

Enhancements to Immigration Online

A guide for external users

Edition 3.13 January 2025 Note that downloaded editions of this document may be out of date. To find the latest version, visit <u>immigration.govt.nz/online-enhancements</u>



MINISTRY OF BUSINESS, INNOVATION & EMPLOYMENT HĪKINA WHAKATUTUKI

New Zealand Government

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Introduction

Enhancements to Immigration Online

Immigration New Zealand (INZ) has updated the Immigration Online system with enhancements to make it simpler and easier to use.

Different visa types are transitioning to enhanced Immigration Online throughout 2022 and beyond. Employers can also apply for accreditation and job checks in the enhanced system as part of the Accredited Employer Work Visa (AEWV) policy. More information about the changes is available on the INZ website.

→ Enhancements to Immigration Online — Immigration New Zealand

For information about different visa types and eligibility, visit:

→ immigration.govt.nz.

Submitting visa applications during the transition phase

Until all visas are moved to enhanced Immigration Online, both the existing and enhanced systems will be operating, as well as a paper-based channel. You will be guided to the right system or channel, depending on the visa you are applying for, through:

- the existing Immigration Online system
- the enhanced Immigration Online system
- paper application channels.

If you have already started a draft application in the existing Immigration Online system, you can choose to start a new application in enhanced Immigration Online and enjoy the benefits of the enhanced system. Any draft applications in the existing system will remain there during the transition period unless you delete them.

About this document

The purpose of this document is to provide guidance and support to users of enhanced Immigration Online who work with visa applicants and/or employers. Users could include licensed immigration advisers (LIAs), immigration lawyers, community law centres, Citizens Advice Bureaux, visa application centres, tourism operators, education providers and organisations that support migrants. Now that the AEWV policy is fully implemented, users could also include employers who want to apply for accreditation and hire migrants.

This document includes explanations of how content is displayed in enhanced Immigration Online. It includes screenshots and step-by-step 'how to' instructions for key tasks that users perform in the enhanced system.

It will be updated as more visa types move to the enhanced system. Keep an eye on the edition numbers (see <u>Document history</u> below) for the most up-to-date user guide.

To download the latest version, go to:

→ Enhancements to Immigration Online — Immigration New Zealand

Guidance is split into six sections:

- 1. Overview: enhancements and benefits
- 2. My dashboard: what you'll see
- 3. Apply for a visa: enhancements to making an application
- 4. Visa assessment process: notifications, requests and tracking progress
- 5. After the decision: requests for reconsideration and varying conditions
- 6. Accredited Employer Work Visa: specific information for employers about applying for employer accreditation and job checks, and for migrant workers about applying for the work visa.

Section 1 Overview includes explanations of new or changed terms used in the enhancements to Immigration Online.

Document history

Edition	Date created or updated	Key changes
1.0	January 2022	New document
2.0	April 2022	 New Correspondence screenshot in sections 3.3.1 and 4.3 Updated content about finding immigration advisers' numbers in section 3.2.7
3.0	August 2022	 Minor wording updates and replacement screenshots to reflect updates in system Section 2 Networks: updated description Section 5 After the decision: updated Visa details and Variation of conditions content Section 6 Accredited Employer Work Visa: new section Reference to 2021 Resident Visa removed. This category is closed permanently.
3.1	January 2023	 Updated section 6.2 Apply for employer accreditation (employers). Added information on how to withdraw a submitted accreditation application. Updated section 6.3 Request a job check (employers). Added information on how to withdraw a submitted job check application. Updated section 6.2.1 Renew employer accreditation. Added note to explain that during AE renewal processing, the application status will briefly change to Draft, and the organisation will be unable to create job checks and send job requests.

The document history table records when each edition of the user guide is updated.

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3.4	July 2023	• Added section 4.1 Visa application progress.
3.5	September 2023	 Added section 3.6 Withdrawing an application.
3.6	November 2023	 Added information on viewing and updating sponsorship details to section 3.5 Sponsorship, subsection 3.5.1 Applicant. Added section 6.4 Request a migrant worker to apply for an AEWV (employers).
3.7	February 2024	 Added section 6.2.4 Request reconsideration of a decline decision (Employer Accreditation).
3.7	February 2024	• Added section 6.2.3 Change accreditation type.
3.8	March 2024	• Updated information on reusing a job token in section 6.4.2 Send a request reusing a job token.
3.9	April 2024	• Added two notes with information on the Access grid and how to remove your own access to accreditation-related items to section 6.1.1 Viewing and managing access.
3.10	June 2024	• Added section 3.1.3 Upload passport scan.
3.11	October 2024	• Added section 6.5 Notify us that a migrant worker has left your employment.
3.12	November 2024	 Removed section 6.1.1 Viewing and managing access. Added section 6.1.1 Manage access to organisations. Added section 6.1.2 Manage my access.
3.13	January 2025	Added section 4.3 Document requests from INZ.

1 Overview

The enhancements to Immigration Online include more online functions to make applying for visas, and employer accreditations and job checks, faster and easier. More complete and accurate information provided during the application process means there are fewer follow-ups from INZ staff, so applications can be processed more quickly. Multiple INZ staff across multiple locations can undertake processing tasks for an application at the same time, adding to more efficient processing and decision making.

Email notifications and real-time status updates give applicants and their advisers more visibility of the progress of an application and clarity around any action they need to take.



This section includes how to access the enhanced system and outlines some of the changes in terminology, new online guidance text and common functions. It also confirms the requirements for providing immigration advice.

Accredited Employer Work Visa (AEWV)

Applications for employer accreditation, job checks, and the work visa are processed in the enhanced Immigration Online system. Information for employers and applicants that is specific to the AEWV is detailed in section 6 Accredited Employer Work Visa.

1.1 Getting started

Important note

If an applicant wishes to apply for a visa on an expired passport, they need to submit a paper visa application. The online application function is not available in this situation.

Users access the enhanced system in the same way as the existing system. Select 'Log in' from the INZ website home page, where you are directed to the 'Log in to our online systems' page. Select a visa type in 'Apply for a visa'. The system will direct you to the RealMe login page.

You will also be able to access applications, documents or eVisas in the existing (or old) system on the 'Log in to our online systems' page.

LIAs who need to view their clients' applications in both systems should bookmark both login pages. You can use your existing RealMe login details.

1.1.1 What is RealMe?

RealMe is a form of secure online identification that allows you to use a wide range of New Zealand Government digital services using a single username and password. For more information, go to the RealMe website:

→ Home — RealMe

Making an application does not require a verified RealMe account. It's easy to set up, requiring only a username, password, your contact details and three security questions/answers that you select. You can set up a RealMe login from this page on the INZ website:

→ Log in or create a RealMe login — Immigration New Zealand

Tenei Au	MIGRATION
Go back to immigration New Zealand Notice something a little different? We've re-freshed the RealMe brand, em human touch. Same great login and verified identity services, but a more m	phasising security with a dem look and feel.
Log in with RealMe Vou've been redirected here so you can log in with RealMe Username Password C Log in Forgot Username or Forgot Password?	Create a RealMe login To access this service you need a RealMe login. You'll be able to access a range of services with a single username and password. RealMe is designed to protect your privacy and security.
Help & contact us Terms of use Privacy About this site	English 452

1.2 Rules for providing immigration advice

LIAs, and those exempt from licensing (see below), who are providing immigration advice as part of an application need to declare that they are doing so in the online application. LIAs must provide proof that they are licensed.

Visit the Immigration Advisers Authority website for more information and factsheets about licensing, exemptions, and clerical work.

→ Who needs a licence? — Immigration Advisers Authority

1.2.1 People exempt from licensing

Section 11 of the Immigration Advisers Licensing Act 2007 states that the following persons are exempt from the requirement to be licensed:

- persons who provide immigration advice in an informal or family context only, so long as the advice is not provided systematically or for a fee
- members of Parliament and members of their staff who provide immigration advice within the scope of their employment agreement
- foreign diplomats and consular staff

- employees of the public service who provide immigration advice within the scope of their employment agreement
- lawyers
- persons employed by or working as volunteers for community law centres
- persons employed by or working as volunteers for Citizens Advice Bureaux
- persons who provide immigration advice offshore and to student visa applications only.

