

# CHECKLIST TO APPLY FOR AN INTERNATIONAL QUALIFICATION ASSESSMENT (IQA)

This checklist will help you prepare the information you require to apply for an International Qualification Assessment (IQA). **This document is for your reference only** – you do not need to submit it when you apply.

## Documents Required

Ensure you have all the documents below. You do not need to send in your documents. **We only require scanned copies of your original documents** which you will upload during the application process.

If you do not have a required document below, please contact us first at [qrs@nzqa.govt.nz](mailto:qrs@nzqa.govt.nz) so we can advise if your qualification can be assessed.

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- Passport bio-data page (required)**  
The section of your passport that shows your photograph, name, date of birth, and nationality. If there is a page that mentions your parents' names, please also provide a copy.
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- Evidence of name change (required)**  
If your current legal name (the name that is listed on your passport) is different from the name on your award certificate(s), you must provide evidence of your name change. This could be a marriage certificate or deed poll.
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- Award certificate (required)**  
The certificate issued by the awarding body. You might have received this at a graduation ceremony after completion of your course.
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- Transcript/academic record/mark sheet (required)**  
A full academic record for all the years of study. It must include the titles and results of classes/modules/papers you completed. If you completed a full semester or more with a different education provider and details of this are not included on your transcript, we may seek further information from you. In cases where you cannot provide a transcript (e.g. your awarding body did not offer them at the time), you must supply a syllabus from the time of your study for your qualification to be assessed. Note that we cannot assess qualifications without a transcript (or syllabus if no transcript is available).
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- Syllabus**  
If your transcript/academic record/mark sheet does not include details of the courses/subjects you completed (for example, if it only shows the course codes, or only lists the courses as "Module 1", "Module 2", etc. without any other information), please provide a syllabus of your programme of study that outlines the courses/subjects covered. We recommend that you include this wherever possible, especially if you are applying for a Teaching or Skill Shortage List Assessment.  
If you completed your qualification more recently, the syllabus may be available on the awarding institution's website. If available, please provide the link during the application process.  
If a syllabus is not available and the transcript/academic record/mark sheet does not include the detail required, please contact your awarding institution and ask them to provide you with a letter with details of the courses/subjects taken as part of your programme.  
Providing us with a syllabus will help ensure there are no delays in the assessment of your qualification.
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- Evidence of apprenticeship or trade experience (required if applicable)**  
If you completed a formal apprenticeship, please include the contract of apprenticeship. This would have been issued to you by your employer and will include the dates you started and completed the apprenticeship. QRS cannot assess stand-alone work experience and/or competency-based certificates. Depending on the pathway of the trade qualification, NZQA may not be the appropriate body to assess your skill set, abilities and/or competency in a specific area of trade.
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- Underpinning qualifications (required if applicable)**  
If you nominate a qualification for assessment that has an underpinning qualification (e.g. a bachelor's degree is the underpinning qualification for a master's degree), please provide this as a supporting document so that we can see the educational pathway that led to your higher qualification. **Please note that underpinning qualification(s) will not be assessed separately as part the application.**
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### English translations (required if applicable)

If your documents were not issued in English, we require an English translation by a **recognised official translation service** for each document. English translations must be carried out by the Translation Service of Internal Affairs ([www.dia.govt.nz/Translation-Service](http://www.dia.govt.nz/Translation-Service)), an Embassy/High Commission, or a private or official translation business. Translations **cannot** be prepared by the person applying, a member of their family, a friend or an immigration adviser helping with the application. Note that we will also require scans of your original documents as well as the translations.

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## Document Requirements

All the documents on the previous page must be **scans of the original documents** and must meet the following requirements:

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All files must be saved as separate files, clearly labelled with what they are, and uploaded individually during the application process. Documents with multiple pages must be saved as one file. For example, a transcript with multiple pages must be saved as one file.

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All documents must be legible, coloured, scanned digital copies. If your original document is in colour, then you must upload a colour copy. We do not accept black and white copies of colour originals.

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The scans must be of the complete document with no missing edges, corners or information.

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Documents must be scanned on the back as well if they contain any information, such as stamps, seal, or instructions.

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Documents **do not** need to be certified as long as we receive identical colour copies of the original.

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All files should be saved as one of these file types: .pdf, .jpg, .png, .docx

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NZQA reserves the right to require additional proof of authenticity for any documents submitted. Additionally, NZQA can request documents be resubmitted if the content is unclear or ambiguous. We may also request verification of your qualifications.

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## Information Required

Ensure you have the following information available about yourself and your qualification:

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Personal details, including your email address, phone number and postal address

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Details about the institution that awarded your qualification, including its postal address, campus name and website address (enter below to help you remember)

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Details about your qualification, including the country of award, country of study (if different) and study dates (enter below to help you remember)

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If you would like someone else to contact us on your behalf (e.g., a relative, friend, licensed immigration adviser, etc.), please make sure you have their contact details (enter below to help you remember)

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## Before You Apply

Before you apply for an IQA, please make sure you read and understand the information below.

### Add-On Assessments

Make sure you have understood what you need to apply for, including any add-on assessments. If you have not gone through the information for the purpose of your IQA, please go to [www.nzqa.govt.nz/qualifications-standards/international-qualifications/international-qualification-assessment-iqa](https://www.nzqa.govt.nz/qualifications-standards/international-qualifications/international-qualification-assessment-iqa) and read the information carefully so you are clear which add-on assessments (if any) you need to select during the application process.

### Assessable Qualification?

Make sure that your qualification meets the requirements for assessment. You can find information on the types of qualifications we can and cannot assess here: <https://www.nzqa.govt.nz/qualifications-standards/international-qualifications/international-qualification-assessment-iqa/>

### Fraudulent Activity

Ensure that you understand that NZQA takes **fraudulent activity** very seriously. If there is any evidence of falsified information with the intent to mislead or misrepresent, NZQA will decline your application. We will not issue a report for any of your applications and will decline to assess any future applications made by you. If a Recognition Statement has been issued, it will be revoked. **We will also provide information to the relevant authorities and agencies, including Immigration New Zealand and the New Zealand Police.**

### Payment

Ensure you have a **credit card** ready for payment during the application process. We **do not** accept any other methods of payment.

- **IQA:** NZ\$445
- **Skill Shortage List Assessment Add-On:** additional NZ\$165
- **Teaching Assessment Add-On:** additional NZ\$301 (after you submit an IQA, you will be able to submit two additional IQAs free of charge **within 48 hours** for other qualifications you hold)
- If your qualification was completed before 1998, there is an extra fee of NZ\$275 to cover additional assessment costs.

### Timeframe

Ensure you understand that the timeframe for the completion of your IQA is **25 working** days from the date you submit your application with all required information and documents. Please note that this does not include weekends nor public holidays.

Note that in some cases it may take longer to complete your assessment depending on the complexity of your application or if the evaluator requires additional information.

We will contact you if any information or documents are missing and you will have 30 days to provide this to us. Your application will be put on hold during that time and this will delay your assessment. If we do not hear back from you after 30 days we will cancel your application and provide a refund minus an administration cost.

**Important:** We do not prioritise applications unless in some very exceptional circumstances. If your IQA is for an immigration or visa application with a deadline before your IQA is due to be completed, **you can provide Immigration New Zealand with the confirmation email from NZQA** that your IQA assessment is underway. Immigration New Zealand will accept this as evidence that you are waiting for your IQA assessment to be completed.

## Ready to Apply for an IQA?

Once you have prepared and understood the information above, you are ready to apply. Go to <https://qrs.nzqa.govt.nz> to set up an online account and apply for an IQA.