



New Zealand Immigration Advisers
Licence Application

Application Booklet





Application for an Immigration Adviser Licence

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A • Application for an Immigration Adviser Licence

THIS APPLICATION IS FOR INDIVIDUALS who have never been licensed as an immigration adviser in New Zealand, or who are no longer licensed as an immigration adviser. Your completed application will include all of the following:

1. This Application for an Immigration Adviser Licence booklet
2. Any documents and evidence that this booklet asks you to attach
3. The licence application fee

IMPORTANT NOTE

If your application for a licence is refused, the refusal and your name and details will be listed on the public register of licensed immigration advisers. You should ensure that the Registrar has all of the information necessary to make a decision to grant you a licence. A checklist is included at the back of this booklet. When you have completed your application, work through the checklist to ensure that you have answered all questions and attached all necessary supporting documents. Complete the checklist BEFORE you submit your application for a licence.

If you have a Migration Agent licence through the Migration Agents Registration Authority, please complete the Trans-Tasman Mutual Recognition Act 1997 Application for a New Zealand Immigration Advisers Licence.

This form is valid for 60 days from date of download.

DO NOT SEND ORIGINAL DOCUMENTS AS THEY WILL NOT BE RETURNED TO YOU.

The Immigration Advisers Authority takes no responsibility for lost or damaged original documents.



This paperclip symbol indicates that there are documents you need to attach to your application booklet.

Background reading

Before making your application for an immigration adviser licence you should obtain and read the following:

- This *Application for an Immigration Adviser Licence* booklet
- The Immigration Advisers Licensing Act 2007
- The Immigration Advisers Competency Standards 2010
- The Licensed Immigration Advisers Code of Conduct 2010
- Questions and information on the Immigration Advisers Authority's website


All of the above documents can be viewed on the Authority's website: www.iaa.govt.nz or linked websites. Hard copies of the Immigration Advisers Competency Standards 2010 and Licensed Immigration Advisers Code of Conduct 2010 can be obtained from the Authority.

Instructions

You must complete all sections of this application booklet. Please read through the whole application booklet **BEFORE** you start. It will give you a clear idea of what you need to provide.

All information provided with this application, including client files, must be written in English.

If you leave out any required information, documents or evidence, your application will not be accepted. You are required by the Immigration Advisers Licensing Act 2007 to provide all of the available information requested in the application booklet.

Some of the information you provide will be displayed on the public register of licensed immigration advisers. The information that will be displayed on the Register is identified in the application booklet with this symbol .

When you have completed your *Application for an Immigration Adviser Licence* booklet and the supporting documents, clip them together with any other attachments in one package addressed to the postal or courier address of the Authority. You may also deliver your application in person to the Authority's courier address during business hours.

We STRONGLY recommend that you retain a copy of your application booklet and attachments, and any supporting evidence or documentation, for your own records.

Contact details for the Authority

Freephone (New Zealand only):

0508 IAA IAA (0508 422 422)

Phone (outside New Zealand): +64 9 925 3838

E-mail info@iaa.govt.nz

Web www.iaa.govt.nz

Postal The Registrar
Immigration Advisers Authority
PO Box 6222
Auckland 1141
NEW ZEALAND


Courier The Registrar
Immigration Advisers Authority
Level 2, 52 Symonds Street
Auckland 1061
NEW ZEALAND

When filling out this form please print clearly.

PRIVACY NOTICE:

Personal information submitted with this application will be kept and maintained by the Registrar of Immigration Advisers in accordance with the Privacy Act 1993. Personal information collected will be used to determine whether the application for a licence may be granted and in connection with complaints and disciplinary processes. Personal information will also be used for the maintenance and administration of the register of licensed immigration advisers and for the maintenance and administration of the immigration advisers licensing regime. You have the right to access, and to have corrected, any information about you that is held by the Registrar.



Section 1 Personal Details



Items marked with  will appear on the register of licensed immigration advisers. If any of your personal or contact details change during the application process, please contact the Immigration Advisers Authority immediately.

 Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (please specify)

 Gender Male ☐ Female ☐

  Family/Last name

  First/Given names. Your full legal name will appear on the register of licensed immigration advisers.


  Preferred name. Your preferred name will be indicated on the register of licensed immigration advisers.

 Other names

Please list above any other name(s) that you have used or been known by at any time in your life in any country, including a maiden name, name(s) from previous marriages or any aliases. An alias is another name that you may have been known by in your workplace or public life such as a different first name (e.g. John Robert, known as Rob). If there are more than three other names please attach details on a separate sheet.

 Date of birth

Section 2 Place of Residence


 Have you been lawfully present in New Zealand for more than 183 days in the last 12 months? Yes ☐ No ☐

A: Application for an Immigration Adviser Licence

When filling out this form please print clearly.

Section 3 Contact Details

Your business address must be a location where you regularly conduct business. Please note that only the business address entered on this page will be loaded onto the register of immigration advisers found at www.iaa.govt.nz. If you have more than one business address please select carefully which business address you want to see on the register. If you work for more than one business, please photocopy this page and complete it for each business you work for.

 Business address (this cannot be a PO Box)

Business/Employer name (delete one)

What is your employment status with this company or organisation? Please tick one box only.

☐ Director ☐ Self-employed ☐ Employee ☐ Contractor ☐ Volunteer

Street name and number

Suburb

Town/City

Area/State

Postcode

Country

If you consent to the inclusion of your business phone(s), fax, email or website address on the register, please tick the relevant box(es) beside those details below.

☐ Business phone ☐ DDI ☐ Mobile
(+country code - area code - local number) (+country code - area code - local number) (+country code - mobile code - local number)

☐ Business fax ☐ Business email
(+country code - area code - local number)

☐ Website address

When filling out this form please print clearly.

  **Physical address for service of documents (this cannot be a PO Box)**

You may provide one physical address for service of documents only. It is expected that your service address will be in the same town and country as your business address.

Street name and number

Suburb

Town/City

Area/State

Postcode

Country

  **Postal address (if different from business address)**

You may provide one postal address only.

Street name and number/PO Box/Private Bag

Suburb

Town/City

Area/State

Postcode

Country

 **Other contact details**

Home phone

(+country code - area code - local number)

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When filling out this form please print clearly.

Section 4 Type of Licence

What type of immigration adviser licence are you applying for?

Choose one type of licence only. (For further guidance refer to the Immigration Advisers Authority's website)
Full ☐ Limited ☐ Provisional ☐

- You may be granted a **full licence** if you are able to demonstrate, to the satisfaction of the Registrar, that you have overall competence in all areas of immigration advice. To do this you will be required to prove that you are able to competently provide advice in relation to both temporary and residence immigration matters and that you have a broad knowledge of the requirements for all immigration matters.
- You may be granted a **limited licence**, which authorises you to provide immigration advice in relation to certain specified matters, if the Registrar is satisfied that you have competence only in relation to those specified matters. You will be required to prove that you are able to competently provide advice, without supervision, in relation to the specified matters you have decided to specialise in.
- You may be granted a **provisional licence** if the Registrar is satisfied that you are a new entrant to the industry or that you should work under the direct supervision of a fully licensed immigration adviser for a period of up to 12 months.