1.2.2 Unlicensed advisers who are not exempt

People who provide immigration advice when they do not hold a licence and are not exempt from holding one are acting illegally. Under section 63 of the Immigration Advisers Licensing Act, it is an offence to provide immigration advice without being licensed or exempt.

1.2.3 Clerical work

Clerical work does not require someone to be licensed.

Clerical work can be provided by education providers, travel agents and organisations who support migrants. It is limited to services relating to immigration matters where the main task involves all or any combination of:

- the recording, organising, storing or retrieving of information
- computer or data entry
- recording information on any form, application, request or claim on behalf of and under the direction of another person.

1.3 Apply on behalf

LIAs and people exempt from licensing can submit applications online on behalf of their clients using 'apply on behalf' functionality but need a signed declaration from the client. Any third parties are required to upload the declaration, which gives them the authority to submit the application on the applicant's behalf and must be signed by the applicant.

Immigration lawyers (exempt from licensing) can, as per current practice, upload a document on their letterhead confirming they are acting on behalf of the applicant or choose to use the standard INZ declaration.

Applicants who receive help from an organisation to complete and submit their application, which is classed as clerical work, must also complete and sign a declaration.

For more information about applying on behalf of applicants in the online form, see section <u>3.2.6</u> Apply on behalf.

1.4 Benefits for users

Users working with applicants will benefit from the enhancements to Immigration Online, which has new and improved features:

- A new end-to-end online process replaces paper-based forms for sponsors and supporting partners.
- A global address finder tool helps ensure correct and complete address information is provided.

- Medical certificates are requested, only if needed, after an application is made.
- The online dashboard shows the application status in real time.
- Email notifications are sent to the primary contact listed on the application, including when further action is needed from the applicant.
- Dynamic forms only ask questions relevant to the applicant, based on their previous answers.
- Applicants can share their applications with trusted third parties, and trusted third parties can share applications with their clients.
- You can create a network so others in your business can collaborate on applications.

1.5 Terminology

Some of the changes in terminology, including names of screens, pages, or functions are included in the tables below.

Was	ls now
My account page	My dashboard
My applications page	My visas
Create a new application function	My visas > Apply for a visa
Unsubmitted tab	My visas > Draft applications section
Share application tab	(select) Options > Share
Unsubmitted (status)	Draft (status)
Firms	Networks
(Not previously available online)	My sponsorships tab/screen
(Not previously available online)	Employ migrants tab/screen

1.5.1 Was/is now table

1.5.2 Glossary

Term	Description
Applicant	An individual who is included in an application. May be a principal (main) or additional applicant. Only the principal applicant appears in the Draft applications section of My visas .
Application	The application that is submitted to and assessed by INZ. Each application includes the principal applicant and may include additional, or secondary, applicants. The My visas page shows all applications created or shared within one RealMe login.
Dynamic form	Rather than having a static set of questions asked of every applicant, dynamic forms in enhanced Immigration Online will present certain questions based on the applicant's previous answers. For example, if the applicant states they are married, the form will prompt them for their partner's details.
Immigration Health System	Used to access health information provided by visa applicants via the global Approved Panel Physician network. The Immigration Health System (IHS) is now integrated with enhanced Immigration Online.
Sharing ID	A sharing ID is automatically generated when you first log in to Immigration Online. Providing sharing IDs means applicants can share their applications and networks and nominate sponsors.
Network sharing ID	A network sharing ID is automatically generated when you create a network. For example, an LIA acting for an applicant can use the unique network sharing ID to share the application with their team so more than one staff member can work on it.
Address finder tool	Automatically validates data entered in the application form against a global address reference database.
Photo quality checker	Assesses the quality and suitability of a photo uploaded by the applicant as evidence of their identity. If the image does not meet INZ standards, the system guides the applicant to correct the error. If requested, the picture will be flagged for manual assessment when the application is submitted.

1.6 Help text, warnings and alert text

Help text guides you to complete the form correctly. Examples include showing the maximum characters that can be entered in a field, placeholder text where drop-down lists appear when you start typing in a field and links to webpages with more information.

Maximum c	haracters. If you would like to provide further information you will have the opportunity to upload supporting documents.	
		1.
Country or	ry of birth d select a country from the list	
dvice		
Section 7 of immigration indirectly ar → Adviser I	migration Advisers Licensing Act 2007 defines immigration advice as 'using, or purporting to use, knowledge of or experience i ise, direct, assist, or represent another person in regard to an immigration matter relating to New Zealand, whether directly o ther or not for gain or reward'. Ig information	n r

Notes provide information to help you navigate the process and improve your understanding.

Vis	sit details	
Pur	pose of visit	
	As a crew member coming to join a ship or plane	`
-	VISA INFORMATION	
	Available for crew members who have been advised by their employer to apply for a short-term visa to join a vessel or an aircraft leaving for another country from New Zealand.	

Alerts provide information that could prevent you from completing a task. Warning text provides information that, without doing it or knowing about it, could put you in extreme trouble or at legal risk.

ALERT

You may have been prompted on earlier pages to upload police certificates from countries that you are a citizen of or have lived in for more than 5 years. Please refer to the Identity details or Character pages to upload these documents.

Why do you want to visit New Zealand?

You may be required to upload evidence to show that you meet the requirements of the type of visa you are applying for. To visit my New Zealand children and grandchildren

VISA INFORMATION

This visa is available for parents and grandparents to visit their family in New Zealand multiple times on the same visa.

WARNING

If you are applying for a Visitor visa as a parent or grandparent of a New Zealand citizen or resident, you must be outside New Zealand when you apply.

~

A 'Sorry' message highlights why you are unable to continue and includes a link to further information.



Not all alerts include a link, but all provide information about action you must take.



1.7 Common functions

The enhancements to Immigration Online include the following common functions that display on various pages.

1.7.1 Top-of-page action icons

These actions are available from the top of the **Application summary** page, depending on where you are in the application process. You can download PDF copies of completed applications and view receipts. **See processing times** links to the relevant INZ website page for draft applications.



1.7.2 Application form progress bar

You can check as you go when completing different sections of online application forms.



1.7.3 Filters

Some sections include a filter option. You can click to filter by selecting an option in the **All items** drop-down list.

🔳 All items 🗸					Search	٩
All items Submitted Preparing application	Application type 🕇	Application ID	Submitted on	Status reason		Options
Waiting on you Gathering information Under assessment	Visitor Visa - General	VV00007570	03 Nov 2021	Under Assessment		~
Approved Declined Withdrawal requested	Visitor Visa - Covid-19 short term visitor	VV00007369	30 Oct 2021	Approved		~
withdrawn Rosalind MBIEAuto Fisher	Visitor Visa - Covid-19 short term visitor	VV00007138	21 Oct 2021	Declined		~

1.7.4 Date fields

After you enter a date, use the arrows or the calendar picker to change it, if necessary.

sshi	011155	ue uate		
11	\$	11	2021	

1.8 Find out more

For more information about the enhancements to Immigration Online, go to the INZ website:

→ Enhancements to Immigration Online — Immigration New Zealand

If you need help with using enhanced Immigration Online, contact the Customer Service Centre on 0508 558 855 (toll-free from New Zealand landlines).

Note there are some limitations on information that the Customer Service Centre can release to LIAs and lawyers.

→ What information can the Customer Service Centre release to an LIA or a lawyer? — Immigration New Zealand

1.8.1 Help for employers: accreditation and job checks

The employer line is open between 8am and 6pm Monday to Friday. Call 0508 967 569 (toll-free from New Zealand landlines).

2 My dashboard

This section outlines what you'll see and actions you can take in the home pages of enhanced Immigration Online.

'Welcome to Immigration Online' displays when you log in to the enhanced system using your RealMe account or select **My dashboard** from another page.

My dashboard displays your sharing ID, a unique ID automatically allocated to you. If someone asks for your sharing ID, they can share their application with you or nominate you as a sponsor. If you want to share your application with someone else, you need to ask them for their sharing ID. You both need to have an Immigration Online account. There is more information about sharing in this section.

