

Checklist – Eligibility for Registration Overseas Trained Dietitians



Instructions

Before starting your application, please review the Board's **Policy on Registration** and the **Supervision, Orientation and Induction for Overseas Trained Dietitians Policy**.

If you have any questions or concerns about the process, please contact the Board's office using the following contact information: dietitians@dietitiansboard.org.nz or +64 4 474 0746.

Please ensure you submit your application with all required documentation. Complete applications are to be submitted via email to dietitians@dietitiansboard.org.nz.

1. **Name all electronic documents** using your surname followed by a brief description (e.g., Smith Qualification).
2. Applications will only be accepted when all required documentation from Documentation Checklist 1 is attached to a **single email**. Incomplete or partial submissions will not be retained. Depending on the quantity and size of the documents, you may need to compress the documents into a single ZIP file before submission.
3. On receipt of your complete application, you will be invoiced for the fee: **NZ\$350.00**, payable via the Dietitians Practitioner Portal. Your application will not be processed until the fee has been received.
4. **Any documents not in English** must be accompanied by an official English translation. An official translation will include the translator's signature, contact information and a statement of accuracy, all bearing the translator's or agency's stamp or letterhead.
5. **Certified Copies** must be:
 - a photocopy of an original document certified by a Justice of the Peace, Solicitor, Judge, Notary Public or Officer gazetted to take statutory declarations.
 - signed by the certifier and include the printed full name, position or designation with the statement "Certified true copy of original document sighted."
 - stamped or sealed by the certifier
 - certified within the previous 6 months.

Mandatory requirements

If you cannot answer Yes to all three questions, you do not meet the prerequisites for any of the pathways to registration. You may wish to contact our office directly.

Yes	No	
☐	☐	Have you successfully completed an undergraduate and/or postgraduate nutrition and dietetic qualification of at least four years?
☐	☐	Do you meet the Board's English language requirements (per the English Language Requirements Policy)?
☐	☐	Have you practised for a minimum of 12 months (minimum 20 h/pw) within the previous three years in a country where you hold registration?

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Dietitians Board
Te Mana Mātanga Mātai Kai

Documentation Checklist 1 – use to ensure you submit all required documentation

Qualification

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| ☐ Certified copy (or authenticated PDF) of academic transcript(s). | <i>Where the dietetic qualification is less than 4 years, the Board requires the relevant undergraduate/ bachelor's qualification as well as dietetic qualification.</i> |
| ☐ Certified copy (or authenticated PDF) of qualification certificate(s) / testamur. | |

Identity

- | | |
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| ☐ Certified copy of either: <ul style="list-style-type: none">• Identity page (including photo and signature) from current passport• New Zealand driver's license (front and back) | |
| ☐ If there has been a change of name, please provide certified copies of any related documents, e.g.: <ul style="list-style-type: none">• Birth certificate• Divorce certificate• Marriage certificate• Legal name change affidavit. | |

Fitness for Registration

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|--|--|
| ☐ IELTS or OET results (if applicable to meet the Board's English language requirements). | <i>If providing OET results, please grant the Dietitians Board access to view your results through the OET portal.</i> |
| ☐ Certified copies of criminal conviction / police reports from each jurisdiction where the applicant has resided for the previous 10 years or since the age of 18 (whichever is less). | <i>Certificates must have been issued within 12 months.</i> |

Other

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| ☐ Curriculum Vitae |
| ☐ Completed application form and checklist |

Documentation Checklist 2 – to be sent directly to the Board by third parties

Certificate(s) of Good Standing (COGS)

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|---|--|
| ☐ Have you requested Certificate(s) of Good Standing to be emailed directly to the Board at dietitians@dietitiansboard.org.nz ? | <i>COGS are required from all jurisdictions in which you are, or have been, registered as a dietitian.</i> |
|---|--|

References

Have you arranged for:

- | | |
|--|---|
| ☐ a professional reference ¹ from current/last employer? | <i>To be emailed from the referees directly to dietitians@dietitiansboard.org.nz</i> |
| ☐ two references from registered/credentialed dietitians? | |

¹ The reference is expected to:

- Name the applicant
- State capacity in which the referee knows the applicant
- Provide information about the applicant's character, ability to communicate in English, and general communication skills.

Professional references must be:

- Someone who has known the applicant for at least 12 months in a professional capacity
- In a position of responsibility
- Not a close friend or relative of the applicant