If you are applying for a provisional licence, you and your supervisor must complete the *Application for Approval of Supervision Agreement* in this booklet. Please provide details of your supervisor below:

Supervisor name	<input type="text"/>
Supervisor licence number	<input type="text"/>

When filling out this form please print clearly.

If you are applying for a limited licence, please indicate which immigration matters or areas you wish to be able to practise in. You may select up to three boxes.

Applications for temporary entry

Students ☐

Visitors ☐

Work ☐

Transit ☐

Military/Special ☐

Applications for residence

Skilled Migrant ☐

Family ☐

Business ☐

Endorsements and applications from residents ☐

Residence from Work ☐

Special Policies ☐

Claims for refugee/protection status ☐

Appeals to the Immigration and Protection Tribunal ☐

Dealing with clients' unlawful status (advising persons who are not in New Zealand lawfully) ☐

Section 5

Qualifications

Note: A formal qualification is not yet a prerequisite for licensing as an immigration adviser in New Zealand. In addition to, or instead of, a formal qualification, the Registrar will recognise your experience in the provision of immigration advice, as demonstrated by your work history.

If you are currently registered as a migration agent in Australia, you may be eligible for licensing in New Zealand under the Trans-Tasman Mutual Recognition Act 1997. Please go to www.iaa.govt.nz for more information.

Have you been awarded the Graduate Certificate in Australian Migration Law and Practice?

Yes ☐ No ☐

Have you completed Massey University's paper 155.222 Immigration Law and Practice?

Yes ☐ No ☐

If you have answered "yes" to this question, please attach a certified copy of your academic transcript demonstrating completion of the paper. **Please do not send original documents.**

Have you been awarded an immigration-related tertiary degree, diploma, certificate or course of study substantially similar to the Graduate Certificate in Australian Migration Law and Practice?

Yes ☐ No ☐

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When filling out this form please print clearly.

☐ Name of qualification
|

☐ Name of learning institution
|

☐ Country of study
|

☐ Year of completion
|

☐ Name of qualification
|

☐ Name of learning institution
|

☐ Country of study
|

☐ Year of completion
|

If you have answered “yes” to this question, please and attach a copy of your academic transcript demonstrating completion of the qualification. Please do not send original documents.

If you hold other educational qualifications, please indicate your highest qualification below and provide details:

☐ School qualification
|

☐ Trade or business qualification
|

☐ Tertiary certificate/diploma
|

☐ Tertiary degree
|

☐ Postgraduate study
|

When filling out this form please print clearly.

- Have you previously been or are you currently licensed or registered, or hold a similar recognition with an overseas organisation that performs functions that correspond wholly or substantially with those performed by the Immigration Advisers Authority?

Yes ☐ No ☐

Please provide details about your licensing, registration, or other recognition below and attach a certified copy of the licence, registration or other recognition. **Please do not send original documents.**

Name of overseas organisation

Functions performed by the organisation

Contact details of overseas organisation

Phone

(+country code - area code - local number)

Street/PO Box/Private Bag

Suburb

Town/City

Area/State

Postcode

Country

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When filling out this form please print clearly.

Section 6

Continuing Professional Development

To be granted a licence you need to have participated in professional development activities RELEVANT to the provision of immigration advice within the 12-month period prior to applying for a licence. The following activities are examples of professional development activities:

- Self-directed learning
- Supervising or mentoring other immigration advisers
- Reading materials provided by the Registrar or other organisation
- Active participation in a professional body, organisation or association (e.g. NZAMI)
- Receiving formal instruction, education or training
- Attending information sessions, seminars, courses or conferences

Please provide details of the professional development activities you have participated in over the last 12 months below:

Activity			
Provider			
When activity occurred		Time spent	
Activity			
Provider			
When activity occurred		Time spent	
Activity			
Provider			
When activity occurred		Time spent	

When filling out this form please print clearly.

<input type="checkbox"/>	Activity	
<input type="checkbox"/>	Provider	
<input type="checkbox"/>	When activity occurred	
<input type="checkbox"/>	Time spent	

(If you wish to list more than four professional development activities please attach details on a separate sheet)

Section 7 English Language

To be granted a licence you must be able to communicate in the English language, both orally and in writing, to a high standard. The following criteria are examples that the Registrar may consider as sufficient evidence of your English language ability.

1. Have you completed an International English Language Testing System (IELTS) test, where you gained minimum academic scores of Reading 6.5; Listening 6.5; Speaking 6.5; and Writing 6.5 with a minimum overall IELTS academic band score of 7.0 or over? Yes ☐ No ☐

If you have answered "yes" to this question, please attach a certified copy of your IELTS test result. **Please do not send original documents with your application.**

<input type="checkbox"/>	When was your IELTS test completed?	<div style="display: inline-block; border: 1px solid black; padding: 0 2px;">D</div> <div style="display: inline-block; border: 1px solid black; padding: 0 2px;">D</div> <div style="display: inline-block; border: 1px solid black; padding: 0 2px;">M</div> <div style="display: inline-block; border: 1px solid black; padding: 0 2px;">M</div> <div style="display: inline-block; border: 1px solid black; padding: 0 2px;">Y</div> <div style="display: inline-block; border: 1px solid black; padding: 0 2px;">Y</div> <div style="display: inline-block; border: 1px solid black; padding: 0 2px;">Y</div> <div style="display: inline-block; border: 1px solid black; padding: 0 2px;">Y</div>
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<input type="checkbox"/>	If your IELTS test was completed more than five years ago, have you been living and working in an English-speaking country since that time? Yes <input type="checkbox"/> No <input type="checkbox"/>
--------------------------	--

OR

2. Have you completed primary schooling (or equivalent) and at **least three years'** secondary schooling (or equivalent) in schools where the education was conducted in the English language? Yes ☐ No ☐

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When filling out this form please print clearly.

Please provide details of your schooling and supporting evidence (if available)

Name of primary school (or equivalent)	City	Country	Years there

Name of secondary school (or equivalent)	City	Country	Years there

OR

3. Have you completed at least five years' secondary schooling (or equivalent) in schools where the education was conducted in the English language? Yes ☐ No ☐

Please provide details of your schooling and supporting evidence (if available)

Name of secondary school (or equivalent)	City	Country	Years there

Please note that you will be contacted by your assessor for a telephone interview to discuss your application and to confirm your English language ability. Note that, in all cases, the Registrar retains the discretion to require you to sit an IELTS test to confirm that you meet the English language requirements.

When filling out this form please print clearly.

Section 8 Fitness for Licensing

Please answer questions 1 to 6 below to the best of your knowledge and belief. If you answer "yes" to any of questions 1 to 6 (and the Criminal Records (Clean Slate) Act 2004 does not apply to you) you are prohibited from licensing under section 15 of the Immigration Advisers Licensing Act 2007 and may not apply for a licence. Do NOT submit an application.

