



# Application for a Variation of Conditions

For changing the conditions of a temporary permit



## Who may apply for a variation of conditions?

You may apply for a variation of conditions if you hold a student permit, a work permit, or a visitor's permit.

If you hold a **student permit** you may apply for a variation of conditions to allow you to change the course you are studying/the institution you are studying at, or to work part time, and/or full time during your holidays.

If you hold a **work permit** you may apply for a variation of conditions to allow you to change your employer/your place of employment, or to study part time.

If you hold a **visitor's permit** you can apply for a variation of conditions to allow you to study part time or work part time. If you hold a visitor's permit granted for the purpose of being a guardian to a foreign fee-paying student you will only be allowed to work/study between the hours of 9:30am and 2:30pm Monday to Friday (inclusive).

## What should you send with your application?

With your completed and signed application form, you should provide the application fee and your passport.

If you are applying for a variation of conditions to allow you to work or to allow you to change your employer/your place of employment, and you have a job offer, you should include evidence of the job offer with your application.

If you are applying for a variation of conditions to allow you to study or to allow you to change the course you are studying/the institution you are studying at, and you have an offer of a place, you should include evidence of this with your application.

## Where do you send your application?

Send your application to your nearest Immigration New Zealand office.

See [www.immigration.govt.nz/contactus](http://www.immigration.govt.nz/contactus) for office addresses.

## Immigration Advisers Licensing Act 2007

Under the Immigration Advisers Licensing Act 2007, anyone giving immigration advice will have to be licensed (unless they are exempt). From 4 May 2009, all immigration advisers working in New Zealand must be licensed. From 4 May 2010, all immigration advisers, whether working

onshore or offshore, must be licensed. It is an offence to provide immigration advice without holding a licence from these dates. If your immigration adviser is not licensed when they should be, Immigration New Zealand will return your application.

For more information and to view the Register of licensed advisers, go to the Immigration Advisers Authority website [www.iaa.govt.nz](http://www.iaa.govt.nz), email [info@iaa.govt.nz](mailto:info@iaa.govt.nz), or write to them at PO Box 6222, Wellesley Street, Auckland 1141, New Zealand.

When filling in this form, please print clearly using CAPITAL LETTERS.

## Section A Personal details

All applicants must complete this section.

### A1 Name as shown in passport

Family/last name

Given/first name(s)

### A2 Date of birth

### A3 Country of citizenship

### A4 Passport details

Number

Country

Expiry date

### A5 Your New Zealand residential address





Telephone (daytime) \_\_\_\_\_ Telephone (evening) \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

**A6** Name and address for communication about this application.

Same as address at **A5**, or  Other

Family/last name \_\_\_\_\_ Given/first name(s) \_\_\_\_\_

Company name (if applicable) and address \_\_\_\_\_  
\_\_\_\_\_

Telephone (daytime) \_\_\_\_\_ Telephone (evening) \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

**A7** Do you authorise the person stated at **A6** to act on your behalf?

Yes  No

**A8** Have you received immigration advice on this application?

Yes *Please make sure that your immigration adviser completes Section F: Immigration adviser's details. Go to Section B: Your permit.*

No

**Section B** Your permit

All applicants must complete this section.

**B1** What date does your permit expire? 

D	D	M	M	Y	Y	Y	Y
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**B2** Please tick **one** of the boxes below to show the type of permit you hold.

Student permit *Go to Section C: Student and visitor's permit holders.*

Visitor's permit *Go to Section C: Student and visitor's permit holders.*

Work permit *Go to Section D: Work permit holders.*

**Section C** Student and visitor's permit holders

Complete this section if you hold a student permit or a visitor's permit.

**C1** Are you applying for a variation of conditions to allow you to work?

Yes *Provide details below if you already have a job offer Go to **C2***  No *Go to **C3***

Job title \_\_\_\_\_

Employer's name \_\_\_\_\_

Location \_\_\_\_\_

Hours/days you will work \_\_\_\_\_

**C2** Tick one or more of the options below to show whether you want a variation of conditions to work part time or/and full time in your holidays.

I want to be allowed to work part time (up to 20 hours in any week).

I want to be allowed to work full time during my holidays (student permit holders only).

**C3** Are you applying for a variation of conditions to allow you to study a different course or at a different institution, or to study while you hold a visitor's permit?

Yes *Provide details*  No

Course/qualification you will study | \_\_\_\_\_  
Name of institution | \_\_\_\_\_  
Location of institution | \_\_\_\_\_  
Hours/days you will study | \_\_\_\_\_  
Dates you will study |                to |

Go to Section E: Declaration by applicant.