You can carry out a range of actions from My dashboard including:

- accessing the **My visas** page to apply for a visa and manage applications
- accessing the My sponsorships page to manage sponsorship requests
- accessing the **Employ migrants** page to apply for accreditation and request job checks, and hire migrants
- creating and managing Networks.

Migrants applying for an Accredited Employer Work Visa (AEWV) can access their application by selecting **My visas**, but they first must have received an email from INZ requesting them to apply. They need to follow the link in the email to accept the request, and then log in to Immigration Online using a RealMe login.

More details about accreditation, job checks and the AEWV are available in section <u>6 Accredited</u> <u>Employer Work Visa</u>.

		٩	LOG OUT		
My dashboard My visas Employ migrants My sponsorsh	ips				
Welcome to Immigration Online					
My sharing ID is CSC-T03H07-202101054 People will need to enter your sharing ID in their online application in order to give you access to a If you want to share your application or network with another person, ask for their sharing ID.	an application or network, or to	nominate you as a spo	onsor.		
My visas					
Apply for and manage your individual applications.			MY VISAS		
Manage accreditation and job checks					
Before you can employ migrants, you need to apply for employer accreditation. Select Employ mig create and manage accreditation and job check applications and to hire migrants.	rants to	EMPLOY	MIGRANTS		
Networks					
You can create a network in order to share your visa application with members in your network. T application.	nis is useful if you have severa	al people involved in y	/our		
	Search	Q CREATE A	NETWORK		
Network name 🕇	Network sharing ID		Options		
Bobby Brown & Co	FSC-J0K9-202101626	01626 Manage network Add member			
Bronwyn Mechen	FSC-V1S3B0-202201718				
		New Zealand	Government		
COPYRIGHT TERMS OF USE COOKIE PREFERENCES GLOSSARY ACCESSIBILITY PRIVACY		© 2020 IMMIGRATION I	NEW ZEALAND		

2.1 Sharing

A unique sharing ID is automatically allocated to you. Select the clipboard icon to copy your ID and paste it elsewhere.

My sharing ID is CSC-T03H07-2021—01054 🗳 People will need to enter your sharing ID in their online application in order to give you access to an application or network, or to nominate you as a sponsor. If you want to share your application or network with another person, ask for their sharing ID.

Once you have shared your application with a trusted third party (such as an LIA), the third party can view, edit, submit, and withdraw an application and view correspondence between INZ and the applicant.

Accredited employers need to be aware that they can share details at different levels: organisation, applications for employer accreditation and job checks, and accreditation certificates.

For specific information, see section 6.1 Sharing accredited employer details.

Trusted third parties must also have an Immigration Online account and are bound by the Immigration Online terms of use. Third parties must comply with their obligations under the Privacy Act 2020 and any other applicable legislation.

Read the full terms of use on the INZ website:

→ Immigration Online terms of use — Immigration New Zealand

If you want to share applications with another person or a network, ask for their sharing ID and enter it in the online application. If someone wants to give you access to their online application, or nominate you as a sponsor, you need to give them your sharing ID to enter in their online application.

For more information, visit the INZ website:

→ Sharing applications — Immigration New Zealand

INZ has administrator users who can share any application with the right user to ensure applications can't get 'lost'. For example, if an LIA ceases to represent an applicant and the applicant cannot access their application, INZ administrators are able to share the application with the applicant to ensure they are granted access.

You can call the Customer Service Centre toll-free on 0508 558 855 and request help with sharing an application from an INZ administrator.

2.1.1 Share an application

To share an application, complete the following steps.

Step	Action
1	Ask for the sharing ID from the person you want to share the application with, located in their My dashboard .
2	Select the My visas tab.
3	Navigate to the Draft applications or Submitted applications section.
4	Identify the application you want to share.

Step	Action
5	Select Share from the Options drop-down list. Result: The Share screen displays.
6	Complete the form with the name, sharing ID and email address of the person or network you want to share information with, and select Share .
7	 To view the sharing details for: a draft application, select the Continue option a submitted application, select the View option. Result: Sharing details display in the Shared with section of the Application summary page.

Alternatively, select **Share application** in the **Shared with** section at the end of the **Application summary** page and repeat steps 6 and 7 above.

2.1.2 Share a visa

To share a visa record, complete the following steps.

Step	Action
1	Ask for the sharing ID from the person you want to share the visa with, located in their My dashboard.
2	Select the My visas tab.
3	Navigate to the Issued visas section.
4	Identify the visa you want to share.
5	Select Share from the Options drop-down list. Result: The Share screen displays.
6	Complete the form with the name, sharing ID and email address of the person or network you want to share information with, and select Share . Result: A 'Success' message displays.

Alternatively, once you have the relevant sharing ID you can select the **Share visa** option from the drop-down list in the **Visas** section of the **Application summary** page, or the **Share visa** button on the **Visa details** page.

2.1.3 Stop sharing

To stop sharing an application, locate the application in the **Shared with** section on the **Application summary** page for either draft or submitted applications. Select the **Stop sharing** option for the relevant application.

To stop sharing an issued visa, locate the relevant visa in the **Shared with** section on the **Visa details** page and select the **Stop sharing** option.

2.2 My visas tab

In this tab, you can apply for visas and manage applications, including checking the status of an application that has been submitted to INZ for assessment.

My visas has four sections: AEWV confirmation, Draft applications, Submitted applications and Issued visas.

Important note

The **AEWV confirmation** section is only visible if you have received and accepted a request to apply for an AEWV. If that is the case, see section <u>6.4 Apply for an AEWV (migrant workers)</u>.

You can change the order of content in each column in a section by clicking on the column header. An up or down arrow displays the direction of the related alpha or numeric content, allowing you to sort the data in the order you require.

There is also a filter function for submitted applications and issued visas under All items.

2.2.1 Draft applications

This section displays all draft visa applications you have created and draft applications that have been shared with you. From here, you can create a new application by selecting **Apply for a visa** or share the application using **Share** from the **Options** drop-down list.

Select **Continue** from the **Options** drop-down to open the **Application summary** page, which shows the detail of the individual application. From here, you can continue to complete the application, add or remove secondary applicants and pay and submit the application when complete.

To delete a draft application, select **Delete** from the **Options** drop-down list.

See section 3.1.2 Application summary page: draft for more details.

My dashboard > My visas					
My visas					
Draft applications elect the Apply for a visa button to cre	eate a new application o	or select Continue from Options dropdow	n to open and comple	te a draft application	n. Y FOR A VISA
Principal applicant	Application ID	Application type	Created on 🕹	Modified on	Options
Joe Bloggs	VV00020614	Visitor Visa - General	07 Jun 2023 11:00 AM	14 Jun 2023 10:45 AM	► Continue
					continue

2.2.2 Submitted applications

This section displays all applications you have submitted and submitted applications shared with you. You can view, print and download copies of your completed applications, share an application, view receipts and request to withdraw an application. The latter option is only available if a decision has not been made.

To withdraw a submitted application, select **Request withdraw** from the **Options** drop-down list.

To filter your applications by status, select the **All items** drop-down list, and then select the status you want to filter by.

To view the status of an application, check the **Status** column.

To view detailed information about your application progress:

- In the Status column, select View application progress, or
- In the Options drop-down list, select View application progress.

Result: The Visa application progress page displays.

Note: Detailed information about visa application progress is available only for applications that were submitted after 30 July 2023. Applications submitted before this date display a status in the **Status** column, but they do not have a Visa application progress page.

olays applications submit ns drop down to filter by	tted by you and submitted ap Status. Use the Options drop	plications shared with yo down to identify actions	ou. Click on the headers you are able to take.	to update the order o	f applications or s	elect the All	
■ All items •					Search	٩	
Principal applicant 🔸	Application type 🕇	Application ID	Submitted on	Status		Options	
James Blake	Visitor Visa - General	VV00021246	24 Jul 2023	X Preparing App View application p	lication progress	View summary	
						View application Share applicatio Request withdra View receipts	n n w

2.2.3 Issued visas

This section displays details of all visas issued to applicants. Selecting **All items** filters the visas by type and whether they are current, expired or about to expire.

