

February 2018

INZ 1012



# Student Visa Application

for a temporary stay in New Zealand

## Apply for your visa online – it's faster & easier

The fastest and easiest way to apply for a student visa is online. Once you have your documents prepared, it should take less than 15 minutes to complete the online application form.

## Who must use this form

You must use this form if you are applying as a domestic student or if you will bring your partner or children with you.

All other applications should be made online.

Explore your options and apply online at [www.immigration.govt.nz/study](http://www.immigration.govt.nz/study)

## Refer to the *Student Visa Guide*

The *Student Visa Guide (INZ 1013)* contains important information about the requirements for a student visa and how to complete the form. It can be downloaded from [www.immigration.govt.nz/forms](http://www.immigration.govt.nz/forms).

## Documents required

Use the checklist on page 2 of this form to find out which documents you must provide. If you have not provided the correct documents, we will return your application.

## 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).

**When filling in this form, please write clearly in English using CAPITAL LETTERS.**

## Application checklist

Information and documents you must supply	
<input type="checkbox"/>	Completed, signed application form.
<input type="checkbox"/>	Appropriate fee and immigration levy.
<input type="checkbox"/>	Two passport-size colour photographs.
<input type="checkbox"/>	Passport or travel document*.
<input type="checkbox"/>	Medical or chest X-ray certificates if required by Section C: Your health.
<input type="checkbox"/>	Police certificates if required by Section D: Your character.

Applicants in the circumstances below must provide the relevant documents (more than one section may apply to you).

Applicants who are...	Must provide...
<input type="checkbox"/> Foreign fee-paying students	<input type="checkbox"/> An offer of place(s) from an approved New Zealand education provider(s)
	<input type="checkbox"/> A Confirmation of Enrolment if you are a student returning to the same provider and studying the same programme.
	<input type="checkbox"/> If you are applying for a pathway student visa to study at multiple providers, a covering letter detailing your intended programmes of study (to accompany your offers of place) from your pathway education providers.
	Evidence that your tuition fees: <ul style="list-style-type: none"> <li><input type="checkbox"/> have been paid</li> <li><input type="checkbox"/> are covered by a foreign government loan, or</li> <li><input type="checkbox"/> will be paid by your home country government.</li> <li><input type="checkbox"/> are covered by a study abroad or non-award scheme</li> <li><input type="checkbox"/> If you are applying from outside New Zealand, evidence that you/ your family have sufficient funds to pay your tuition fees after your visa application is approved in principle.</li> </ul>
<input type="checkbox"/> Exchange students	If you are already studying in New Zealand, evidence of: <ul style="list-style-type: none"> <li><input type="checkbox"/> previous student performance and progress, and</li> <li><input type="checkbox"/> attendance records.</li> </ul>
	<input type="checkbox"/> Evidence of your financial support, as described in Section F: Fee-paying PhD and scholarship students.

<input type="checkbox"/> Foreign fee-paying students	<input type="checkbox"/> Evidence of pre-purchased outward travel, or <input type="checkbox"/> Evidence of sufficient funds to purchase outward travel (additional to your living funds), or <input type="checkbox"/> Either a sponsorship form or a financial undertaking form guaranteeing to cover the cost of outward travel from New Zealand.
<input type="checkbox"/> Accompanied by a parent or legal guardian	<input type="checkbox"/> Evidence of your relationship with your parent or legal guardian.
	<input type="checkbox"/> Evidence that your parent or legal guardian cares for you in your home country.
<input type="checkbox"/> Domestic students	<input type="checkbox"/> Evidence of your domestic student status.
	<input type="checkbox"/> If you are a dependent child of an Essential Skills visa holder, evidence that your parent is eligible to support your visa – see <a href="http://www.immigration.govt.nz/work-support-child">www.immigration.govt.nz/work-support-child</a> .
	If you are a dependent child of a Religious worker visa holder, either: <ul style="list-style-type: none"> <li><input type="checkbox"/> evidence that your parent is eligible to support your visa – see <a href="http://www.immigration.govt.nz/work-support-child">www.immigration.govt.nz/work-support-child</a>.</li> <li><input type="checkbox"/> a signed and completed sponsorship form indicating that the religious organisation sponsoring your parent will support you.</li> </ul>
<input type="checkbox"/> In year 12 or 13 at secondary school, wishing to work	Permission to work 20 hours per week and/or full-time during the summer holiday period from your: <ul style="list-style-type: none"> <li><input type="checkbox"/> parents, and</li> <li><input type="checkbox"/> education provider (not required if you are over 18 and at secondary school and wish to work during the summer holiday period), and</li> <li><input type="checkbox"/> Exchange Provider Organisation (if you are an exchange student, e.g. AFS, Rotary).</li> </ul>
<input type="checkbox"/> Exchange students	<input type="checkbox"/> Evidence from the scheme organiser that you have been accepted to an approved student exchange scheme.
<input type="checkbox"/> New Zealand Aid Programme-supported students	<input type="checkbox"/> Evidence that you receive funding from the New Zealand Government under one of the New Zealand Aid Programme schemes.
<input type="checkbox"/> Foreign government-supported students	<input type="checkbox"/> Evidence that your home country government will fully fund your stay and study in New Zealand.