## Section D Work permit holders

Complete this section if you hold a work permit.

**D1** Are you applying for a variation of conditions to allow you to study?

Yes Provide details (if available)  No Go to **D2**

Course/qualification you will study | \_\_\_\_\_  
Name of institution | \_\_\_\_\_  
Location of institution | \_\_\_\_\_  
Hours/days you will study | \_\_\_\_\_  
Dates you will study |                to |

Go to Section E: Declaration by applicant.

**D2** If you are applying for a variation of conditions to allow you to work for a different employer or in a different place of employment, provide details.

Job title | \_\_\_\_\_  
Employer's name | \_\_\_\_\_  
Location | \_\_\_\_\_

## Section E Declaration by applicant

I have provided true and correct answers to the questions in this form.

I understand that if I have received immigration advice from an immigration adviser and if that immigration adviser is not licensed under the Immigration Advisers Licensing Act 2007 when they should be, Immigration New Zealand will return my application.

**Signature of applicant**

| \_\_\_\_\_ Date |

A parent or guardian may sign on behalf of a child under 17 years.

## Section F Immigration adviser's details

This section must be completed by the applicant's immigration adviser. If the applicant does not have an immigration adviser, this section does not have to be completed.

**F1** Have you been lawfully present in New Zealand for more than 183 days in the last 12 months?  Yes  No

**F2** Tick the **one** option that applies to you.

I am a licensed immigration adviser under the New Zealand Immigration Advisers Licensing Act 2007. Go to **F3**



Fax  Email

I understand that after the applicant has signed this form it is an offence to change or add further information, change any documents attached to the form, or attach any further documents to the form.

I note that the maximum penalty for this offence is a fine of up to NZ\$100,000 and/or a term of imprisonment of up to seven years. However, if changes are needed, the person making the changes must state on the form what information or documents have been changed and give reasons for the changes.

I certify that the applicant asked me to help them complete this form and any additional forms. I certify that the applicant agreed that the information provided was correct before signing the declaration.

- I have **assisted** the applicant as an interpreter/translator
- I have **assisted** the applicant with filling in the form
- I have **assisted** the applicant in another way. *Please specify*
- I have **provided immigration advice** (as defined in the Immigration Advisers Licensing Act 2007) and my details in Section F: Immigration adviser's details are correct.

**Signature of person assisting**

Date

## Returning your documents

Please tick one of the following options

I wish to collect my documents when ready. <i>(This option is not available to applicants in the Auckland region.)</i>	<input type="checkbox"/>
Please return all documents to me by secure post at the address given at <b>A5</b> .	<input type="checkbox"/>



### About the information you provide

The information about you on this form is collected to determine your eligibility for a temporary variation of conditions to your permit.

The main recipient of the information is Immigration New Zealand, Department of Labour, but it may also be shared with other government agencies, which are entitled to this information under applicable legislation.

The address of Immigration New Zealand is PO Box 3705 Wellington, New Zealand. DO NOT send your application to this address.

The collection of the information is authorised by the Immigration Act 1987 and the Immigration Regulations made under that Act. The supply of the information is voluntary, but if you do not supply it then the application may be declined.

Any person who is in New Zealand has a right to access the information about them held by Immigration New Zealand and to ask for any of it to be corrected if they think that is necessary.

## Section H Paying your application fee

Please see our *Fees Guide (INZ 1028)* or our website [www.immigration.govt.nz/fees](http://www.immigration.govt.nz/fees) for more information about current fees and payment methods.

### Your application fee

Amount you are paying:

Currency

Application number   
*(office use only)*

### Preferred methods of payment

We recommend that you use one of the following methods of payment for better security and faster processing:

Bank cheque/bank draft

Credit card\* (choose one)

Mastercard

Visa

Name of cardholder

Card number

Expiry date

Signature of cardholder

Date

### Other methods of payment

EFTPOS. *Note that this option is available only for applications lodged at one of our New Zealand offices.*

Personal cheque. *Note that we will hold your application for 10 working days to allow the cheque to be cleared.*

Cash. *Cash should not be sent through the mail for security reasons.*

### We do not accept money orders.

*To be removed and securely destroyed after credit card transaction is processed*

\*Your CVC/CVV number is required if you are paying by electronic credit card and your application is being lodged at Immigration New Zealand's Bangkok branch or London branch, or the MFAT post in The Hague.

If your application will be lodged in one of these three branches, please provide your CVC/CVV number here.

*Note: your CVC/CVV number is the three-digit number found on the signature strip on the back of your credit card.*

[newzealand.govt.nz](http://newzealand.govt.nz)