



# Application for a Variation of Conditions or a Variation of Travel Conditions

for changing the conditions of a temporary visa



## Who may apply for a variation of conditions?

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

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

If you are applying for a variation of conditions to change the course you are studying and/or the education provider you are studying with, you must obtain a variation of conditions **before** changing your course and/or education provider.

If you withdraw from your course of study and/or education provider before varying the conditions of your visa, you will be in breach of your visa conditions. Applicants who breach their visa conditions may not ordinarily be granted a variation of conditions and may become liable for deportation.

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

If you hold a **visitor visa** you can apply for a variation of conditions to allow you to study part time or work part time. If you hold a visitor visa 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 9:30 am and 2:30 pm Monday to Friday (inclusive).

## Who may apply for a variation of travel conditions?

You may apply for a variation of travel conditions if you hold a student visa, a work visa or a visitor visa and you wish to leave New Zealand and return under the same visa conditions.

## What should you send with your application?

When you have completed the form use the checklist at the end to make sure you have sent all the documents we need.

## Where do you send your application?

Send it 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 it is an offence to provide immigration advice without being licensed or exempt. 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) or email [info@iaa.govt.nz](mailto:info@iaa.govt.nz).

Lawyers provide immigration advice and are exempt from licensing under the Immigration Advisers Licensing Act. For more information and to view the register of immigration lawyers, go to the New Zealand Law Society website [www.lawsociety.org.nz](http://www.lawsociety.org.nz).

## VisaView

It is an offence to employ a person who is not entitled to work in New Zealand. One way for employers to avoid committing this offence is to check a person's entitlement to work with Immigration New Zealand's online VisaView system. Disclosure of information through VisaView is authorised by legislation.

If you believe that an employer has been given the wrong entitlement information via VisaView you may contact the Immigration Contact Centre (0508 558 855) to request correction of that information.



## 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 | 

D	D	M	M	Y	Y	Y	Y
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**A3** Country of citizenship | \_\_\_\_\_

**A4** Passport details

Number | \_\_\_\_\_

Country | \_\_\_\_\_

Expiry date | 

D	D	M	M	Y	Y	Y	Y
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**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?

**i** You can find a definition of immigration advice at [www.immigration.govt.nz](http://www.immigration.govt.nz).

Yes *Make sure that your immigration adviser completes Section G: Immigration adviser's details.*

No

## Section B Variation of travel conditions

Complete this section if you are applying for a variation of travel conditions.

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

**B2** Please tick **one** of the boxes below to show the type of visa you hold.

Visitor visa *Go to Section C: Visitor visa holders.*

Student visa *Go to Section D: Student visa holders.*

Work visa *Go to Section E: Work visa holders.*

**B3** Date you will leave New Zealand

Date you will return to New Zealand

Do you want a single journey visa or a multiple journey visa?

Single  Multiple *Provide the reasons you need a multiple entry visa*

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## Section C Visitor visa holders

Complete this section if you hold a visitor visa.

**C1** Are you applying for a variation of conditions to allow you to work part time (up to 20 hours in any week)?

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

Job title

Employer's name

Location

Hours/days you want to work

**C2** Are you applying for a variation of conditions to allow you to study while you hold a visitor visa?

Yes *Provide details*  No *Go to Section F: Declaration by applicant.*

Course/qualification you want to study

Name of education provider

Location of education provider

Hours/days you want to study

Dates you want to study  to

*Go to Section F: Declaration by applicant.*

## Section D Student visa holders

Complete this section if you hold a student visa.

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

Yes Go to **D2**  No Go to **D4**

**D2** Tick one or more of the options below to show whether you want a variation of conditions to work part-time and/or 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.

**D3** If you **are not** studying at secondary school in Years 12 or 13, go to Section F: Declaration by applicant

If you **are** studying at secondary school in Years 12 or 13, tick the box or boxes that apply to you:

I want to be allowed to work up to 20 hours in any week during the academic year and I have attached written permission from my parent(s) and school enabling me to work.

I want to be allowed to work full-time during the Christmas and New Year holiday period and I am:

17 years of age or under and have attached written permission from my parent(s) and school enabling me to work.

18 years of age or over and have attached written permission from my parent(s) enabling me to work.

**D4** Are you applying for a variation of conditions to allow you to study a different course and/or with a different education provider?

Yes Provide details  No

Please state the reason(s) why you are applying for a variation of conditions to allow you to study a different course and/or with a different education provider. You may be required to provide evidence to demonstrate that you continue to meet student instructions. *Continue on a separate sheet of paper if necessary.*

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Course/qualification you want to study | \_\_\_\_\_

Name of education provider | \_\_\_\_\_

Location of education provider | \_\_\_\_\_

Hours/days you want to study | \_\_\_\_\_

Dates you want to study | 

D	D	M	M	Y	Y	Y	Y
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 to | 

D	D	M	M	Y	Y	Y	Y
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Go to Section F: Declaration by applicant.

## Section E Work visa holders

Complete this section if you hold a work visa.

**E1** Are you applying for a variation of conditions to allow you to study?

Yes Provide details (if available)  No Go to **E2**

Course/qualification you want to study | \_\_\_\_\_

Name of provider | \_\_\_\_\_

Location of provider

Hours/days you want to study

Dates you want to study  to

*Go to Section F: Declaration by applicant*

**E2** If you are applying for a variation of conditions to allow you to work for a different employer, in a different occupation, or in a different place of employment, provide details.

