



## Preliminary Documents Checklist for New Zealand

The following is a preliminary list of documents that are required to obtain medical registration and work visa in New Zealand, you can begin to gather them together now to help the process move more quickly upon a job offer:

- ◆ **CV:** A current detailed copy of your CV which accounts for any gaps. Your CV must contain the month and year for the start and end of all training and clinical work history.
- ◆ **Photocopies of the following:**
  - Medical Degree Certificate
  - Internship Certificate, if applicable
  - Residency Certificate
  - American Board or Specialist Certificate
  - Fellowship Certificate, if applicable
  - Current valid passport face page for you, as well as any family member that will accompany you
  - Current valid Driver's License
  - Evidence of name change-if applicable
  - Any medical licenses you have held within the last 5 years
  - CME certificates for the last 2 years
  - Marriage Certificate, if your spouse will accompany you
  - Birth Certificates, for any children who will accompany you
- ◆ **Proof of English Language Proficiency:** You will be required to take the academic module of the International English Language Testing System (IELTS) and pass with a minimum score of 7.0 in the reading and writing sections and a minimum of 7.5 in the listening and speaking sections. **If you do not meet the following for exemption:**
  - Graduated from an Australian, Canadian, New Zealand, Republic of Ireland, United Kingdom, United States, or (approved) South African medical school where English is the sole language of instruction, **and** where English is the graduate's first language; **OR**
  - You can provide evidence of working continuously as a registered doctor in an organization where English is the first and prime language for at least two years within five years immediately prior to application; **and** two references who speak English as a first language and can attest to your ability to comprehend and communicate effectively in English in a clinical setting with both patients and professional colleagues.
- ◆ **Three references names and contact details:** We will request references which will need to be completed on a specific form at the appropriate time. References must meet the following criteria to be accepted by the medical council. If they do not new referees will be required. If



you are not able to meet this referee requirement, please contact your Provider Representative to discuss alternative options.

- Referees must be board certified (or equivalent) in the same branch of medicine as you
  - Referees must have worked with you for at least 6 months in the last 3 years, and must be familiar with your current professional practice
  - At least one of these forms must be completed by someone from your current or most recent place of employment.
- ◆ **Evidence of active clinical practice:**
- You must have worked at least 20 hours/week for 22 of the last 36 months in the same area of medicine that you will be working in New Zealand - OR -
  - You must have worked at least 30 hours/week for 33 of the last 48 months in the same area of medicine you will be working in New Zealand
    - *You will need to confirm with your Provider Representative which of the above hours requirements you meet as it can impact the type of license we can apply for*
- ◆ **Malpractice information:** The Medical Council of New Zealand is very strict when it comes to Malpractice. The following will be required for any “yes” answers on your application:
- First party documentation: An explanation from you of the specific details the claim and the outcome.
  - Official third party document: Documentation from the courts, your attorney, or insurance company outlining the dates of the case, specific details on the background of the case, what was alleged, how it was resolved, and the payout amount if applicable.

*Please note: All documents provided must be in English. Documents that are not originally printed in English must be translated by a certified and accredited translator. The translator will need to make a statement on the translation certifying it to be a true translation, sign, and affix his/her stamp or seal, accreditation number, and the name of the accrediting authority on the document. If you do not have access to a translator we can assist you with this for a fee of approximately USD150.00 per document.*

**Because there are documents required for New Zealand registration and a work visa that are time sensitive we have not listed them here. They would be requested once you have been confirmed for a work assignment.**