

## Documents supporting your application

Use this guide to ensure you provide the right information as part of your application

These documents enable us to assess and finalise your enrolment. It is important to know that most delays in processing your enrolment are the result of incorrect or missing documentation.

Please check the list below to ensure you provide all of the required documents.

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## General documents

### Proof of identity

The Government requires us to verify your identity if you are enrolling in a programme of study with us. We are required to validate your; full legal name, date of birth, gender and citizenship or residency status.

#### Previous NMIT students

You may already be fully verified, we will advise if we still require you to provide any documentation.

#### Previously studied elsewhere in New Zealand

If you already have an active **National Student Number (NSN)**, you will normally just need to complete a declaration form confirming your identity.

#### No National Student Number

If you don't have an active NSN or if otherwise required, you will have to undertake the full identity validation process before we can complete your enrolment. To do this, you will need to provide one of the following types of document either as an original or a [certified copy](#):

#### Accepted proof of identity documents

- Birth Certificate with a place of birth stated as New Zealand, Cook Island, Tokelau or Niue
- New Zealand or Australian passport
- [A statement of Whakapapa \[PDF, 217 KB\]](#) including date of birth countersigned by a Kaumatua
- Certificate of citizenship or letter of confirmation
- Overseas passport with residency stamp
- Overseas passport

Please note - A driver's licence is not acceptable proof of identification as it does not state your residency.

#### Changed your name?

If you have changed your name since you were first registered on the National Student Index (NSI) then you will need to provide an official Name change certificate before we can accept and use your new name. If you do not already have a certificate, you can [change your own name\(external link\)](#) with Birth, Deaths and Marriages. A fee applies.

## International student document requirements

All international student applications are required to provide [a certified copy](#) of the following:

- Passport bio page
- English translation of entrance qualifications, academic records and qualifications
- Degree qualification with full transcripts with university login details to allow NMIT to verify the results
- IELTS, TOEFL or FCE/CAE result sheet with login details or other evidence of your English language level, or please inform us of the date that these results will be available
- If you are applying for a programme/course that is **delivered online only, within New Zealand** you will be required to complete a consent form to [grant permission for NMIT to contact Immigration New Zealand \[PDF, 402 KB\]](#) to seek information about your visa so we can confirm your eligibility. This covers the following:
  - Digital Photography
  - Front-end Website Design
  - Graphic Design: Branding and Identity
  - Graphic Design: Promotional Artwork
  - New Zealand Certificate in Business (First Line Management)
  - New Zealand Certificate in Business (Introduction to Team Leadership)
  - New Zealand Diploma in Business (Accounting) Online
  - Video Production

### Supplementary information

- Details of any relevant work experience if applicable
- Statement of purpose

### Programme specific documents

In addition to the general documents listed above, some of our programmes have specific requirements that need to be provided along with your application. Form templates are linked where appropriate.

- [Questionnaire \[PDF, 289 KB\]](#)

Programme name	
<b>Adventure Tourism and Guiding</b>	<b>Levels 4 and 5</b>
<ul style="list-style-type: none"> <li>• <a href="#">Referee report [DOCX, 205 KB]</a></li> <li>• <a href="#">Additional information form [DOCX, 213 KB]</a></li> </ul>	
<b>Bachelor of Arts and Media</b>	<b>Level 7</b>
<p>All applicants must submit a portfolio of work showing ability in the Visual Arts and Design major.</p> <p>The portfolio may include a selection of the following:</p> <ul style="list-style-type: none"> <li>• Sketchbooks/workbooks showing the development of ideas</li> <li>• Art / design / media works, including both process works and finished works in the medium or field in which the applicant wishes to study</li> <li>• Photographs or recordings relevant to the major</li> <li>• Photographic or digital records of any of the above.</li> </ul> <p>Portfolios will be examined for evidence of the applicant’s potential to further develop the following attributes:</p> <ul style="list-style-type: none"> <li>• Technical skills in major studio speciality areas and</li> <li>• Design processes and/or concept development.</li> </ul>	
<b>Bachelor of Counselling</b>	<b>Level 7</b>
<ul style="list-style-type: none"> <li>• <a href="#">Referee questionnaire [PDF, 378 KB]</a></li> <li>• <a href="#">Personal and Professional Declaration [PDF, 380 KB]</a></li> <li>• <a href="#">Additional information [PDF, 336 KB]</a></li> <li>• Curriculum Vitae - Record of prior qualifications, employment history, work experience</li> </ul>	
<b>Bachelor of Nursing</b>	<b>Level 7</b>

Programme name

- Curriculum Vitae and personal statement detailing why you have chosen Nursing as a career
- Evidence of meeting academic entry criteria – see [academic entry criteria for Bachelor of Nursing](#)
- [Referee contact details \[DOCX, 195 KB\]](#)
- [Two referee reports – on NMIT approved reference form \[PDF, 2 MB\]](#). Suitable referees include: previous employer, work colleague, person of recognised standing in community e.g. lawyer, doctor, policeman, nurse. NMIT will not accept references from neighbours, family members, or friends
- [NMIT Health Declaration Form \[PDF, 1.9 MB\]](#)
- [NMIT Convictions Against the Law Form \[PDF, 57 KB\]](#)
- [NMIT Immunisation Record document \[PDF, 71 KB\]](#) - from GP or Practice Nurse
- View and complete the [NMIT Police Vetting Service check list \[PDF, 29 KB\]](#) and the [NMIT NZ Police Vetting Service Request & Consent Form \[PDF, 206 KB\]](#). If you are an international applicant, please provide a Police Certificate from your country of citizenship and any country you have lived in for the past six months.
- IELTS or OET if applicant does not meet English Language Proficiency as per NZQA requirements - 6.5 Academic (7.0 for speaking and 6.5 for reading, writing and listening) OET – C+ or above in all categories. NMIT will not accept clubbed IELTS.

