

Student Services

Student Instructions to apply for Transcripts/Certificate

The procedure of requesting Transcripts/Certificates is as follows:

Transcripts (Business students)

\$5 for extra copy and \$50 for urgent document request (Approximately 3hours)

***Please consult with us first for urgent document request**

1. If student wants to apply for transcripts, student needs to send an e-mail at studentservices@nzios.ac.nz including below information.
ID, Name, Programme Name (Leadership and Management L5, L6/NZIM Level 5/NZDB Level 6/ DBM Level7) and phone number.
2. In the subject line of the email, write 'Transcript'.
3. Student must write email from the student's NZIoS email address or from the personal email address provided to NZIoS in the admission application or 'Contact Details Form'.
4. It takes 3 working days once your request is received successfully.
5. The fee needs to be paid in advance.

Certificate (Business students: New Zealand Diploma in Business Level 6 only)

\$300 application fee will apply

1. If student wants us to apply for NZDB Certificate, you need to send an email at studentservices@nzios.ac.nz with ID, Name and phone number.
2. In the subject line of the email, write 'NZDB Certificate'.
3. It takes 3-4 weeks once your request is received successfully.
4. The fee needs to be paid in advance.
*You can also apply to NZQA by yourself. Please refer to NZQA website.

NZIoS student services shall respond within two working days. Please write again after two days if you do not hear back from NZIoS student services within two working days.