\*While you can provide a certified copy of your passport with your application, we highly recommend you provide your original passport. This will enable us to process your application faster and it may be needed to complete your application. Please note during the processing of an application an immigration officer may request any document, including your original passport

## Full-time vacation work rights

If you are entitled to work full-time during vacation periods scheduled by your education provider, you must provide evidence of these vacation periods along with the credit value of your programme of study with your application. (To confirm entitlement, see 'Can you work while holding a student visa?' section in the *Student Visa Guide (INZ 1013)*).

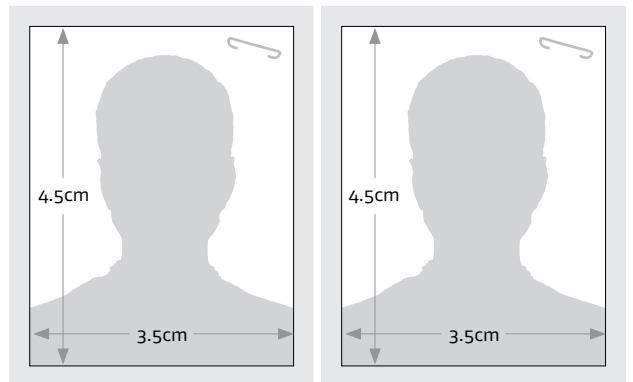
If your circumstances are not covered in the above list, refer to the INZ website, [www.immigration.govt.nz](http://www.immigration.govt.nz), or Operational Manual, [www.immigration.govt.nz/opsmanual](http://www.immigration.govt.nz/opsmanual), for information about the documents you must provide.

## Which type of student visa are you applying for?

- Foreign fee-paying  Domestic  Exchange  New Zealand Aid Programme-supported  Limited visa  
 Other, please specify \_\_\_\_\_

### Section A Principal applicant's personal details

Attach **two** colour passport-size photographs of yourself here. The photographs must be less than six months old. Write your full name on the back of both photographs.



**i** For more information about the questions in this section, see 'Completing Section A: Principal applicant's personal details' in the *Student Visa Guide*.

**A1** Name as shown in passport

Family/last name

Given/first name(s)

**A2** Preferred title Mr  Mrs  Ms  Miss  Dr  other (specify) \_\_\_\_\_

**A3** Other names you are known by or have ever been known by

**A4** Gender  Male  Female

**A5** Date of birth

**A6** Town/city of birth

Country of birth

**A7** Passport details

Number

Country

Expiry date

**A8** Other citizenships you hold

**A9** Partnership status

Single

Separated

Partner/De facto

Divorced

Married/in civil union

Engaged

Widowed

## Section B Contact details

Note: We prefer to contact you using email. Please provide your email address if you have one.

**B1** Your current residential address.

Address

Telephone (landline)  Telephone (mobile)

Email

**B2** If you are currently in New Zealand, your most recent overseas address.

Address

**B3** Name and address for communication about this application.

Same as address at **B1**, or  as below

Name of contact person

Organisation name (if applicable) and address

New Zealand Business Number (for New Zealand businesses only)

For help search: [www.nzbn.govt.nz](http://www.nzbn.govt.nz)

Telephone (daytime)  Telephone (evening)

Email

**B4** Do you authorise the person stated at **B3** to act on your behalf?  Yes  No

**B5** Do you authorise all other licensed immigration advisers or persons exempt from licensing who work for the organisation named at **B3** to act on your behalf (if applicable)?

