



Application for Residence Guide

Skilled Migrant Category

Information about this guide

This guide will help you to complete your *Application for Residence under the Skilled Migrant Category (INZ 1104)* once you have received an invitation to apply for residence from Immigration New Zealand. It will also explain our process for assessing your application.

You should read this guide before completing the application form and refer to it as you complete the application. The guide explains:

- the evidence you need to provide with your application form; and
- our process for assessing your application.

There is also a summary of terms you might come across in the residence application process.

We may not be able to accept your application if you do not complete the application form fully, and also provide us with all the documentation required for lodgement of the application.

If you are applying for residence while you are in New Zealand on a visitor, work, or student visa, you must ensure that your visa remains valid at all times. If you are currently in New Zealand, you are only eligible to apply for residence if you have a valid temporary visa.

Who can help you fill out the form?

You can apply for residence by completing and compiling all the necessary forms and documentation yourself, or you can ask another person to help you by acting as your agent, adviser, or representative. Anyone can act as your agent, adviser, or representative. An agent, adviser, or representative might be:

- a lawyer; or
- a consultant; or
- any other person (including a friend), that you hire or ask to help you apply for residence.

INZ treats all applicants equally. We do not give preferential service to applicants with agents, advisers, or representatives.

We deal with agents, advisers, or representatives in the following ways.

- You can either give us your own address, or the address of your agent, adviser, or representative, as a point of contact for INZ. If you choose to give your agent's, adviser's, or representative's address, all correspondence from INZ, including notices for interviews and the return of original documents, will be sent to your agent, adviser, or representative unless you let us know otherwise.
- If you stop using the services of your agent, adviser or representative, you must cancel your authorisation in writing to INZ, or INZ will continue to deal with them. If you hire a new agent, adviser or representative, you will have to provide a new authorisation to INZ so we can contact them on your behalf. If you are changing your immigration adviser, please use the form *Immigration Adviser Details (INZ 1160)*.

You also need to be aware that you are responsible for any documents or information you submit to INZ, or that your agent, adviser or representative submits on your behalf.

How can this guide help me to apply for residence in New Zealand?

You can only apply for residence under the Skilled Migrant Category if you have received an Invitation to Apply for residence from Immigration New Zealand (INZ).

Once you have received an Invitation to Apply, the information in this guide will help you complete and submit your *Application for Residence in New Zealand under the Skilled Migrant Category (INZ 1104)* correctly. The guide also sets out our process for assessing your application.

How you can help INZ process your application quickly

You can help us make a decision on your application quickly by:

- reading this guide carefully; and
- providing all the information and documents requested in the application form.

Please take time to read this guide carefully, and have it in front of you when preparing the documents you need to provide with your *Application for Residence in New Zealand under the Skilled Migrant Category*.

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If any person helps you complete the form (eg by interpreting or translating it, or by filling it in for you) he/she must also sign the declarations section of the form in the space provided for people assisting an applicant.

What are 'lodgement requirements'?

When we use the legal term 'lodgement requirements', we are referring to all the documents and information you must provide for your application to be accepted for consideration.

How long do I have to lodge my application for residence?

The lodgement requirements will have been listed in your Invitation to Apply for residence in New Zealand. If your application does not meet these 'lodgement requirements', INZ will not be able to accept it. Please remember that you have four months from the date you are invited to apply for residence, in which to prepare and lodge your application. We can give no extensions beyond this time frame.

You can also provide additional information or documents after your application has been accepted for consideration, but you must do so before a decision on your application is made by INZ. Once a decision has been made, we will not be able to consider any further information or documents you provide.

Changes in the information you have provided

INZ wants you to have every chance of making a successful application. To do this, you must keep us informed of any change in your circumstances, or of any changes to the information you have provided.

THE APPLICATION FOR RESIDENCE FORM

Who is the principal applicant?

The person named as the 'principal applicant' in your Expression of Interest needs to be the 'principal applicant' in your application. This person will be the first person assessed against New Zealand Residence Instructions.

If you are the principal applicant, you must complete the *Application for Residence in New Zealand under the Skilled Migrant Category*. The form will contain all the information you gave us in your *Expression of Interest Form (INZ 1100)*.

As principal applicant, what should I do first to complete the application form?

Make sure you review carefully all the details on your application form. If you have previously given us information that is no longer relevant or is incorrect, please place a line through this information and write the new information in the table in the section of the form called 'Amendments or New Information'.

If the new information relates to questions which have been left unanswered, or you have said were not applicable in your Expression of Interest, please answer these questions on this new form and show which questions you have updated in the table in the section 'Amendments or New Information'.

Please remember that any person included in an application for residence is an applicant, but there can be only one principal applicant.

If you submit a residence application and hold a work visa and your partner and children hold temporary visas linked to your work visa, **they must be included and cannot be subsequently removed** from your family's residence application. Failure to do so may result in your application not being accepted.

Finally, remember to complete the form in English.

When do I pay the residence application fee and immigration levy?

You will need to pay the correct residence application fee and immigration levy when you lodge your application. Your Invitation to Apply for residence will list both the fee and immigration levy amount, and the ways that you can pay the fee and immigration levy.

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

You can find more information about our current residence application fees and the immigration levy in our *Fees Guide*, or by visiting our website, www.immigration.govt.nz.

Will I need to supply photographs?

With your application form, you will need to attach two recent passport-sized photographs of each person included in your application. All photographs will need the person's name, and the date the photograph was taken, written on the back. Make sure that the names on the photographs match exactly those on your application form.

Will I need to supply original documents to support my application?

In order to make a decision on your application, we need to see documents to support the statements you have made in your Expression of Interest.

All documents you supply with your application should be either originals or certified copies of originals. If you send certified copies, we may ask for originals at a later date. Your Invitation to Apply for residence may include instructions about whether you should provide original documents or certified copies.

'Certified copies' are photocopies that have been stamped or endorsed by a person who confirms the copy is a true copy of the original. The person who certifies the copy must be authorised to do so by law, in your home country or in New Zealand (eg a Justice of the Peace, notary public, lawyer or Court official).