You can view or share an issued visa in this section:

- Select **Download e-visa** to view details.
- Select **Share visa** from the **Options** drop-down list. The visa details display in the **Issued visas** section of the person you have shared with (see section <u>2.1.2 Share a visa</u>).
- Select **View** to view the **Visa details** page. You can apply for a variation of conditions on this page. See section <u>5.1 View visa details</u>.

Issued visas							
Dates displayed for multiple entry visas may not be up to date, select Download eVisa to view visa travel conditions. Use the Options dropdown to share your visa or to view and apply for a variation of conditions.							
🗮 All Visas+					Search	٩	
Visa holder	Application ID	Visa category	Issue date	Entry type	Download visa	Options	
Janet Elizabeth MacEwen	VV00001208	Visitor Visa - Business	03 Feb 2022	Single	Download e-visa	·	

2.3 Networks

A network is a group of people with a single sharing ID – the network ID. When items are shared with the network ID, they are shared with all the people in the network.

Creating networks is useful for organisations where several people are working on applications, such as LIAs or accredited employers.

Example 1: a large LIA has 10 staff working on visa applications. They create and manage applications for different clients. A network is created with the 10 staff as members. The network members share clients' applications with the network, allowing anyone in the network to work on any application.

Example 2: an accredited employer creates a network of HR staff who have access to job check applications. They can all create, view, and edit those applications and view approved jobs. As network members, they can request migrant workers to apply for an AEWV for an approved job.

The creator of a network is the administrator of the network and has administrator rights to add, delete and edit networks and members. These options are available in a drop-down list under **Options**.

Applicants can share their applications with a third party they trust who also has an Immigration Online account and is bound by the Immigration Online terms of use. Third parties must comply with their obligations under the Privacy Act 2020 and any other applicable legislation.

Read the full terms of use on the INZ website:

→ Immigration Online terms of use — Immigration New Zealand

For specific information for accredited employers, see section <u>6.1 Sharing accredited employer</u> <u>details</u>.

Networks		
You can create a network in order to share your visa application application.	n with members in your network. This is useful if you have several	people involved in your
	Search	Q CREATE A NETWORK
Network name 🕇	Network sharing ID	Options
Bloggs and Co	FSC-C8X2-202101069	
Doe Limited	FSC-Z3J1-202101070	•

2.3.1 Create, delete or edit a network

Creating a network assigns a unique network sharing ID and allocates administrator rights to the creator. The network sharing ID is used to share applications and issued visas. Accredited employers can also share organisation details and accreditation certificates with a network.

After a network is created, network administrators manage networks and their members through the **Options** drop-down list: **Manage network** (includes adding, updating or removing members), **Delete network**, **Add member** and **Edit network name**.

If the network administrator selects the **Delete network** option, a pop-up message displays with a warning that the action cannot be undone.

2.3.2 Manage network

The **Manage network** page is available to the network administrator, who can add, edit, and remove members and view items shared with the network from this page.

Manage network							
Add or remove members from your network and view items shared with your network .							
Network deta	ils						
Network name	Bloggs and Co						
Network sharing ID	FSC-C8X2-202101069						
Members							
			Search	٩	ADD MEMBER		
Member name 🕇	Sharing ID	Email address	Acce	SS	Options		
Josephine Bloggs	CSC-X4V8-202101101	abbeys@abc.co.nz	Read only		~		
Red Brown	CSC-C7R3V4-202103008	red.brown@xyz.co.nz	Administrator		~		

To add a network member, you need their unique sharing ID. You can assign read only or administrator rights to a member and edit or remove them from the **Options** drop-down list.

Important note

If a network administrator wants to remove themselves from the network and is the only administrator, they need to assign administrator rights to another member. A pop-up message displays with a warning message that the remove action cannot be undone.

Anyone in a network can share an item with their network. This section shows who has shared the item and the type of item. There are three item types:

- Application: visa applications (all) and accreditation and job check applications (accredited employers only)
- Outcome: a granted visa (all) and accreditation certificate (accredited employer only)
- Organisation: for accredited employers only.

Select **Stop sharing** from the **Options** drop-down list in this section for an item you want to stop sharing.

Items shared with this network			
		Search	٩
Share name 🕇	Туре		Options
Bobby	Application		~
Bobby Brown and Co	Outcome		~

2.4 My sponsorships tab

The **My sponsorships** tab is where sponsors and supporting partners complete online sponsorship forms, upload documents related to sponsorship, and view previous sponsorship requests.

You can use this tab to:

- complete draft sponsorship forms
- view a list of submitted sponsorship forms
- download submitted sponsorship forms
- view information for each submitted sponsorship form, including:
- documents that you uploaded
- correspondence from INZ about your sponsorship request.

A sponsorship form will be displayed on this tab if the visa applicant entered your sharing ID in the **Sponsor** or **Supporting partner** section of their application. This means:

- you are sponsoring a visa application, or
- you are supporting your partner's or intended partner's visa application, or
- you are completing the sponsorship form on behalf of a sponsor or supporting partner for example, as a licenced immigration adviser.

Sponsorship forms are displayed on this tab only after the visa applicant has submitted their application. If you need to complete a sponsorship form, we will email you when the form is ready for you to complete. The form will be displayed in the **Draft forms** section.

Ny dashboard > My s	ponsorships							
My spoi	nsorships							
f you have been asked ppear on this page. V	d to sponsor a visa applicant /e will email you when the s	, or are supporting y ponsorship form is r	your partner or intende eady for you to comple	ed partner's visa applic ete.	ation, the for	m you need to c	omplete	will
Draft forms	5							
elect the Continue ac	tion to complete the sponso	rship form.						
						Search		٩
Applicant name	Visa type		Visa application ID	Sponsorship form typ	e Rece	lved on 🕇	Action	
OliverV5p OVXYZ	Visitor Visa - General		VV00020823	Sponsor	19 Ju PM	n 2023 4:38	Contin	Je
Submitted	forms	the Developed form						
o view your obligation	is for approved visas, select	the Download form	action.					
						Search		٩
Applicant name	Visa type	Visa application ID	Sponsorship form type	Submitted on 🖊	Status	Action	Ор	tions
	Visitor Visa - Culturally		Supporting			Download		

2.4.1 Draft sponsorship forms

The **Draft forms** section displays sponsorship forms that you need to complete.

To complete a draft sponsorship form, select **Continue**.

After you submit a sponsorship form, the form moves from the **Draft forms** section to the **Submitted forms** section.

2.4.2 Submitted sponsorship forms

The **Submitted forms** section displays sponsorship forms that you have completed and submitted.

To download a submitted sponsorship form, select **Download form**. The submitted sponsorship form includes a list of your obligations as a sponsor.

Each submitted sponsorship form has a sponsorship request summary page. This page displays:

- general information about the sponsorship request
- requests for more information that are sent to the sponsor or supporting partner
- documents uploaded by the sponsor or supporting partner.

To open the sponsorship request summary page, select **View details** from the **Options** drop-down list.

2.4.3 Sponsorship request summary page

After you submit a sponsorship form, a sponsorship request summary page is created. This page displays:

• general information about the sponsorship request

- requests for more information that are sent to the sponsor or supporting partner
- documents uploaded by the sponsor or supporting partner.

To open the sponsorship request summary page:

- 1. On the My sponsorships tab, go to the Submitted forms section.
- 2. Find the sponsorship form that you want to view.
- 3. In the **Options** drop-down list, select **View**.

Result: The sponsorship request summary page displays.

My dashboard > My spons	orships > Spons	orship request				
Sponsors	ship re	quest				
bownload form						
Summary						
Sponsor or supporting partner name	Jason Argonau	ıt				
Sponsorship Type	Supporting Part	iner				
Visa application	VV00015104 CAM	A maternity sponsor AC six	point 2 Visitor Visa - Culturally arr	anged marriage		
Estimated arrival date	11 Dec 2022					
Estimated departure date	02 Feb 2023					
Requests fro	m INZ					
Published Date						
+	Response by	External Status	External Document URL	Resume URL (Port	tal Response)	
There are no records to display.						
Supporting documents						
Document Type		Name 🕇			Action	
Evidence of immigration s	status	Test file D.pdf			Download	

The **Summary** section displays a summary of the sponsorship request, including the:

- sponsor's or supporting partner's name
- sponsorship type
- visa application number
- visa applicant's estimated arrival and departure dates.

