (being the equivalent of New Zealand secondary school years 9 to 13) at schools in one of the countries listed in rule 22.5 where you were taught using English as the language of instruction; or
- c. been awarded a Bachelor’s degree, Graduate Certificate, Graduate Diploma, Bachelor Honours Degree, Post-graduate

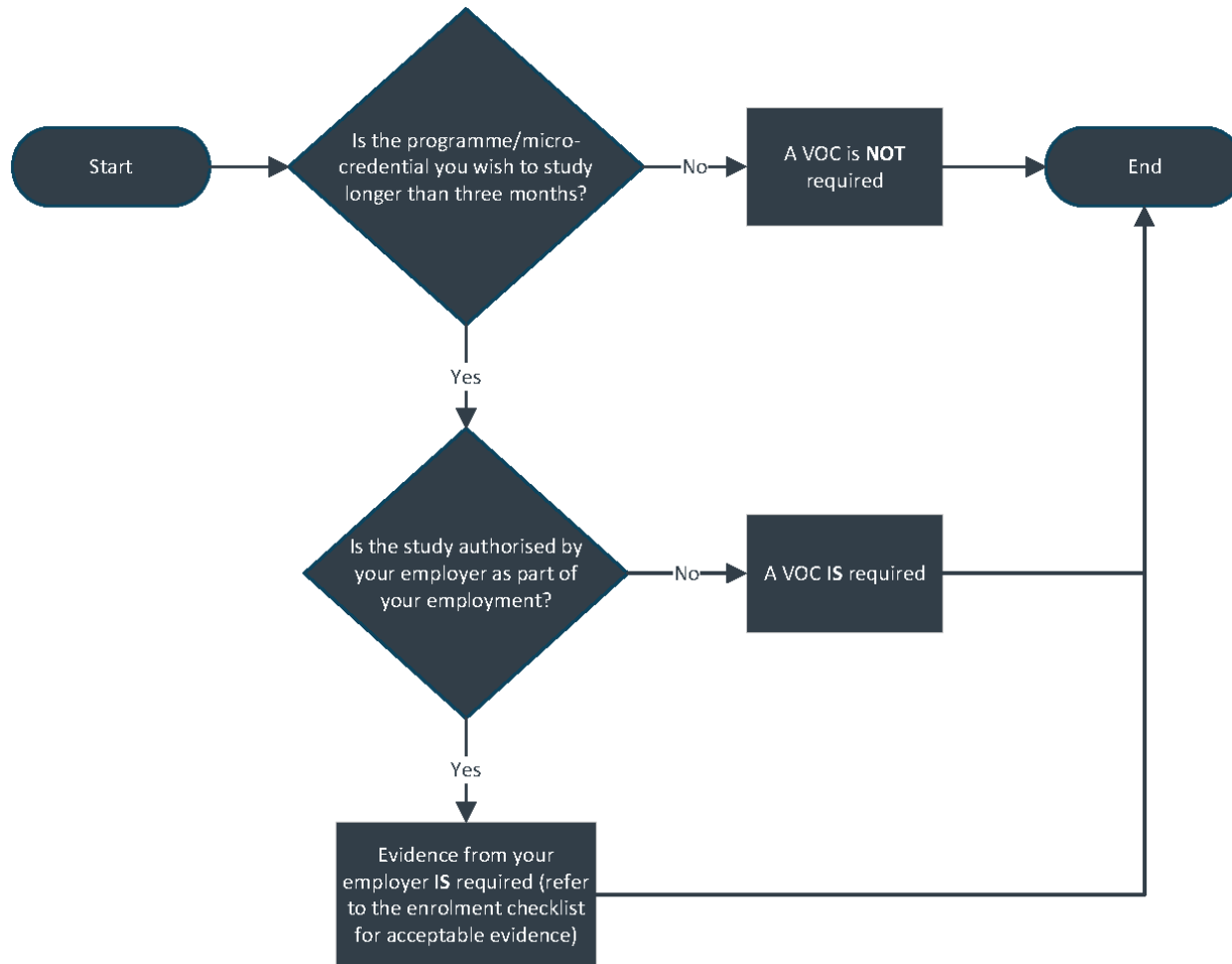
	<p>Certificate, Post-graduate Diploma, Master's Degree or Doctoral Degree with English as the language of instruction from a tertiary education provider from one of the countries listed in rule 22.5.</p> <p>3. Evidence that you have been granted a Manaāki New Zealand Short Term Training Scholarship offered by the New Zealand government and have:</p> <ol style="list-style-type: none"> a. completed all primary education (being the equivalent of New Zealand primary school years 1 to 8) and at least three years of secondary education (being the equivalent of three years from New Zealand secondary school years 9 to 13) at schools where you were taught using English as the language of instruction; or b. completed at least five years of secondary education (being the equivalent of New Zealand secondary school years 9 to 13) at schools where you were taught using English as the language of instruction. <p>The countries for the purpose of paragraphs (a) - (c) of rule 22.3 are: New Zealand, Australia, Canada, the Republic of Ireland, South Africa, the United Kingdom and the United States.</p>		
5	<p>Acceptable proof of academic entry requirement</p> <ul style="list-style-type: none"> • For programmes or micro-credentials at a Level 4 or 5 – your academic qualification must be equivalent to NCEA Level 2 or higher. Refer to Appendix C for a list of suitable qualifications. 	<ul style="list-style-type: none"> • A certified or verified copy of your completion certificate and transcript, demonstrating that you have been awarded a high school qualification or higher from an overseas institution, must be provided. 	<input type="checkbox"/>