Job title

Employer's name

Location

## Section F Declaration by applicant

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

I understand that Immigration New Zealand may provide information about my entitlement to work to potential employers via the online VisaView system. The VisaView system is authorised by legislation.

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 18 years.*

## Section G 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.**

**G1** 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* **G2**

I am exempt from licensing under the New Zealand Immigration Advisers Licensing Act 2007. *Go to* **G3**

*If you are unlicensed when you should be licensed under the Immigration Advisers Licensing Act 2007, Immigration New Zealand will return your client's application. It is an offence to provide immigration advice without holding a licence, unless you are exempt.*

**G2** Licensed advisers. Provide your licence details.

Licence type

full  provisional  limited. *List conditions specified in the register.*

Licence number  *Go to Section H: Declaration by person assisting the applicant.*

**G3** Exempt from licensing. Tick one box below to show why you are exempt from licensing.

I provided immigration advice in an informal or family context only, and I did not provide the advice systematically or for a fee.

I am a New Zealand member of Parliament or member of their staff and I provided immigration advice as part of my employment agreement.

I am a foreign diplomat or consular staff.

- I am an employee of the New Zealand public service and I provided immigration advice within the scope of my employment agreement.
- I am a lawyer and I hold a current practising certificate as a barrister or as a barrister and solicitor of the High Court of New Zealand.
- I am employed by, or I am working as a volunteer for, a New Zealand community law centre where at least one lawyer is on the employing body of the community law centre or is employed by or working as a volunteer for the community law centre in a supervisory capacity.
- I am employed by, or I am working as a volunteer for, a New Zealand citizens advice bureau.

Go to Section H: Declaration by person assisting the applicant

## Section H Declaration by person assisting the applicant

**This section must be completed and signed by the applicant's immigration adviser, or by any person who has assisted the applicant by providing immigration advice, explaining, translating, or recording information on the form for the applicant. If the applicant does not have an immigration adviser, and no one helped the applicant to fill in this form, this section does not have to be completed.**

*If you are unlicensed when you should be licensed under the Immigration Advisers Licensing Act 2007, Immigration New Zealand will return your client's application. It is an offence to provide immigration advice without holding a licence.*

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

Name and address of person assisting applicant.

- Same as address given at  A6 or  as below.

Family/last name

Given/first name(s)

Company name (if applicable) and address

  

Telephone (daytime)

Telephone (evening)

Fax

Email

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

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 recording information on the form.
- I have **assisted** the applicant in another way.

Specify

- I have **provided immigration advice** (as defined in the Immigration Advisers Licensing Act 2007) and my details in Section G: Immigration adviser's details are correct.

Signature of person assisting

Date

## Application checklist

OFFICE USE ONLY	Information and documents you must supply	CHECK LIST
<input type="checkbox"/>	I have completed the application form.	<input type="checkbox"/>
<input type="checkbox"/>	I have provided the application fee.	<input type="checkbox"/>
<input type="checkbox"/>	I have attached my passport or travel document (the original document).	<input type="checkbox"/>

OFFICE USE ONLY	Information and documents you may need to supply if applying for a variation of conditions to study or change course and/or education provider	CHECK LIST
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### Course of study and course fees

<input type="checkbox"/>	I have attached an offer of a place with a New Zealand education provider.	<input type="checkbox"/>
<input type="checkbox"/>	I have attached evidence that I have paid the course fees (if you are applying for a variation of conditions to allow you to study a different course and/or with a different education provider, you may provide this evidence once the application is approved in principle).	<input type="checkbox"/>

### Financial support and accommodation

<input type="checkbox"/>	I have attached a completed <i>Financial Undertaking for a Student (INZ 1014)</i> (for student visa holders only).	<input type="checkbox"/>
<input type="checkbox"/>	I have attached copies of evidence that I have sufficient funds (for student and visitor visa holders only).	<input type="checkbox"/>
<input type="checkbox"/>	I have attached a copy of a guarantee of accommodation (for student visa holders only).	<input type="checkbox"/>

OFFICE USE ONLY	Information and documents you may need to supply if applying for a variation of conditions to work or to work for a different employer, in a different occupation, or in a different place of employment	CHECK LIST
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<input type="checkbox"/>	I have attached evidence of my job offer (not required for student visa holders).	<input type="checkbox"/>
<input type="checkbox"/>	I have attached the required written permission from my parent(s) and/or school enabling me to work (for student visa holders in Years 12 or 13 only).	<input type="checkbox"/>

## Returning your documents

Please tick one of the following options

<input type="checkbox"/>	I wish to collect my documents when ready. (This option is not available to applicants in the Auckland region.)
<input type="checkbox"/>	Please return all documents to me by secure post at the address given at <b>A6</b> .

## Section I 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. This option is available only for applications lodged at one of our New Zealand offices.
- Personal cheque. We will hold your application for 10 working days to allow the cheque to be cleared.
- Cash. Our New Zealand branches do not accept cash. Most of our branches outside New Zealand do not accept cash.

### 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 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.



### About the information you provide

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

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 2009 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.

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