

July 2026

INZ 1238



Approved Community Organisation Application Form

Community Organisation Refugee Sponsorship Category

Information for Community Organisations

The objective of the Community Organisation Refugee Sponsorship (CORS) category is to:

- provide an opportunity for Community Organisations to actively engage in supporting successful refugee settlement and to build local communities that welcome refugees; and
- enable sponsored mandated refugees and any associated partners and dependent children, with the support of Community Organisations, to quickly become independent and self-sufficient so that they are able to enter the labour market, navigate their communities and access mainstream services without requiring additional support; and
- provide an alternative form of admission for refugees and any associated partners and dependent children to complement New Zealand's refugee quota and, in doing so, demonstrate New Zealand's response to the scale of refugee movement and commitment to international responsibility sharing.

What is an Approved Community Organisation?

An Approved Community Organisation will provide settlement support to sponsored mandated refugees and any associated partners and dependent children during their first two years in New Zealand, providing connections and practical advice to those building new lives here. Approved Community Organisations will help sponsored mandated refugees and any associated partners and dependent children secure rental housing, enrol in education and health services, find jobs and connect with their new community.

Applications to become an Approved Community Organisation

Before completing this application, Community Organisations are recommended to get in touch with the Umbrella Organisation. The purpose of the Umbrella Organisation is to guide Community Organisations through the application process and provide ongoing support should your application be successful.

More information and contact details for the Umbrella Organisation and how to contact them can be found on the INZ website: www.immigration.govt.nz/live/refugees-and-asylum-seeker-information/community-refugee-sponsorship-programme/applying-to-be-an-approved-community-organisation-sponsor/

Applications to become an Approved Community Organisation must be made on this form. Completed applications should be scanned and sent to: CORS@mbie.govt.nz. All emails should include "Approved Community Organisation application" in the subject line of the email.

Approved Community Organisation criteria

To become an Approved Community Organisation, INZ must be satisfied that the Community Organisation:

- is a legal entity (such as incorporated society, registered company, charitable trust or religious organisation with legal standing)
- has the financial resources to provide settlement services to sponsored mandated refugees, including any associated partners and dependent children for two years
- has experience working successfully with refugees or other vulnerable people

- has capability and capacity to secure and suitable accommodation (this may include acceptable boarding or flatting arrangements) at short notice, and support mandated refugees and associated partners to enter the labour market and secure meaningful and sustainable employment
- can enter into a Deed of Agreement for Services for the provision of settlement services to the agreed standard
- will not create unacceptable risks to the integrity of New Zealand's immigration laws or policies
- is able to demonstrate community outreach and connections within the broader community
- has at least 5 core members who will be part of the settlement team
- has ensured all 5 core members will be working with the refugee/refugee family are fully vetted by the NZ Police (to support working with children and vulnerable adults and that they are suitable and of good character)
- has ensured all 5 core members have completed child protection training, for example: 'Fundamentals of Child Protection' administered by Safeguarding Children
- has developed a Child Protection Policy (these are policies and procedures for managing risk).

Evidence of meeting the above criteria must be submitted with this application.

Settlement Plan Form

This Settlement Plan Form (1274) must be included with the Approved Community Organisation Application (INZ 1238).

The Settlement Plan Form is for a community organisation to set out how they plan to support newly arrived individuals or families under the CORS category, and is submitted to the Umbrella Organisation, in line with the Deed, as part of delivering settlement services before the refugee(s) arrive.

Approved Community Organisation assessment

Approval in principle

Your application will be considered and if it meets the criteria above, you will be notified of your in principle approval.

However, before Approved Community Organisation status can be granted, enabling your organisation to nominate or be matched with potential mandated refugees and any associated partners and dependent children, you will need to enter into a Deed of Agreement for Services with MBIE for the provision of settlement services within the required timeframe. If that does not happen, your application will be declined.

Duration of approved status

Once approved, an Approved Community Organisation's status remains unless revoked.

Approval status may be refused or revoked

A community organisation's application for approval status will be declined if a community organisation does not meet the criteria for approval status, or if INZ considers that approving that community organisation would create unacceptable risks to the integrity of New Zealand's immigration laws or policies.

At least every three years, INZ will review whether Approved Community Organisations continue to meet the criteria for approval status.

Approval status may be revoked at any time if:

- it is considered the organisation's approval status would create unacceptable risks to the integrity of New Zealand's immigration laws or policies; or
- there is no longer confidence the organisation has the capacity to sponsor each refugee they support or propose to support in future (including, but not limited to: if the Deed of Agreement for Services expires or is not renewed or is otherwise terminated; or the organisation fails to meet any of the other criteria for approval status).

Where information is received that may be prejudicial to an organisations ongoing approval status, the organisation will be notified in writing and provided an opportunity to provide comment before any revocation decision is made.

Community organisations that have their approval status revoked will be notified of this and informed of the reasons in writing.

Requests for reconsideration

There is no right of appeal if your application to become an Approved Community Organisation is declined. If the Organisation promptly provides new information, a decline decision may be reconsidered. A request for reconsideration must be made in writing. Any decision on reconsideration is final.

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 or email info@iaa.govt.nz.



Approved Community Organisation Application Form

Community Organisation Refugee Sponsorship Category

Section A Community Organisation's details

This form must be completed and signed by a person who has authority to make representations and enter into agreements on the Community Organisation's behalf. Please answer all questions. If any question does not apply please answer "N/A" for "not applicable".

A1 Community Organisation's name

A2 Community Organisation's legal status
(eg incorporated society, company, registered charitable trust)

A3 What evidence of your organisation's legal status have you included with this application?