1. Are you an undischarged bankrupt? Yes ☐ No ☐
2. Are you prohibited or disqualified under any of the provisions of sections 382, 383, or 385 of the Companies Act 1993 (or any corresponding provision of the Companies Act 1955) from managing a company? Yes ☐ No ☐
3. Have you been convicted of an offence against the Immigration Act 2009, the Immigration Act 1987 or the Immigration Act 1964? Yes ☐ No ☐
4. Have you been removed or deported from New Zealand under the Immigration Act 2009, the Immigration Act 1987 or the Immigration Act 1964? Yes ☐ No ☐
5. Are you unlawfully in New Zealand? Yes ☐ No ☐
6. Are you a person who holds or has held the office of the Minister of Immigration or Associate Minister of Immigration in the New Zealand Government within the last 12 months? Yes ☐ No ☐
7. Are you a person who is employed or has been employed within the last 12 months as an immigration officer, visa officer, refugee status officer or a refugee and protection officer (as defined in the Immigration Act 2009 or the Immigration Act 1987)? Yes ☐ No ☐

Please answer questions 8 to 13 below to the best of your knowledge and belief. If you answer "yes" to any of questions 8 to 13 you may be restricted from licensing or otherwise considered "unfit" for licensing.

8. Have you been convicted, whether in New Zealand or in another country, of a crime involving dishonesty, an offence resulting in a term of imprisonment, or an offence against the Fair Trading Act 1986 (or any equivalent law of another country)? Yes ☐ No ☐
9. Are you a person who, under the law of another country:
 - (a) is an undischarged bankrupt; or
 - (b) has been prohibited or disqualified from managing a company; or
 - (c) has been convicted of an immigration offence; or
 - (d) has been removed or deported from the country?
 Yes ☐ No ☐
10. Have you been an undischarged bankrupt, or prohibited or disqualified under any of the provisions of sections 382, 383, or 385 of the Companies Act 1993 (or any corresponding provision of the Companies Act 1955) from managing a company? Yes ☐ No ☐
11. Have you any conviction(s) (whether in New Zealand or in another country) for an offence of a kind other than those referred to in questions 3, 8 and 9(c) above? Yes ☐ No ☐

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When filling out this form please print clearly.

12. Have you been, or are you subject to any disciplinary proceedings, whether in New Zealand or in another country, and whether in relation to the provision of immigration advice or in relation to the conduct of any other occupation or profession?

Yes ☐ No ☐



If you have answered “yes” to any of questions 8 to 12 in this section, please provide, on a separate sheet, full details of the relevant event or circumstance, including, if applicable:

- a description of the relevant event or circumstance including when and where it occurred
- details of whether it involved dishonesty
- details of the penalty or sanction or condition imposed
- details of how and when the penalty or sanction or condition was paid or discharged
- a copy of a receipt for fines paid or a copy of a judgement
- any comments you would like to make.

13. Are you related by employment or association to a person to whom any of the criteria in questions 1 to 12 in this section apply, or to whom a licence could be refused under the Act?

Yes ☐ No ☐



If you have answered “yes” to question 13 above, please provide, on a separate sheet, full details of the employment relationship or association and full details of the relevant event or circumstance, including, if applicable:

- a description of the employment relationship or association with the person
- a description of the relevant event or circumstance including when and where it occurred
- details of the penalty or sanction or condition imposed on the person
- any comments you would like to make.

When filling out this form please print clearly.

Section 9 Proof of Identity



Personal Identification

Please attach a certified copy of your driver licence or birth certificate, or a certified copy of the page of your current passport that shows your photograph and your personal details. A certified copy is a photocopy of the original document, witnessed by a person who is authorised to witness a statutory declaration.

Indicate which document you are providing below:

- ☐ Certified copy of driver licence
- ☐ Certified copy of birth certificate
- ☐ Certified copy of current passport

The following persons may witness a statutory declaration made in New Zealand.

- an enrolled barrister and solicitor of the High Court of New Zealand
- a Justice of the Peace (you can find a list of Justices of the Peace in the New Zealand Yellow Pages)
- a notary public
- a Registrar or Deputy Registrar of the District Court, High Court, Court of Appeal or Supreme Court.

The following persons are authorised to witness a statutory declaration made outside New Zealand:

- in a Commonwealth country other than New Zealand – a Judge, a Commissioner of Oaths, a notary public, a Justice of the Peace, or any person authorised by the law of that country to administer an oath there for the purpose of a judicial proceeding, a Commonwealth representative, or a solicitor of the High Court of New Zealand
- in a country other than a Commonwealth country – a Commonwealth representative, a Judge, a notary public, or a solicitor of the High Court of New Zealand.

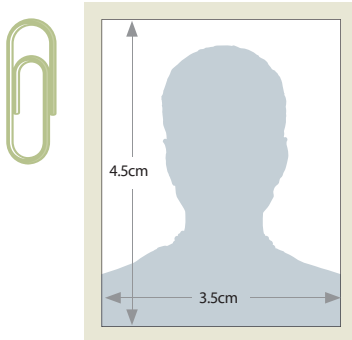
A full list of potential certifiers can be obtained from section 9 of the Oaths and Declarations Act 1957. To complete certification, a signature is required on each page of the copy, with the name and title of the person certifying shown legibly below their signature.

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When filling out this form please print clearly.

Section 10 Photograph

Please attach one passport-sized and passport-quality photograph, taken within the last six months. The photograph should be a head and shoulders shot, with a clear white background. You must be looking directly at the camera and not wearing a hat, sunglasses or other accessories that obscure your face. The photograph will appear on your licence and on the electronic version of the register.



The photograph must be verified as a true likeness of you by a person who has known you for at least 12 months and is not related to you, or part of your family group, or living at the same address as you.

To verify your photographs the verifier must write the following statement on the back of the photograph:
"This a true photograph of <insert your full name>" and then sign his or her signature under the statement.

Please ensure that your verifier completes this section

☐ Verifier's full name

☐ Address

☐ Phone

(+country code - area code - local number)

☐ I declare that I (name of verifier)

☐ have known (full name of applicant)

for at least 12 months and am not related to, or part of the family group of, or living at the same address as the applicant

☐ Signed

☐ Date

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

When filling out this form please print clearly.

Section 11 Police Certificates

You are required to provide police certificates, obtained within the last six months, from each country that you have lived in for 12 months or more over the last 10 years.

A New Zealand police certificate (Criminal Record History) can be obtained from the New Zealand Police on application to the Ministry of Justice's Privacy Unit. Application forms are available on the Authority's website: www.iaa.govt.nz. You must authorise the Ministry of Justice to send the police certificate directly to the Authority and a copy to you. You must submit your copy of the certificate with your application for a licence. Ensure that you allow sufficient time for the Ministry of Justice to process your application.

IMPORTANT NOTE

Please be aware that we cannot lodge your application before receiving your New Zealand police certificate.

Please be aware that we cannot lodge your application before receiving your New Zealand police certificate. If you need to obtain police certificates from a country other than New Zealand, you may need to pay a fee. Note that some countries will only send police certificates directly to the Authority. If that is the case, we recommend you allow three months for this to happen.

If a country from which you require a police certificate will only deliver the certificate directly to the Authority, YOU MUST NOT APPLY FOR A LICENCE UNTIL THE AUTHORITY HAS RECEIVED THE CERTIFICATE. Please advise the Authority by email to info@iaa.govt.nz that you intend to apply for a licence and have sought a police certificate. The Authority will contact you by return email when it has received the certificate, after which you may apply for a licence.

