

Information for Initial Teacher Education (ITE) Finalists

ITE finalists are able to order a **Statement of Finalist Status** or **Statement of Completed Qualifications** in support of their application to the Teaching Council of Aotearoa New Zealand for teacher registration and practising certification, prior to graduation.

Please note:

- When submitting your request for either of these statements, there is a notation field where you can add a special request. Be sure to request, in addition to the “**date of programme completion**”, that you will be “**eligible to graduate**” from that date – this information is required by the Teaching Council before they can begin to process your application.
- A Statement of Completed Qualifications can't be issued until after confirmation of final results (normally end of November) but you can order a Statement of Finalist Status prior to this date.
- Both statements are accepted by the Teaching Council.

Evidence of currently completing a programme of study

If you're enrolled in the current academic year as a confirmed [finalist](#), a University of Otago **Statement of Finalist Status** will certify that you're currently enrolled in sufficient papers to complete your qualification/s, with major subjects or endorsements noted where applicable.

You can download a statement of your [enrolment/finalist status](#) in the *Programmes and papers* section of your eVision portal:

[Log in to eVision](#)

Your academic record in eVision will also show whether you are a finalist; however this is not an official document.

If you're graduating this year and have already completed the requirements for your qualification, order a Statement of Completed Qualifications instead via My eEquals (see below).

My eEquals

Digital documents for your study at the University of Otago will be automatically uploaded to My eEquals at key times during your course of study, e.g., once semester results are released, and within the three working days following the graduation ceremony at which your qualification was formally awarded.

You can also trigger an update of your transcript at any time via the Programmes and Papers section in eVision.

Results and graduation information held in eVision will be converted into secure PDF documents and uploaded into the My eEquals system. My eEquals will send you an email to alert you to the new document(s). Once registered, you can access My eEquals to view or share the documents. There is a one-off fee of \$30.00.

My eEquals access to the **Statement of Completed Qualifications** is provided free of charge.

Order a [Statement of Completed Qualifications](#).