Yes Note: the person identified at **B3** will receive all communication from Immigration New Zealand.

No Only the person indicated at **B3** may act on my behalf.

**B6** Have you received immigration advice on this application?

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

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

No

**B7** Names and addresses of any friends, relatives, or contacts you have in New Zealand (if applicable)

Name

Address

Relationship  Date of birth (if known)

Name

Address

Relationship  Date of birth (if known)

**B8** List all periods of employment, including self-employment

Date from (DD/MM/YY)	Date to (DD/MM/YY)	Name of employer	New Zealand Business Number	Location	Type of work/occupation/job title
/ /	/ /				
/ /	/ /				
/ /	/ /				
/ /	/ /				
/ /	/ /				

The New Zealand Business Number (NZBN) is for New Zealand businesses only. For help search: [www.nzbn.govt.nz](http://www.nzbn.govt.nz).

**Section C** Your health

**i** For more information about the questions in this section, see 'Completing Section C: Your health' in the *Student Visa Guide*.

**C1** Do you have tuberculosis (TB)?  Yes  No

**C2** Do you have any medical condition that requires, or may require, one of the following during your stay in New Zealand?

- Renal dialysis  Yes  No
- Hospital care  Yes  No
- Residential care  Yes  No

Residential care is defined as in-patient care for people with psychiatric, sensory or intellectual disabilities or live-in facilities for the aged.

**C3** Have you been identified as a person who requires special education services? (Refer to 'Completing Section C: Your health' in the *Student Visa Guide (INZ 1013)* for further information).

Yes  No

**C4** If you have answered **Yes** to any of the questions in **C1** to **C3**, provide details.

**C5** Are you pregnant?

Yes Date you are due to give birth  Go to **C6**

No Go to **C7**

**C6** If you intend to give birth in New Zealand, please indicate how the cost of maternity health services will be paid for and provide the relevant evidence.

- Not applicable as I do not intend to give birth in New Zealand.
- I am, or will be eligible for publicly-funded maternity health services and have provided evidence of my eligibility.
- I will cover the cost myself and have attached copies (not originals) that I have at least NZ\$9000 of funds available.
- My sponsor has guaranteed to cover the cost and I have attached a completed *Sponsorship Form for Temporary Entry (INZ 1025)*.

## Medical certificates and insurance requirements

Answer the questions below to find out whether you are required to provide a medical certificate or chest X-ray certificate as part of your application. Medical certificates and chest X-ray certificates must be less than three months old when you submit them to Immigration New Zealand. This section also includes a declaration regarding insurance requirements for foreign fee-paying students.

**Only domestic, exchange, PhD and NZ Aid Programme-supported students should answer questions C7 to C12. Foreign fee-paying students must go to C13. All applicants required to provide a medical or X-ray certificate must answer question C19.**

**C7** Will you be in New Zealand for less than six months?

Yes *You do not need to provide a medical certificate or chest X-ray certificate. Go to Section D: Your character*

No *Go to C8*

**C8** Will you be in New Zealand for more than six months and less than 12 months?

Yes *Go to C9*

No *Go to C10*

**C9** Are you from, or have you visited for more than three months, a place that is outside the list of 'Countries, areas, and territories with a low incidence of tuberculosis'?

Yes *Go to C11*

No *You do not need to provide a medical certificate or chest X-ray certificate. Go to Section D: Your character.*

**C10** Have you previously provided a medical certificate which was issued less than 36 months ago?

Yes *You do not need to provide a new medical certificate (or further medical information other than a chest X-ray certificate, if required below) unless (select an option if applicable):*

*your health has deteriorated, or*

*you been advised in writing by Immigration New Zealand to provide a medical certificate or further medical information with this application. Go to C11*

No *You must provide a completed medical certificate\*\*. Go to C11*

**C11** Have you previously provided a chest X-ray certificate which was issued less than 36 months ago?

Yes *Go to C12*

No *You must provide a Chest X-ray Certificate (INZ 1096) unless you are (select an option if applicable):*

*pregnant, or*

*under 11 years of age. Go to Section D: Your character.*

**C12** Have you spent six consecutive months since your previous visa application in a place that is outside the list of 'Countries, areas, and territories with a low incidence of tuberculosis'?

