

August 2018

INZ 1020



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

for changing the conditions of a temporary visa

## Who may apply for a variation of conditions?

You may be able to apply for a variation of conditions if you hold a student visa, a work visa, or a visitor visa. Your application will only be granted if the new conditions would meet the immigration instructions your original visa was granted under.

### Student visa holders

You may be able to apply for a variation of conditions to allow you to change the course you are studying, the education provider you are studying with or the location of your study, or to allow you to work part-time and/or full-time during your holidays.

You must obtain a variation of conditions **before** changing your course, education provider and/or the location of your study. Please contact us on 0508 558 855 to discuss your situation if you need help applying for a variation of conditions.

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

If you are the legal guardian of someone who holds a student visa which is conditional on them living with you, you may be able to apply for a variation of conditions which temporarily exempts them from this requirement. The variation of conditions will only be granted if an immigration officer is satisfied that an emergency exists which requires you to temporarily return to your home country.

### Work visa holders

You may apply for a variation of conditions to allow you to change your occupation, your employer or your place of employment, or to study part-time. If you are changing employer, your new employer must complete the *Employer Supplementary [INZ 1113] Form*, unless your new employer is an Accredited Employer.

If you hold an Essential Skills work visa, you will need to apply for a new work visa rather than a variation of conditions if you wish to change:

- your place of employment
- your occupation (unless your occupation is listed on a Essential Skills in Demand List and you meet the requirements of the relevant list)
- the conditions of your employment, if your amended conditions will result in you working in a lower skill band.

## Visitor visa holders

You may be able to apply for a variation of conditions to allow you to study part-time or to undertake seasonal work in the horticulture or viticulture industries. If you hold a visitor visa granted for the purpose of being a guardian to a foreign fee-paying student, your variation of conditions will only allow you to work between the hours of 9:30 am and 2:30 pm Monday to Friday (inclusive) or to study part-time.

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

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

### What should you send with your application?

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

### Where do you send your application?

Send it to your nearest Immigration New Zealand office. See [www.immigration.govt.nz/contactus](http://www.immigration.govt.nz/contactus) for office addresses.

### Immigration Advisers Licensing Act 2007

Under the Immigration Advisers Licensing Act 2007 it is an offence to provide immigration advice without being licensed or exempt. If your immigration adviser is not licensed when they should be, Immigration New Zealand will return your application.

For more information and to view the register of licensed advisers, go to the Immigration Advisers Authority website [www.iaa.govt.nz](http://www.iaa.govt.nz) or email [info@iaa.govt.nz](mailto:info@iaa.govt.nz).

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

### VisaView

It is an offence 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.

## Section A Personal details

All applicants must complete this section.

**A1** Name as shown in passport

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

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

**A2** Date of birth | 

D		D		M		M		Y		Y		Y		Y
---	--	---	--	---	--	---	--	---	--	---	--	---	--	---

**A3** Country of citizenship | \_\_\_\_\_

**A4** Passport details

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

Expiry date | 

D		D		M		M		Y		Y		Y		Y
---	--	---	--	---	--	---	--	---	--	---	--	---	--	---

**A5** Your New Zealand residential address

\_\_\_\_\_

\_\_\_\_\_

Telephone (daytime) | \_\_\_\_\_ Telephone (evening) | \_\_\_\_\_

Email | \_\_\_\_\_

**A6** Name and address for communication about this application.

Same as address at **A5** or  Other

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) | \_\_\_\_\_

Fax | \_\_\_\_\_ Email | \_\_\_\_\_

**A7** Do you authorise the person stated at **A6** to act on your behalf?  Yes  No

**A8** Do you authorise all other licensed immigration advisers or persons exempt from licensing who work for the organisation named at **A6** to act on your behalf (if applicable)?

Yes *Note: the person identified at **A6** will receive all communication from Immigration New Zealand.*

No *Only the person indicated at **A6** may act on my behalf.*

**A9** 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 G: Immigration adviser's details.*

No

## Section B Variation of travel conditions

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

**B1** What date does your visa expire? | D | D | M | M | Y | Y | Y | Y |

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

- Visitor visa *Go to Section C: Visitor visa holders.*
- Student visa *Go to Section D: Student visa holders.*
- Work visa *Go to Section E: Work visa holders.*
- Working holiday scheme work visa *Go to Section F: Declaration by applicant*

**B3** Date you will leave New Zealand | D | D | M | M | Y | Y | Y | Y |

Date you will return to New Zealand | D | D | M | M | Y | Y | Y | Y |

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

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

---

---

---

---

## Section C Visitor visa holders

Complete this section if you hold a visitor visa.

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

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

Job title |

Employer's name |

New Zealand Business Number |

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

Location |

Hours/days you want to work |

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

- Yes *Provide details*  No *Go to **C3***

Course/qualification you want to study

---

Name of education provider |

New Zealand Business Number |

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

Location of education provider

Hours/days you want to study

Dates you want to study

 to 

**C3** Are you applying for a variation of conditions to allow you to undertake seasonal work in the horticulture or viticulture industries, in a region where the Ministry of Social Development has declared a shortage?

