Dear Student Teacher

If, on graduation, you wish to teach in New Zealand or Ontario, or in many other international jurisdictions, you must obtain teacher registration from that jurisdiction’s teacher registration organisation (New Zealand Teachers Council, Ontario College of Teachers or local equivalent). In most cases this will require you to become registered as a teacher in New Zealand with the New Zealand Teachers Council, which, in turn, requires you to have your overseas undergraduate degree assessed by NZQA. While every endeavour has been made to ensure accuracy, candidates for registration MUST make themselves familiar with all relevant jurisdiction registration requirements by visiting the relevant registration organisation website (NZ Teachers Council at: www.teacherscouncil.govt.nz; Ontario College of Teachers website at: www.oct.ca). While we can assist with the process, the final responsibility for fulfilling teacher registration requirements rests with the candidate. Most teacher registration authorities reserve the right to change requirements at any time so you must ensure that you have up-to-date information.

The critical requirement is that New Zealand trained candidates are required to be accepted for provisional registration with the New Zealand Teachers Council, and the New Zealand Teachers Council requires verification of your undergraduate degree by the New Zealand Qualifications Authority, even if they are not planning to teach in New Zealand. For those Canadians who plan to teach in England or elsewhere before returning to Canada, OCT requires evidence of current teacher registration for that country as well.

Step to Take Now

The New Zealand Teachers Council requires an NZQA assessment of your undergraduate degree. If you have not had your international undergraduate degree assessed by NZQA, you should do so immediately. Information and application forms are available at: www.nzqa.govt.nz by clicking on the international page. Cost at the time of writing is $NZ450. A 10 day fast track is available on payment of an extra $NZ150. NZQA can be exceptionally slow, so
please do not leave this step until later in the year as it could inhibit your ability to accept a teaching position.

Steps to Take on Programme Completion

1. Apply to the UoA Student Records Office on an SA38 form for an official copy of your transcript, but ensure that you ask for an ‘eligible to graduate’ transcript rather than an interim one. It may be some time after the course has ended before this letter can be written as it requires all marks to be officially processed and approved.

2. When submitting your SA38 form to student records, request an additional official letter stating course and practicum content and hours. Many teacher registration jurisdictions require this. FoEd staff will supply an official version of this letter when they receive a request from student records. The Student Records Office can hold your application until all grades have been processed, and then send the whole package to the relevant teacher registration jurisdiction. Canadians, see appendix 1 for contact information for OCT.

3. Ensure that you have recorded on nDeva an up to date postal address to yourself and any teacher registration jurisdiction to which you want information sent.

4. Apply for provisional registration with the New Zealand Teachers Council. A TC1 application form and relevant information is available at: [www.teacherscouncil.govt.nz](http://www.teacherscouncil.govt.nz). The cost at the time of writing is $NZ120.

5. The major hold up that can occur is an incomplete UoA course transcript. A transcript will not be issued if any course marks are outstanding or if any fees (eg library fines) have not been paid. We suggest that you ensure that all course requirements are completed on time throughout the year, and that you personally secure a copy of your final practicum report in case there is a problem with the school sending it in.

If you have any further questions, feel free to contact me at the email address below.

Dr John Hope
Associate Dean International
j.hope@auckland.ac.nz
APPENDIX 1

Obtaining a UoA Transcript from the Student Records Office

Because your record contains information personal to you, New Zealand's Privacy Act requires that we obtain your signed consent before releasing any details from it. Therefore, to obtain a transcript of your official record or official letter we need a request with your signature. You may either fax us with the SA-38 (Request for Academic Record or Official Letter) form available on http://www.auckland.ac.nz/cir_students/index.cfm?action=display_page&page_title=studentadmin_forms_students
(if your email programme has inserted any page breaks in this URL, please remove them so that your browser can read the address in full)

or fax or post us a letter to the address details below.

The information we require is:

*Your full name

*Your University of Auckland ID number or Date of Birth

*The years you were enrolled at the University

*How many copies of your official record or official letter are being requested. If you are requesting an official letter, please note clearly what you would like this to say.

*The address we should send the record to, or whether it will be collected on your behalf (please note that if this is being collected and/or paid for by a person other than yourself they will need power of attorney or your signed consent to collect this); and

*Payment details

An official transcript of an academic record, official letter or request for course prescriptions costs $25.00 for the first copy of each item and $10.00 for each additional copy of that item. If the record needs to be posted overseas $2.00 is charged per address for the postage. Payment can be made by credit card, cheque in New Zealand dollars or cash (if the request is being collected in person). Please note that the cashiers can not accept money orders or foreign currency.

If you require any clarification or have any further questions please do not hesitate to contact the Student Records Office.

_______________________________________
Student Records
Academic Administration
The University of Auckland
Private Bag 92019
Auckland
New Zealand

Room 131
South Wing