Yes *You must provide a new Chest X-ray Certificate (INZ 1096) unless you are (select an option if applicable):*

*pregnant, or*

*under 11 years of age. Go to Section D: Your character.*

No *You do not need to provide a new chest X-ray certificate. Go to Section D: Your character.*

\* Refer to 'Completing Section C: Health' in the *Student Visa Guide (INZ 1013)* for the 'List of Countries, areas and territories with a low incidence of tuberculosis'.

\*\* Refer to 'Completing Section C: Your health' in the *Student Visa Guide (INZ 1013)* for information about the two types of medical certificates which may be provided:

- the *General Medical Certificate (INZ 1007)*, which should be used by most students, and
- the *Limited Medical Certificate (INZ 1201)*, which should be used by students who are the dependent child of a New Zealand citizen or resident, and meet the requirements to be granted residence under the Dependent Child Category, except where limitations apply.

Only foreign fee-paying students (excluding PhD, exchange and NZ Aid Programme-supported students) should answer the questions **C13** to **C20**.

**C13** Will you be in New Zealand for less than six months?

Yes *You do not need to provide a medical certificate or chest X-ray certificate. Go to **C20***

No *Go to **C14***

**C14** Have you ever used intravenous drugs?  Yes  No

Have you ever had a blood or blood product transfusion?  Yes  No

Have you ever participated in or been exposed to any activity which may have exposed you to a serious infectious disease (such as HIV, or hepatitis B or C)?

Yes  No

If you answered Yes to any of the questions in **C14** you must provide a completed *General Medical Certificate (INZ 1007)* regardless of any other advice below. *Go to **C15***

**C15** Are you from, or have you visited for more than three months, a place that is outside the list of 'Countries, areas, and territories with a low incidence of tuberculosis'?

Yes *Go to **C16***

No *You do not need to provide a chest X-ray certificate. Go to **C18***

**C16** Have you previously provided a chest X-ray certificate which was issued less than 36 months ago?

Yes *Go to **C17***

No *You must provide a Chest X-ray Certificate (INZ 1096) unless you are (select an option if applicable):*

*pregnant, or*

*under 11 years of age. Go to **C18***

**C17** Have you spent six consecutive months since your previous visa application in a place that is outside the list of 'Countries, areas, and territories with a low incidence of tuberculosis'?

Yes *You must provide a new Chest X-ray Certificate (INZ 1096) unless you are (select an option if applicable):*

*pregnant, or*

*under 11 years of age. Go to **C18***

No *You do not need to provide a new chest X-ray certificate. Go to **C18***

**C18** Have you been advised in writing by Immigration New Zealand to provide a medical certificate, a chest X-ray certificate or any other medical information with this application?

Yes *You must provide a General Medical Certificate (INZ 1007), a Chest X-ray Certificate (INZ 1096) or the further medical information requested by Immigration New Zealand. Go to **C19***

No *Unless the previous questions have indicated that you must provide a medical certificate, or a chest X-ray certificate, or further medical information, you do not need to provide any further documents about your health. Go to **C20***

**C19** Tick the option that applies to you:

Is a physician submitting your medical and/or chest X-ray certificate to Immigration New Zealand on your behalf?

Yes *Has your physician supplied you with an eMedical Reference Code (NZER)?*

Yes *Enter your eMedical Reference Code here: \_\_\_\_\_ Go to **C20***

No *Enter the name of the clinic that is submitting your health information: \_\_\_\_\_ Go to **C20***

No *If the physician has returned the medical and/or chest X-ray certificate to you, then you will need to submit these with your visa application. Go to **C20***

\* Refer to 'Completing Section C: Your health' in the *Student Visa Guide (INZ 1013)* for the 'List of Countries, areas and territories with a low incidence of tuberculosis'.

**C20** Declaration regarding insurance requirements.

**i** For more information about insurance requirements, refer to 'Completing Section C: Your health' in the *Student Visa Guide*.

