

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.

You will be considered an international student if you do **not** meet any of the following criteria:

- a New Zealand citizen, or
- a New Zealand permanent resident, or
- a New Zealand resident visa holder, or
- Australian permanent resident residing in New Zealand, or
- An Australian citizen residing in New Zealand, or
- A skilled migrant category resident visa holder, or
- A person of a class or description of persons required by the Minister, by notice in the Gazette, to be treated as if they are not international students. [The Education \(Domestic Students\) Notice 2023 – New Zealand Gazette](#)

All applicants must meet the entry criteria for their chosen programme. Onshore students must also hold a valid visa that permits part-time study at Strategi Institute.

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

Onshore applicants must hold a valid visa for the duration of their studies, with approval to study part-time if required. All international students residing in New Zealand must have suitable health and travel insurance for the full duration of their studies, regardless of visa type. Insurance protects students from high costs of medical care and other unforeseen events, as well as any additional costs for students eligible for ACC. It also covers students' travel to and from New Zealand, and within and outside the country. If you are living offshore, a valid New Zealand visa, travel, and health insurance are not required.

Applicants must be **18 years of age or older**.

Applicants must demonstrate English proficiency equivalent to the New Zealand domestic school qualification NCEA Level 1 in English, as the medium of instruction is English. Ways to prove English language proficiency are listed in Part 5 of the enrolment checklist.

Strategi Institute also requires applicants to demonstrate academic readiness appropriate for study. Acceptable evidence for meeting the academic entry requirements is outlined in Part 6 of the enrolment checklist.

Prospective students may be required to participate in an oral interview prior to enrolment. Enrolment is subject to approval by Strategi Institute.

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 of New Zealand.
- [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.

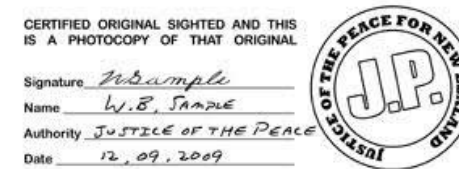
For those offshore, you may need to get your documents apostilled (if your country is part of the Hague Apostille Convention) or authenticated by staff at your nearest consulate, embassy, high commission, or an honorary consul.

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 should the certification include?

- The certifier must compare the original document with the copy to confirm it is a true and correct reproduction.
- Each page must have the official's authority, name and signature on each page.
- The date of the certification must be on each page.
- The certification must be in English.



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"> The biodata page and signature page of your passport; or National identity card; or Driver's licence*; <p>AND</p> <ol style="list-style-type: none"> 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. 	<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"/>

	* Only acceptable if you are a citizen of Australia or the Pacific Islands.		
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>All international learners currently residing in New Zealand (onshore) must hold a valid visa that permits part-time study for the full duration of their course with Strategi Institute.</p> <p>Required for all onshore international applicants:</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>Additional requirements depending on visa type:</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>For Student Visa holders: A variation of conditions (VOC) is required that permits part-time study at Strategi Institute. To check the current conditions of your visa and apply for a VOC, please consult with Immigration New Zealand.</p> <p>For Work Visa, Post-Study Work Visa, or Working Holiday Visa holders: A VOC may be required depending on the specific visa conditions. Refer to Appendix A to determine if this applies to your situation.</p> <p>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> <ol style="list-style-type: none"> 1. Provide the part of your employment agreement stipulating the study is a requirement of your employment, verified by your employer; or 2. A support letter from your employer on their official stationery that is physically signed and dated by the authorised signatory within the organisation. <p>To check the current conditions of your visa and apply for a VOC, please consult with Immigration New Zealand.</p>		
5	<p>Acceptable proof of English language proficiency</p> <p>One of the following:</p> <ol style="list-style-type: none"> 1. Evidence that you have: <ol style="list-style-type: none"> a. achieved NCEA Level 3 and have met New Zealand university entrance requirements; or 	<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. Completed a certificate programme at NZQA Level 4 or higher in New Zealand, Australia, the United Kingdom, the United States or Canada; or
 - c. been awarded an International Baccalaureate Diploma or Cambridge A-level qualification for which the teaching and assessment were conducted in English; or
 - d. 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
 - e. 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 **Appendix B** for the level of the programme in which you are enrolling.
Note: The 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 by [rule 22.3 \(a\) – \(c\)](#) of **NZQA’s Programme Approval, Recognition, and Accreditation Rules 2022** 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

