



Certified documents for TeachNZ Scholarships

Certified documents and who can certify them

Certified documents are endorsed as true copies of an original. They are signed, stamped and dated by an authorised person. 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).

Your documents must have been certified within the past 12 months.

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 visa holder, 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 are applying 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 are applying 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