



NEW ZEALAND QUALIFICATIONS AUTHORITY  
MANA TOHU MĀTAURANGA O AOTEAROA

# Guide to applying online for an Overseas Study Assessment (OSA)

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## **WELCOME**

Welcome to the NZQA online service for the assessment of qualifications gained outside New Zealand.

This guide contains important information to help you complete your application for a Overseas Study Assessment (OSA).

### **About the Overseas Study Assessment (OSA)**

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The OSA application is for the purposes of Inland Revenue Assessment only. If you require more information regarding Overseas Study criteria, visit the IRD website [www.ird.govt.nz](http://www.ird.govt.nz).

### **Fees**

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The OSA application fee is NZ\$175.00. Applications can only be submitted online and payment is only via Credit Card.

### **Submitting original documents**

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Please do not send any supporting documents with this application. Documentation is NOT required for an OSA. If documents are submitted, they will not be the responsibility of the NZQA.

### **Results**

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An OSA is a provisional and non-binding qualifications assessment, for the purposes of use by the Inland Revenue only. If you would like further information about the New Zealand Qualifications Authority (NZQA), or the role of the NZQA Qualification Recognition Services (QRS), please contact NZQA or visit the website: [www.nzqa.govt.nz](http://www.nzqa.govt.nz).

### **Timeframe for processing**

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If all information requested throughout this application form is submitted correctly, an OSA result will be issued to you within 20 working days of confirmation of receipt of the application fee. There is no fast track option available for this service.

### **Tracking the status of your application**

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Log in to the NZQA website to track the progress of your application. Enter your email address and password details, and click on the application type you want to track.

QRS Applications for Applicant [ NZQA ] - Microsoft Internet Explorer provided by NZ Qualifications Authority

Address: http://172.16.3.198:8081/for-qrs/qual-eval/qrs/view-applications.do?applicantId=1230715005&applicantNumber=120

Home > International > Qualification Recognition Services > QRS Applications for Applicant

**International**

QRS Applications  
Change Password  
Logout

Portal links...  
Ratonga Māori  
For learners  
For providers  
International  
Business & industry

### QRS Applications for Helen

When communicating with NZQA, you should refer to your QRS Applicant ID which is: 120

#### Application History

Application ID	Application Type	Qualification(s)	Status	Date Submitted
1	Pre-Assessment Result	Bachelor of Archaeology	Closed	15 May 2008
2	International Qualification Assessment	Bachelor of Archaeology	Closed	15 May 2008
3	International Qualification Assessment	Bachelor of Arts (General) Master in Education	In progress	16 May 2008

**Start New Applications**

[Apply for a Pre-assessment Result \(PAR\) Application](#)  
[Apply for an International Qualification Assessment \(QAR\) Application](#)  
[Apply for an Overseas Study Assessment \(OSA\) Application \(for the IRD\)](#)

[Email QRS at NZQA](#)  
[Return](#)

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Feedback | Site map | Search | Access keys

There may be one of several categories, which appear next to Progress:

Homepage | New Zealand qualifications | KiwiQuals | NQF | NCEA | Find Education Organisations | Publications | News

Home > International > Qualification Recognition Service > QRS Applications for Applicant > View Application

**International**

QRS Applications  
Change Password  
Logout

Portal links...  
Ratonga Māori  
For learners  
For providers  
International  
Business & industry

### QRS Application 120-3 for Helen Seavor

#### Qualification Assessment Report (QAR) Application

**Date submitted** 16 May 2008

**submitted by** Helen Seavor

**Progress** > Allocation > Evaluation > Report Preparation > Quality Checking > Approval & Notification

**Current step started on** 16 May 2008

**Qualifications**  
Bachelor of Arts (General)  
Master in Education





View the [submitted application details](#)  
[Email QRS at NZQA about application](#)

[Return to applicant home page](#)

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Privacy | Disclaimer

The following tables explain how to interpret what you see on the Progress line.