**Bachelor of Viticulture and Winemaking**

**Level 7**

- [Questionnaire \[PDF, 289 KB\]](#)

**Bachelor of Social Work**

**Level 7**

- [Referee questionnaire \[PDF, 487 KB\]](#)
- [Convictions against the law form \[PDF, 355 KB\]](#)

**Certificate in Aeronautical Engineering Fundamentals**

**Level 3**

**International students only**

- Personal statement - A written statement detailing why you want to study Aeronautical Engineering, and why you wish to do so in New Zealand.
- One (1) Referee report - One industry-related written reference, which includes all contact details of the referee.

**Certificate in Nursing (Competence Assessment Programme)**

**Level 7**

**Domestic students only**

- Curriculum Vitae
- Copies of Nursing qualifications
- [NMIT Health Declaration Form \[PDF, 95 KB\]](#)
- [NMIT Convictions Against the Law Form \[PDF, 59 KB\]](#)
- Comprehensive First Aid Certificate if have not been working for more than five years as a Registered Nurse
- IELTS or OET if applicant does not meet English Language Proficiency as per NZQA requirements - 7.0 Academic (7.0 in speaking, reading, writing and listening) OET – B or above in all categories. NMIT will not accept clubbed IELTS
- Nursing Council of New Zealand (NCNZ) Letter of Good Standing (showing Nursing Registration details and last date Annual Practising Certificate held)
- [Two referee reports – on NMIT approved reference form \[PDF, 133 KB\]](#). Suitable referees include: previous employer, work colleague, person of recognised standing in community e.g. lawyer, doctor, policeman, nurse. NMIT will not accept references from neighbours, family members, or friends
- [NMIT Immunisation Record document \[PDF, 72 KB\]](#) – from GP or Practice Nurse
- [NMIT NZ Police Vetting Service Request & Consent Form \[PDF, 206 KB\]](#) – or a vetting service request from the country you have resided in for the past six months. [View NMIT Police Vetting Service check list. \[PDF, 29 KB\]](#)
- [NMIT Immune Policy/Serology Screening Form \[PDF, 90 KB\]](#) - full serology screening needed – Hep A, Hep B, Varicella, Mumps, Measles, Rubella, TB (Quantiferon Gold) - domestic only

**International students only**

- Curriculum Vitae
- Copies of Nursing qualifications
- [NMIT Health Declaration Form \[PDF, 95 KB\]](#)
- [NMIT Convictions Against the Law Form \[PDF, 29 KB\]](#)
- Comprehensive First Aid Certificate if have not been working for more than five years as a Registered Nurse
- IELTS or OET if applicant does not meet English Language Proficiency as per NZQA requirements - 7.0 Academic (7.0 in speaking, reading, writing and listening) OET – B or above in all categories. NMIT will not accept clubbed IELTS
- Nursing Council of New Zealand (NCNZ) Decision Letter
- Police Clearance Certificate from your home country and any other country you have resided in for the past six months.
- [NMIT Immunisation Record document \[PDF, 71 KB\]](#) – from GP or Practice Nurse
- [NMIT Immune Policy/Serology Screening Form \[PDF, 83 KB\]](#) - full serology screening needed – Hep A, Hep B, Varicella, Mumps, Measles, Rubella, TB (Quantiferon Gold) - international only

**Maritime courses**

## Programme name

Please refer the entry requirements of your specific course for the supporting document needs.

- [Medical Form \(STCW Basic Training\) \[PDF, 269 KB\]](#)
- [Drills and Seaservice Letter \[DOCX, 24 KB\]](#)

## Conservation Trainee Ranger Kaitiaki Whenua (New Zealand Certificate in Conservation)

Level 4

- CV and cover letter outlining interests, experience and academic ability (See entry requirements for more details)
- Evidence of current outdoor first aid (unit standards 424, 6400, 6401, 6402, 6402)
- Drivers licence status (photocopy of drivers licence)

## New Zealand Certificate in Cellar Operations Level 3

Level 6

- [Questionnaire \[DOCX, 48 KB\]](#)

## New Zealand Diploma in Career Development

Level 6

- [Confidential reference \[PDF, 350 KB\]](#)
- [Declarations \[PDF, 101 KB\]](#) - Convictions against the law, Confidentiality and Health

## New Zealand Diploma in Sport Recreation and Exercise (Multi-sector)

Levels 5 and 6

- [External Reference form \[PDF, 132 KB\]](#)
- [NMIT NZ Police Vetting Service Request & Consent Form \[PDF, 206 KB\]](#) – or a vetting service request from the country you have resided in for the past six months. View [NMIT Police Vetting Service check list \[PDF, 29 KB\]](#).
- [Criminal Convictions History Against The Law form \[PDF, 28 KB\]](#)

## Postgraduate Diploma in Sustainable Aquaculture

Level 8

- Applicants are required to provide two confidential references from people who are able to affirm the applicant is of good character and reputation.

## How to send us your documents

### Verified or certified copies of documents

A verified copy of a document is a photocopy of the original document signed by an authorised person. You can visit the Information and Enrolment Centre at one of our campuses to verify your original documents in person with a member of our staff. Alternatively, [find out who can certify\(external link\)](#).

### Online

Sign in to [MyNMIT](#) and select the Manage link next to your application. Using this page you can easily upload against each document category. If you didn't apply online you can create a free MyNMIT account.

### In person

You can bring the original documentation to our campus [Information and Enrolment centres\(external link\)](#) in Nelson or Blenheim.

### By mail

Our address: **Information and Enrolments, NMIT, Private Bag 19, Nelson, 7042**