The **Requests from INZ** section displays any requests for more information that Immigration New Zealand has sent to the sponsor or supporting partner.

For more information, see section <u>4.2 Requests from INZ</u>.

The **Supporting documents** section displays any documents that you uploaded with your sponsorship form or in response to a request for more information.

3 Apply for a visa

This section outlines some of the enhancements to Immigration Online when you apply for a visa. It includes links to relevant pages on the INZ website for visa information.

Note that some questions have been simplified in the enhanced system (for example, passport name or purpose of visit) and offer drop-down lists to select answers from or additional questions in response to individual answers.

Important note: Accredited Employer Work Visa (AEWV)

Migrants applying for an AEWV can access their application by selecting **My visas**, but they must first have received an email from INZ requesting them to apply. They need to follow the link in the email to accept the request, and then log in to Immigration Online using a RealMe login.

Find out more in section <u>6 Accredited Employer Work Visa</u>.

3.1 Creating an application

3.1.1 Before you start

Important note

If an applicant's passport has expired, they need to submit a paper visa application. The online application function is not available in this situation.

The example below shows the page that displays when you select **Apply for a visa** in **My visa** – in this case, a Visitor Visa. Further questions will appear depending on the answers you give. The purpose of this page is to ensure you are using the right form for the application you require.

When you have completed all mandatory questions related to the applicant's situation, select **Start my application**.



3.1.2 Application summary page: draft

When you select **Start my application**, the application ID is created and the **Application summary** page displays.

This page also displays when you select the **Continue** option for a draft application in the **Applicants** section on the **Application summary** page. It includes the:

- application name
- application ID
- application status
- **Pay & submit application** button, which turns light grey and becomes active only when all applicant details are ready for submission.

Details for all applicants included in the application display in the **Applicants** section. Depending on the application type selected, you may be able to include additional applicants (partner and dependent children) by selecting **Add another applicant.** For work and student visa types where there can only be one applicant, the **Add another applicant** button will not display.

When an application is initially created, the **Applicants** section displays the principal applicant's details. The name defaults to 'Principal Applicant' until the name fields in the identity section of the application are completed. Select **Continue** to complete the application form.

You can also share the application and view who you have shared it with in the **Shared with** section.

At this stage, the application has a 'Draft' status, and all applicants have a status allocated as well.

3 See processing times					
You can pay and submit y return to "Draft". You will t applicant.	our application when all Applicant stat hen need to complete the Review and i	uses show 'Ready for sul declare page again. Note	mission", If you edit am that for work vise and s	y applicant details, the A student visa applications	oplicant status will , there is only one
Application :	summary			PAY 5	SUBMIT APPLICATIO
Application name	VV00014006 Visitor Visa - Busine	255			
Application ID	VV00014006				
Status	Draft				
Some visa types allow mo	re than one applicant in an application	n, if so, the Add another a	applicant button will dis	iplay.	OTHER APPLICANT
Some visa types allow mo	re than one applicant in an application Given or first name	n. If so, the Add another a Applicant type	applicant button will dis Action	iplay. ADD AN Status	OTHER APPLICANT Options
Some visa types allow mo Surname or family nam Principal Applicant	re than one applicant in an application	n. If so, the Add another a Applicant type Primary	Action	oplay. ADD AN Status Draft	OTHER APPLICANT Options
Some visa types allow mo Surname or family nam Principal Applicant Shared with	re than one applicant in an application Given or first name	n. If so, the Add another a Applicant type Primary	Action	splay. ADD AN Status Draft	OTHER APPLICANT Options
Some visa types allow mo Surname or family nam Principal Applicant Shared with 4	re than one applicant in an application	n. If so, the Add another a Applicant type Primary	Action CONTINUE Sharing ID	iplay. ADD AN Status Deaft	OTHER APPLICANT Options SHARE APPLICATION Options
Some visa types allow mo Surname or family nam Principal Applicant Shared with + Joe Bloggs	re than one applicant in an application Given or first name Email address joebloggs@example.com	n. If so, the Add another a Applicant type Primary	Action Action Sharing ID CSC-H55776-20230	ADD AN Status Draft 4531	OTHER APPLICANT Options SHARE APPLICATION Options

If applicable, an additional applicant's name defaults to 'Secondary Applicant' until their name is entered in the relevant fields to complete their **Identity details** page.

pplicants ome visa types allow more than one	e applicant in an application.	If so, the Add another ap	plicant button will displa	у.	
				ADD AN	OTHER APPLICANT
Surname or family name 🕇	Given or first name	Applicant type	Action	Status	Options
Secondary Applicant		Secondary	CONTINUE	Draft	·
Hitzelspergert	Franz	Primary	CONTINUE	Draft	Rem ove app lica
Fitzrobert	Jennifer	Secondary	CONTINUE	Draft	~

Important note

Enhanced Immigration Online replaces the 'additional applicant' pages in the existing system with a separate application form for each additional applicant. This form is linked to the principal applicant but can be completed separately from the principal applicant's form. This ensures all relevant data is captured when the application is submitted and avoids delaying the processing of an application.

3.1.3 Upload passport scan

Some visa types require you to upload a scan of your passport at this stage in the application. Immigration Online reads the details from your passport scan and uses this information to fill in the *Identity Details* page of the application form.

If your visa type requires you to upload a scan of your passport, then an **Upload passport** button will display in the **Action** column instead of the **Continue** button. Before you continue with your application, you must upload a PDF scan of your passport information page.

To upload a scall of your passport, select opload passpor	To upload a scan of	your passport,	select Upload	passport
--	---------------------	----------------	---------------	----------

your visa type allows fo pload a scan of the pass	or more than one applicant, sport information page for e	you can add addit each applicant you	are including in this visa	application		
					ADD ANOTH	ER APPLICANT
Surname or family name 븆	Given or first name	Applicant type	Passport	Action	Status	Options
Principal applicant		Primary	Upload required	UPLOAD PASSPORT	Draft	

When you select **Upload passport**, the **Upload passport scan** page opens.

ier documents,
ier documents,
hese details
ito the
CHOOSE

Upload a scan of your passport and then select:

- Add other applicants if you want to return to the Application summary page and add other applicants to your application.
- **Continue** if you want to continue to the application form.

If your upload was successful, Immigration Online will read the details from your passport. When you continue to the *Identity Details* page of the application form, your passport details will display. Check that the details are correct. If they are not, edit them.

If after three attempts, your upload failed or Immigration Online failed to read the details from your passport scan, then you can continue to the application form. You must manually enter your passport details on the *Identity Details* page before proceeding with your application.

3.2 Completing an application

The online form is a dynamic form comprising several sections – for example, **Identity details**, **Health** and **Character**. Different questions and forms are presented in response to your previous answers. Only the data that is needed is collected, and you are guided by help text and placeholder text in fields.

3.2.1 Health checks

You are no longer required to wait for the results of a health check to submit the application form. When the application is submitted, the system automatically checks if a health check is required. If so, it checks whether INZ already holds the required information. If an applicant needs to complete a health check, the system notifies them to log in to view our correspondence. Details are available in the **Correspondence** section on the **Application summary** page listing which applicant requires a health check and what is required. The applicant is supplied a reference number to use when booking a medical exam with an approved panel physician.

To view a list of panel physicians, go to the INZ website:

→ Find a radiologist or doctor near you — Immigration New Zealand

If the applicant resides in a country that does not have a panel physician, the required paper medical certificate can be completed by a registered doctor. The completed medical certificate needs to be scanned and emailed to the INZ Health Assessment Team (<u>INZ Health@mbie.govt.nz</u>) with the application ID number included on the form.

Note that the system relies on the same details being entered in the **Identity details** form of the visa application and the Immigration Health System, such as full name, date of birth and passport number, so that the system can recognise the details are for the same person. These details must be as stated on the passport the applicant is travelling on.

3.2.2 Address finder

The address finder tool automatically validates data entered in the application form against a global address reference database. If an address cannot be found, it can be entered manually.