	<p>b. completed at least five years of secondary education (<i>being the equivalent of New Zealand secondary school years 9 to 13</i>) at schools in one of the countries listed in rule 22.5 where you were taught using English as the language of instruction; or</p> <p>c. been awarded a Bachelor’s Degree, Graduate Certificate, Graduate Diploma, Bachelor Honours Degree, Post-graduate 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 by rule 22.4 (a) and (b) that you have been granted a Manaāki New Zealand Short Term Training Scholarship offered by the New Zealand government and have:</p> <p>a. completed all primary education (<i>being the equivalent of New Zealand primary school years 1 to 8</i>) and at least three years of secondary education (<i>being the equivalent of three years from New Zealand secondary school years 9 to 13</i>) at schools where you were taught using English as the language of instruction; or</p> <p>b. completed at least five years of secondary education (<i>being the equivalent of New Zealand secondary school years 9 to 13</i>) at schools where you were taught using English as the language of instruction.</p> <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>		
6	<p>Acceptable proof of academic entry requirements</p> <p>Strategi Institute requires learners to demonstrate academic readiness equivalent to NCEA Level 2 or higher.</p>	<ul style="list-style-type: none"> • A certified or verified copy of your completion certificate and transcript, demonstrating that you have been awarded a 	<input type="checkbox"/>

	<p>This is a Strategi Institute provider requirement and reflects the level of literacy, numeracy, and independent learning skills needed for successful study in a professional qualification.</p> <p>Acceptable evidence includes:</p> <ul style="list-style-type: none"> • NZQA Record of Achievement showing NCEA Level 2 or higher; or • A relevant New Zealand qualification at Level 3 or above; or • An overseas qualification (including International Baccalaureate or Cambridge exams) that is comparable to NCEA Level 2 or higher. <p>Note: Applicants may be required to attend an interview or undertake a written task.</p>	<p>high school qualification or higher from an overseas institution, must be provided.</p>	
7	<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 	<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"/>

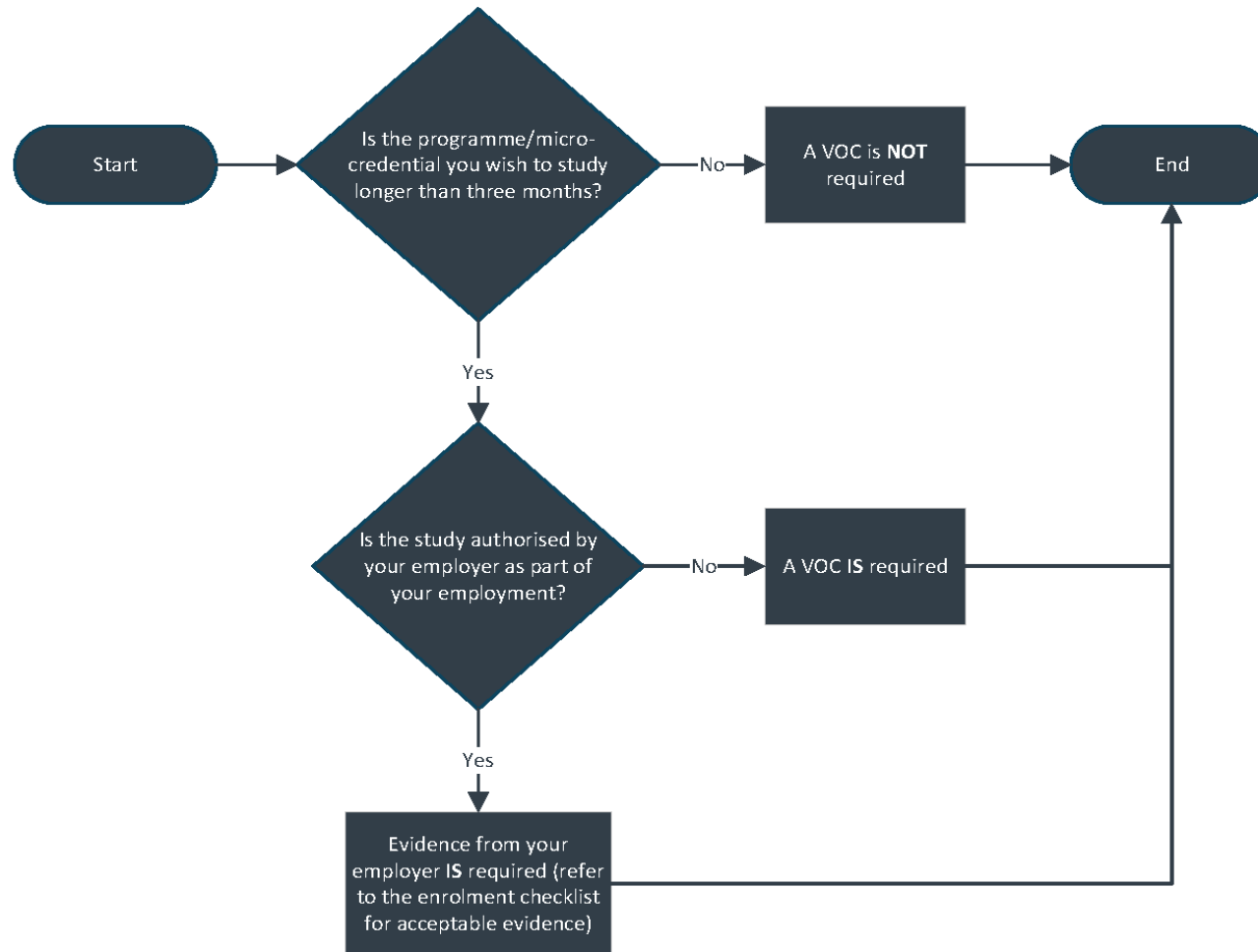
- [Southern Cross](#)
- [Cigna](#)