When requesting your police certificate you must supply all of the names you have listed in the Personal Details section of this application form.

Section 12 Fee and Levy

In order to be licensed you must pay a licence application fee and an immigration adviser's levy. The licence application fee must be submitted with this application for a licence. The immigration adviser's levy is payable if the Registrar determines that you are eligible to be granted a licence. **Do NOT pay the immigration adviser's levy now. This will be requested separately.**

- **The licence application fee is NZ\$ 909.78 including GST** (NZ \$791.11 if you are not ordinarily resident in New Zealand)
- **The immigration adviser's levy is NZ\$ 1,129.55 including GST** (NZ \$982.22 if you are not ordinarily resident in New Zealand)

Payments

All payments must be made in NZ dollars. You may pay by EFTPOS (only available at the Authority's office during normal business hours), by bank draft in New Zealand dollars, by New Zealand issued personal cheque or bank cheque, or by Visa or MasterCard. Other credit cards and money orders will not be accepted. **DO NOT POST CASH.**

A:

When filling out this form please print clearly.

Please indicate your preferred method of payment below, and provide details, if applicable.

☐ Credit Card: Visa/MasterCard (delete one)

Credit card number

Expiry date

The amount to be charged to my credit card is NZ\$ |

Name on card

Cardholder's signature

☐ Bank Draft in New Zealand dollars☐ EFTPOS☐ New Zealand issued personal cheque or bank cheque

(Please enclose a New Zealand issued cheque made payable to the Immigration Advisers Authority)

Refunds

In some circumstances you may be eligible for a refund of a portion of your application fee (where, for example, your application is returned to you or you withdraw it before it is assessed). If you have paid by credit card the refund amount will be credited back to your credit card account. Otherwise refund amounts will be made by cheque or direct credited to your bank account.

Please provide details that will enable monies to be refunded to you:

Account name

Account number

Fees and levies for not-for-profit advisers

If you volunteer or work for an organisation on a not-for-profit basis you may be entitled to a waiver of the fees and levy payable for your licence. If you think you qualify for a waiver, contact the Immigration Advisers Authority **BEFORE** you submit your application. The Registrar will require information from you about the funding model, fees charged and overall structure of the organisation you volunteer or work for.

After assessing your status, the Registrar will send you a letter confirming (or otherwise) your not-for-profit status. **The confirmation letter must be submitted with your application for a licence. DO NOT apply before you have received the confirmation letter.**

When filling out this form please print clearly.

Section 13 Authorisation and Statutory Declaration

Authorisation for the collection of information

I authorise the Registrar to collect from Immigration New Zealand any information about me, or held about applications, requests, appeals, or claims submitted by me or managed in whole or in part by me for the purpose of determining my application for a licence, for investigating complaints made about me, and for the administration of the licensing scheme. I authorise the Registrar to contact the clients and professionals that I have selected to provide references about me. I authorise the Registrar to record telephone conversations held with me for the purposes of assessing and verifying my application for a licence.

Signature of Applicant

Dated

Statutory declaration

This declaration must be given in front of a person authorised to witness a statutory declaration. See page 15 for who can certify supporting documents and witness a statutory declaration.

WARNING: The giving of false information in this application booklet is an offence under the Immigration Advisers Licensing Act 2007 with penalties of imprisonment of up to two years and/or a fine of up to \$10,000 and will result in your application for a licence being refused.

I, (full name of applicant)

of (address)

occupation

do solemnly and sincerely declare the following:

1. The information I have provided in this application booklet, its attachments and accompanying supporting documents is complete, correct and up to date in every detail to the best of my knowledge; and
2. Any representations I have made in this application booklet, its attachment and accompanying supporting documents are true and correct to the best of my knowledge; and
3. I am not aware of any other matter relevant to the assessment of my competency that I should bring to the attention of the Registrar of Immigration Advisers; and
4. I understand that, unless I am licensed or exempt, I may not provide New Zealand immigration advice; and
5. I understand that if the Registrar of Immigration Advisers determines that I am eligible for a licence, I will not be granted a licence until I have paid the required amount of immigration adviser's levy (if any) and met any other applicable conditions; and
6. I understand that I must give written notice to the Registrar of Immigration Advisers of any relevant change to the information provided with my application for a licence, or that results in me becoming prohibited from licensing under section 15 of the Immigration Advisers Licensing Act 2007, or has any effect on the matters specified in sections 16 and 17 of the Act relating to my fitness for licensing, and that notice of any change of circumstances must be provided to the Registrar within 10 working days after the change; and
7. I understand that it is an offence under the Immigration Advisers Licensing Act 2007 to supply false or misleading information with this application; and I believe the statements in this declaration are true in every particular; and
8. I have read and understand my obligations under the Licensed Immigration Advisers Code of Conduct 2010.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

Declared at

on this

day of

20

Signature of Applicant

Before me

(name of authorised person – print name)

(signature of person before whom declaration is made)

Title of authorised person – print name/stamp

(as defined in the Oaths and Declarations Act 1957)

Supplementary Documentation



Immigration
Advisers Authority

PART B: Supplementary Documentation

In addition to your *Application for an Immigration Adviser Licence* booklet you need to complete the supplementary forms and questionnaires in your application booklet and provide the supporting documentation below:

1. Adviser immigration work history

The adviser immigration work history in your application booklet requires you to summarise the details of your work experience that are relevant to the provision of immigration advice. Its purpose is to illustrate the immigration matters you have advised on and the range of tasks and responsibilities you have undertaken. Please explain any employment gaps in your work history.

2. Immigration New Zealand Activity Record or Adviser Activity Record (full and limited licences only)

You must obtain an Immigration New Zealand Activity Record from Immigration New Zealand covering the last two years. The activity record provides details of the applications you have tendered to Immigration New Zealand that have been decided in the two-year period. You can obtain the activity record by emailing iaa-agent-activity@dol.govt.nz. When you request it, you will need to provide Immigration New Zealand with all of your INZ client codes. Immigration New Zealand will provide the record directly to you. Attach the record to your application booklet. You do not need to complete the Adviser Activity Record in this booklet.

NOTE: If you have been working as an employee at any time in the last two years, Immigration New Zealand may not be able to supply you with a personalised Immigration New Zealand Activity Record for the period you were employed. If you have been an employee in the last two years, ask your employer to request an Immigration New Zealand Activity Record for the employer's organisation for the last two years. Ask your employer to transfer the details of the applications you have tendered to Immigration New Zealand that have been decided in the two-year period to the Adviser Activity Record in the application booklet. Your employer must sign the Adviser Activity Record to verify the contents.

If you are unable to obtain from your employer a breakdown of the applications you have tendered to Immigration New Zealand for your employer, you may complete the Adviser Activity Record in the application booklet yourself. Please provide reasons for being unable to obtain details from your employer.

If you have handled any requests for special directions, refugee status claims or appeals in the last two years, please complete the appropriate section of the Adviser Activity Record in the application booklet.

3. Client Files or Case Studies

The documents in the file must be in English or translated into English.

All client files submitted with this application should be unrelated.

The clients should not be related to the adviser, or be employees of the adviser.

Please provide copies only, as your client files will not be returned to you.

