

Graduate Diploma in New Zealand Immigration Advice (Level 7) Application Checklist

This checklist has been created to ensure you provide all the documents required to support your application to study the Graduate Diploma in New Zealand Immigration Advice (GDNZIA). Full details of the entry requirements can be found on our website: <https://toiohoma.ac.nz/study/graduate-diploma-newzealand-immigration-advice>. You must provide evidence to demonstrate you meet **both** the academic **and** English entry requirements.

ACADEMIC ENTRY REQUIREMENT		
REQUIREMENT	DETAILS	EVIDENCE REQUIRED
Recognised completed undergraduate degree	Bachelor's degree completed in New Zealand <i>OR</i>	Certified copy of New Zealand degree certificate
	Bachelor's degree completed overseas which is included in Immigration New Zealand's List of Qualifications Exempt from Assessment <i>OR</i>	- Certified copy of overseas degree certificate - If the degree certificate is not in English, you must also provide an official translation
	Bachelor's degree completed overseas which has been recognised by NZQA <i>OR</i>	- Certified copy of overseas degree certificate - If the degree certificate is not in English, you must also provide an official translation - Certified copy of NZQA report such as International Qualification Assessment
Special admission	You must demonstrate that you have practical, professional, or educational experience equivalent to an undergraduate degree	- CV - Cover letter - Work references - Certified copy of any completed tertiary qualifications - If the completed tertiary qualification is not in English, you must provide an official translation
ENGLISH ENTRY REQUIREMENT		
REQUIREMENT	DETAILS	EVIDENCE REQUIRED
English test	Academic IELTS test completed in the last two years with scores of Writing 7.0, Reading 6.5, Listening 6.5, Speaking 6.5, Overall 7.0 <i>OR</i>	Certified copy of IELTS test report
	TOEFL iBT test completed in the last two years with scores of Writing 27, Reading 20, Listening 20, Speaking 20, total score 100 <i>OR</i>	Certified copy of TOEFL iBT test report
	PTE Academic test completed in the last two years with scores of Writing 65, Reading 58, Listening 58, Speaking 58, Overall 65 <i>OR</i>	Certified copy of PTE Academic test report
Education and/or schooling in English	All primary schooling and at least three years secondary schooling completed in New Zealand, Australia, Canada (excluding Quebec), the Republic of Ireland, the UK or the USA <i>OR</i>	Details of schooling form
	Five years secondary schooling completed in New Zealand, Australia, Canada (excluding Quebec), the Republic of Ireland, the UK or the USA <i>OR</i>	Details of schooling form
	Six years' of education completed in New Zealand, Australia, Canada (excluding Quebec), the Republic of Ireland, the UK or the USA which comprises: - A completed bachelor's degree of at least three years' duration, plus secondary schooling equivalent to year 12; or - A completed bachelor's degree of at least three years' duration, plus another completed bachelor's degree undertaken at a different time to the first bachelor degree; or - A completed bachelor's degree of at least three years' duration, plus a completed postgraduate qualification(s)	Details of schooling form
OTHER REQUIREMENTS		
REQUIREMENT	DETAILS	EVIDENCE REQUIRED
Statutory declaration	All applicants must provide a GDNZIA statutory declaration (available on our website) which is witnessed by an authorised person	GDNZIA statutory declaration
ID	All applicants must provide evidence of their identity, including evidence of any name change(s)	- Certified copy of passport - Certified copy of any documents to record name change (if applicable)

Insurance	Onshore international students are required to hold medical insurance which meets the Pastoral Care of International Students Code of Practice .	Certificate of insurance
	If you are an onshore international student and you do not hold medical insurance which meets the Pastoral Care of International Students Code of Practice , we can arrange insurance for you	Let us know you would like us to arrange insurance for you

VISA REQUIREMENTS (ONSHORE ONLY)		
REQUIREMENT	DETAILS	EVIDENCE REQUIRED
Visa	Onshore international students require either a work visa with a variation of conditions to study, or a visitor visa with a variation of conditions to study	New Zealand visa
	If you have a work visa and your employer requires you complete the GDNZIA as part of your employment, you may not require a variation of conditions	- New Zealand visa - Letter from employer on letterhead which confirms you are required to complete the GDNZIA as part of your employment

Application documents should be uploaded to your online application. If you are unable to upload your documents to your online application, please email the documents in PDF format to international.applications@toiohomai.ac.nz with “Immigration Advice Documents – [Your name]” in the subject.

Note: This programme is extremely popular. We are unable to reserve places. Please allow six weeks for processing. If you do not provide all application documents within six weeks of applying, your application may be closed.