Yes  No

Go to Section F: Declaration by applicant.

## Section D Student visa holders

**Complete this section if you hold a student visa.**

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

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

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

I want to be allowed to work part-time (up to 20 hours in any week).

I want to be allowed to work full-time during my holidays.

I want to be allowed to work full-time (Masters by Research or Doctoral degree students)

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

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

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

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

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

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

**D4** Tick one or more of the options below to show whether you are applying for a variation of conditions to allow you to study:

a different course

with a different education provider

in a different location

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

Course/qualification you want to study



## Section F 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 Immigration New Zealand may provide information about my entitlement to work to potential employers including via the online VisaView system.

If I undertake a course of study while in New Zealand, I authorise Immigration New Zealand to provide information about my immigration status to my education provider, including via VisaView.

I understand that if I have received immigration advice from an immigration adviser and if that immigration adviser is not licensed under the Immigration Advisers Licensing Act 2007 when they should be, Immigration New Zealand will return my application.

Signature of principal applicant \_\_\_\_\_ Date 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

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

\_\_\_\_\_ Date 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

## Section G Immigration adviser's 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 

AB
----

, only the person named at 

A6
----

 must complete this section. If the applicant does not have an immigration adviser, this section does not have to be completed.**

**G1** Tick the one option that applies to you.

- I am a licensed immigration adviser under the New Zealand Immigration Advisers Licensing Act 2007. Go to 

G2
----
- I am exempt from licensing under the New Zealand Immigration Advisers Licensing Act 2007. Go to 

G3
----

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

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

Licence type

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

\_\_\_\_\_

Licence number 

2	0																		
---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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

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

- I provided immigration advice in an informal or family context only, and I did not provide the advice systematically or for a fee.
- I am a New Zealand member of Parliament or member of their staff and I provided immigration advice as part of my employment agreement.
- I am a foreign diplomat or consular staff.
- I am an employee of the New Zealand public service and I provided immigration advice within the scope of my employment agreement.
- I am a lawyer and I hold a current practising certificate as a barrister or as a barrister and solicitor of the High Court of New Zealand.
- I am employed by, or I am working as a volunteer for, a New Zealand community law centre where at least one lawyer is on the employing body of the community law centre or is employed by or working as a volunteer for the community law centre in a supervisory capacity.
- I am employed by, or I am working as a volunteer for, a New Zealand citizens advice bureau.

Go to Section H: Declaration by person assisting the applicant

## Section H Declaration by person assisting the applicant

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

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

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

Name and address of person assisting applicant.

Same as name and address given at  A6 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 G: Immigration adviser's details are correct.

Signature of person assisting

Date

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

---



## Application checklist

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

OFFICE USE ONLY	Information and documents you may need to supply if applying for a variation of conditions to study or change course and/or education provider	CHECK LIST
<b>Course of study and course fees</b>		
<input type="checkbox"/>	I have attached an offer of a place with a New Zealand education provider.	<input type="checkbox"/>
<input type="checkbox"/>	I have attached evidence that I have paid the course fees (if you are applying for a variation of conditions to allow you to study a different course and/or with a different education provider, you may provide this evidence once the application is approved in principle).	<input type="checkbox"/>
<b>Financial support and accommodation</b>		
<input type="checkbox"/>	I have attached a completed <i>Financial Undertaking for a Student (INZ 1014)</i> (for student visa holders only).	<input type="checkbox"/>
<input type="checkbox"/>	I have attached copies of evidence that I have sufficient funds (for student and visitor visa holders only).	<input type="checkbox"/>
<input type="checkbox"/>	I have attached a copy of a guarantee of accommodation (for student visa holders only).	<input type="checkbox"/>

OFFICE USE ONLY	Information and documents you may need to supply if applying for a variation of conditions to work or to work for a different employer, in a different occupation, or in a different place of employment	CHECK LIST
<input type="checkbox"/>	I have attached evidence of my job offer (not required for student visa holders or those undertaking seasonal work).	<input type="checkbox"/>
<input type="checkbox"/>	I have attached the required written permission from my parent(s) and/or school enabling me to work (for student visa holders in Years 12 or 13 only).	<input type="checkbox"/>
<input type="checkbox"/>	I have attached the Employer Supplementary [INZ 1113] Form completed by my employer (not required for student visa holders or those undertaking seasonal work).	<input type="checkbox"/>

## Returning your documents

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

- A5  
 A6

\*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.

## Section I Paying your application fee

To find out how much to pay, where to send your application, and how long a decision may take, see [www.immigration.govt.nz/fees](http://www.immigration.govt.nz/fees).

### 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.

**We do not accept money orders.**



## About the information you provide

---

Immigration New Zealand collects the information about you on this form to decide whether you are eligible for a visitor 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.

## Other documents we may need

---

Sometimes we may ask for additional documents or information to consider with an application.

You may wish to send other documents or information so that we can consider it with this application. Send photocopies only (not original documents), as these documents will not be returned to you. If we need to see an original document, we will ask you to produce it later.

## 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)
- phone our call centre on 0508 558 855 (within New Zealand).



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

---

New Zealand Government