<ul style="list-style-type: none"> For programmes or micro-credentials at a Level 6 – your academic qualification must be equivalent to NCEA Level 3 or higher. A diploma or degree is required as evidence. <p>Special entry may be granted where you do not hold any of the required qualifications and evidence exists that you can successfully complete the programme. This is subject to Academic Manager approval.</p> <p>Note: Applicants may be required to attend an interview or undertake a written task.</p>		
<p>Health and travel insurance (applicable to onshore applicants)</p> <p>In accordance with our commitment to the welfare of international students, all international students who are residing in New Zealand are required to have suitable health and travel insurance for the duration of their studies.</p> <p>The following documents are required as acceptable proof of health and travel insurance:</p> <ul style="list-style-type: none"> A copy of your health and travel insurance certificate showing your start and end date; and Complete and supply the international student insurance declaration form. <p>If you currently don't have any health and travel insurance, we suggest the following providers:</p> <ul style="list-style-type: none"> Allianz Partners Southern Cross Cigna <p>For further details, contact support@strategi.ac.nz.</p>	<ul style="list-style-type: none"> Provide a copy of health and travel insurance from a New Zealand based provider. Provide a completed international student insurance declaration form. 	<input type="checkbox"/>

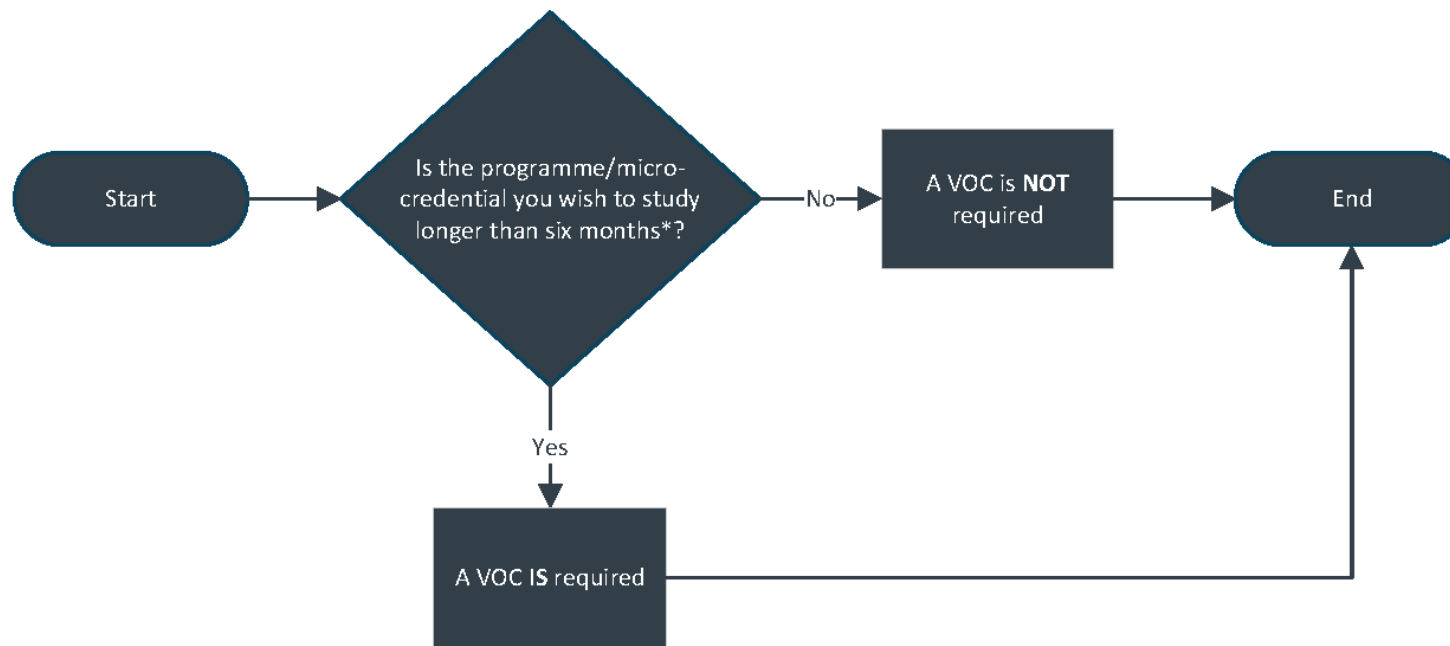
Appendix A

When additional visa evidence documents are required

Work Visa or Post Study Work Visa



Working Holiday Visa



* If the programme duration is 30 weeks, then this visa would not meet our criteria, and so you would require a different visa type.

Appendix B

Internationally recognised English proficiency outcomes for international students

Acronyms used in the table below:

- C1 Advanced – the qualification of Cambridge Assessment English of that name, found at: <https://www.cambridgeenglish.org/exams-and-tests/advanced/>
- C2 Proficiency – the qualification of Cambridge Assessment English of that name, found at: <https://www.cambridgeenglish.org/exams-and-tests/proficiency/>
- B2 First – the qualification of Cambridge Assessment English of that name, found at: <https://www.cambridgeenglish.org/exams-and-tests/first/>
- B2 First for Schools – the qualification of Cambridge Assessment English of that name, found at: <https://www.cambridgeenglish.org/exams-and-tests/first-for-schools/>
- IELTS – the International English Language Testing System, jointly owned by the British Council, IDP Education Australia, and Cambridge English Language Assessment, found at: <https://ielts.org/>