Before we can make a decision on your application, we may need to ask you for further information or evidence not listed in your Invitation to Apply. We may also need to verify the information in these additional documents.

How would you like us to return your documents?

If you would like us to return your original documents by 'secure post', please provide a prepaid self-addressed registered envelope or courier pack with your application.

Will I need my original documents translated?

If any of your documents are not in English, you must have them translated into English. Any translation provided must:

- be accompanied by the original documents or certified copies; and
- not be made by you, any of your family members or an immigration adviser assisting with your application; and
- be certified as a correct translation made by a person familiar with both languages and competent in translation work; and
- be on the official letterhead of the translation business (if applicable); and
- have the stamp or signature of the translator or translation business; and
- be paid for by you.

Translations may be prepared by:

- the Translation Service of the New Zealand Department of Internal Affairs; or
- reputable people within the community who are known to translate documents accurately; or
- embassies or high commissions (if the translation is endorsed with the appropriate embassy or high commission seal); or
- any other private or official translation business.

If you are considering applying for New Zealand citizenship at a later date you may want to have your documents translated by the Translation Service of the Department of Internal Affairs. For details see www.dia.govt.nz.

Which documents might I need to support my application for residence?

The next part of this guide takes you through each of the sections of the *Application for Residence under the Skilled Migrant Category*, and gives you details of the documents that you may be asked to provide with your application in order to support each of the sections you completed in your Expression of Interest.

GUIDE TO COMPLETING THE APPLICATION FORM

Summary of terms

An explanation of the terms used in this guide can be found in the *Skilled Migrant Category Expression of Interest Guide (INZ 1101)*.

Completing Section A Identity

Passport or identity document

INZ will need to see your current passport (the original document or a certified copy) as proof of your identity. If you are outside New Zealand and your passport is unavailable, please provide your birth certificate or another identity document. If you do submit your passport, we will generally return it to you once we have sighted it, or if you need it back in order to travel while your application is being assessed.

Birth certificates

You will need to provide an original, or certified copy of your full birth certificate. Full birth certificates usually show the names of the parents as well as the name of the child. Your birth certificate, as well as providing proof of your identity, will be used as evidence of your age. This is how we determine how many points can be awarded to you for your age.

Age

INZ awards points for age to recognise that younger people will be able to make a longer-term contribution to New Zealand.

If you are invited to apply for residence and you turn 56 years of age before you lodge your application, we will not be able to approve your application.

It is also important you understand if you have a birthday between being sent an Invitation to Apply and your application being lodged, this may mean you fall into a different age bracket. If this happens, and you are no longer eligible for as many points (see the table below), we may not be able to approve your application.

Lodge your application before your birthday

Although you have four months in which to lodge your application, if you know your upcoming birthday will change the age bracket you fall into, it is in your interest to lodge your application before your birthday – even though you have four months to do so.

Age (at the date the application is lodged with INZ)	Points value
20-29	30
30-39	25
40-44	20
45-49	10
50-55	5

Completing Section B Character

Police certificates

Every person named on the application, and aged 17 years or older, will need to provide:

- a police certificate from their country of citizenship, and
- police certificates from any country they have lived in for 12 months or more (whether in one visit or intermittently) in the last 10 years.

How do I get a police certificate?

For information on how to obtain a police certificate from particular countries you can visit our website at www.immigration.govt.nz/policecertificate. Accessing the website is the quickest means of obtaining this information, however if you do not have access to the internet you can either:

- call us on 0508 55 88 55 if you are in New Zealand or 09 914 4100 if you are in Auckland, or
- contact your nearest INZ office.

We can only accept your application if your police certificates are less than six months old at the date your completed application is received by INZ.

Completing Section C Health

You and your family (if included in your application) need to be in good health to be approved residence under the Skilled Migrant Category.

You (and any other applicant included in your application) are required to provide a completed *General Medical Certificate (INZ 1007)* and a *Chest X-ray Certificate (INZ 1096)*, unless you have previously provided these certificates and they were issued less than 36 months ago.

If you (and any other applicant included in your application) have provided a medical certificate and chest X-ray certificate within the last 36 months, you do not need to provide further certificates unless:

- the health status of any applicant has deteriorated since their previous certificates were issued, or
- you have been requested in writing by an immigration officer to provide updated certificates, or
- any applicant included in your application has spent six consecutive months since their last chest X-ray certificate was issued, in a country, area or territory not listed as having a low incidence of TB (see the leaflet *Health Requirements (INZ 1121)* for further information).

If you (and any other applicant included in your application) are required to provide a medical certificate or chest X-ray certificate, they must be less than three months old when we receive your application.

Pregnant women and children under 11 years of age are not required to have an X-ray, unless a special report is required.

In most countries we require the medical examinations to be carried out by one of a selected panel of medical practitioners or institutions. The details of these countries and the names and addresses of the approved panels are listed on our website. Alternatively you can contact your closest INZ office.

You can find more details about our health requirements in our leaflet *Health Requirements (INZ 1121)*.

Note: If you have a partner or dependent child who is eligible for inclusion in your residence application and you choose not to include them, or withdraw them from your application before it is approved, you need to be aware of the implications that this will have on any future visa application made by them. If you are granted a resident visa, should your partner or dependent child apply for a residence class visa or temporary entry class visa in the future as your partner or dependent child, they will be required to complete a *General Medical Certificate (INZ 1007)* rather than the *Limited Medical Certificate (INZ 1201)*, which is the medical certificate for partners and dependent children of New Zealand citizens and residents. If at the time your partner or dependent child applies for a visa, an immigration officer determines that they do not have an acceptable standard of health, they will **not** be granted a medical waiver.

Completing Section D English language ability

If you are the principal applicant, you will need to show that you meet the minimum standard of English.

In your Expression of Interest you will have stated how you meet the minimum standard of English. Therefore you will need to provide evidence or proof of this with your application, eg if you stated you had an acceptable English language test result, you will need to provide this.

