



# 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 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 permit, you will be in breach of your permit conditions. Applicants who breach their permit conditions may not ordinarily be granted a variation of conditions and may be liable to have their permit revoked and be required to leave New Zealand or be removed.

If you hold a **work permit** you may apply for a variation of conditions to allow you to change your employer and/or 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?

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

## 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.





## Section B Your permit

All applicants must complete this section.

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

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

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

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

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

## Section C Visitor's permit holders

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

**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's permit?

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 permit holders

Complete this section if you hold a student permit.

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

Yes *Go to **D2***  No *Go to **D3***

**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** 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

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
---	---	---	---	---	---	---	---

 to | 

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

## Section E Work permit holders

**Complete this section if you hold a work permit.**

**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 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*

**E2** 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 F 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 | 

D	D	M	M	Y	Y	Y	Y
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*A parent or guardian may sign on behalf of a child under 17 years.*



## 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 filling in 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)

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Company name (if applicable) and address

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Telephone (daytime)

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Telephone (evening)

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Fax

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Email

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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*

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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

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Date

D	D	M	M	Y	Y	Y	Y
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## 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
<b>Course of study and course fees</b>		
<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"/>
<b>Financial support and accommodation</b>		
<input type="checkbox"/>	I have attached a completed <i>Financial Undertaking for a Student (INZ 1014)</i> (for student permit holders only).	<input type="checkbox"/>
<input type="checkbox"/>	I have attached copies of evidence that I have sufficient funds (for student and visitor's permit holders only).	<input type="checkbox"/>
<input type="checkbox"/>	I have attached a copy of a guarantee of accommodation (for student permit 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 or in a different place of employment	CHECK LIST
<input type="checkbox"/>	I have attached evidence of my job offer (not required for student permit holders).	<input type="checkbox"/>

## Returning your documents

Please tick one of the following options

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> .	<input type="checkbox"/>

## 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. 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.

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.



## About the information you provide

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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.