- LanguageCert – a set of English Language qualifications owned by PeopleCert Qualifications Limited, member of the PeopleCert Group found at: <https://www.languagecert.org/en>
- LRW – listening, reading, and writing.
- NZCEL – the New Zealand Certificates in English Language listed on the NZQCF (*NZQA being the developer*).
- OET – the Occupational English Test of Cambridge Boxhill Language Assessment, found at: <https://oet.com/>
- PTE – the Pearson Test of English (Academic), found at: <https://www.pearsonpte.com/>
- TOEFL – the Test of English as a Foreign Language of the Educational Testing Service, whose headquarters are in Princeton, United States, found at: <https://www.ets.org/toefl.html>
- Trinity ISE - the Trinity College London Integrated Skills in English, found at: <https://www.trinitycollege.com/qualifications/english-language/ISE>

Table for internationally recognised English proficiency outcomes for international students

Internationally recognised proficiency tests	Programme Level and required outcome taking into account the criteria listed under this table that must be applied			
	Certificate at Level 3	Certificate at Level 4	Certificate or Diploma at Level 5	Certificate or Diploma at Level 6 Diploma or degree at Level 7 Graduate Certificate or Diploma at Level 7
IELTS test	General or Academic score of 5 with no band score lower than 5	General or Academic score of 5.5 with no band score lower than 5	Academic score of 5.5 with no band score lower than 5	Academic score of 6 with no band score lower than 5.5
TOEFL Internet-based test (iBT)	Score of 35 (with a writing score of 14)	Score of 46 (with a writing score of 14)	Score of 46 (with a writing score of 14)	Score of 60 (with a writing score of 18)
Cambridge English Qualifications	B2 First or B2 First for Schools with a score of 154. No less than 154 in each skill	B2 First or B2 First for Schools with a score of 162. No less than 154 in each skill	B2 First or B2 First for Schools with a score of 162. No less than 154 in each skill	B2 First or B2 First for Schools, or C1 Advanced, or C2 Proficiency with a score of 169. No less than 162 in each skill
OET	Minimum of Grade C or 200 in all sub-tests	Minimum of Grade C or 200 in all sub-tests	Minimum of Grade C or 200 in all sub-tests	Minimum of Grade C or 200 in all sub-tests
NZCEL	Level 3 (General)	Level 3 (Applied)	Level 4 (General) or (Employment)	Level 4 (Academic)
Pearson Test of English (Academic)	PTE (Academic) score of 36 with no band score lower than 36	PTE (Academic) score of 42 with no band score lower than 36	PTE (Academic) score of 42 with no band score lower than 36	PTE (Academic) score of 50 with no band score lower than 42