FULL LICENCE – CLIENT FILES

If you are applying for a full licence you must provide four client files **completed by you** based on immigration applications tendered by you to Immigration New Zealand in the last two years.

Each file must relate to a separate client or set of clients. The files provided must include:

- two applications for temporary entry
- two applications for residence.

At least two client files must be fully completed. Preferably each of the applications will cover a different immigration matter. The client files you select need to demonstrate your knowledge of immigration matters and your ability to apply that knowledge to providing immigration advice. You will be required to obtain a written reference from your clients for each of the client files you choose to submit with your application.

LIMITED LICENCE – CLIENT FILES

If you are applying for a limited licence you must provide three client files **completed by you** based on immigration matters handled by you in the last two years. All three files must be applications tendered to Immigration New Zealand, or appeals, special requests or refugee/protection claims handled by you that are representative of the specified matters that you specialise in or wish to be authorised to practise in.

The client files you select need to demonstrate your knowledge of immigration matters and your ability to apply that knowledge to providing immigration advice. You will be required to obtain a written reference from your clients for each of the client files you choose to submit with your application.

PROVISIONAL LICENCE – CASE STUDIES

If you are applying for a provisional licence you are required to complete the three immigration related case studies in this booklet. Each of the case studies outlines a specific set of circumstances and asks a series of questions. If you have completed and tendered applications to Immigration New Zealand in the last two years, you may submit up to three client files in support of your application if you choose to.

You need to answer the questions by writing in sentences, providing as much detail as necessary to answer the questions. You should respond to each case study on a separate sheet of paper, making sure you label each page clearly with your name and the case study number.

4. Client File Evidence Checklist (full and limited licences only)

The Client File Evidence Checklist is a list of the documentation you need to include on the client files you submit with your application. It is expected that each of the client files you submit contains the documents highlighted in grey on the checklist. The documents that are not highlighted must be included if they are available.

5. Questionnaires

You must complete each of the following questionnaires and submit them with your application.

(i) Client File Questionnaire (full and limited licences only)

This questionnaire requires you to report and reflect on your management of one of the files you have selected for submission with your application. You must answer all questions in sentences.

(ii) Immigration Advisers Licensing Scheme Questionnaire

This questionnaire tests your knowledge of the immigration advisers licensing scheme. You must answer all questions in sentences. Note: You do not need to complete this questionnaire if you completed Massey University's paper 155.222 Immigration Law and Practice in 2007 or later.

(iii) Immigration Law and Instructions Questionnaire

This questionnaire tests your knowledge and understanding of New Zealand immigration law and instructions. You must answer all questions in sentences.

(iv) Business Processes Questionnaire

There are three sections to the Business Processes Questionnaire:

- Business administration
- Quality assurance
- Professional and ethical practice

You should write a few sentences for each question. You should refer to the Immigration Advisers Competency Standards 2010 and the Licensed Immigration Advisers Code of Conduct 2010 when completing this questionnaire.

6. Client File Summary Sheet (full and limited licences only)

The Client File Summary Sheet requires you to summarise the details of the client files you are submitting with your application. Each client file must be accompanied by a Client File Summary Sheet. **Please photocopy the Client File Summary Sheet** in this booklet as necessary and attach to the top of each client file you are submitting.

Please photocopy the reference forms in this booklet as necessary and provide them to your referees.

7. References

If you are applying for a full licence you must supply four client references (one for each client file you have submitted with your application) and one professional reference.

If you are applying for a limited licence you must supply three client references (one for each client file you have submitted with your application) and one professional reference.

If you are applying for a provisional licence you do not need to supply client references but must supply two professional references.

A professional reference may be given by a professional person you deal with in the course of your work, for example, your supervisor or manager, or a previous employer or manager. If you are a new entrant to the immigration advice industry, you may supply professional references relating to your previous non-immigration related work history or two character references or testimonials.

Professional referees may not be related to you, nor be your employee.

8. Application for Approval of Supervision Arrangement

If you are applying for a provisional licence, you must supply a completed Application for Approval of Supervision Arrangement signed by you and your nominated fully licensed supervisor. If your supervision arrangement is not with your employer you should ensure that your employer is informed about and agrees to the arrangement.

The assessment process

Once you have completed your application and sent it to the Registrar of Immigration Advisers, your application will be checked to confirm that it is complete. If the application is incomplete or documents are missing, it will be returned to you.

If your application is complete, it will be lodged and assigned to an assessor. The assessor will carry out a desktop assessment of your application, including the forms and supporting evidence you have provided. The assessor will contact you to ask you questions about your application and may contact your referees. Your conversation with the assessor will be recorded. The recording may be referred to for decision-making purposes or during peer review or application moderation exercises.

The assessor will examine your application for evidence of your competence, to assess whether the information you have provided demonstrates, on the whole, that you have the practical experience, skills and knowledge to meet the standard for the licence type you have applied for. The assessor will provide that assessment to the Registrar of Immigration Advisers who will then decide whether your application should be granted or refused.

What if there is a conflict of interest?

Assessors are required to declare conflicts of interest when they occur, for example, where the assessor is assigned to assess an application from a family member, business associate or competitor. If you or your assessor identify that a conflict of interest exists, another assessor will be assigned to assess your application.

When filling out this form please print clearly.



Notes:

Lined area for notes, consisting of 25 horizontal lines.

B: Supplementary Documentation

When filling out this form please print clearly.

Adviser Immigration Work History

NOTES: This form requires you to summarise the details of your immigration-related work experience. Start with your current or most recent experience and work backwards. You should provide as much information as possible about the tasks and responsibilities of each position you have held. Please explain any employment gaps and reasons for leaving jobs. Use the example below to help you.

If you are a new entrant to the immigration advice industry without any immigration-related work experience, state that on the form and **attach an up-to-date copy of your curriculum vitae.**

Example

Dates	Hours of work (full-time, part-time, casual – hours per week)	Employment Status (refer to section 3 of this booklet)	Employer (if applicable)
2003-2006	Full-time	Self Employed, Migrants R Us Ltd	
1985-2003	Part-time - 20 hrs per week	Employee	Come to New Zealand Ltd
1981-1984	Full-time	Employee	Immigration NZ

Please provide the details of your immigration-related work experience

Dates	Hours of work (full-time, part-time, casual – hours per week)	Employment Status (refer to section 3 of this booklet)	Employer (if applicable)

Please note that your assessor may contact you for a telephone interview to discuss the information you have provided.

When filling out this form please print clearly.



Immigration Matter (refer to section 4 of this booklet)	City/Location	Roles/responsibilities/tasks/duties
<i>Temporary entry - Students, Visitors, Work Residence - Skilled Migrant, Family, Business, Residence from Work, Appeals</i>	<i>Auckland</i>	<i>Responsible for preparing and lodging immigration applications, managing client relationships, liaison with INZ and other external agencies</i>
<i>Temporary Entry - Work, Exchange Schemes</i>	<i>Auckland</i>	<i>Preparing immigration applications under supervision, general clerical and administration tasks</i>
<i>Residence</i>	<i>Various offices in New Zealand</i>	<i>Working with Immigration Officers to assess Immigration Applications. General office duties.</i>

Immigration Matter (refer to section 4 of this booklet)	City/Location	Roles/responsibilities/tasks/duties

B: Supplementary Documentation

When filling out this form please print clearly.

