



**Application for
NEW ZEALAND ENGLISH LANGUAGE
TRAINING FOR OFFICIALS**

**Intake 66
31 March to 26 June 2027
Theme: Economic Sustainability
IELTS range: 4.5 – 5.5**

OFFICE USE ONLY

Applicant name:
Country:
Date:

NEW ZEALAND ENGLISH LANGUAGE TRAINING FOR OFFICIALS

The New Zealand English Language Training for Officials (NZELTO) scheme, funded by the New Zealand Aid Programme and managed by New Zealand's Ministry of Foreign Affairs and Trade, offers English language training programmes for government officials from Asia and Africa.

Further information on NZELTO, including eligible countries and the application process, is available at <https://www.mfat.govt.nz/en/aid-and-development/new-zealand-government-scholarships/new-zealand-government-scholarships-on-offer/new-zealand-english-language-training-scholarships-for-officials/>

SECTION 1: APPLICATION CHECKLIST

It is important that you correctly fill out all relevant sections in the application form and include all documents listed below. Incomplete forms can cause delays with your application and may also lead to your application missing the closing date.

Documents attached to this application must be *certified¹ true copies of originals* with the official stamp of the school/institution where relevant, or from a Justice of the Peace, Solicitor, Notary Public or other authorised official. Where original documents are not in English, you must provide certified true copies of official English translations.

Please submit your completed application form to the coordinating agency listed for your country (see Annex 1).

Ensure that your completed application form includes the following:

- ☐ A completed eligibility checklist (Section 2).
- ☐ A completed Declarations (Section 10).
- ☐ A completed Employer Endorsement form (Section 11).
- ☐ A certified copy of the personal pages of your passport (or an alternative form of photo identification if you do not hold a passport).
- ☐ A current curriculum vitae (in English).
- ☐ A current job description stating your position title and outlining your responsibilities and duties (in English).
- ☐ Where available, certified copies of your International English proficiency test results, such as International English Language Testing System (IELTS) or Test of English as a Foreign Language (TOEFL), from within the last 24 months.
- ☐ If no IELTS or TOEFL results are available, provide a screenshot of a free Duolingo Practice test score (refer to the Programme Outline or Section 9 of this form for instructions)

Please confirm the following:

- ☐ I confirm that all information in the application is correct and all relevant information required in the checklist has been attached.

¹ A **certified** copy is a copy (often a photocopy) of a primary document that has on it an endorsement or certificate that it is a true copy of the primary document.

SECTION 2: ELIGIBILITY CHECKLIST		
To apply for a New Zealand English Language Training for Officials scholarship, you must meet the following criteria:		
	Yes	No
1. I am a citizen of one of the following countries: Cambodia, Indonesia, Lao PDR, Mongolia, Timor-Leste, Viet Nam	☐	☐
2. From the date my application is submitted, I will have lived in my country of citizenship for the last two years or more. Exception for diplomatic corps and their family: A member of the diplomatic corps or a dependant of a member of the diplomatic corps, living outside their own country, can apply for a scholarship.	☐	☐
3. Are you a citizen or permanent resident of any the following countries: New Zealand, Australia, Bahrain, Canada, Chile, any European Union country, Iceland, Israel, Japan, Kuwait, Norway, Oman, Qatar, Russia, Saudi Arabia, Seychelles, Singapore, South Korea, Switzerland, the United Arab Emirates, the United Kingdom and the United States of America. Exception: Timor-Leste-Portuguese dual citizens can also apply.	☐	☐
4. I will be between the ages of 25-45 years old at the time I start the scholarship.	☐	☐
5. Are you currently serving in the military?	☐	☐
6. My current or future work requires dialogue with English-speaking countries and involvement in international forums where English is the primary language.	☐	☐
You must also acknowledge and agree that:		
I have received endorsement from my employer to attend this training programme.	☐	☐
I expect to meet the English language entry requirements for the training programme.	☐	☐
I expect to meet Immigration New Zealand requirements for a visa. ²	☐	☐
I understand that I cannot bring dependants with me to New Zealand while I am on scholarship.	☐	☐
I am committed to returning to my home country for one year or more at the end of my scholarship to contribute to my country's social and economic development. ³	☐	☐
SECTION 3: PERSONAL INFORMATION		

² Visa types are determined by Immigration New Zealand at the time of application. Contact your nearest New Zealand diplomatic post for further guidance.

³ If you go on to work for your home government on a diplomatic assignment overseas you are exempt from this requirement.

