

Postgraduate Certificate in Applied Practice (Digital and Collaborative Learning)

DOCUMENTS REQUIREMENT

New Zealand Citizens: Please attach a coloured scanned copy of your original Birth Certificate, Citizenship Certificate or New Zealand Passport as proof of your citizenship. You are required to attach a scan of your original document to us. Scans of copies are not acceptable. Please note expired passports are acceptable. *Unitec reserves the right to request the verified copy of your documents, if required.*

For non-New Zealand Citizens: Please attach a verified copy of your current international passport. Verification can be done by your Principal, a JP or Solicitor. Please include details of your Residency Permit and Returning Residents Visa or Permanent Residents Visa (if issued after 20 November 2010).

Please login to your dashboard to attach your documents.

GUIDELINE FOR SCANNING YOUR DOCUMENTS

- You must include all the pages of your document that have any text, writing or stamps. Only completely blank pages do not need to be scanned.
- It is very important that you check to see that everything on the original document can be seen on the scan. If your documents have an embossed (raised) stamp - you can feel it on the paper but there may not be visible ink - please make sure the stamp can be seen on the scan copy.

Things to check before you attach your document:

- *Image Resolution* – All text and detail on the image is readable, in particular fine or small size text, punctuation and decimal points
- *Image Orientation* – Image must be head-up, not skewed and is correctly centred
- *Image Completeness* – Image must not be cropped or incomplete
- *Colour Fidelity* – Scan copy must preserve original colours in image.

Examples of coloured scanned copy:



Any images not to our required standard must be re-scanned and re-submitted.