Adviser Activity Record (full and limited licence applications only)

Please attach a copy of your Immigration New Zealand activity record here. You only need to complete the table below if you do not have a copy of your INZ activity record. See page 21 for more information.

Applications tendered to Immigration New Zealand in the last two years

Application Type (per the INZ Operations Manual)	Applications Tendered	Applications Approved	Applications Declined	Refused to consider	Comments
Students					
Visitors					
Work					
Transit					
Military/Special					
Skilled Migrant					
Family					
Business					
Endorsements/applications from residents					
Residence from Work					
Special Policies					
Claims for refugee/ protection status					
Appeals to the Immigration and Protection Tribunal					
Dealing with clients unlawful status					

Employer Verification

I (full name of employer)

Confirm that the information I have provided in this Adviser Activity Record is true and accurate to the best of my knowledge and belief.

Signed _____ Date

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

Employee Comments

(If you have completed this form, please provide reasons for being unable to obtain details from your employer.)

Please note that your assessor may contact you for a telephone interview to discuss this information.

When filling out this form please print clearly.

Client File Evidence Checklist (full and limited licences only)				
Please tick the boxes below to confirm that the required evidence is contained on each of the client files you are submitting. (Note: The shaded areas indicate evidence that is expected to be present in each client file. The unshaded areas indicate evidence that you will provide, if it is available). You must provide four client files if you are applying for a full licence and three client files if you are applying for a limited licence.	1 Client name	2 Client name	3 Client name	4 Client name
	Immigration matter	Immigration matter	Immigration matter	Immigration matter
Client File Summary Sheets (you must complete one for each client file you submit)				
Documented evidence of assessment of client eligibility				
The contract or agreement with the client and any relevant supporting information				
Invoices for payment of services				
Receipts or similar acknowledgement of receiving client fees				
Documented instructions to the client				
Documents relating to liaison with authorities (e.g. professional bodies) if applicable				
The signed application form tendered to INZ, including a schedule or list of the documents that were tendered with the application and (if applicable) the cover letter and/or submission that accompanied the application OR If the client file relates to a request for special directions, a refugee/protection claim or an appeal, a complete copy of the request lodged or claim or appeal filed including all supporting documents				
Exact copies of all other documentation provided to INZ				
Advice to client of lodgement or filing				
Acknowledgement from the lodging or filing body				
Documentation of any follow-up action required, for example, responses to PPI (potentially prejudicial information) letters				
Evidence of decision (e.g. letter, permit label)				
Advice of decision to client (e.g. letter of notification including specification of approval conditions and appeal rights where declined)				
Evidence of return of original documentation to the client (e.g. courier tracking number, copy of letter, signed receipt form)				
Evidence of reconsiderations or activities relating to an appeal (if relevant)				
Client reference(s)				
Professional reference(s)				

When filling out this form please print clearly.

Client File Questionnaire (full and limited licences only)

Please answer (in sentences) the questions below about ONE of the client files you have submitted with your application. Link your answers specifically to the client file.	
Client(s) name from client file:	
1. What initial information did you receive from the client(s) to assess eligibility?	
2. Did you seek further information from the client(s) before determining eligibility and, if so, what and why?	
3. If the client(s) were eligible under more than one immigration category, how did you decide which category to lodge the application for?	
4. How often did you personally communicate with the client(s) while handling this matter? Please provide specific examples - 'as required' is not an acceptable answer.	
5. What were your main methods of communication with the client(s) during this time?	
6. How did you record your communications on the client file?	

Please note that your assessor may contact you for a telephone interview to discuss your responses to these questions or ask further questions.

When filling out this form please print clearly.

Client File Summary Sheet (full and limited licences only)

Applicant’s full name

One of these forms must be completed and attached to the top of each client file you submit. **Please photocopy forms as necessary and attach to the top of each client file.**

You need to select files that show your experience and expertise with a range of different immigration matters of differing levels of complexity. The files you submit must be a fair reflection of your business processes and practices.

Client name	
Date of initial contact	
Date of completion	
Specific immigration matter/category advised on	
Summary of the immigration matter, including: • the number of clients involved • the country of citizenship of the client(s) involved • significant issues faced in obtaining documentation • significant issues faced communicating with the clients or other relevant parties • final outcome • reconsiderations or appeals	

When filling out this form please print clearly.

Client File Summary Sheet (continued)

Complexity of the matter: Tick one	<input type="checkbox"/> Simple and straightforward	<input type="checkbox"/> Some complexity and difficulty	<input type="checkbox"/> Complex and difficult
What did you find to be the most challenging aspect of this client file?			
What would you do differently if you handled a client file like this one again in the future?			

Please note that your assessor may contact you for a telephone interview to discuss this information.

When filling out this form please print clearly.

Client Reference

Licence applicant

Please photocopy this page and obtain a completed reference from each client for whom you are submitting a client file.

Licence applicant's name

Licence applicant's address

Licence applicant's authorisation

I authorise the client referee named below to discuss the contents of this reference with the Immigration Advisers Authority for the purpose of assessing my application for a licence to practise as a New Zealand Immigration Adviser.

Signature

Date

D

D

M

M

Y

Y

Y

Y

Client referee

This client reference is required by the Immigration Advisers Authority in order to assess the suitability of the applicant for an immigration adviser licence. Please complete all sections and return to the applicant.

Client's name

Client's address

Client's daytime phone

Client's email

Best time to be contacted

Please tick only the boxes below that are relevant to the work the applicant did for you

The licence applicant:

gave me the information I needed about immigration law, policy and the processes involved

Yes☐

No☐

told me about my rights and responsibilities

Yes☐

No☐

helped me fill in all the forms correctly

Yes☐

No☐

got things done on time

Yes☐

No☐

helped me to understand what was going on all the time

Yes☐

No☐

told me anything extra I needed to do or provide

Yes☐

No☐

took any follow-up action that was needed

Yes☐

No☐

When filling out this form please print clearly.

Client Reference (continued)

Please answer the following questions about the work the applicant did for you	
What did you ask the applicant to do for you?	
Start date:	
End date:	
Would you be happy to work with the applicant again or recommend him or her to a friend?	
What other comments would you like to make?	

Please note that the applicant’s assessor may contact you by telephone to discuss this reference.

Client referee’s authorisation and declaration

I hereby authorise the licence applicant named above to disclose personal information about me from the applicant’s client files to the Registrar of Immigration Advisers. I hereby authorise Immigration New Zealand to disclose personal information about me to the Registrar of Immigration Advisers. I understand that the information will be used for the purpose of the assessment of the applicant for a licence as an immigration adviser and for the administration and maintenance of the immigration advisers licensing regime. I understand that my personal information will be retained by the Immigration Advisers Authority and will not be disclosed or discussed with any other party except for the purposes for which it is collected and retained.

I confirm the information provided about the applicant by me in this reference is a true and accurate reflection of the applicant’s work to the best of my knowledge.

I am happy to be contacted by the Immigration Advisers Authority to discuss this reference.

I confirm that I am not related to the applicant for whom I am providing this authorisation and declaration.