United Kingdom of Great Britain and Northern Ireland		
ur current home address		
Start typing and select your complete address from the list, select 'Enter manually' if not found		
rrent home country or territory		
United Kingdom of Great Britain and Northern Ireland		
ur current home address		
35 staf		
inter manually		
<mark>35 Staf</mark> fa Drive, Ballymena, County Antrim, Northern Ireland, BT42 4EH, GBR		
<mark>35 Staf</mark> ford Avenue, Hornchurch, Essex, England, RM11 2EU, GBR		
35 Staf ford Road, Caterham, Surrey, England, CR3 6)G, GBR		
<mark>85 Staf</mark> ford Road, Croydon, Surrey, England, CRO 4, GBR		
<mark>15 Staf</mark> ford Road, Croydon, Surrey, England, CR0 4, GBR <mark>15 Staff</mark> ford Road, Harrow Weald, Harrow, Middlesex, England, HA3 6LZ, GBR		
<mark>85 Staf</mark> ford Road, Croydon, Surrey, England, CRO 4, GBR <mark>15 Staff</mark> ford Road, Harrow Weald, Harrow, Middlesex, England, HA3 6LZ, GBR <mark>15 Staff</mark> ford Road, London, England, E7 8NL, GBR		
<mark>35 Staf</mark> ford Road, Croydon, Surrey, England, CRO 4, GBR <mark>35 Staf</mark> ford Road, Harrow Weald, Harrow, Middlesex, England, HA3 6LZ, GBR <mark>35 Staf</mark> ford Road, London, England, E7 8NL, GBR <mark>35 Staf</mark> ford Road, Sidcup, Kent, England, DA14 6PU, GBR, New Zealand, Nice or the Cook blands but you have indicated that you will be in M		
<mark>35 Staf</mark> ford Road, Croydon, Surrey, England, CRO 4, GBR <mark>35 Staf</mark> ford Road, Harrow Weald, Harrow, Middlesex, England, HA3 6LZ, GBR <mark>35 Staf</mark> ford Road, London, England, E7 8NL, GBR <mark>35 Staf</mark> ford Road, Sidcup, Kent, England, DA14 6PU, GBR of New Zealand, Hille or the Cook Islands but you have indicated that you will be in No <mark>35 Staf</mark> ford Road, South Ruislip, Ruislip, Middlesex, England, HA4 6PB, GBR of Will be present in New Zealand, Nue or the Cook Islands will be or the		

Note: You must select the required address from the list, so it displays in full.



3.2.3 Photo quality checker

Photos must meet INZ's photo requirements. For more information, go to the INZ website:

➔ Acceptable photos for a visa or NZeTA — Immigration New Zealand
The photo quality checker tool assesses photos against the acceptable photo requirements. If a photo is not accepted, an 'Action required' message displays outlining the reason. You can then delete the photo and upload another one.

After three attempts, the following 'Action required' message displays and you can request a manual photo review by INZ. The application can still be submitted but, as outlined below, the assessment may take longer and INZ may request another photo.

! ACTION REQUIRED	We were unable to validate the photo. You seem to be having trouble passing the photo quality check. You can delete the photo and try again or you can request we manually review your photo.
Request a photo review If you have uncommon facial characteristics that mean photo still needs to meet our photo standards.	n our system cannot detect your face, you can ask for your photo to be manually reviewed. Your
You may experience difficulty passing the check if, for	example:
 you have a prominent facial injury you do not have 2 eyes you have facial tattoos our system cannot clearly detect your face. 	
Do you want to request a photo review? • Yes O No	
Briefly describe why you are asking for a manual photo	o review
I understand that if I ask for my photo to be reviewed:	"
 my application may take longer to process I may be required to provide a further photo that I will not get a refund if my application is declined 	t meets requirements and failure to provide this may result in my application being declined ed.
□ I have read and understood these points	

3.2.4 Police certificates

Where required, police certificates from an applicant's country of nationality and citizenship and countries visited for five years or more will now be uploaded on the **Identity details** and **Character** forms rather than the **Supporting documents** form, as in the existing Immigration Online system.

ALERT									
Check detaile	our website fo d on our webs	instructions on Ho ite for the specified	ow to get d country	: a police ce /. Police cert	rtificate. Use i tificates must	the below fields be less than 6 r	to upload either th nonths old when yo	e police certificate ou submit your appl	or receipt as lication.
load po	lice certificate								
									BROWSE
									BROWSE
ue date									BROWSE
ue date dd	mm	<i>YYYY</i> 1							BROWSE
dd untry of	mm	<i>yyyy</i> i							BROWSE

3.2.5 Purpose of visit (Visitor visa)

More focused questions appear dynamically for each type of purpose of visit selected to establish the purpose.

urpose of visit	
li cant surname: Doe	
licant first name: Jan-Marre	
information entered in this section is collected by INZ to ensure that your reason for travel meets New Zealand immigration policy requirements.	
Visit details	
Purpose of visit	
As a crew member coming to join a ship or plane	~
VISA INFORMATION Available for crew members who have been advised by their employer to apply for a short-term visa to join a vessel or an aircraft leaving for another country from New Zealand.	
Airline or cruise line details	
Name of the airline or cruise line you are working for	
Enter the fught number or name of vessel you will be departing on	

This enables the system to drive specific upload requirements in the **Supporting documents** form.

vidence of your en	ngagement as a crew memb	oer in New Zealand		
				BROWSE

3.2.6 Apply on behalf

LIAs or persons exempt from licensing who are authorised to act on behalf of an applicant must upload a completed and signed hard copy of the relevant declaration form – for example, *Visitor Visa Declaration Form (INZ 1224)*.

If you want to be the primary contact for the visa application, select 'Yes' when completing the **Immigration assistance** section of the online form. Your name and email address displays as the primary contact for the application.

When a New Zealand Business Number (NZBN) is validated in the system, the relevant field presents the business name associated with that number. This provides confidence that the correct details are entered.

In addition, when completing the application form on behalf of someone, you are asked:

- in what capacity you're completing the form select from options for LIA, person exempt from licensing, parent or guardian of a dependent child under 18 and assisting by recording information on the form
- whether you provided immigration advice
- if you are an LIA, to enter your licence number you can select your licence number from a drop-down list, and only need to complete email address and phone number details (you are no longer required to enter full name and address details).

Note that the list takes up to 14 days to update with new licence numbers.

Tovide your daviser flamb	er	
Start typing and select y	nur adviser number from the list	
Email		
Do you want to use this em f correspondence is to be : ⊃ Yes ○ No	ail for all correspondence regarding the application? eent directly to the principal applicant, select No.	
Do you want to use this em f correspondence is to be O Yes O No Contact number	ail for all correspondence regarding the application? sent directly to the principal applicant, select No.	

For more information, go to the INZ website:

→ Applying on behalf for advisers and agents — Immigration New Zealand

Note that immigration lawyers and others completing the form on behalf of the applicant are required to complete additional details, including their name, company name and address.

3.2.7 Supporting documents

The **Supporting documents** page of the application form is where applicants upload documents for their application.

A question at the top of the **Supporting documents** page asks about the language of the uploaded documents.

Supporting documents Applicant surname: Grandpa Bob
Applicant first name:
Documents uploaded in this section are collected by INZ as evidence of your eligibility for the visa you are applying for.
Guidance
Based on the information you have provided, you must upload the following documents to support your visa application The size of each document must not exceed 10MB. If you have multiple documents to upload as evidence for the same requirement, combine these together into one PDF file before uploading. A document that is translated must be a certified official translation. → See our help pages for uploading documents
ALERT You may have been prompted on earlier pages to upload police certificates from countries that you are a citizen of or have lived in for more than 5 years. Please refer to the Identity details or Character pages to upload these documents.
Are all the documents you intend to upload in English? Yes O No

If you select 'No' to all uploads in English, you will be prompted to upload English translations.

his can include birth certificates, adoption p	pers or any other documents	that confirm your relation	ship to the sponsor.	
				BROWSE
the above document is not in English and h	s been translated, upload the	translation		
-				

Sponsor and supporting partner information

If your application requires a sponsor or supporting partner, you will be asked on the **Supporting documents** page to enter the sponsor's or supporting partner's:

• name

- email address
- sharing ID.