A4 Name of person completing this application to become an Approved Community Organisation

Family/last name	Given/first name(s)
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A5 Position or title

A6 List all of the other people in your group who will play a regular or significant role in the delivery of settlement support. Include a summary of any relevant skills or experience. *Continue on another piece of paper if needed.*

Name	Proposed role and type of support being provided	Relevant skills and experience	Police vetting and child protection training completed
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

A7 Community Organisation's contact details.

Name of contact person if different from that given at **A4**

Community Organisation's physical and postal addresses

Telephone (daytime) Telephone (evening)

Fax Email

Website

A8 Name and address for communication about this application

Same as address at **A7** or Other *Give details below*

Name of contact person

Organisation name (if applicable) and address

New Zealand Business Number (if applicable) *For help search: www.nzbn.govt.nz*

Telephone (daytime) Telephone (evening)

Fax Email

A9 Do you authorise the person stated at **A8** to act on your behalf? Yes No

A10 Have you received immigration advice on this application?

Yes *Please make sure that your immigration adviser completes Sections F and G: Immigration adviser's details.*

No

i You can find a definition of immigration advice at www.immigration.govt.nz/advice

Section B Community Organisation's intentions

B1 If successful, you will need at least 5 core members involved in the settlement planning and provision of settlement support. All core members will be added to the Umbrella Organisation's contact list.

First name	Last name	Telephone	Email

B2 If successful, who does your organisation propose to support? Indicate both if applicable.

- Mandated refugees nominated by your organisation and any associated partners and dependent children
 Mandated refugees identified by the International Referral Partner and any associated partners and dependent children

B3 Has your organisation engaged with the Umbrella Organisation?

- Yes
 No

B4 Is your organisation able to enter into a Deed of Agreement for Services with Immigration New Zealand for the provision of settlement services?

- Yes
 No

Section C Community Organisation's details

C1 How many years has the Community Organisation been operating?

C2 When was the Community Organisation established? / /

C3 Please provide details of your organisation's connections to the wider community in your region and any steps you will take to build community networks to support the settlement process

C4 Please give brief details of your Community Organisation such as the purpose of your organisation, any previous involvement your organisation has had with refugees, has your organisation provided support services *(if further details are given in a separate document please state this)*?

Section D Financial Resources

- D1** What evidence can you provide of your organisation's financial position? (Where possible, information supplied should cover at least two financial years. For example, sets of accounts certified by an accountant, statements of financial position. The more evidence you can enclose, the sooner INZ will be able to complete its assessment of your application.)

- D2** What costs have you budgeted for supporting settlement for a refugee family? Attach your budget and identify how your organisation intends to fund the costs. (The Umbrella Organisation can provide a budget template).

The Umbrella Organisation will be checking the finances of an Approved Community Organisation each time they wish to sponsor another refugee family.

Section E Working with children and vulnerable adults

- E1** Have you included evidence that all 5 core members who will be supporting mandated refugees and any associated partners and dependent children are fully vetted by the New Zealand Police to support working with children?

- Yes
 No

- E2** Have you included evidence that at least one core member who will be supporting mandated refugees and any associated partners and dependent children have completed an eLearning course entitled 'Fundamentals of Child Protection' administered by Safeguarding Children?

- Yes
 No

- E3** Have you included evidence that your organisation has developed a Child Protection Policy and appointed a person in your organisation to oversee obligations under the policy and any applicable legislation.

- Yes
 No

Section F Declaration by Community Organisation

This section must be read and signed by a person who has authority to make representations and enter into agreements on the Community Organisation's behalf.

I understand the notes and questions in this form and I declare that the information given about my organisation is true and correct.

I understand that if I make any false statements, or provide any false or misleading information, or have changed or altered this form in any way, this application as a Community Organisation may be declined, and that I may also be committing an offence under sections 342 and 348 of the Immigration Act 2009 and may be liable to prosecution.

I understand that I am required to inform Immigration New Zealand about any relevant changes to the circumstances of my Community Organisation that occur after I lodge this application.

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.

Application checklist

OFFICE USE ONLY	Information and documents you must supply	CHECK LIST
	I have read the declaration, and signed and dated the application form.	
	Completed Settlement Plan	
	Completed child protection policy	
	Completed budget document	
	Evidence of completed eLearning module	
	Evidence of completed New Zealand Police Vetting	
	I have checked that all supporting documents required by this form or indicated by me as being attached, are either attached or enclosed for submission with the application.	

Send your completed application to:

Immigration New Zealand
CORS@mbie.govt.nz

You must have 'Approved Community Organisation' in the subject line.

About the information you provide

Deciding whether you are eligible to become an Approved Community Organisation

Immigration New Zealand collects the information about you on this form to decide whether you are eligible to be an Approved Community Organisation. We may also use the information to contact you for research purposes or to advise you on immigration matters.

The address of Immigration New Zealand is PO Box 1473, Wellington 6140, New Zealand. **Do not send your application to this address.**

Collecting the information is authorised by the Immigration Act 2009 and the Immigration Regulations made under that Act. You do not have to provide the information, but if you do not we are likely to decline your application.

Immigration New Zealand may also share the information you have provided with other government agencies that are entitled to it by law, or with other agencies (as you have agreed in the declaration).

You have the right to access the information we hold about you and have any of it corrected if you think it is necessary.

For more information

If you have questions about completing this form:

- see our website **www.immigration.govt.nz**
- telephone our call centre on 0508 558 855 (within New Zealand)
- contact one of Immigration New Zealand's offices.

Our New Zealand offices are located in Auckland, Henderson, Manukau, Hamilton, Palmerston North, Wellington and Christchurch.

