**SUPPORTING DOCUMENTS CHECKLIST**

**Instructions**

* ***Please prepare the following supporting documents before your interview***
* ***Save your scanned documents with your name and the document name and email them to*** [***karen.wesseling@spcnm.ac.nz***](mailto:karen.wesseling@spcnm.ac.nz)

**1. ID 1 - CERTIFIED PROOF OF RESIDENCY (all applicants)**

Provide a certified copy\* of your proof of residency (e.g., birth certificate or current passport) showing your current legal name.

**2. ID 2 - CERTIFIED PHOTO ID (all applicants)**

Provide a second certified copy\* of proof of identity that includes your photo (e.g., current passport or drivers licence) showing your current legal name.

**3. PROOF OF CHANGE OF NAME (if applicable)**

Where there has been a name change, or ID shows a different name, provide a certified copy\* of proof of a legal name change (e.g., a marriage certificate).

**4. PROOF OF PREVIOUS STUDY (if applicable)**

If you have previously studied at tertiary level, please upload a copy of your academic transcript/s and copy of any certificates/diplomas/degrees.

**5. PROOF OF ENGLISH LANGUAGE PROFICIENCY (if required)**

Complete the English Language Requirements section in the questionnaire (all applicants). Under NZQA requirements all applicants must demonstrate English proficiency through (1) evidence of schooling or (2) English language proficiency tests. Upload a copy of your IELTS or TOEFL results if applicable (Note these results must be less than two years old).

**6. LETTER OF RECOMMENDATION (if requested).**

Provide a letter of recommendation from a person of standing who has known you for a minimum of two years.

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| \* A ***certified copy*** means a photocopy of your original document, signed as being a true and accurate copy by an SPCNM staff member, Justice of the Peace, lawyer, registered teacher or medical doctor, an official of the issuing authority, or a court official (Court Registrar or Deputy Registrar). The verifier must not be a member of your family.  Alternatively, email through a copy of your original documents for us to certify after viewing the originals. Please have them on hand for your interview.  Ensure the entire image of the relevant document is visible on the copy. |