

INFORMATION SHEET FOR FULL RECOGNITION OF OVERSEAS STUDY

INFORMATION NOTES - Please read these information notes carefully before completing the application form. The notes explain the purpose of this application. This application is NOT for members of one of the professional accountancy bodies with which NZICA has a mutual recognition agreement. For a list of these bodies please see www.nzica.com

1. General information

In order to gain membership of NZICA, you must complete the three components that make up the admission requirements – academic study, practical experience and a professional competence programme. You must also be of good character and reputation. Full details of the admission requirements are available on www.nzica.com

This application relates specifically to the academic study component. Your academic qualifications will be evaluated solely for the purpose of admission to NZICA. Therefore, the outcome of the evaluation is not binding on other agencies or tertiary education institutions. The evaluation will be undertaken using the documents that you submit with your application.

The evaluation of an application for recognition of overseas study involves:

- Evaluating your study to determine whether your overseas study is at the appropriate academic level (level 7 for Chartered Accountant (CA) and Associate Chartered Accountant (ACA), level 6 for Accounting Technician (AT)) in relation to NZ qualifications
- The theoretical and technical content and level of understanding developed in each paper you have studied is also reviewed to ensure that it is comparable to that required by NZICA.

2. Academic requirements

NZICA has three designations. You should consider the requirements of each of the designations before submitting your application for recognition of overseas study. The academic requirements for the three designations are as follows:

Please note: From 2013 NZICA is introducing a new Chartered Accountants Program that will replace the current professional competence programme. The academic requirements to enter the new Program are listed below. These will also be the academic requirements for admission to the ACA College from 2013.

Chartered Accountants and Associate Chartered Accountants

- Three years of equivalent full-time study at bachelor's degree level (New Zealand Level 7)
- Completion of a bachelor's degree
- Completion of required accounting and business topics:

Required accounting topics

- Advanced financial accounting
- Advanced management accounting
- Auditing and assurance
- Taxation (NZ)
- Business finance/treasury

Required business topics

- Accounting information systems
- NZ commercial law
- Organisational management
- Statistics
- Economics

As a result of a policy change from 1 July 2011, you will be required to complete the five required accounting topics at an accredited tertiary institution (ATI) in New Zealand.

In addition all candidates must complete NZ Commercial Law at an ATI in New Zealand.

Accounting Technicians

- Two years of equivalent full-time study at diploma level (level 6) or higher
- Completion of required accounting and business topics:
- Accounting principles
- Accounting practice
- NZ commercial law
- Economics
- Organisational management
- Business communication (not required if degree level study completed)
- Information technology
- Intermediate level financial accounting
- Intermediate level management accounting
- Two intermediate level courses from: auditing, NZ taxation, business finance
- Optional course(s) to make up the two years of study requirement

3. What will NZICA evaluate?

NZICA will evaluate the following, if the level of study is recognised as appropriate:

- Academic qualifications awarded by overseas tertiary institutions, provided the appropriate level of study can be determined
- Individual courses completed towards an academic qualification that is unfinished, provided you have gained a mark of 50% or more and the level of study can be determined from the information provided.

4. What will NZICA NOT evaluate?

NZICA will not evaluate or recognise the following:

- Incomplete applications
- Individual courses where you have not gained a mark of 50% or more
- Secondary school qualifications
- Qualifications that have been awarded by private training providers that are not authorized to issue awards by the country's educational authorities
- Trade qualifications
- Courses that are not part of a recognised academic qualification (eg short courses in computer skills)
- Practical experience as a substitute for academic study
- Partially completed examinations towards professional accountancy qualifications or completed overseas accountancy qualifications other than those with which NZICA has a mutual recognition agreement or exemption arrangement.
- Courses in New Zealand Taxation or New Zealand Commercial Law other than those studied in New Zealand.

5. What do I need to provide with my application?

You must submit:

- A certified* copy of your qualification certificate (eg degree or diploma)
- A certified* copy of your official academic transcript (also known as a statement of marks or record of study). This is the list of papers that you passed from your awarding institution. It should include the title of each paper, the year in which each paper was completed and the grade obtained for each paper.