I agree to arrange and hold insurance which my education provider considers acceptable, from the period of my enrolment until the expiry of my student visa, unless I depart New Zealand earlier.

I understand that holding insurance will be a condition of my visa and that I may become liable for deportation if I do not hold insurance, from the period of my enrolment until my visa expires, unless I depart New Zealand earlier.

I understand that if I apply for a further visa, I may be required to provide evidence that I held acceptable insurance while in New Zealand, holding the visa that I am currently applying for.

I agree with the declaration

**Section D** Your character

**All applicants must complete this section. Note: if your application is declined for character reasons, Immigration New Zealand may place a notation in your passport indicating that you applied for a visa for New Zealand.**

**D1** Have you been convicted at any time of any offence, including any driving offence? *Please note that this includes any conviction(s) outside of New Zealand subsequently cleared or wiped by 'clean slate' legislation.*

Yes  No

**D2** Are you currently:

- under investigation  Yes  No
- wanted for questioning  Yes  No
- facing charges  Yes  No

for any offence in any country?

**D3** Have you ever been:

- excluded  Yes  No
- refused entry  Yes  No
- removed or deported  Yes  No

from any country, including New Zealand?

**D4** Have you ever been refused a visa/permit to visit, work, study or reside in any country?  Yes  No

**D5** Have you ever been a member of, or adhered to, any terrorist organisation?  Yes  No

**D6** Have you had (or do you currently have) an association with, membership of, or involvement with, any government, regime, group or agency that has advocated or committed war crimes, crimes against humanity and/or other gross human rights abuses?

Yes  No

If you have answered yes to any of the questions above give full details. This includes full details of any charges, convictions and the sentence or penalty imposed. Continue on a separate piece of paper if necessary.



## Police certificates you must provide

Select the appropriate option to indicate whether you are required to provide a police certificate with this application. Police certificates must be less than six months old when you submit them to Immigration New Zealand.

**D7** You do not need to provide a police certificate if:

- you are under 17, or
- you are not **intending** to be in New Zealand for **24 months or longer**, or
- you have provided a police certificate to Immigration New Zealand with a previous application, and that certificate was dated:
  - less than 36 months ago, if you are a full-fee-paying or PhD student, or
  - less than 24 months ago if you are **not** a full-fee-paying or PhD student, or
- you are younger than 20, and
- held a student visa on your 17th birthday, and
- have held student visas (or interim visas with study conditions) continuously since turning 17.

**D8** You must provide police certificates from your country of citizenship and any country you have lived in for five years or more since the age of 17 if you plan to be in New Zealand for 24 months, and, either:

- you have not previously provided police certificates to Immigration New Zealand, or
- you have previously provided a police certificate to Immigration New Zealand, but that certificate was dated:
  - more than 36 months ago, if you are a full-fee-paying or PhD student, or
  - more than 24 months ago if you are **not** a full-fee-paying or PhD student.

## Section E Your visa

**E1** Tick one of the boxes below to show the type of visa you are applying for and provide the date of your arrival in New Zealand if applicable.

- Applying for a student visa while outside New Zealand. *Date you will enter New Zealand (if applicable)*

- Applying for a student visa while inside New Zealand.

*Note: student visas normally allow multiple entry travel.*

- Applying for a limited visa. *List the reasons below. Date you will enter New Zealand on a limited visa*

- Applying for a further limited visa. *List the reasons below.*

## Section F Fee-paying, PhD and scholarship students

If you are a dependent child with domestic status, go to Section G: Your parent or legal guardian.

### Your programme(s) of study

**F1** Are you applying for a pathway student visa?  Yes  No

**F2** Details of your programme(s) of study

Programme of study/ Qualification	Education Provider/Location	Start date	End date

**F3** Provide the date to which your fees have been paid. If you have a scholarship, provide the date your scholarship ends

### Your financial support

**F4** Tick one or more of the following boxes below.

- I have attached copies (not originals) of evidence that I have sufficient funds equivalent to NZ\$15,000 for a full year of study, or NZ\$1250 per month that I will be in New Zealand.
- I have attached copies (not originals) of evidence that my living costs are already paid.
- I have attached evidence (copies only) that I have access to sufficient funds to support myself throughout the intended length of my pathway student visa.
- I have attached a letter from my home country government that states that I am fully funded for my study and the duration of my stay in New Zealand.
- I have attached a *Sponsorship Form for Temporary Entry (INZ 1025)* completed by an acceptable sponsor.
- I have attached a completed *Financial Undertaking for a Student (INZ 1014)*.