Completing Section E Skilled employment

You may gain points for current skilled employment in New Zealand, or for an offer of skilled employment in New Zealand. Additional bonus points may be awarded if the skilled employment is:

- employment outside Auckland
- in an identified future growth area
- in an area of absolute skills shortage.

It is important you understand what these terms mean. For descriptions or definitions of these terms, please refer to the summary of terms in this guide.

What evidence of skilled employment do I need to provide?

To show you are able to claim points for skilled employment, you will need to provide the evidence below. Please read this section very carefully.

INZ needs to see all of these documents as evidence of skilled employment to be able to consider your application for residence:

- a written offer of employment; and
- a detailed job description; and
- an employment agreement entered into by you and the employer, stating:
 - the terms of your employment, including whether the position is full-time, the length of employment offered and the salary or wages offered; and
 - the period during which employment may begin or the date which it began, if you have already taken up the position; and
- evidence of your qualifications, work experience, or base salary appropriate to the particular piece of instructions that applies to your offer of employment or current employment in New Zealand. Refer to 'skilled employment' in the summary of terms in this guide for further information about assessing skilled employment (and the applicable instructions); and
- evidence of full or provisional occupational registration, if it is required by law in New Zealand to do your job.

INZ may need to ask you, your employer, or your recruitment agency for further information or documents before we can make a decision on your application.

For the definitions and descriptions of each term relating to skilled employment that we use in the form, please refer to the summary of terms in this guide.

What if I have a job outside Auckland?

If you want to claim bonus points for employment outside Auckland, make sure your job offer states the location of your job. This is needed in addition to providing general evidence that demonstrates skilled employment. The employment agreement entered into by you and your employer should also confirm the location of your job.

What if I have a job in an identified future growth area?

If you want to claim bonus points for skilled employment in an identified future growth area, your employer must also provide confirmation that your employment is in an identified future growth area. This is in addition to providing general evidence that demonstrates skilled employment.

What if I have a job in an area of absolute skills shortage?

If you want to claim bonus points for skilled employment in an area of absolute skills shortage, you must be currently employed in, or have a job offer in, an occupation included on the Long Term Skill Shortage List. You can get this list from any INZ office or from the INZ website at www.skillshortages.immigration.govt.nz/.

As well as providing the general evidence required to demonstrate skilled employment you will also need to show evidence that:

- your current employment or job offer meets the specifications for that occupation, described in the Long Term Skill Shortage List; and
- you are suitably qualified by training and/or experience to do the job.

What if I'm working on contract?

If you are claiming points for employment on a contract basis you must provide your current contract for services and evidence of a consistent history of contract work.

Completing Section F Recognised qualifications

You may qualify for points for a recognised qualification where INZ can see the qualification appears on the New Zealand Qualifications Framework (NZQF) at a level that qualifies it for points. Additional bonus points might also be awarded if you have:

- a New Zealand qualification, or
- a postgraduate New Zealand qualification, or
- a qualification(s) in an identified future growth area, or
- a qualification(s) in an area of absolute skills shortage.

For all the descriptions or definitions of the terms used in this section, please refer to the summary of terms in this guide.

What evidence do I need to provide of my qualification(s) and registration?

You need to provide original or certified copies of your qualifications, and you may also be asked to provide your course transcripts.

The List of Qualifications Exempt from Assessment and the List of Qualifications Recognised as an Exception are available on our website at www.immigration.govt.nz/recognisedqualifications. If your qualifications do not appear on either list to show you are eligible for points for a recognised qualification you will also need to provide:

- a New Zealand Qualifications Authority (NZQA) Pre-Assessment Result (PAR) or International Qualifications Assessment (IQA) (formerly a Qualifications Assessment Report (QAR)), which shows the level that your qualification(s) occupies on the NZQF as assessed by the NZQA; or
- evidence of full or provisional registration by a New Zealand organisation authorised by law to give occupational registration, and that the registration involved an assessment that your overseas qualification(s) was comparable to a New Zealand qualification included on the List of Qualifications Exempt from Assessment and which qualifies for points on the NZQF.

The Qualifications Assessment Report (QAR) has been renamed 'International Qualifications Assessment' (IQA). Both IQAs and QARs are acceptable as evidence to determine whether a qualification will qualify for points.

If you have claimed points for your qualifications on the basis of a Pre-Assessment Result (PAR), you will need to provide an IQA or QAR to confirm the PAR assessment.

You will need to provide all the evidence of your qualification(s) and registration, so we will be able to make a decision on your application. If you need more information or contact details for the NZQA, please visit the NZQA website www.nzqa.govt.nz.

What if my job and qualification(s) needs occupational registration?

If your qualification is required for employment in an occupation for which occupational registration is required in New Zealand, your qualification(s) will only gain points if you can provide us with evidence of:

- full or provisional occupational registration if it is required by law to do this job; or
- current skilled employment in New Zealand, or an offer of skilled employment in New Zealand, in an occupation that does not require registration; or
- post-qualification work experience in an occupation for which registration is not required in New Zealand. You must also have been employed in that occupation for the same (or a greater) period of time than in an occupation for which registration is required by law in New Zealand.

My qualification is from New Zealand

You may be awarded bonus points if you have studied full time in New Zealand, for at least two years and have completed a recognised bachelor degree (level 7 on the NZQF) New Zealand qualification. You may also be awarded bonus points if you have a postgraduate New Zealand qualification.

You will need to provide original or certified copies of your qualification and you may also be asked to provide your course transcript(s). You will also need to provide evidence of the NZQF level of your qualification(s) by submitting a Qualification Overview report. This report can be obtained from the New Zealand Qualifications Authority website www.nzqf.govt.nz.

If your New Zealand qualification is not included on the NZQF, a letter from the NZQA will be required to determine whether the qualification will qualify for points.