- Certified* copies of official course outlines (also known as course content, prescriptions or syllabus material) for any papers you want NZICA to consider. These must include a list of the topics covered in each paper and an explanation of the level of understanding required in each paper (for example critical evaluation, interpretation, application of theoretical knowledge to a case study or scenario). This material must be provided for the year in which you studied. You do not need to provide course outlines for papers where you gained less than 50%.
- If any of your academic documents were issued to you in a name that is different to the name you now use, please include a certified* copy of the official document that records your change of name (eg deed poll document or marriage certificate).
- * A certified copy is a photocopy of an original document that is verified as a true copy by the issuing authority, a solicitor, Justice of the Peace or Notary Public. A signature or stamp is required on each page, with the name and title of the certifying official printed legibly below the signature/stamp. Copies that have not been certified in accordance with these requirements are not acceptable. Uncertified copies and facsimiles are not acceptable. Please note that NZICA will retain any certified copies that you submit. NZICA will not accept or return original documentation.

6. New Zealand Qualifications Authority (NZQA) assessment of overseas study

In order for your overseas study to be considered towards the academic requirements for CA or ACA membership, the study must be equivalent to a NZ bachelor's degree or higher (level 7 qualification or higher). For AT membership, study must be at level 6. As part of the assessment process, staff will consider the List of Qualifications Exempt from Assessment on the www.immigration.govt.nz website to determine the level of your overseas study and confirm that it was completed after the effective date. If staff cannot determine that your qualification is at an appropriate level, you will be advised that we cannot complete the assessment. You may then choose to apply for an International Qualifications Assessment report through NZQA to determine the level of your qualification.

7. Translations

If your original academic documentation is not in English, then you must provide a full translation that has been prepared and certified by an official translation service. Translations must be on the official letterhead paper of the translation service and bear its signature/stamp. Certified copies of the original documents on which the translation was based must also be provided. NZICA may require translations to be prepared by an acceptable translation service in New Zealand.

Translations should be provided for your graduation certificate(s) and official academic transcript(s). You are not required to have course outlines translated for every paper completed by you, but we recommend that you seek translation of course outlines for papers that will be considered towards the required topics set out above, where you gained a mark of 50% or more.

8. Completion of assessment of your study

Initial consideration of your application may take up to six weeks from the date received. Please note that all applications are assessed in the order that they are received, without exception.

9. Where can I complete my required study?

NZICA accredits tertiary institutions, where you can complete your study. A list of these institutions is available on www.nzica.com. The tertiary institution where you choose to study may require you to complete pre-requisite courses before allowing you to enrol in the required topics. The completion of some topics, such as New Zealand commercial law, may require you to complete more than one course.

10. Important information

All overseas academic qualifications/courses will be assessed against policy current at the time application received (currently 2013 policy) irrespective of when study was undertaken.

NZICA reserves the right to contact the awarding body to verify achievement and qualifications.

All applications are considered on individual basis and do not set precedent for subsequent applications.

Over time the requirements for admission to NZICA may change. It is your responsibility to remain informed of the current requirements via www.nzica.com.

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Please ensure you have read the Information Notes before completing this application form. This application form is NOT for members of one of the professional accountancy bodies with which NZICA has a mutual recognition agreement.

1 CHOICE OF COLLEGE Please choose the designation(s) for which you would like us to complete an assessment of your overseas study.

- Chartered Accountant
 Associate Chartered Accountant
 Accounting Technician

2 PERSONAL DETAILS – please use capital letters If any of these details change after you submit your application, you should advise the Customer Service Centre (customer@nzica.com) immediately to avoid any delay in receiving information. Correspondence sent to you by NZICA will be addressed to the name provided in this section.

First / Given Name Preferred First Name (if different to formal)

Surname / Family Name Title (Mr/Mrs/Ms/other)

Previous name (if applicable) Date of Birth

Current Employer

Position Title

Business Address (tick if this is your preferred mailing address) (tick if this is your preferred billing address)

Postcode

City / Town Country (other than New Zealand)

Telephone Cellphone

Email Fax

Home Address (tick if this is your preferred mailing address) (tick if this is your preferred billing address)

Postcode

City / Town Country (other than New Zealand)

Telephone Cellphone

Email Fax

Alternative Address (tick if this is your preferred mailing address) (tick if this is your preferred billing address)

Postcode

City / Town Country (other than New Zealand)

Telephone Cellphone

Email Fax

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The left hand column below lists the topics that NZICA may recognise on the basis of your overseas study. Please indicate in the blank columns details of the course/s you have completed overseas that you consider should be assessed for recognition of the relevant topic/s:

CA AND ACA College topics	Equivalent course/s completed overseas
Accounting information systems	
Economics	
Organisational management	
Statistics	
AT College topics	Equivalent course/s completed overseas
Accounting principles	
Accounting practice	
Economics	
Organisational management	
Business communications	
Information technology	
Financial accounting	
Management accounting	
Audit	
Business finance	