**Note:** If you are in New Zealand, a financial undertaking can only be provided if your original student visa application made outside New Zealand included a financial undertaking. The financial undertaking supplied with this application must be completed by the same person who completed the original undertaking.

- I have attached a written guarantee of maintenance from a relative in New Zealand who is either a New Zealand citizen or residence class visa holder. *This option is for students from Tonga or Samoa only.*

## Section G Your parent or legal guardian

Complete this section if you will be living with your parent or guardian for the duration of your visa.

**G1** Name of parent/legal guardian as shown in their passport

Family/last name | \_\_\_\_\_

Given/first name(s) | \_\_\_\_\_

**G2** Other names your parent/legal guardian is known by

| \_\_\_\_\_ | \_\_\_\_\_

**G3** Gender  Male  Female

**G4** Date of birth | D | D | M | M | Y | Y | Y | Y |

**G5** Place of birth | \_\_\_\_\_

Country of birth | \_\_\_\_\_

**G6** Passport details

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

Country | \_\_\_\_\_ Expiry date | D | D | M | M | Y | Y | Y | Y |

**G7** Other citizenships your parent or legal guardian holds | \_\_\_\_\_

**G8** Relationship to you:  Mother  Father  Legal guardian

**G9** Please indicate whether you are a full-fee-paying or domestic student

I am a full-fee-paying student and my parent or legal guardian is applying for a guardianship visitor visa to accompany me.

I am a domestic student because I am dependent on my parent or legal guardian and they are a New Zealand citizen, resident or the holder of a temporary visa that entitles me to domestic status.

*Note: For more information about domestic status see the Student Visa Guide.*

## Section H Declaration by applicant

I have provided true and correct answers to the questions in this form. I understand that if false or misleading information is submitted, my application may be declined without further warning.

I understand that if this application is found to contain false or misleading information after the grant of my visa, sufficient reason may exist for me to be made liable for deportation under section 157 of the Immigration Act 2009.

I agree to tell Immigration New Zealand about any changes to my circumstances that occur after making this application.

I agree to leave New Zealand before my visa expires. If I remain in New Zealand after my visa has expired, I may be liable for deportation.

I agree that if I am not entitled to free health care in New Zealand, I will pay for any health care or medical assistance I may require in New Zealand.

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.

I understand that Immigration New Zealand may provide information about my entitlement to work to potential employers including via the online VisaView system.

I authorise Immigration New Zealand to provide information about my health and my immigration status to any health service agency. I authorise any health service agency to provide information about my health to Immigration New Zealand.

I authorise Immigration New Zealand to make any necessary enquiries about information on this form and/or accompanying documentation.

I authorise any agency whether in New Zealand or overseas, including but not limited to border or immigration agencies, education providers, financial institutions, foreign embassies, government authorities, health care providers, insurance providers, police or other law enforcement agencies, that holds information (including personal information) related to information on this application form and/or accompanying documentation to disclose that information to Immigration New Zealand.

I authorise Immigration New Zealand to provide information about my immigration status to my past, present or future education provider, including via VisaView. I authorise Immigration New Zealand to provide information about the status and outcome of my student visa application to the education provider named in this application.

If I am granted a student visa with the condition that I am accompanied by a legal guardian, I agree to live with my legal guardian. I understand that both I and my legal guardian could be made liable for deportation if this condition is not met.

If I am granted a limited visa, I agree that I will leave New Zealand on or before the expiry date of that visa. If I do not leave New Zealand, I may be immediately deported from New Zealand without the right of appeal.

If I am granted a student visa with the condition that I hold acceptable insurance, I understand the requirements regarding insurance that I have agreed to at [C20](#).

Signature of applicant  Date

Signature of parent or guardian if applicant is under 18 years of age  
 Date

## Section I

## Immigration adviser's (licensed and exempt) details

This section must be completed by the applicant's immigration adviser. If the applicant has authorised all advisers within an organisation to act on their behalf at **B5**, only the person named at **B3** must complete this section. If the applicant does not have an immigration adviser or offshore education agent, this section does not have to be completed.