My qualifications are in an identified future growth area

You may gain bonus points for a qualification in an identified future growth area if you have been awarded points for current skilled employment, or an offer of skilled employment in an identified future growth area, and your qualification is considered relevant to that job. You can show this by providing evidence that:

- your skilled employment is in an identified future growth area (eg providing a letter from your employer); and
- the major subject area of your recognised qualification is directly applicable to your skilled employment in an identified future growth area that qualifies for points (eg providing your academic transcript); and
- your skilled employment is in an occupation where that qualification is a core requirement (eg providing a job description or ideal person job specification).

My qualifications are in an area of absolute skills shortage

You can gain bonus points for a qualification in an area of absolute skills shortage, if you have been awarded points for current skilled employment or an offer of skilled employment in an area of absolute skills shortage.

You must be able to prove the specialist, technical, or managerial expertise required to do your job was achieved through the completion of that qualification.

If you do not have skilled employment in New Zealand in an area of absolute skills shortage, we may be able to assess your recognised qualification as being in an area of absolute skills shortage if it is listed as a qualification (or is assessed as comparable to a qualification) in the fourth column of the Long Term Skill Shortage List. For more information, refer to this list, available on skillsshortages.immigration.govt.nz.

In order to show you are eligible for points for a qualification in an area of absolute skills shortage, you will need to provide us with:

- evidence your qualification has been assessed as comparable to a qualification in the fourth column of the Long Term Skill Shortage List, if your qualification is not listed on the Long Term Skill Shortage List; and

- evidence you gained the specialist, technical, or managerial expertise required for your employment in an area of absolute skills shortage through completion of a recognised qualification (eg providing your qualification and academic transcript); and
- evidence of full or provisional occupational registration if it is required by law to do the job.

Completing Section G Recognised work experience

You may gain points for 'lawfully obtained' recognised work experience. Additional bonus points may be awarded for:

- work experience in New Zealand
- work experience in an identified future growth area
- work experience in an area of absolute skills shortage

For more information, you may need to refer to the descriptions or definitions of the terms in the summary of terms in this guide.

I have current skilled employment in New Zealand or an offer of skilled employment in New Zealand

If you have current skilled employment in New Zealand or an offer of skilled employment in New Zealand, you will need to show that:

- your work experience is relevant to your current skilled employment in New Zealand or offer of skilled employment in New Zealand (refer to 'recognised work experience' in the summary of terms in this guide to see how the relevance of work experience to skilled employment is determined); or
- your work experience is relevant to your recognised qualification (refer to 'recognised work experience' in the summary of terms in this guide to see how the relevance of work experience to qualifications is determined); or
- your work experience is skilled, because it required, or enabled you to gain, specialist, technical or management skills and experience relevant to an occupation that is included in the lists of occupations held at Appendix 4 or Appendix 7 of the Operational Manual (refer to 'skilled employment' in the summary of terms for the lists of occupations at Appendix 4 and Appendix 7).

I have work experience, but I don't have current skilled employment in New Zealand or an offer of skilled employment in New Zealand, and my work experience is not in an area of absolute skills shortage

If you do not have current skilled employment in New Zealand or an offer of skilled employment in New Zealand, or if your work experience is not in an area of absolute skills shortage, you can only gain points for work experience if you can show that:

- your work experience meets the requirements for recognition set out in the explanation of relevant work experience above; and
- your work experience was gained in a comparable labour market.

See the summary of terms in this guide for the definition of a comparable labour market.

What evidence do I need to prove I have relevant work experience?

To gain points for work experience you will need to submit documents that provide all the details below. You may need to submit several documents for one job to show all of the following information:

- the position(s) you held; and
- the dates you held the position(s); and
- whether your employment in the position(s) was full-time (ie based on a 30-hour week) or part-time (ie based on less than a 30-hour week); and
- the name and address of your employer(s); and
- the relevance of your work experience to your current skilled employment in New Zealand or offer of skilled employment in New Zealand (if you have skilled employment); or

-
- how your work experience enabled you to gain specialist, technical, or management skills and experience relevant to an occupation that is included in the lists of occupations held at Appendix 4 or Appendix 7 of the Operational Manual; or
 - the relevance of your work experience to your recognised qualification.

There are a number of documents that may show the information we need before we make a decision on your application. You could submit the following documents as evidence for all the information required and listed above.

- References on company letterhead.
- Pay slips.
- Job specifications.
- Tax records.
- Letters of appointment.
- Contracts.
- Job assessments.

If necessary, we may need to ask you, or your previous employers, for further information or documents before making a decision on your application.

Evidence of my work experience in New Zealand

If you want to claim bonus points for recognised work experience in New Zealand, you will need to provide the general evidence that demonstrates skilled employment and the location of your job in New Zealand.

Evidence of my work experience in an identified future growth area

You may gain bonus points for work experience in an identified future growth area if you have been awarded points for current skilled employment or an offer of skilled employment in an identified future growth area, and your work experience is considered relevant to that employment. You can show this by providing evidence that:

- your skilled employment is in an identified future growth area (eg providing a letter from your employer confirming this); and
- your work experience is directly applicable to the employment (eg providing a letter from your employer which confirms this and providing job descriptions from previous roles you have held); and
- the offer of employment could not reasonably have been made, or the job could not reasonably have been done, if you did not have that work experience (eg providing a letter from your employer confirming this, and/or an ideal person job specification for the employment that shows necessary prior work experience).

Evidence of work experience in an area of absolute skills shortage

You may be able to claim bonus points for work experience in an area of absolute skills shortage, if:

- your work experience was in an occupation included on the Long Term Skill Shortage List; and
- it meets the specifications for that occupation as laid out in the Long Term Skill Shortage List; and
- you are suitably qualified by training and/or experience to do that work; and
- you had occupational registration while gaining the work experience if occupational registration was required in the country where the work occurred.

You can show you meet the above requirements by providing us with the following evidence.

