

May 2023

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 issued 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, your place of employment or to study part-time.

If you hold a partnership based work visa with conditions, you may apply for a variation of conditions to remove those conditions.

If you are applying to work for a different employer and they are not accredited under the Accredited Employer work visa (AEWV) policy or the Talent (Accredited

Employers) policy, your new employer will need to complete an Employer Supplementary Form (INZ 1113), which must be attached to this application

Essential Skills visa holders

If you hold an Essential Skills work visa, you may apply to change your employer, occupation, or location of employment.

If you are changing your occupation or location of employment your employer must have advertised the role and been unable to find suitable and available New Zealand workers for the job. If your occupation is on an Essential Skills in Demand list or the Green list and you meet the requirements of the list, or you are paid at least twice the median wage, then your employer does not need to have advertised the role.

If you are changing your occupation you will need to demonstrate that you are suitably qualified for the job.

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.

If you hold a visitor visa granted on the basis of your relationship to your parent you may be able to apply for a variation of conditions to allow you to work up to 20 hours per week, provided that you are at least 18 years old, have left school and are included in a 2021 Resident Visa application.

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 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 or email 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.

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

A3 Country of citizenship

A4 Passport details

Number Country

Expiry date

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 As below

Name of contact person

Organisation name (if applicable) and address

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

Telephone (daytime) Telephone (evening)

Fax Email

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?

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.

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?

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

Date you will return to New Zealand

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 No Go to **C3**

C2 Are you a dependent child who has left school and is included in a 2021 Resident Visa application?

Yes Go to Section F: Declaration by applicant
 No Provide details below if you already have a job offer

Job title

Employer's name

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

Location

Hours/days you want to work

C3 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 **C4**

Course/qualification you want to study

Name of education provider

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

Location of education provider

Hours/days you want to work

Dates you want to study to

C4 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).

E2 Are you applying for a variation of conditions to remove conditions on your partnership based work visa?

- Yes *Provide details*
 No *Go to Section E3*

Does your partner:

- Earn at least two times the median wage; or
 Work in a role which is on the Green List

Please provide evidence of your partners employment to confirm they are eligible to support the removal of your conditions.

If you are applying based on your partner earning at least two times the median wage, please provide evidence of their remuneration such as an updated job offer, along with payslips showing the new remuneration rate or bank statements. Please note that this rate may be the applicable rate that was in place on the date they made their work visa application.

If you are applying based on your partner working in a role on the Green List, please provide evidence that they are suitably qualified for the role and meet any other applicable Green List requirements.

E3 If you are applying for a variation of conditions to allow you to work for a different employer, in a different occupation, or in a different place of employment, provide details.

Job title

Employer's name

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

Location

Unless your new employer is an Accredited Employer, an Employer Supplementary (INZ 1113) Form must be completed by your new employer if you are applying to work for a different employer.

E4 Do you hold an Essential Skills work visa?

- Yes *Go to E5*
 No *Go to Section F*

E5 Are you changing your occupation or region?

- Yes *Go to E6*
 No *Go to Section F*

E6 Is your occupation listed on an Essential Skills in Demand List or the Green list and do you meet the requirements of the list, or are you paid at least twice the median wage?

- Yes *Go to Section F*
 No *Provide a letter from your employer confirming that they have advertised the role and were unable to find any suitable and available New Zealand workers for the job*

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 applicant Date

A parent or guardian may sign on behalf of a child under 18 years.

Date

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 **A8**, 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. Please provide your licence details.

Licence type

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

Licence number *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, or email info@iaa.govt.nz or write to them at PO Box 6222, Wellesley Street, Auckland 1141, New Zealand.

Name and address of person assisting applicant

Same as address given at A6, or as below.

Family/last name

Given/first name(s)

Company name (if applicable) and address

New Zealand Business Number (if applicable) For help search: 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 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

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
Course of study and course fees		
<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"/>
Financial support and accommodation		
<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 or dependent children included in a 2021 Resident Visa application).	<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 or if your employer is accredited under the AEWV policy).	<input type="checkbox"/>
<input type="checkbox"/>	I have attached a letter from my employer confirming that they have advertised the role and were unable to find any suitable and available New Zealand workers for the job (only required for Essential Skills work visa holders who are changing occupation or location and whose role is not on an Essential Skills in Demand List, Green list or paid at least twice the median wage).	<input type="checkbox"/>

Section I Paying your application fee

To find out how much to pay, payment methods, where to send your application, and how long a decision may take, see 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)

Credit/debit card details

Mastercard Visa

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/debit card.

Expiry date

Signature of cardholder

Date

Returning your documents

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

A5

A6

*You can provide a certified copy of your passport with your application. Please note during the processing of an application an immigration officer may request any document, including your original passport.

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.

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. **Do not send your application to this address.**

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