Before you can submit your application, you need to contact your sponsor or supporting partner and ask them for this information.

To find their sharing ID, your sponsor or supporting partner needs to log in to Immigration Online using a RealMe account. If they do not have a RealMe account, they need to create one.

After you submit your application, we will email your sponsor or supporting partner and ask them to complete an online sponsorship form.

For more information on sponsorship, go to the INZ website:

- → Overview of sponsorship process Immigration New Zealand
- → Getting your partner to support your online visa application Immigration New Zealand

For information on sponsor and supporting partner sharing IDs, see section <u>3.5.1 Sharing ID for</u> <u>sponsors</u>.

Important note

In rare cases, your sponsor or supporting partner will not complete their own sponsorship form. For example, they might ask a licensed immigration adviser to complete the form on their behalf.

If your sponsor or supporting partner will not complete their own sponsorship form, ask them for the email and sharing ID of the person who will complete the form on their behalf. Then enter that email and sharing ID on the **Supporting documents** page of your application. This will make sure that the sponsorship form is sent to the person who will complete the form.

The name that you enter on the **Supporting documents** page of your application form should still be the name of your sponsor or supporting partner.

_	
Sp	onsor
r.	NOTE
	You have indicated that a sponsor will be financially supporting you during your stay. After you have submitted your application, we will email your sponsor and ask them to complete an online sponsorship form.
L	Your sponsor will be provided with your name, type of visa, and estimated arrival and departure dates.
l	We cannot assess your application until your sponsor has submitted their form.
Spo	nsor details
Nar	ne of your sponsor
Full	name of the person or organisation sponsoring you.
1	Paul Smith
Spo	nsor's email address
We reg	will use this email address to contact your sponsor. Please check you have entered it correctly and ensure it is an email address that they check Jlarly.
1	baul.smith@yahoo.com
Spo	nsor's sharing ID
Con	tact your sponsor to get their sharing ID and enter it here. Find out how your sponsor finds their sharing ID.
	SC-Y5B1W6-2022161848
r.	ALERT
	Enter your own sharing ID here only if you will complete the sponsorship form on behalf of the sponsor.
Ē.,	

3.3 Submitting the application

When all required information is completed for each applicant in an application, complete the **Review and declare** page and select 'Ready for submission'.

The applicant's status changes from 'Draft' to 'Ready for submission' in the **Applicants** section on the **Application summary** page. The application status in the summary details remains 'Draft' until the whole application is paid for and submitted.

Applicants Some visa types allow more than one a	pplicant in an application. I	if so, the Add another appli	cant button will display	ADD ANOTHER	APPLICANT
Surname or family name 🔸	Given or first name	Applicant type	Action	Status	Options
Smith	Michelle	Secondary	CONTINUE	Draft	~
Smith	John	Primary	CONTINUE	Ready for submission	

Important note

If you edit any applicant details for applicants with a 'Ready for submission' status, their status

will revert to 'Draft' and you need to complete the **Review and declare** page again – for example, if you select **Continue** to update details for an applicant.

Email notifications are sent to the primary contact entered in the application. Eligible third-party representatives completing visa applications should add their email address when acting on behalf of applicants and/or sponsors. See section <u>4.1 Notifications</u>.

3.3.1 Application summary page: submitted applications

When you select the **View** option for an application in the **Submitted applications** section, the **Application summary** page displays expanded information at the top of the page, including the application status, and in additional sections:

Download application	A top-of-page action that allows you to download a PDF of the application as submitted.
View receipts	A top-of-page action that allows you to view the receipt for the application.
Edit primary contact	A top-of-page action that allows you to update the primary contact.
View application progress	A top-of-page action that allows you to view the progress of your application.
See processing times	A top-of-page action that allows you to view processing times for New Zealand visas.
Request reconsideration	If the application was recently declined and meets the criteria for a reconsideration, this top-of-page action will display so you can apply for a reconsideration.
Primary contact	Displays the email address that notifications for this application will be sent to. This is the email address of the principal applicant unless the person applying on behalf has selected 'Yes' to being the primary contact. If the primary contact is changed using the Edit primary contact action, the new email address will display.

The **Applicants** section shows all applicants included in the submitted application, and the **View details** option shows the supporting documents uploaded for each applicant.

My dashboard > My visas > VV00012267 William Shakespeare Visitor Visa - General									
VV00012	VV00012267 William Shakespeare Visitor Visa - General								
<u>↓ Download</u> <u>application</u>	ightarrow View receipts	$ \rightarrow \underline{\text{View receipts}} \qquad \rightarrow \underline{\text{Edit primary}}_{\underline{\text{contact}}} \qquad \square^{\underline{n}} \underline{\text{See processing times}} $							
Summary									
Application name	plication name VV00012267 William Shakespeare Visitor Visa - General								
Application ID	VV00012267								
Primary contact	bill.shakey@gmail.com								
Status	Preparing Application								
Applicants									
Applicant T			Applicant type	Action	Options				
Lady Macbeth			Additional		View details				
William Shakespeare			Primary		~				

The **Application summary** page for submitted applications shows the following additional sections:

• **Sponsorships** shows sponsorships related to this application. To update sponsorship details, select **Update details** from the **Options** drop-down list.

Sponsors Displays sponsors Sponsorship form	hips for this applicatior status is Draft.	n. To update sponsorship details, select	Update details from the Options	dropdown. Details can be	e updated only if the
Sponsorship type	Name 🕇	Sharing ID	Email	Sponsorship form status	Options
Sponsor	Jane Doe	CSC-P6S300-2021016130	janedoe@example.com	Draft	Vindate detaile
					upuate details

- Visas shows approved visas issued under this application, if applicable. From here you can select **Download e-visa** to view the visa details.
- Select **Share visa** from the **Options** drop-down list. The visa details display in the **Issued visas** section of the person you have shared with (see section <u>2.1.2 Share a visa</u>).
- Select **View** to view the **Visa details** page. You can apply for a variation of conditions on this page. See section <u>5.1: Visa view details</u>.

Visas					
Visa holder 🕇	Visa category	Issue date	Entry type	Download visa	Options
Janet Elizabeth MacEwen	Visitor Visa - Business	03 Feb 2022	Single	Download e-visa	~

 Requests from INZ includes requests for information from INZ for this application. The Status, Action and Options columns give more details, if applicable. For more information, see section <u>4.2 Requests from INZ.</u>

Requests from Select the Download PDF le	m INZ etter action to view the requ	uest. When you are ready to	o reply, select the Respond option to pro	wide the information requested.				
Date received 🕇	Due date	Status	Action	Options				
10 Jun 2021	24 Jun 2021	Awaiting reply	Download PDF letter	Respond				
Requests fro	Requests from INZ Select the Download PDF letter action to view the request. When you are ready to reply, select the Respond option to provide the information requested.							
Date received 🕇	Due date	Status	Action	Options				
27 Sep 2021	04 Oct 2021	Responded	Download PDF letter	View response				

 Correspondence includes letters from INZ about this application and any correspondence that you have sent INZ with updated or additional information. The Subject, Action and Options columns give more details, if applicable. For more information, see section <u>4.3</u> <u>Correspondence</u>.

Corresponde Displays letters from INZ	ence about your application	and any correspondence that you have sent to INZ with additional or u	pdated information.	ORMATION
Date received	From	SubJect	Action	Options
19 Jul 2022	You	Additional information provided	Download	~
15 Jul 2022	INZ	Document for Application Fee	Download	

3.4 Payment

Initially, applications can only be paid for and submitted individually in enhanced Immigration Online. Future functionality will allow eligible applications to be grouped together – for example, for family groups.

Note that inclusion of GST in application fees is calculated in the system, based on where the application fee will be paid. For example, an LIA based in New Zealand applying on behalf of an applicant will be charged GST, even if the applicant is offshore.

3.4.1 Review application costs

When you select **Pay & submit application**, the **Review application costs** page displays. The application fee can be paid online with a credit or debit card. When INZ receives and clears the payment, it starts processing the application. There is no refund available regardless of the application result.

