

NZCFS Level 5 Student Enrolment Checklist

Thank you for your application to study the New Zealand Certificate in Financial Services (Level 5) with Strategi Institute.

This checklist outlines the tasks you need to complete and the documents you need to provide to complete your enrolment. You may have already completed a few tasks on this checklist.

Please allow three working days to process your enrolment once you have completed and emailed the items on this checklist to us. Please email the documents to support@strategi.ac.nz.

Candidates applying for bridging the gap between identical strands but different versions:

This note is only for candidates applying to bridge from V1 of a strand to V2 of the same strand, for example, if you want to bridge your Core strand V1 to Core strand V2. **Before you apply, you must discuss your case with the [Academic Manager](#) at Strategi Institute and get approval to proceed.** The Academic Manager will evaluate your eligibility and inform you of your study path and assessments under this option.

No.	Steps/requirements for a successful application	Check
1	Complete the online enrolment form (if you have not completed it yet then click here).	
2	Order the programme/strand that you wish to study, on the Strategi Institute website (if you have not yet placed an order for the course).	
3	Provide proof of your identity (please refer to the guidelines below for acceptable documents)	
4	Provide proof of your New Zealand citizenship/residency status (please refer to the guidelines below for acceptable documents)	
5	Provide proof you meet the English proficiency requirements (please refer to the guidelines on the next page for acceptable documents)	

Your proof of identity and New Zealand residency/citizenship documents need to be certified. Alternatively, a Strategi Institute staff member can verify your documents for you by sighting the original copies. Please contact us to schedule a time to get your documents verified.

Acceptable photo identification

The following documents are acceptable photo identification. Please either get the originals of the below documents verified by a Strategi Institute staff member or else provide a valid and certified copy of:

1. The biodata page and signature page of your passport; or
2. Your New Zealand driver's licence; or
3. Your New Zealand firearm's licence; or
4. Your 18+ ID card;

AND

5. Your name change document if you had an official name change, including a change in your maiden name. Such as an affidavit, divorce or marriage certificate.

Acceptable proof of New Zealand citizenship

The following documents are acceptable as proof of your New Zealand citizenship status. Please either get the originals of the below documents verified by a Strategi Institute staff member or else provide a valid and certified copy of:

1. The biodata page of your New Zealand passport; or
2. Your New Zealand birth certificate; or
3. Your New Zealand certificate of citizenship.

If you are unable to obtain a birth certificate, you may contact us to confirm that a whakapapa statement signed by both yourself and the kaumatua is acceptable evidence of citizenship.

Acceptable proof of New Zealand residency

The following documents are acceptable as proof of your New Zealand residency status. Please either get the originals of the below documents verified by a Strategi Institute staff member or else provide a valid and certified copy of:

1. The biodata page of your passport with a current returning residency class visa (a passport with a visa label); or
2. The biodata page of your passport, and a letter or email confirming current returning residency class visa (label-less visa or eVisa); or
3. Your certificate of identity from Immigration New Zealand if you are a refugee.

English proficiency requirements

Non-native English speakers require IELTS 5.5 with no band score lower than 5, or equivalent.

Please provide any one of the following to show you meet the required English proficiency:

1. An IELTS overall score of 5.5 with no band score lower than 5.0 (taken in the last two years).

2. Pearson Test of English (Academic) score of 42 with no band score lower than 36 (taken in the last two years).
3. NZCEL Level 4 (General)/(Workplace)/(Employment).
4. Completion of or been awarded an NZQA Level 5 Diploma, Bachelor's degree, Graduate Certificate, Graduate Diploma, Bachelor Honours Degree, Postgraduate Certificate, Postgraduate Diploma, Master's Degree or Doctoral Degree from a recognised tertiary education provider in New Zealand.
Other acceptable tests of English proficiency (please check with the student support team if the test is acceptable).

Who can certify a copy of your document(s)?

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

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

- Police Officer
- Justice of the Peace
- Kaumatua (verified)
- Solicitor of the High Court
- Notary Public
- NZ Honorary Consul
- Member of Parliament

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 their signature.

Email support@strategi.ac.nz or call 09 414 1300 if you have any issues providing these documents.