For further details, contact support@strategi.ac.nz.

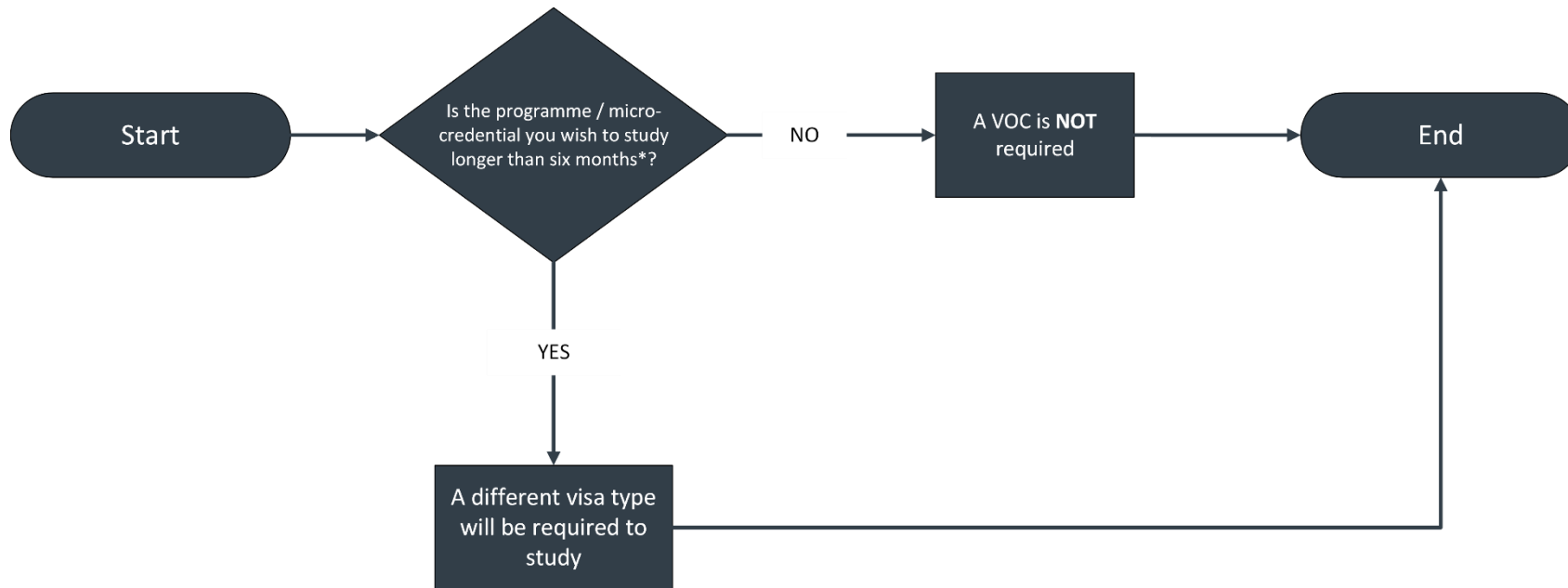
Appendix A

When additional visa evidence documents are required (variation of conditions (VOC))

Work Visa or Post Study Work Visa



Working Holiday Visa



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