LanguageCert	B1 Achiever International ESOL Written (LRW) PASS with no less than 25/50 in each skill and Spoken (S) PASS	B2 Communicator International ESOL Written (LRW) PASS with no less than 25/50 in each skill and Spoken (S) PASS	B2 Communicator International ESOL Written (LRW) HIGH PASS with no less than 25/50 in each skill and Spoken (S) PASS	C1 Expert International ESOL Written (LRW) PASS with no less than 25/50 in each skill and Spoken (S) PASS
Trinity ISE	ISE I with no less than distinction in any band	ISE II with no less than pass in any band	ISE II with no less than merit in any band	ISE II with no less than distinction in any band

Appendix C

Acceptable international qualifications

- **New Zealand:** Completion of 12th Year (NCEA Level 2)
- **Australia:** High School Certificate with satisfactory grades
- **Bangladesh:** Higher Secondary Certificate with a minimum of 65% in all subjects
- **Brazil:** High School completion (3rd year of Secondary Level)
- **Brunei:** Pass in 4 subjects at GCE O Level
- **Canada:** High School Diploma from a province
- **Chile:** Secondary Education License
- **China:** Graduation from Senior Year 3 with a 65% average
- **Denmark:** Senior High School (Studentereksamen) average grade of 8.0 on a 11-point scale or Hojere Forberedelseseksamen completion
- **Fiji:** School Leaving Certificate with a 60% average in 4 subjects
- **France:** Baccalaureate completion
- **Germany:** Mittlere Reife or Realschulabschluss
- **Hong Kong:** HK Certificate of Education (HKCEE)
- **India:** Senior School Certificate (10+2) or equivalent with a 55% pass in 4 academic subjects
- **Indonesia:** SMA 3 with a 60% pass in 4 subjects
- **Iran/Iraq:** One year of recognised tertiary study completion
- **Italy:** Diploma de Maturita completion
- **Japan:** Upper Secondary School Leaving Certificate
- **Kenya:** Secondary Education Certificate with a B+ average
- **Korea:** High School Diploma
- **Malaysia:** SPM or Chinese Unified Examination
- **Mexico:** Qualification equivalent to New Zealand Year 12 (NCEA Level 2)
- **Nepal:** Proficiency Certificate with a 65% grade average
- **Netherlands:** VWO-Gymnasium A or B; VWO Atheneum A or B
- **New Caledonia:** Baccalaureate completion
- **Nigeria:** Senior School Certificate with a 22 aggregate in 6 subjects
- **Norway:** Videregaende Skole completion
- **Pacific Islands:** Year 12 (6th Form) completion
- **Pakistan:** Higher Secondary School with a 65% average
- **Papua New Guinea:** Higher School Certificate with a 55% average
- **Philippines:** High School graduation with 80%
- **Russia:** Secondary Education Certificate or Certificate of Maturity
- **Samoa:** High School completion with 55% average
- **Singapore:** GCE O Level in 4 subjects
- **Sri Lanka:** GCE O Levels with 4 credit passes
- **South Africa:** SA Senior Certificate or Matriculation Certificate with a 55% minimum average
- **Sweden:** Slutbetyg
- **Taiwan:** Senior High School Leaving Certificate
- **Thailand:** Matayom 6 with a GPA of 2.4
- **Tonga:** Form 6 completion with 55% average marks
- **United Kingdom:** GCSE with 6 passes

- **United States:** High School Graduation Diploma
- **Vietnam:** High School Diploma with a 60% average in 4 subjects