**I1** If you are a licensed adviser, please provide your licence details.

Licence type  full  provisional  limited *List conditions specified in the register*

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

**I2** If you are **exempt** from licensing, tick **one** box below to show why you are exempt from licensing then go to Section J: Declaration by person assisting the applicant.

- I provided immigration advice in an informal or family context only, and I did not provide the advice systematically or for a fee.
- I provided immigration advice offshore in relation to applications or potential applications for **student visas** only e.g. offshore education agents.
- I have provided immigration advice in the course my work (employed or volunteer) and that work exempts me from the requirement to be licensed. Indicate the reason for your exemption below.
- Lawyer with current New Zealand practicing certificate  Community Law Centre  Citizens Advice Bureau
- New Zealand Member of Parliament or staff  New Zealand public servant  Foreign Diplomatic/Consular

**i** See [www.immigration.govt.nz/adviserlicensing](http://www.immigration.govt.nz/adviserlicensing) for more information about who is exempt from licensing.

**Section J** Declaration by person assisting the applicant

**This section must be completed and signed by any person who has assisted the applicant by providing immigration advice, explaining, translating, or recording information on the form for the applicant; or by the applicant's immigration adviser. 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 not exempt under the Immigration Advisers Licensing Act 2007, it is an offence for you to provide immigration advice without holding a license, and Immigration New Zealand will refuse to accept your client's application. More information about immigration adviser licensing can be obtained from the Immigration Advisers Authority website [www.iaa.govt.nz](http://www.iaa.govt.nz), via email [info@iaa.govt.nz](mailto:info@iaa.govt.nz) or by telephone on 0508 422 422.*

Name and address of person assisting applicant.  Same as name and address given at **B3**, or  as below.

Family/last name  Given/first name(s)

Organisation name (if applicable) and address

New Zealand Business Number (for New Zealand businesses only)

For help search: [www.nzbn.govt.nz](http://www.nzbn.govt.nz)

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, or change or add any documents attached to the form, without making a statement identifying what information or material has been changed, added or attached and by whom. If I make these changes or additions, I must state on the form what they were, who made them and the reason they were made.

I understand 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 I: Immigration adviser's (licensed or exempt) details are correct.

Signature of person assisting  Date

## About the information you provide

### Deciding whether you are eligible for a visa

Immigration New Zealand collects the information about you on this form to decide whether you are eligible for a student visa or a limited visa. We may also use the information to contact you for research purposes or to advise you on immigration matters.

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.

### Deciding whether you are eligible to board a flight to New Zealand

The information we collect may also be used to determine whether you are allowed to board a flight to New Zealand. We will not share your personal information with airline check-in agents; however, we will send a boarding message to the airline check-in agent based on the information you have provided in this form.

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 are able to ask for the information we hold about you and have any of it corrected if you think it is necessary. The address of Immigration New Zealand is PO Box 1473, Wellington 6140, New Zealand. **This is not where your application should be sent.**

### For more information

If you have questions about completing the form:

- see our website [www.immigration.govt.nz/contactus](http://www.immigration.govt.nz/contactus)
- telephone our call centre on 0508 558 855 (within New Zealand).

## Returning your documents

Please return documents to me by secure post at the address given at:

- B1
- B2
- B3

## Section K

## Paying your application fee and immigration levy

To find out how much the fee and immigration levy is and where to send your application, use our office and fees finder at [www.immigration.govt.nz/fees](http://www.immigration.govt.nz/fees).

**Note:** some offshore offices do not accept credit cards. The office and fees finder contains information about alternative methods of payment.

### Your application fee and immigration levy

Amount you are paying:

Amount

Currency

(e.g. NZD, USD, RMB)

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

SWITCH card (UK only)  SWITCH card issue number

Name of cardholder

Card number

CVC/CVV number

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

Expiry date

Signature of cardholder

Date

### Other methods of payment

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

Cash. *Our New Zealand offices do not accept cash. Most of our offices outside New Zealand do not accept cash.*

**We do not accept money orders.**



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

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New Zealand Government