

Checklist for students seeking Higher Education

Seeking higher education can mean going to educational institution in NZ or overseas. Examples of higher education institutions in NZ or overseas can be a University, Polytechnic, Specialised Institution (only educates students for a specific qualification e.g. early Childhood) or any other type of Educational School.

ICL can support and possibly help you with your plans to seek Higher education. Please ensure you tick all boxes below to check you have all the documents you need.

Only after answering all questions you can book an appointment to meet a pathways staff member to help you with your plans to seek higher education. When the checklist is complete, see the email address at the end of the checklist

INFORMATION NEEDED	TICK
1. Academic Record from ICL signed by ICL	
2. Copy of diploma/certificate/qualification signed by ICL	
3. Attendance letter record signed by ICL	
4. If applicable, NZQA record of learning (NZDB, NZIM)	
5. What is the name of the Higher Education Institution you are planning on going to? A: Name: _____ Web address: _____ B: Name: _____ Web address: _____	
6. What is the location of the Higher Education Institutions you are planning on going to? A: Location Name _____ B: Location Name _____	
7. What is the planned course of study?	
8. What is your planned major? List:	
9. How many credits do you think you are likely to get? Contact all the schools you are planning to go to (enrolment for new students - international) and ask them how many credits you will get. NOTE: They will request your academic transcript from ICL. (Attach any letters or offers from the schools you are planning to go to with how many credits you can obtain. If you have not decided which schools to go to and do not have any offers, then leave this question blank at present). Other details state here. _____ _____ _____	
10. Before certain New Zealand School documents can be used overseas, document authentication may be necessary. Check with the Education Institutions you plan to go to first if you need to get your NZ Education Documents verified before you leave NZ as there are costs involved and it can take up to 2 weeks. Documents can be authenticated by the Department of Internal Affairs Authentication Unit, and then sent to the Ministry of Foreign Affairs and Trade (MFAT) for verification. More details can be found in: https://www.google.com/url?q=https://www.mfat.govt.nz/en/about-us/who-we-are/authentication-of-documents/&ust=151278426000000&usg=AFQjCNEixP_knkuVgz5SDnV0sx1QgYbZfQ&hl=en&source=gmail https://www.govt.nz/browse/nz-passports-and-citizenship/proving-and-protecting-your-identity/use-your-nz-documents-overseas/#what-you-need-to-know	

NOTE: If you are leaving or have left ICL, please ensure you have completed and submitted the 'Leaving Survey' to help you keep in contact with us in the future, and to find out about upcoming events and news about ICL

Only after you have answered (ticked) all the questions shown above, email: pathways@icl.ac.nz to book an appointment with one of our staff to assist you with your application.

Please advise: Proposed date to go to the higher education institution? _____