Client’s signature

Date

D

D

M

M

Y

Y

Y

Y

If you are in New Zealand, you have the right to see the information held by the Immigration Advisers Authority about you and to ask for it to be corrected if you think that is necessary. The Immigration Advisers Authority can be contacted at PO Box 6222, Wellesley St, Auckland 1141.

When filling out this form please print clearly.

Professional Reference

Licence applicant

Full and limited licence applicants must supply one professional reference. Provisional licence applicants must supply two professional references. Please photocopy this page and obtain a completed reference from your professional referee(s).

☐ Licence applicant's name

☐ Licence applicant's address

Licence applicant's authorisation

I authorise the referee named below to discuss the contents of this reference with the Immigration Advisers Authority for the purpose of assessing my application for a licence to practise as a New Zealand immigration adviser.

☐ Signature
 ☐ Date

Professional referee

This professional reference is required by the Immigration Advisers Authority in order to assess the suitability of the applicant for an immigration adviser licence. Please complete all sections and return to the applicant.

☐ Referee's name

☐ Please identify the professional capacity in which you are providing this reference and give specific details about your association with the applicant, for example, employer, professional colleague, character witness, or supervisor. (Please note that an applicant's family member or relative may not complete this form.)

☐ Relationship

☐ Length of time you have known the applicant in this capacity

☐ Address

☐ Phone

☐ Email

Professional referee's authorisation and declaration

I confirm the information provided about the licence applicant by me in this reference is a true and accurate reflection of the applicant's work to the best of my knowledge. I am happy to be contacted by the Immigration Advisers Authority to discuss this reference. I confirm that I am not related to the applicant for whom I am providing this reference.

☐ Signature
 ☐ Date

When filling out this form please print clearly.

Professional Reference (continued)

The following performance areas are required of an immigration adviser. Please only comment about areas that are relevant to what you know about the applicant and his/her performance. Please give specific examples.

Please do not feel limited by the space on this form – add extra information on a separate sheet if required.

Professional and ethical behaviour and practice

Professional and ethical behaviour and practice relates to the need to establish and maintain appropriate standards of behaviour and practice when working with others. This includes personal integrity, respect for people, impartiality, confidentiality, respect for the law, technical expertise and personal effectiveness.

Willingness to seek advice or access new learning where required

Timely and efficient work practices

When filling out this form please print clearly.

Professional Reference (continued)

■ Clear communication, both orally and in writing

■ General comments

Please explain why you think this person is suitable to provide immigration advice?
(If you have any doubts about his/her suitability, please expand on these)

■ Any other information you think is relevant

Please note that the applicant’s assessor may contact you by telephone to discuss this reference.

When filling out this form please print clearly.

Immigration Advisers Licensing Scheme Questionnaire

NOTE: You do not need to complete this questionnaire if you completed Massey University's paper 155.222 Immigration Law and Practice in 2007 or later.



Please answer this questionnaire on a separate sheet. Please answer all questions using complete sentences.

Please answer in sentences the following questions about the Immigration Advisers Licensing Act 2007.

1. What is the purpose of the Immigration Advisers Licensing Act 2007?
2. What are the main functions of the Immigration Advisers Authority?
3. What is 'immigration advice'?
4. Who must be licensed in order to give immigration advice?
5. Who is exempt from licensing?
6. Who is prohibited from holding a licence?
7. What is the role of the Immigration Advisers Complaints and Disciplinary Tribunal?
8. Outline at least three offences under the Immigration Advisers Licensing Act 2007.
9. Outline the responsibilities of licensed immigration advisers.

Please note that your assessor may contact you for a telephone interview to discuss your responses to these questions or to ask further questions if required.

When filling out this form please print clearly.

Immigration Law and Instructions Questionnaire



Please answer this questionnaire on a separate sheet. Please answer all questions using complete sentences.

Please answer in sentences the following questions about immigration law and instructions relating to New Zealand.

1. What is the purpose and intent of the Immigration Act 2009?
2. Identify three sections of the Immigration Act 2009 that are relevant to the provision of immigration advice (e.g. section 15) and explain their importance.
3. Outline who has discretionary decision-making powers under the Immigration Act 2009 and explain why.
4. How are the principles of fairness and natural justice applied to immigration decisions?
5. Describe the key features of the following international obligations:
 - a) The Convention Relating to the Status of Refugees 1951 and its 1967 Protocol (the Refugee Convention)
 - b) Articles 6 and 7 of the International Covenant on Civil and Political Rights 1966 (ICCPR)
 - c) Convention against Torture and other Cruel, Inhuman or Degrading Treatment or Punishment 1984 (CAT)
 - d) United Nations Convention on the Rights of the Child (UNCROC)
6. In seeking advice on New Zealand immigration instructions and procedures, what sources do you or would you use?
7. Describe the eligibility requirements for:
 - a) one temporary immigration matter
 - b) one residence immigration matter
8. Describe the steps you would take in handling:
 - a) a refugee/protection claim
 - b) an appeal to the Immigration and Protection Tribunal
 - c) a client who advises you that he or she is unlawfully in New Zealand
9. Describe the steps you would take to lodge an appeal against a declined application for residence. Discuss the following:
 - a) your internal procedures
 - b) compliance with Immigration New Zealand legal process
10. Where would you find information on New Zealand and the Treaty of Waitangi? Please list specific sources – “the library” or “online” are not satisfactory answers.
11. How and when would you need to apply the provisions of the following Acts:
 - a) Privacy Act 1993
 - b) Official Information Act 1982
 - c) Ombudsmen Act 1975

Please note that your assessor may contact you for a telephone interview to discuss your responses to these questions or to ask further questions if required.

When filling out this form please print clearly.

Business Processes Questionnaire



Please answer this questionnaire on a separate sheet. Please answer all questions using complete sentences.

Provisional licence applicants – please describe what you think would be good practice in the circumstances described.

1. Business administration

1. Please EITHER attach your documented business processes for managing clients

OR

attach an outline of the processes you go through from initial contact with a client to closure with that client.
Your processes or outline must be detailed and comprehensive.

2. How do you ensure the confidentiality, privacy and security of client documentation and client files?

3. How do you dispose of confidential documents?

4. How do you make sure client fees are protected and used for the purposes they are intended? Please supply supporting documentation to demonstrate how you do this.

5. How do you ensure that client files are dealt with in a timely manner?

2. Quality assurance

1. How do you manage quality assurance? These processes may include checklists, peer review, case review, supervisor review, team briefings or other methods used in your organisation. You will need to provide at least one example of your processes for each client file.

2. What would you do if you have made a mistake with one of the immigration matters you are handling?

3. If various people work on parts of an application, how do you co-ordinate everything to make sure the application is completed correctly?

When filling out this form please print clearly.

3. Professional and ethical practice

1. The Licensed Immigration Advisers Code of Conduct 2010 requires you to have a documented complaints procedure and to provide it to your clients. What is your process for dealing with and documenting client complaints?
Please provide a copy of your complaints procedure.
2. How do you (or would you) manage your communication with a client whose English was very limited?
3. What are the ethical considerations that guide your performance as an immigration adviser?
4. Describe a situation where you have faced an actual ethical dilemma or conflict of interest. Please describe what happened, what decisions you made and the reasons for those decisions.
5. Describe a situation where a matter was outside your area of expertise and what action you took.
6. Describe how you keep your knowledge of immigration law, instructions and practice current and up to date.