- Employment references which confirm:
 - previous employment in an occupation included in the Long Term Skill Shortage List; and
 - that you meet the specifications listed in the Long Term Skill Shortage List (if applicable); and
 - previous work experience that enabled you to do that work (if required); and
- qualifications demonstrating you meet the specifications included in the Long Term Skill Shortage List (if applicable) and that you were qualified (if required) for that work; and
- occupational registration certificates if you required registration.

Completing Section N Principal applicant's children

A list of all your children, and your partner's children, is included here. You will need to provide the type of evidence listed in this guide at Completing Section P: Child's identity.

Completing Section T Principal applicant's other family

You will need to provide evidence of your relationship with New Zealand family members (parents, siblings or adult children) if you are claiming points for close family in New Zealand. You are eligible to claim these points if:

- you have an adult sibling, adult child, or parent in New Zealand; and
- your close family member is a New Zealand or Australian citizen or the holder of a current residence class visa that is not subject to requirements under s49 of the Immigration Act 2009; and
- New Zealand is the primary place of established residence for your close family member at the time your application is made.

See 'Close family in New Zealand' in the summary of terms section for more information.

Evidence of close family in New Zealand

You can show you meet the above requirements by providing us with the following evidence.

- Birth certificates, which establish the relationship of the close family member in New Zealand to the principal applicant or their partner included in the application; or
- Evidence of adoption which establishes the relationship of the close family member in New Zealand to the principal applicant or their partner included in the application.
- Evidence that New Zealand is the primary place of established residence may include an original or certified copy of one of the following.
 - Employment records.
 - Records of benefit payments from the Ministry of Social Development.
 - Banking records.
 - Rates demands.
 - Inland Revenue Department records.
 - Mortgage documents.
 - Tenancy and utility supply agreements.

Completing Section H Partner's identity

What are the minimum requirements for including my partner in my application for residence?

A partner you are living with can be included in your application, and approved for residence, if:

- you have been living together in a genuine and stable partnership; and
- you have been living in the relationship for a minimum period of 12 months; and
- you and your partner meet the minimum requirements for 'recognition of a partnership' which are that:
 - you are both aged 18 years or older at the time your application for residence is made, or if aged 16 or 17 years old, you have the support of your parent(s) or guardian(s); and
 - you met prior to your application being made; and
 - you are not close relatives (to see which close relationships do not meet Partnership Instructions requirements please refer to section F2.15(d) of the Immigration New Zealand Operational Manual).

What evidence of partnership do I need to supply?

You need to supply evidence of a genuine and stable partnership of at least 12 months with your partner. You could show evidence of this by supplying the following.

- Marriage or civil union certificate.
- Proof of shared residence (a joint mortgage, or tenancy agreements, or rent book).
- Financial dependence or interdependence (proof of shared income, or bank accounts, or accounts that show money transfers to or from your account to your partner's account).
- Birth certificates of your children.
- Any evidence of public or family recognition of your relationship.
- Correspondence (including post-marked envelopes) to you and your partner at the same address.
- Photographs of you and your partner together.
- Evidence of the duration of your relationship.
- Evidence of the support of your parent(s) or guardian(s) if either of you are aged 16 or 17 years old.

What happens if I cannot meet the requirements for demonstrating a 'genuine and stable partnership'?

If we are not satisfied you and your partner are living together in a partnership that is genuine and stable, your partner will not be granted a residence class visa.

Also, if you are claiming points for your partner's current skilled employment in New Zealand, or offer of skilled employment in New Zealand, their recognised qualification or close family, we will not be able to take these points into account when determining whether you are eligible to apply for residence in New Zealand under Residence Instructions.

What happens if I have been with my partner less than 12 months?

If INZ is satisfied you and your partner are living together in a partnership that is genuine and stable, but you have been with your partner less than 12 months then:

- if approval of your application relies on points for your partner's skilled employment in New Zealand, or offer of skilled employment in New Zealand, their recognised qualification(s), or their close family, we will have to decline your application under Residence Instructions; or
- if approval of your application **does not** rely on gaining points for your partner's skilled employment in New Zealand, or offer of skilled employment in New Zealand, their recognised qualification(s), or their close family, INZ may proceed with processing your application for residence, but defer the final decision on your partner's application to allow you both to meet the 12-month qualifying period.

If your partner's application for residence has been deferred, as described above, they could be granted a work visa (once an application has been made). This visa would be for a period that is long enough to allow you both to meet the qualifying 12-month partnership period, and to allow us enough time to complete any further assessment of their residence application.

What documents will my partner need to submit as part of my application?

Passport or identity document

We will need to see your partner's current passport (the original document or a certified copy) as proof of their identity. If your partner is outside New Zealand and their passport is unavailable, you will need to provide their birth certificate or another identity document. If you do submit your partner's passport, we will usually return it once we have sighted it, or if your partner needs it for travel while your application is being assessed.

Birth certificates

You will need to provide an original, or certified copy of your partner's full birth certificate. Full birth certificates usually show the name of the parents as well as the name of the child.

Completing Section I Partner's character

The requirements that your partner needs to meet are the same as at Completing Section B: Character.

Completing Section J Partner's health

The requirements that your partner needs to meet are the same as at Completing Section C: Health.

Completing Section K Partner's English language ability

All non-principal applicants aged 16 years and over that are included in Skilled Migrant Category applications need to show they meet the minimum standard of English by either:

- providing acceptable evidence of English language ability; or
- pre-purchasing English for Speakers of Other Languages (ESOL) tuition.

In your Expression of Interest, you will have stated how you can show your partner or dependent child aged 16 years and over meets the minimum standard of English. Otherwise you will have stated that ESOL tuition would be pre-purchased. You will need to provide proof of the evidence or circumstances your partner or child had in your application. Therefore, if you stated that your partner had an acceptable English language test result, you will need to provide this.

However, if you are claiming points for:

- your partner's current skilled employment in New Zealand; or
- offer of skilled employment in New Zealand; or
- recognised qualification;

evidence must be provided demonstrating your partner meets the English language requirements for principal applicants (you will find the requirements for the principal applicant under 'English language requirements' in the summary of terms in this guide).

