

Accepted Documentation

TeachNZ can accept the following documentation as outlined below:

- Banking Evidence
- IRD Evidence
- Results
- Fees Invoice
- Enrolment Confirmation
- National Student Number (NSN)
- Certified Copies

If you have any questions please contact TeachNZ, call us on 0800 165 225 or email;

Scholarships: teachnz.admin@education.govt.nz

Study Awards: teacher.studyawards@education.govt.nz.

ACET: acet.recognition@education.govt.nz

Postal Address

TeachNZ
Ministry of Education
PO Box 1666
Wellington 6140

All documentation should clearly show your full name so it can be identified with your records we hold.

Banking Evidence

Posted

- Bank statement (original or certified copy)
- Encoded deposit slip (from your own cheque book)
- Handwritten deposit slip (stamped and signed by a bank teller)
- Print-out from your bank (stamped and signed by a bank teller)

Emailed

- Certified copy of your original bank statement
- Certified copy of your encoded deposit slip (from your own cheque book)
- Handwritten deposit slip (stamped and signed by a bank teller)
- Print-out from your bank (stamped and signed by a bank teller)

IRD Evidence

Posted

- An original letter from IRD or a certified copy
- An original copy of your printed IRD card or a certified copy
- IRD tax summary stamped and signed by the IRD office
- Handwritten evidence of number stamped and signed by IRD office on the front of the card
- An original letter from Studylink that shows IRD number or a certified copy of a letter from Studylink that shows your IRD number.

Emailed

- Certified copy of a original letter from IRD
- Certified copy of a printed IRD card
- Certified copy of a IRD tax summary
- Handwritten evidence of number stamped and signed by IRD office
- Certified copy of a letter from Studylink that shows IRD number.

Note: Pay slips will not be accepted as proof of your IRD number.
IRD internet print outs **must** be certified by the IRD office only

Results

Scholarship Accepted results are;

Posted

- An original academic transcript (which can be returned upon request).
- A copy of the original transcript certified by someone such as a JP, school principal, police officer or solicitor.
- A printout of your final results from your online student account *verified by someone at your education provider's registry office.*
- A copy of your transcript *sent directly to TeachNZ from your provider (we cannot accept forwarded on emails from you).*

Emailed

- A copy of the original transcript certified by someone such as a JP, school principal, police officer or solicitor.
- A printout of your final results from your online student account *verified by someone at your education provider's registry office.*
- A copy of your transcript *emailed or faxed directly to TeachNZ from your provider.*
- eEquals results emailed directly to us at teachnz.admin@education.govt.nz

Study Award (not including STG/ATG/CTSF) Accepted results are;

Posted

- An original academic transcript (which can be returned upon request).
- A copy of the original transcript.
- A printed screenshot of your final results (this needs to show your full name).
- A printout of your final results from your online student account
- A copy of your transcript *sent directly to TeachNZ from your provider.*

Emailed

- A copy of the original transcript scanned.
- A screenshot of your final results (this needs to show your full name).
- A printout of your final results from your online student account.
- A copy of your transcript *emailed or faxed directly to TeachNZ from your provider.*
- eEquals results emailed directly to us at teachnz.admin@education.govt.nz

Study Award STG/ATG/CTSF Accepted results are;

Posted

- An original academic transcript (which can be returned upon request)
- A copy of the original transcript certified by someone such as a JP, school principal, police officer or solicitor.
- A printout of your final results from your online student account *verified by someone at your education provider's registry office.*
- A copy of your transcript *sent directly to TeachNZ from your provider.*

Emailed

- A copy of the original transcript certified by someone such as a JP, school principal, police officer or solicitor.
- A printout of your final results from your online student account *verified by someone at your education provider's registry office.*
- A copy of your transcript *emailed or faxed directly to TeachNZ from your provider.*
- eQuals results emailed directly to us at teachnz.admin@education.govt.nz

Fees Invoice

Posted

- Original or copy (not required to be certified) of your study enrolment confirming all courses/papers to be undertaken.
- Each course/paper must show the code (if applicable) and cost as a dollar figure.

Emailed

- Original or copy (not required to be certified) of your study enrolment confirming all courses/papers to be undertaken.
- Each course/paper must show the code (if applicable) and cost as a dollar figure.

Enrolment Confirmation

Posted

- Original or copy (not required to be certified) of your study enrolment confirming all courses/papers to be undertaken.

Emailed

- Original or copy (not required to be certified) of your study enrolment confirming all courses/papers to be undertaken.
- Email from your Provider confirming your course and papers for study. *This can be emailed or faxed directly to TeachNZ, or forwarded on email with no amendments.*

Note: Dependant as advised above (banking evidence, IRD and results sections) any original evidence MUST be posted, only certified copies can be emailed. All evidence submitted needs to be readable of a high quality, if not it will be requested to be resubmitted.

National Student Number (NSN)

Your National Student Number (NSN) is required by TeachNZ to process your fees and allowance payments. NSN is a unique number given to students in primary, secondary and tertiary institutions to identify them.

Your NSN is listed on your New Zealand Qualification Authority Record of Achievement, National Certificate of Educational Achievement Results Notice and School Results Summary. It's also your learner log-in on the NZQA website.

If you can't find your NSN please contact NZQA Helpdesk on 0800 697 296.

If you do not have an NSN please visit the NZQA website below for information in regards to getting an NSN as you will need to complete and send NZQA a registration form which is available to download from the link above.

<http://www.nzqa.govt.nz/qualifications-standards/results-2/>

Certified Copies

TeachNZ require certified documentation in order to pay eligible fees and allowances (as described above).

What is a 'certified copy'?

Certified copies are photocopies that have been stamped on the front page of all documents and endorsed as a true copy of the original. Certified copies stamped on the back will not be accepted. Any of the following people can certify photocopies:

- a school principal
- a minister of religion
- a kaumātua
- a registered medical professional
- a police officer
- a member of the administrative staff at any tertiary education provider
- a District Court Registrar
- a Justice of the Peace (You can find a list of local Justices of the Peace in the Yellow Pages.)

Note: A spouse or family member cannot certify your paperwork.

TeachNZ contact details:

Postal Address

TeachNZ
Ministry of Education
PO Box 1666
Wellington 6140

Phone

Call us on 0800 165 225

Email

Scholarships: teachnz.admin@education.govt.nz
Study Awards: teacher.studyawards@education.govt.nz
ACET: acet.recognition@education.govt.nz