Please note that your assessor may contact you for a telephone interview to discuss your responses to these questions or ask further questions if required.

When filling out this form please print clearly.

Case Studies (provisional licence only)

Case Study 1

Jani Ampuja and family, all citizens of Finland, wish to apply for a residence visa under the Skilled Migrant Category (SMC). The family members include his wife Helli; daughter Ingria age 14; and son Joosef, a full time university student aged 21. Joosef is single and still lives at home. Jani is 46 years old with a Bachelor of Economics and 22 years' work experience and has been in his current position as the General Manager for 11 years. Helli is 43 years old and holds a Bachelor of Commerce, but stopped working over 10 years ago. They have contacted you for assistance.

- List the information not mentioned above that you want from the Ampuja family (the client).
- Upon receipt of your requested information, describe in detail the steps involved in the immigration application process, from advising the client to lodging the Expression of Interest (EOI).
- Upon receipt of the Invitation to Apply (ITA) from Immigration New Zealand, list all the documents the client has to provide in lodging the SMC residence application.
- What other professionals are you likely to have contact with in assisting your client with their application?
- How do you go about ensuring the immigration advice you are giving is correct and the client fully understands what is required?
- Add any further information or comments regarding this case.

Case Study 2

Brian Thomas is a New Zealand permanent resident (from the United Kingdom) who has been living in New Zealand for four years. He has three siblings: one brother is a Canadian citizen living in Canada and the other two sisters are US citizens living in the United States. His father has just retired and is currently living in the United Kingdom. Brian would like to sponsor his parents for residence in New Zealand.

- Describe in detail the steps involved in handling this immigration enquiry.
- List all documents required if Brian's parents are to be eligible to apply for residence under the Family Parent Category.

Case Study 3

Anthony Ong is operating a medium-sized Malaysian restaurant (150 seats) in Auckland. His restaurant manager left recently and Anthony has found a possible replacement - a Malaysian called Peter Pan, currently on a visitor's visa in New Zealand, who has over ten years' experience as a restaurant manager in Kuala Lumpur. Anthony is offering Peter the restaurant manager position for a period of three years.

- Does this work permit application have to go through a Labour Market Test? If yes, describe the procedure?
- List all documents required from Peter as the employee.
- List all documents required from Anthony as the employer.
- Describe in details the steps involved in handling this work visa application.

Notes:

Application for Approval of Supervision Arrangement

(provisional licence only)



Immigration
Advisers Authority

PART

Application for Approval of Supervision Arrangement

provisional licence only

Once you have been granted a provisional licence, you may provide immigration advice but only under the direct supervision of an immigration adviser who holds a full licence under an arrangement approved by the Immigration Advisers Authority.

If you are employed, you may nominate a supervisor from your employing organisation. Alternatively, you may nominate an independent supervisor. If your supervisor is not your employer, you should inform your employer and seek agreement to the arrangement. Your supervisor must meet the requirements for supervisors in the Immigration Advisers Authority's provisional licence and supervision policy, which can be obtained from the Authority's website.

.....

Please use this form to apply to the Immigration Advisers Authority for approval of your supervision arrangement.

C: Application for Approval of Supervision Arrangement

When filling out this form please print clearly.

Section 1 Provisional licence applicant

Applicant

☐ Family/Last name

☐ First/Given names

Proposed supervisor

The person who has agreed to provide supervision for me is

☐ Full name

☐ Business/Organisation

Section 2 Supervision agreement



- ☐ Please attach on a separate sheet, **your supervision agreement**. Cover the practicalities of supervision, such as time and place of meetings with your supervisor, costs involved, type of work you will be undertaking, client contact, supervisor review procedures, professional development goals, and so on. **There is a model supervision agreement on our website to help you.**

Applicant's acknowledgement and declaration

☐ I, (applicant name)

- understand that I may not provide immigration advice except under the direct supervision of my proposed supervisor; and
- agree to adhere to the supervision arrangement for the term of the supervision; and
- agree to abide by the terms of the Immigration Advisers Authority's provisional licence and supervision policy and by the Licensed Immigration Advisers Code of Conduct 2010; and
- declare that the details I have provided in this form are true and correct.

☐ Signed

☐ Date

When filling out this form please print clearly.

Section 3

Proposed supervisor

Personal details

Family/Last name

First/Given name(s)

Business/Organisation

Business phone

Email address

IAA Licence number

Section 4

Supervisor requirements

Please provide details of your suitability to supervise the applicant as follows.

Please describe the relationship by which you will provide direct supervision to the applicant you will be supervising, for example, as line supervisor, manager, or other role (please explain):

Please provide details of any leadership/management/supervision experience and/or training you have had, including positions held:

Position	Type of experience	Relevant training

C: Application for Approval of Supervision Arrangement

When filling out this form please print clearly.

- Please note any potential conflict(s) of interest you may have with the applicant, and describe how you intend to manage any conflict:

Potential conflict	Relationship	How you intend to manage this

Supervisor's acknowledgment and declaration

I, (supervisor name)

- understand that the applicant may not provide immigration advice except under my direct supervision; and
- confirm the details of the supervision arrangement described in Section 2; and
- agree to adhere to the supervision arrangement for the term of the supervision; and
- agree to abide by the terms of the Immigration Advisers Authority's provisional licence and supervision policy and the Licensed Immigration Advisers Code of Conduct 2010; and
- declare that the details I have provided in this form are true and correct.

Signed

Date

Section 5 Supervision Agreement

- Please provide a copy of your supervision agreement.

Immigration Adviser Licence Application Checklist

Please complete this checklist BEFORE submitting your application for a licence.

Part A

- ☐ Certified copy of any qualification(s) you are submitting
- ☐ Certified copies of any licences, registrations or other recognitions with overseas organisations that you are submitting
- ☐ Certified evidence of your English language competence (if available)
- ☐ Certified copy of your driver licence or birth certificate or current passport
- ☐ Two identical verified passport-quality photos
- ☐ Police certificate(s) or confirmation from the Authority that it has received your police certificate(s)
- ☐ Have you attached payment for the licence application fee or provided your credit card details?
- ☐ Letter from the Authority confirming your "Not-For-Profit" status
- ☐ Authorisation for the collection of information
- ☐ Statutory declaration

Part B

- ☐ Client files - full licence x 4 or limited licence x 3 or provisional licence (optional) up to 3
- ☐ Adviser Immigration Work History
- ☐ Immigration New Zealand Activity Record – full and limited licences only
- ☐ Client File Evidence Checklist – full and limited licences only
- ☐ Client File Questionnaire – full and limited licences only
- ☐ Client File Summary Sheets (one for each client file submitted) – full and limited licences only
- ☐ Client References (one for each client file submitted) – full and limited licences only
- ☐ Professional Reference(s)
- ☐ Immigration Advisers Licensing Scheme Questionnaire
- ☐ Immigration Law and Policy Questionnaire
- ☐ Business Processes Questionnaire
- ☐ Case Studies – provisional licence only

Part C

- ☐ Have you completed the Application for Approval of Supervision Arrangement – provisional licence only?

