

National Certificates & Diplomas, Record of Achievement and New Zealand Diploma in Business application form



NEW ZEALAND QUALIFICATIONS AUTHORITY
MANA TOHU MĀTAURANGA O AOTEAROA

QUALIFY FOR THE FUTURE WORLD
KIA NOHO TAKATŪ KI TŌ ĀMUA AO!

Use the following form to apply for:

- Your National Certificate or Diploma or to order a reprint
- Record of Achievement
- Your New Zealand Diploma in Business certificate, a reprint or a transcript

Please complete all required sections for the relevant application and return to:

Post: **Data Management and Learner Records, NZQA, PO Box 160, Wellington 6140, New Zealand,**

email: **DMLR@nzqa.govt.nz** or Fax: **(04) 463 3112**

Allow **5 - 10 days** for processing of your application.

Note: All fields are compulsory for the applicable application.

| | | | |
|-------------------------------------|--|---|---|
| Personal details | Name: | _____ | |
| | | First names (First name, middle name) | Surname/family name |
| | Other name used while studying: | _____ | |
| | | Full name used while studying if different from above | |
| | Date of birth: | _____ | National Student Number (NSN): _____ |
| | | dd/mm/yyyy | Only complete if known e.g. 1234567890 |
| Phone: | _____ | email: _____ | |
| | e.g. 04 123 4567 or 02X 123 4567 | e.g. joe@smith.com | |
| Signature: | _____ | | |
| | Applicants signature | Date: _____ | |
| | | dd/mm/yyyy | |
| Preferred method of contact: | Phone <input type="checkbox"/> | email <input type="checkbox"/> | |

National Certificate/Diploma

Certificate

\$15.30

Reprint

\$15.30

Please complete the personal details above and Sections 1 to 4 below and on the next page.

Record of Achievement

\$15.30

Please complete the personal details above.

New Zealand Diploma in Business

Certificate (first issue)

\$0.00

Reprint

\$25.60

Transcripts copies \$5.10 each: Copies: _____

Transcript copies cost: _____

\$5.10 X Copies = Transcript copies cost

For Awards and Reprints, please complete the personal details above and Sections 3 to 5 on the next page.

For Transcript copies only, please complete the personal details above.

Qualification/Certificate name: _____

Formal name of your qualification or certificate

Continued on the next page

Qualification number: _____ Level: _____
If known The level it appears under on the NZ Qualification Framework if known

Strand _____
If known

Teaching institution: _____
Name of the education provider

Date completed: _____ or Years of study: _____ to _____
dd/mm/yyyy Start (yyyy) Finish (yyy)

Qualification version: _____
The qualification version you completed i.e. Version 1

Address: _____
Street number and name
Suburb Town/City State/Provence
Country Post/Zip code

Shipping method: Standard Post Tracked courier Courier zone _____

| Location | Cost | Courier Zone | Location | Cost | Courier Zone |
|-----------------------|---------|--------------|---------------------------|---------|--------------|
| New Zealand all areas | \$5.00 | NZ | East Asia & North America | \$41.70 | C |
| Australia | \$20.40 | A | UK & Europe | \$42.60 | D |
| South Pacific | \$36.40 | B | Rest of World | \$52.10 | E |

Send an email copy: Please update my contact details with NZQA

Total cost: _____ Add together the appropriate costs for the application you are making, including all additional charges i.e. Courier fees, additional copies required.

Payment method: Direct credit Visa Mastercard Cheque

Credit card details: _____ / _____
Card number Expiry date

Name on card Cardholders signature

Direct credit: Payments to NZQA can be made to **02 0536 0370579 00**
Payee reference details are as follows: Reference - **NZQARECTQ**
Particulars - **Enter your surname**

Cheque: Please make payable to "NZQA" or "New Zealand Qualifications Authority"

Office use only

Receipt number: _____

Date: _____