<b>Icon</b>	<b>Description</b>
	The step is done. NOTE: this can be reversed at some steps (e.g. Allocation) if returned from a succeeding step.
	The step is current and the process is Waiting. I.e. NZQA is waiting for an external party (which may be the applicant or agent) to provide documents or information. The processing is on hold pending the response.
	The step is current and the process is In progress. I.e. a NZQA staff member is working on the application.
	The process is complete and the application is closed. The report has been dispatched

<b>Progress Step</b>	<b>Description</b>
<b>Allocation</b>	With the Team Leaders for allocation to an Evaluator.
<b>Request More Information</b>	A Team leader or Evaluator is about to compose and issue a request for more information.
<b>Waiting for Information</b>	A request for missing information has been sent to applicant/agent; processing is on hold pending a response.
<b>Evaluation</b>	With an Evaluator for assessment.
<b>Quality Checking</b>	With a Quality Checker for quality checking.
<b>Notification</b>	With the assessing Evaluator for issuing of the notification email.

If you want to find out what stage your application has reached, and you are having trouble accessing this information online, you can contact NZQA using any one of the contact methods listed on the previous page.

### **Further information**

If you would like further information about the NZQA or the role of the NZQA Qualification Recognition Services (QRS), please contact NZQA or visit the website: [www.nzqa.govt.nz](http://www.nzqa.govt.nz)

Email [qrs@nzqa.govt.nz](mailto:qrs@nzqa.govt.nz)  
 Phone +64 4 463 3000  
 Fax +64 4 802 3401  
 Post Qualification Recognition Services  
 New Zealand Qualifications Authority  
 PO Box 160  
 Wellington 6140 NEW ZEALAND

## Icons used in this guide

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Important note: When you see this icon, there is important information relating to the section you are completing



It's time to save your work and progress to the next stage of the application

## SET UP LOGIN AND PASSWORD

If you are a first time user, you will need to set up an account. This will enable you to return at a later stage, to check on the status of your application.

### Email address

Enter an email address that you can access and check regularly. All correspondence relating to your application will be sent here, unless otherwise specified in your contact details.

### Password

Record your password in a safe place that you can access at a later stage. Your password must be between 6 and 16 characters.

## START AN APPLICATION

NZQA offer 3 types of assessment for international qualifications:

1. Pre-assessment Result (PAR)
2. International Qualification Result (IQA)
3. Overseas Study Assessment (OSA)

To start an application for an OSA, click on the link, [Apply for an Overseas Study Assessment \(OSA\) Application](#). You can only access this link once you have logged on.

## COMPLETING YOUR APPLICATION

### STEP 1 – PERSONAL AND CONTACT DETAILS

In this section, you need to provide your personal and contact details.

#### PERSONAL DETAILS

##### First Name, Middle Name, Last Name (or Family Name)

Your first name, middle name and last name will be the names appearing on your OSA report.

##### Previously used names

Record in the field, any previously used names or name variations used in your documents.

##### Date of birth, Gender

Pick from the calendar or enter in the format, DD MM YYYY your date of birth. Pick your gender.

## CONTACT DETAILS



If you are employing the services of an immigration agent, or you are an immigration agent making an application online on behalf of your client, please provide the immigration agency's contact details.



If any part of your contact details change, you must notify NZQA immediately. This applies to both your email and physical address.

### **Contact Email Address**

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NZQA will use your email address as the preferred method of correspondence.



### **Postal address**

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NZQA requires a physical address (not a PO Box number) for the return of original documents.



Once you have saved your personal details, it's time to move onto the next stage of the application.

## STEP 2 – QUALIFICATION DETAILS

In this section, you will need to enter details of the qualification you want to submit for pre-assessment. Start by searching for qualifications currently listed in the NZQA database to pick from.



If NZQA is unable to recognise your qualification(s) because of a lack of accreditation by a national accreditation body or recognition under a multilateral-governmental accord or convention, NZQA will issue you an Pre-assessment Report in which your qualification will be disclaimed, and your application fee will not be refunded.

### **Search for institution and qualification**

Pick the country where you received your qualification, and enter the name (or parts of the name) of the institution who awarded it. If there is match, pick from the list that matches your qualification.

Otherwise, click on the link **return to application form and record the institution and qualification names** to start entering details of the qualification you want assessed.

## PROPOSED COURSE DETAILS

### **Institution name**

Enter the full name of the institution that will award the qualification you are studying, or intending to study towards. For example, the University of Western Sydney, Hawkesbury, New South Wales, Australia.

### **English language name of qualification**

Either pick from the list of qualifications the name that exactly describes the qualification you are studying towards, or wish to study towards, or enter the name of the qualification in the text box below.