If you have a partner or dependent child aged over 16 years, who you are including in your application but who was not included in your Expression of Interest, you can refer to 'English language requirements' in the summary of terms in this guide for a list of 'acceptable evidence' for meeting a minimum standard of English.

INZ may also ask an applicant to provide an English language test result. When this is the case, the English language test result will be used to determine whether the applicant meets the minimum standard of English.

Completing Section L Partner's skilled employment

To be awarded points for your partner's current skilled employment in New Zealand or offer of skilled employment in New Zealand, your partner must:

- be included in your application; and
- meet the Partnership Instructions requirements (listed at Completing Section H: Partner's identity); and
- meet the English language requirements for a principal applicant (listed under 'English language requirements' in the summary of terms in this guide).

You will need to demonstrate you are eligible to claim points for your partner's skilled employment by providing the type of evidence already listed in this guide at Completing Section E: Skilled employment.

Completing Section M Partner's recognised qualifications

To gain points for your partner's qualification, your partner must:

- be included in your application; and
- meet the Partnership Instructions requirements (listed at Completing Section H: Partner's identity); and

- meet the English language requirements for a principal applicant (listed under 'English language requirements' in the summary of terms in this guide).

To demonstrate you are eligible to claim points for your partner's qualification, you will need to provide the type of evidence already listed in this guide at Completing Section F: Recognised qualifications.

Completing Section O Partner's family

Evidence of close family in New Zealand

If you are claiming points for your partner's family (parents, adult siblings or adult children) you will have to provide the type of evidence already listed at Completing Section T: Principal applicant's other family.

Completing Section P Child's identity

What are the requirements for 'dependent children' included in my application?

Your dependent children, and those of your partner, can be included in your application if they:

- are aged 17 or younger; and
- are single

Or they:

- are single, and aged 18 to 24 years; and
- have no children of their own.

If they are aged 21 to 24 they must also be totally or substantially reliant on you or your partner for financial support, whether they are living with you and your partner or not.

We may ask you to provide evidence that a child aged 21 to 24 years is dependent on you and/or your partner if this is not immediately apparent from the information you provide when you lodge your application. Therefore, you may like to include information about how a child aged 21 to 24 years is dependent on you at the time you lodge your application.

Also, if your partner's dependent children are included in your application, they cannot be granted residence unless their parent (your partner) is also granted residence.

What about adopted children?

If you have an adopted child, you must provide evidence of the adoption – whether it is a legal or a customary adoption. INZ may need to confirm a customary adoption with the person's biological parent(s), or adoptive parent(s).

Evidence of a legal adoption is original or certified copies of adoption papers from the country where the adoption was approved.

Evidence of customary adoption is a written declaration by you as the adoptive parents stating:

- the person has been adopted by you; and
- the date of the adoption; and
- the country where the adoption took place.

What evidence of custody arrangements will I need to provide?

If you are separated or divorced and bringing a child under 16 years of age to New Zealand with you, you will need to provide evidence of your right to take the child from the country where rights of custody or visitation have been granted to the other parent, or any other person.

If the other parent of any accompanying children under 16 years of age is not included in your application for residence, you must provide evidence of your right to take the children from their country of residence.

Evidence that you have the right to take the children from their country of residence includes:

- legal documents showing:
 - you have custody of the child; and
 - the sole right to decide where they live, without any visitation rights being granted to the other parent; or
- a Court order permitting you to remove the child from its country of residence; or
- legal documents showing:
 - you have custody of the child; and
 - a signed statement from the child's other parent – witnessed according to local practice or law which confirms they agree to allow the child to live in New Zealand if your residence application is approved.

What other documents will I need to provide on behalf of my children?

Passport or identity document

We must see your child's passport (the original document or a certified copy) as proof of their identity. If your child is outside New Zealand and their passport is unavailable, please provide their birth certificate or another identity document. If you do submit your child's passport it will usually be returned to you once we have sighted it, or if it is needed by your child for travel while your application is being assessed.

Birth certificates

You will need to provide an original or certified copy of your child's full birth certificate. Full birth certificates usually show the names of the parents as well as the name of the child. As well as being evidence of your child's identity and evidence of their relationship to you, the birth certificate will be used as evidence of your child's age.

If you are invited to apply for residence and a dependent child turns 25 years of age before you lodge your application, this child can no longer be included in your application. If a child is going to turn 25 years of age, and you want them to be included in your application, you should lodge your completed application with INZ before their birthday, even though you have four months to lodge your application.

Completing Section Q Child's character

If you have a child who has turned 17 years old since you submitted your Expression of Interest, you will need to answer the questions in the form at 'Section Q: Child's character'.

Where you do have a child who is 17 years old, please refer to the requirements listed in this guide at Completing Section B: Character.

Completing Section R Child's health

The requirements for your child's health are the same as your own. Please refer to the requirements listed in this guide at Completing Section C: Health.

Completing Section S Child's English language ability

If you have a child who has turned 16 years old since you submitted your Expression of Interest, you will need to answer the questions in the form at 'Section S: Child's English language ability'.

Where you do have a child who is 16 years old, please refer to the requirements listed in this guide at Completing Section K: Partner's English language ability.

Amendments or new information

If any of the information you provided in your Expression of Interest has changed or your circumstances have changed and you think this may have an impact on whether you can be granted residence, you will need to advise us.

Please follow the instructions in this section of the form as to how you should go about telling us of any new or changed information.

Photographs

You will need to attach two passport-sized photographs of each applicant included in your application as per the instructions in the section of the form titled 'Photographs'.

Declaration

What do I need to understand about the declarations I will be making?

It is important you and any accompanying family members read and understand all the declarations before you agree to and sign the declaration section. If you have any questions about the Declaration section, please contact the INZ officer managing your application.

Ability to maintain yourself and any dependants

You must declare you have sufficient personal resources to maintain yourself and your dependants for at least your first 24 months as a resident in New Zealand.