First name(s)		
Family name(s)		
<i>Note: Names must be as they appear in your passport / birth certificate</i>		
What best describes your gender	☐ Female ☐ Male ☐ Prefer not to say ☐ Prefer to self-describe _____	
Date of birth (dd/mm/yyyy)		
Place & country of birth		
Country of citizenship		
Second country of citizenship (if you have dual citizenship)		
Passport number		
Passport type	☐ Diplomatic ☐ Service / Official ☐ Standard	
Place of issue		
Date of issue		
Date of expiry		
Do you suffer from any illness or disability that might affect your ability to participate in the course (for example, psychiatric condition, asthma, diabetes, significant visual impairment, motor disability or significant hearing loss)? A 'Yes' answer will not affect your chances of successfully obtaining a scholarship. <i>If you have answered 'Yes', we will contact you for further information.</i>		☐ Yes ☐ No
Applicant contact details: Please give an address where you can be contacted when a decision on your scholarship is reached. You may not be offered a scholarship if you cannot be contacted.		
Number and street name		
PO Box number		
Suburb/village		
Town/city		

District/Province	
Country	
Post code	
Mobile phone number	
Home phone number	
Work phone number	
Email address	
Additional email address	

SECTION 4: CURRENT POSITION	
Current position title	
Department (or equivalent)	
Ministry	
Start date (month/year)	
Provide a brief job description, outlining your responsibilities and duties.	
How do you use English in your work?	☐ To speak with colleagues and stakeholders, e.g., at meetings ☐ To have discussions at work ☐ To make calls via phone or Zoom ☐ To read and send messages e.g., email ☐ To read most documents I receive ☐ To read occasional documents I receive ☐ To write, e.g., reports, policy documents
How often do you use English in your work?	☐ Every day ☐ Several times each week ☐ Several times each month ☐ Several times each year ☐ Not often

SECTION 5: LEARNING OBJECTIVES

What are the learning outcomes you hope to achieve from the NZELTO training programme?

Please include a description of skills and knowledge you want to gain from your training.

Please be as specific as possible in no less than 250 words.

How would the outcomes described above enhance the work your ministry is engaged in?

What are your career aspirations and how would the NZELTO course assist you in achieving these goals?

SECTION 6: EDUCATION

Are you currently studying?

- ☐ Yes, studying full-time
☐ Yes, studying part-time
☐ No, not currently studying

Provide the following information for all completed and partially completed vocational and/or tertiary qualifications. List the most recently completed or current qualification first.

Qualification name

Major subject(s)

Education institution

Institution location

Language taught in

Start and end dates of study (month/year)

Qualification name

Major subject(s)

Education institution

Institution location

Language taught in

Start and end dates of study (month/year)

Qualification name

Major subject(s)

Education institution

Institution location

Language taught in

Start and end dates of study (month/year)

SECTION 7: OTHER TRAINING

Provide the following information for the last three training courses you completed or are currently completing, including professional development and/or English language training. List your most recent training course first.

Name of training course	
Institution	
Institution location	
Language taught in	
Start and end dates of study (month/year)	
Name of training course	
Institution	
Institution location	
Language taught in	
Start and end dates of study (month/year)	
Name of training course	
Institution	
Institution location	
Language taught in	
Start and end dates of study (month/year)	

SECTION 8: CURRENT OR PREVIOUS NEW ZEALAND SCHOLARSHIP

Have you ever been the recipient of a New Zealand scholarship?	☐ Yes ☐ No <i>If you answered Yes, please complete this section.</i> <i>If you answered No, skip this section.</i>
Scholarship name	
Scholarship duration	

SECTION 9: ENGLISH LANGUAGE PROFICIENCY

*To be eligible for this training programme, you must have a certain level of English language proficiency. **Please attach any evidence of English language proficiency to this application form, as required in the application checklist in Section 1.***

Is English your first language?	☐ Yes ☐ No <i>If you answered No, please complete this section.</i> <i>If you answered Yes, skip this section.</i>
List any other languages you speak (other than English)	
Have you completed an English language test (e.g., IELTS or TOEFL) in the last 24 months?	☐ Yes ☐ No <i>If you answered Yes, please complete the rest of this section.</i> <i>If you answered No, submit a Duolingo practice test (see below)</i>
Test report form number	
Test Date	
Test results	
Duolingo Practice Test – to be completed if no IELTS or TOEFL test submitted	Please complete a free Duolingo English practice test using this link - https://englishtest.duolingo.com/applicants Take a screenshot of the final score and submit the result with this application form. Refer to the Programme Outline for more detailed instructions.

SECTION 10: DECLARATIONS

I, _____, acknowledge and agree that:

- ☐ All information in this application is correct.
- ☐ I have received endorsement from my employer to attend this programme/scholarship.
- ☐ I expect to meet the English language entry requirements for the training programme.
- ☐ I expect to meet Immigration New Zealand requirements for a visa.⁴
- ☐ I will not bring dependants with me to New Zealand while I am on scholarship.
- ☐ I am committed to returning to my home country for one year or more at the end of my scholarship to contribute to my country's social and economic development.⁵

⁴ Visa types are determined by Immigration New Zealand at the time of application. Contact your nearest New Zealand diplomatic post for further guidance.

⁵ If you go on to work for your home government on a diplomatic assignment overseas you are exempt from this requirement.

SECTION 11: EMPLOYER INFORMATION AND ENDORSEMENT

This section must be completed in English by your employer (a manager/supervisor).

Full name	
Position title	
Name of organisation	
Address of organisation	
Work and/or mobile phone number	
Email address	
Do you support this application?	☐ Yes ☐ No <i>By selecting yes, you are confirming that the applicant is a current employee and is able to be temporarily released from their duties for the duration of the training programme.</i>
Do you confirm this applicant will remain an employee upon return from the training programme?	☐ Yes ☐ No
Signature	
Date	
Official stamp	