



Certified documents for TeachNZ Scholarships

Certified documents and who can certify them

Certified documents are copies that are stamped or endorsed as a true copy of the original. Only authorised people can certify your copies.

A family member or spouse cannot certify copies of your documents, even if they are authorised to do so for other people. Any of the following people can certify copies:

- Justice of the Peace.
- Court registrar or deputy registrar.
- Lawyer or solicitor.
- Notary public.
- Education provider (for certified academic transcripts or certificates only).

Certified documents for your application

You must upload the following certified documents in your application.

If you are a New Zealand citizen, provide one of the following:

- ID page of your New Zealand passport
- New Zealand birth certificate
- A certificate of New Zealand citizenship.

If you are a New Zealand permanent resident or resident, provide:

- your main passport page, and
- a passport page showing your New Zealand residency stamp/sticker or
- a certified copy of an e-visa.

Upload evidence of your academic achievements. Provide at least one of the following for every year of study:

- Your highest qualification (for example, secondary, vocational or tertiary study).
- Academic transcripts for any study you have undertaken.
- Any certificates or awards you hold (for example, a first aid or trade certificate).

Career-changer scholarship applicants only

If you apply for a career-changer scholarship, you may upload an additional document about your employment. It does not need to be certified. This can be a:

- reference or references
- signed letter from your employer
- certificate of service, or
- current payslip.

Kupe Scholarship applicants only

If you apply for a Kupe Scholarship, you must submit two or three additional documents. We will email you to request them. They do not need to be certified. The documents are:

- a declaration from your tertiary provider to confirm your enrolment (undergraduate students in their second year of study only)
- a family tree or whakapapa endorsed by a leader of your community to confirm you are of that cultural group, and
- a supporting letter from your iwi and Māori community leader or Pacific community and leader.

Certified documents for accepting a scholarship

If you are successful, you must upload two additional certified documents to accept a scholarship.

Upload evidence of your bank account. This can be:

- a bank statement with your account number, account name and bank name/logo
- a bank letter
- an account confirmation letter
- online banking account details page showing your name and account number, or
- a payslip with your account details.

Upload evidence of your IRD number. This can be:

- an IRD number notice or letter from Inland Revenue
- a document issued by Inland Revenue showing your name and IRD number, or
- other official IRD documentation that clearly shows your IRD number and identity
- a payslip showing your account details and IRD number.

Contact us

If you have any questions, we're here to help.

Email: teachnz.admin@education.govt.nz