VisaView

It is an offence for an employer to employ a person who is not entitled to work for them in New Zealand. It is also an offence for an education provider to allow a person to undertake a course of study if that person is not entitled to do so.

VisaView is an online enquiry system that allows registered employers and education providers to check whether a person who is not a New Zealand citizen can work or study in New Zealand for them.

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

Who signs the declaration section?

You, any partner, and any dependent child aged between 17 and 24 years included in your application must sign the application form.

If any person has helped you to complete this form by explaining, translating, or filling it in for you, they must sign the declaration in the space provided for them. Make sure they read and understand the declaration before they sign it.

What are the implications of providing false or misleading information?

Your application may be declined or you may become liable for deportation if you:

- provide false or misleading information as part of an Expression of Interest or associated submission; or
- withhold relevant potentially prejudicial information from an Expression of Interest or associated submission; or
- fail to advise us of any fact or material change in your circumstances that occurred after you submitted your Expression of Interest, or your residence application, which could have affected the decision to invite you to apply for residence or to approve your residence application.

Payment details

Ensure you complete the payment details section of the application form.

Privacy Act

The aim of the Privacy Act is to:

- promote and protect individual privacy; and
- establish principles for collecting, using, and disclosing information about individuals; and
- establish principles for allowing each individual access to information about them that is held by public and private sector agencies; and
- provide for the appointment of a Privacy Commissioner to investigate complaints about interferences with individual privacy.

APPLICATION PROCESS

This part of the guide gives you information about the assessment process your application will go through, and offers advice on what to expect during and after the assessment of your application.

First tier assessment

Your application will be assessed to ensure you meet the health, character, and English language requirements.

Your application will also be assessed to determine whether your claim relating to employability and capacity-building factors and any other criteria is true.

Your claim must meet or exceed the selection criteria at the date your Expression of Interest was selected from the Pool. In addition, you must qualify for points for either having recognised work experience or a recognised qualification(s).

The process for considering whether you meet these requirements involves assessing your application against the Skilled Migrant Category requirements; and verifying whether the evidence you have provided to show that you meet the requirements, is genuine.

Second tier assessment

If you have met the first tier requirements of the Skilled Migrant Category, you will then need to show you have the ability to meet settlement and contribution requirements.

If you are able to claim points for at least one of the following criteria you will be assessed by INZ as having demonstrated the ability to successfully settle in, and contribute to, New Zealand.

- You qualify for 50 points for an offer of skilled employment in New Zealand or current skilled employment in New Zealand for less than 12 months or
- You qualify for 60 points for current skilled employment in New Zealand for 12 months or more or
- You have undertaken full time study for at least two years in New Zealand that has resulted in the award of a doctorate or master's degree.

If you are not able to claim points for any of the above factors, you will be further assessed to determine whether you can demonstrate an ability to realise your potential to successfully settle and contribute to New Zealand. This assessment will be based on:

- information obtained during a structured interview with you and other family members included in your application and
- all other information contained in your application for residence and
- any further verification of your application (including information provided at interview).

If we need you to attend an interview, you may have to be prepared to travel to INZ for this interview to take place.

INZ staff do travel routinely to see customers who do not live near to the INZ office assessing their application. Therefore, if you require INZ to travel to you to undertake an interview at a time and/or location other than scheduled by INZ, it may be necessary for INZ to ask you to pay expenses associated with any travel undertaken.

How is the structured interview and application information assessed?

The assessment of the information gathered during your interview, and from the information contained in your application, will include consideration of the following factors.

- Your employment prospects – this is the primary consideration.
- Your familiarity with New Zealand and preparedness for settlement and, where relevant, your partner and dependent children included in your application.
- Your linkages and support in New Zealand through networks and family.

If INZ determines you have a high potential to readily obtain skilled employment in New Zealand, you will be assessed as having demonstrated the ability to successfully settle in and contribute to New Zealand despite not gaining points for:

- skilled employment; or
- a qualification which required two years study in New Zealand (which must be a doctorate or master's degree).

If INZ considers you have not yet demonstrated the ability to successfully settle and contribute, but you have demonstrated you can realise your potential to successfully settle in and contribute to New Zealand, a decision on your application for residence will be deferred for a period of up to nine months. During that nine-month period you may be granted a SMC Job Search work visa to allow you to demonstrate the ability to settle in and contribute to New Zealand by obtaining an offer of skilled employment in New Zealand.

If INZ determines, as a result of the further assessment, that you have not demonstrated you can realise your potential to settle in and contribute to New Zealand, your application for residence in New Zealand under the Skilled Migrant Category will be declined.

Work to residence

If INZ is satisfied you have obtained an offer of skilled employment in New Zealand during the nine-month deferral period, you will be assessed as having demonstrated an ability to settle in and contribute to New Zealand, and will have your application for residence under the Skilled Migrant Category approved.

If you have not provided evidence that satisfies us that you have obtained an offer of skilled employment in New Zealand by the end of the nine-month deferral period, you will be assessed as failing to have realised your potential to successfully settle in, and contribute, to New Zealand. Your application for residence under the Skilled Migrant Category will be declined on this basis.

What about my family members who are included in my application?

Your family members are not automatically eligible for any temporary entry visas that are linked to your SMC Job Search visa. If any family members wish to accompany you, they must apply and meet standard temporary entry class visa instructions.

What issues do I need to know about if I am coming to New Zealand on a work visa?

You may find it more difficult to access insurance or loans in New Zealand or find that you have to pay higher costs for these services. Therefore we recommend you contact a range of banks, financial institutions and insurance organisations to find out about the options available to you.

You may also be required to pay duties and Goods and Services Tax (GST) on your household effects if you are bringing them to New Zealand with you. You may wish to refer to the New Zealand Customs Service website at www.customs.govt.nz for further information.

Section 49(1) conditions

Compliance with section 49(1) conditions

It is important that you read and understand all the following information.

If you are granted a resident visa on the basis that you qualify for points for an offer of skilled employment in New Zealand, or you have been in skilled employment in New Zealand for less than three months, you are subject to the following conditions.