### **Original language name of qualification if different from above**

If the name of the qualification above was translated to English, enter the original language name of the qualification here.

## STUDY INSTITUTION

### **Place of Study**

Enter the full name of the institution providing the course or programme of study you have or intend to undertake. This may or not be the same as the institution that will award the qualification.

## COURSE ADMISSION BASIS

Enter details of the admission pre-requisites for this course.

What previous qualification(s) have you gained that allowed you, or will allow you to gain admission to the programme of study in question?

e.g. An undergraduate bachelor's degree is often a prerequisite for entry to a postgraduate programme such as a Honours degree, which is in-

turn a prerequisite for entry into a masters degree.



You are now ready to save your qualification. You can edit or delete the information relating to this record.

You are now ready to move onto the next stage of the application.

### **STEP 3 – TERMS AND CONDITIONS**

**For applicants:**

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Read the Terms and Conditions and Privacy Statement carefully before clicking Agree.

This is confirmation that the information entered online is entered by you.

Click Agree and you are now ready to move onto the next stage of the application.

## **STEP 4 – PAYMENT AND SUBMIT APPLICATION**

Please note that fees are subject to change.

A new page over a secure connection will open where you can enter your credit card details.

You will know immediately if your credit card payment has been accepted.

Your qualification will be submitted to NZQA for an OSA. The OSA will be issued to you within 20 working days of receipt of this application.

See the section **Tracking the status of my application** in the front of this guide for more information on how to access and track online, the progress of your OSA.

## FREQUENTLY ASKED QUESTIONS

### Q. Are there qualifications that NZQA does not assess?

NZQA cannot assess the following:

- Study towards only part of a qualification.
- Informal or in-service courses.
- Qualification of less than 40 credits (approx 3 months full-time study /400 notional learning hours)
- Qualifications issued by education and training institutions which are not officially recognised in the country of origin, and / or accredited according to the relevant provisions of that country; or which are not recognised under an international convention.
- Work experience

If you submit an application that falls into these categories, NZQA will close your application. The remainder of your fee will be returned to you (subject to bank fees and foreign exchange fluctuations).

### Q. Who assesses international qualifications in New Zealand?

Established under the Education Act 1989, the New Zealand Qualifications Authority is a Crown Entity. Section 223 under the Education Act 1989 states:

“Functions of the Authority – (1) The Authority has the following Functions: ... (h) To Maintain effective liaison with overseas certifying and validating bodies, in order to recognize overseas educational and vocational qualifications in New Zealand and to achieve recognition of New Zealand educational and vocational qualifications overseas: (i)....

### Q. What is the Register and how are qualifications grouped and categorised?

The Register criteria set minimum credit and level requirements for each type of qualification. There are ten levels involved in a qualification on the Register - 1 is the least complex and 10 the most. Levels depend on the complexity of learning. They do not equate to 'years spent learning' but reflect the content of the qualification (for more details view the level descriptors). Qualifications on the Register are registered in accordance with an agreed set of title definitions, i.e.

10	Doctorates
9	Masters
8	Postgraduate Diplomas and Certificates, Bachelors with Honours
7	Bachelors Degrees, Graduate Diplomas
6	Diplomas
5	
4	
3	
2	Certificates
1	

**Q. Can I request a refund?**

NZQA does not pay refunds if you withdraw your application. Refunds are only given under the provisions of the New Zealand Consumer Guarantees Act.

**Q. When can I contact NZQA to learn my result?**

Assessment results will not be given over the telephone, by email or fax. NZQA will email the result of your OSA to the address provided by you in contact details. That's why it's so important to notify NZQA if this changes during the period in which your assessment occurs.

Unless you give your written authority, NZQA will not answer questions or give information about your application to anyone other than you.

**Q. What do I need to do if my contact details change?**

A. If your physical address or email address changes and you want NZQA to send your OSA to a different address from the one originally provided, send or fax a signed written notice of the change and new address details to NZQA.

**Q. Where will my personal information be kept and how can I access it?**

The information is held by NZQA at 125 The Terrace (P.O Box 160), Wellington 6140, New Zealand. If you are a New Zealand citizen, a permanent resident of New Zealand, or you are in New Zealand, you have the right to see the information held about you. If you think it is necessary, you may ask for any of the information to be corrected.