- If you have an offer of skilled employment and have not been awarded bonus points for employment outside Auckland – you must take up that offer of skilled employment within three months of your first entry to New Zealand as a resident (if the visa was granted offshore), or the grant of your resident visa (if the visa was granted in New Zealand), and you must remain in that employment (or another position of employment that meets the requirements for offers of skilled employment including requirements for bonus points if the offer of employment qualified for bonus points), for a period of at least three months, or
- If you have been in skilled employment for less than three months, and have not been awarded bonus points for employment outside Auckland – you must remain in that employment (or another position of employment that meets the requirements for current skilled employment including requirements for bonus points if the employment qualified for bonus points), for a period of at least three months, or
- If you have an offer of skilled employment and have been awarded bonus points for employment outside Auckland – you must take up that offer of skilled employment within three months of your first entry to New Zealand as a resident (if the visa was granted offshore), or the grant of your resident visa (if the visa was granted in New Zealand), and you must remain in that employment (or another position of employment that meets the requirements for offers of skilled employment including requirements for bonus points if the offer of employment qualified for bonus points), for a period of at least 12 months, or
- If you have been in skilled employment for less than three months, and have been awarded bonus points for employment outside Auckland – you must remain in that employment (or another position of employment that meets the requirements for current skilled employment including requirements for bonus points if the employment qualified for bonus points), for a period of at least 12 months, and
- You must inform INZ of your residential address and any changes to that address while you are subject to those requirements, and
- You must submit evidence to INZ that the relevant requirements set out above have been met within five years of being granted your first resident visa.

These conditions are imposed under section 49(1) of the Immigration Act 2009.

If you have a partner or child accompanying you, they will also have requirements imposed upon them that reflect your requirements.

Non-compliance with section 49(1) conditions

If you do not demonstrate, to the satisfaction of INZ, that you have met the conditions imposed under section 49(1) of the Act, you and the any accompanying partner or dependent child may become liable for deportation under section 159(1) of the Immigration Act 2009.

Error and review

If your residence application is declined and you believe that INZ made an error when assessing your application, you may ask INZ to complete a review of its decision. Examples of errors could include:

- INZ considered your application against incorrect instructions
- INZ incorrectly added the points awarded to you, or
- INZ failed to ask you for comment on an issue prejudicial to your application.

A request for a review should only be made where you are able to identify a specific error.

However, it is important to note that requests for a review will not be considered if made on the basis that you disagree with either the methods used to arrive at a decision on your application, or with the decision made on your application.

How to contact us

All INZ forms, guides, and fee and immigration levy information can be downloaded from the INZ website **www.immigration.govt.nz**.

You can also contact your nearest New Zealand Embassy or New Zealand High Commission.

If you have any questions about completing this form you can:

- see our website **www.immigration.govt.nz/contactus**
- telephone our call centre on 0508 55 88 55 (within New Zealand).

LODGEMENT REQUIREMENTS CHECKLIST

The Immigration Regulations in New Zealand require that a residence application not be accepted for consideration unless particular documents are provided to an immigration officer. If you are not required to provide a standard document required for lodging an application, this will be specified to you in your Invitation to Apply. Please complete the following checklist to ensure you have provided original or certified copies of all necessary documents:

<input type="checkbox"/>	A confirmed and completed application form.
<input type="checkbox"/>	An application fee and immigration levy if applicable.
<input type="checkbox"/>	Two passport-size photographs for each applicant.
<input type="checkbox"/>	A current passport or certificate of identity for each applicant.
<input type="checkbox"/>	A full birth certificate for each applicant.
<input type="checkbox"/>	Where applicable, evidence of your relationship with your partner, as described in this guide at Completing Section H: Partner's identity.
<input type="checkbox"/>	Where applicable, evidence of the custody arrangements for dependent children, as described in this guide at Completing Section P: Child's identity.
<input type="checkbox"/>	A police certificate for each applicant aged 17 years and over from their country of citizenship and from any country in which they have lived for 12 months or more in the past 10 years, which are less than six months old at the time the application is lodged.
<input type="checkbox"/>	A completed <i>General Medical Certificate (INZ 1007)</i> and <i>Chest X-ray Certificate (INZ 1096)</i> for each applicant which is less than three months old when the application is lodged, unless you have previously provided these certificates with an earlier visa application and they were issued less than 36 months ago. Pregnant women and children aged under 11 years are not required to provide the Chest X-ray Certificate unless a special report is required.
<input type="checkbox"/>	Evidence of the English language ability of all applicants aged 16 years and over, as described under English language requirements in this guide's summary of terms (unless the secondary applicants are pre-purchasing English for Speakers of Other Languages (ESOL) tuition).
<input type="checkbox"/>	Where applicable, evidence of your and/or your partner's offers of skilled employment for which either of you are claiming points and/or bonus points, as described in this guide at Completing Section E: Skilled employment.
<input type="checkbox"/>	Evidence of your and/or your partner's full or provisional registration if either of you have current skilled employment in New Zealand or an offer of skilled employment in New Zealand in an occupation which requires registration.
<input type="checkbox"/>	Where applicable, the qualifications for which you and/or your partner are claiming points and/or bonus points.
<input type="checkbox"/>	Where applicable, an NZQA assessment (Pre-Assessment Result (PAR), International Qualifications Assessment (IQA), or Qualifications Assessment Report (QAR)) of your and/or your partner's qualifications. See this guide at Completing Section S: Child's English language ability.
<input type="checkbox"/>	Where applicable, your and/or your partner's certificate of registration. See this guide at Completing Section F: Recognised qualifications.
<input type="checkbox"/>	Where applicable, evidence of your work experience for which you are claiming points and/or bonus points, as described in this guide at Completing Section G: Recognised work experience.
<input type="checkbox"/>	Where applicable, evidence of your close family in New Zealand as described in this guide at Completing Section T: Principal applicant's other family.

Please provide all the required documentation with the application. Failure to provide any of the above documentation may result in your application being returned to you.