The same page displays when applications for variation of conditions or reconsideration of a decline decision are submitted.

If a fee waiver applies for an application, such as a bilateral fee waiver (an agreement with certain countries) or an International Conservation and Tourism Levy (IVL) exemption, details will display on this page. Check what fees you need to pay by entering your individual details in the office and fees finder tool:

→ Fees, decision times and where to apply — Immigration New Zealand

must pay the application fee online with a credit or debit c. nigration New Zealand will begin processing your application ult.	ard (Visa, Mastercard, 1 once the payment is	ICB or AMEX), Union Pay received and cleared. Th	or POLI. Iere is no refund regardi	ess of the application
item	Base	Tax amount	Walved/Exempt amount	Total cost
osephine: McDon ald-McGregor – Valider - Culturally: A ranged Anniage – Application fee – W00015304	\$190.00	\$0.00	(\$190.00)	\$0.00
osephine: McDonald-McGreger – Vistor - Culturally Aranged Annings – Immigration Toy – V 400015104	\$21.00	\$0.00	(\$21.00)	\$0.00
osephine: McDon aki-McGregor – Visitor - Culturally: A ranged Anniage – International Visitor Levy (ML) – VV00015104	\$35.00	\$0.00		\$15.00
Payment form/Method				
				*
			Total Amount	\$35.00

3.4.2 Receipts

The **Receipts** page displays when you select the **View receipts** option on the **Application summary** page for submitted applications. Receipts for reconsideration applications also display here. Receipts for variation of conditions display on the **Variation of conditions application summary page**. See section <u>5.2 Apply for variation of conditions</u>.

Select **View receipt** to view the individual receipt or **Download PDF** for a printable version of the receipt.

Receipts also display in the **Correspondence** section.

Important note

The receipt information may take up to 15 minutes to display on this page. If the **Download PDF** option is not available, wait a few minutes and try again.

↓ Download PDF					
The invoice paid date a	and payment method and downloadable rec	eipt will be visible sho	tly after payment.		
nvoice number	R07156				
nvoice paid date	10 Mar 2022 11:53 AM				
Currency	New Zealand Dollar				
Payment method	Credit or debit card				
Total (NZD)	\$281.00				
Item		Base	Tax amount	Walved/Exempt amount	Total cost
William Shakespeare - VV00012267	- Visitor – General – Application fee –	\$165.22	\$24.78		\$190.00
William Shakespeare - VV00012267	- Visitor - General – Immigration levy –	\$18.26	\$2.74		\$21.00
William Shakespeare - (IVL) – VV00012267	- Visitor – General – International Visitor Levy	\$30.43	\$4 . 57		\$35.00
Lady Macbeth – Visito VV00012267	r – General – International Visitor Levy (IVL) –	\$30.43	\$4.57		\$35.00

3.5 Sponsorship

3.5.1 Applicant

Overview of sponsorship process

If your application requires a sponsor or supporting partner, you will be asked on the **Supporting documents** page to enter the sponsor's or supporting partner's:

- name
- email address
- sharing ID.

Before you can submit your application, you need to contact your sponsor or supporting partner directly and ask for this information.

When you receive your sponsor's or supporting partner's sharing ID, enter it on the **Supporting documents** page of your application. You can then complete and submit your application.

After you pay the application fee and submit your application, we will email your sponsor or supporting partner and ask them to log in to Immigration Online and complete an online sponsorship form.

We cannot assess your application until your sponsor or supporting partner has submitted their sponsorship form.

To check the status of your application:

- 1. Open the **My visas** page.
- 2. Go to the **Submitted applications** section.
- 3. Check the **Status** column. To view detailed information about your application progress, select **View application progress**.

Result: The <u>Visa application progress</u> page displays.

Note: Detailed information about visa application progress is available only for applications that were submitted after 30 July 2023. Applications submitted before this date display a status in the **Status** column, but they do not have a Visa application progress page.

For more information on sponsorship, go to the INZ website:

- → Overview of sponsorship process Immigration New Zealand
- → Getting your partner to support your online visa application Immigration New Zealand

View sponsorship details

If your application has a sponsor or supporting partner, the sponsorship details will display in the **Sponsorships** section of the Application summary page.

To view sponsorship details:

- 1. Log in to <u>Immigration Online</u>.
- 2. On the **My visas** tab, go to the **Submitted applications** section.
- 3. Find the application whose sponsorship details you want to view.
- 4. In the **Options** drop-down list, select **View summary**. The Application summary page displays.
- 5. Go to the **Sponsorships** section.

The **Sponsorships** section displays sponsorships for your visa application. In this section, you can view the following sponsorship details:

- **Sponsorship type**. This indicates whether you have a sponsor, a supporting partner, or a sponsoring supporting partner.
- Name. This is the name of your sponsor or supporting partner.
- **Sharing ID**. This is your sponsor's or supporting partner's sharing ID. We use this sharing ID to create an online sponsorship form in the correct Immigration Online account.
- **Email address**. This is your sponsor's or supporting partner's email address. When the online sponsorship form is ready to be completed, we send an email to this address.

• **Sponsorship form status**. This indicates whether your sponsor or supporting partner has submitted their online sponsorship form. If they have not yet submitted their form, this displays **Draft**. If they have already submitted their form, this displays **Submitted**.

visplays sponsorships for this application. To update sponsorship details, select Update details from the Options dropdown. Details can be updated only if the ponsorship form status is Draft.						
Sponsorship type	Name 🕇	Sharing ID	Email	Sponsorship form status	Options	
Sponsor	Jane Doe	CSC-P6S300-2021016130	janedoe@example.com	Draft	~	

The **Sponsorships** section can also help you troubleshoot issues related to sponsorship.

Example

If your application status is **Waiting on your sponsor**, but there is no online sponsorship form in your sponsor's or supporting partner's Immigration Online account, then the sharing ID for the sponsorship may be incorrect. You can check the **Sponsorships** section to confirm.

Checking the **Sponsorships** section can help you confirm that your sponsor's or supporting partner's sharing ID and email address are correct. If they are incorrect, you can update them.

You can also use the **Sponsorships** section to change your sponsor.

See Update sponsorship details.

Update sponsorship details

If any of your sponsor's or supporting partner's details are incorrect, you can update these details by completing and submitting an Update sponsorship details form. For example, you can update their:

- email address
- sharing ID.

You can also use the Update sponsorship details form to change your sponsor.

Note: You can update sponsorship details only if your sponsor or supporting partner has not yet submitted their online sponsorship form. In this case, the **Sponsorship form status** displays **Draft**.

If you want to change your sponsor after they have submitted their online sponsorship form, you must complete and upload an INZ 1025 form. See <u>Change sponsor after submission of online</u> sponsorship form.

To update sponsorship details:

- 1. Log in to <u>Immigration Online</u>.
- 2. On the My visas tab, go to the Submitted applications section.
- 3. Find the application whose sponsorship details you want to update.
- 4. In the **Options** drop-down list, select **View summary**. The Application summary page displays.
- 5. Go to the **Sponsorships** section.
- 6. In the **Options** drop-down list, select **Update details**.

7. Complete and submit the Update sponsorship details form.

Sponsors Displays sponsors Sponsorship form	hips hips for this application. To a status is Draft.	update sponsorship details, select	Update details from the Options (dropdown. Details can be i	updated only if the
Sponsorship type	Name 🕇	Sharing ID	Email	Sponsorship form status	Options
Sponsor	Jane Doe	CSC-P6S300-2021016130	janedoe@example.com	Draft	•
					Update details

After you submit the Update sponsorship details form, we:

- delete the old online sponsorship form and create a new one in your sponsor's or supporting partner's Immigration Online account, and
- email your sponsor or supporting partner to notify them that their online sponsorship form is ready to be completed
- create a PDF summary of your request to update sponsorship details and upload it to the **Correspondence** section on the Application summary page.

If you need to update sponsorship details more than once for your application, wait until your first request has been processed before submitting another request.

Example

You have a sponsor and a separate supporting partner, and you want to update sponsorship details for both. In this case, update sponsorship details for either the sponsor or supporting partner. Then wait for that request to be processed. Finally, update sponsorship details for the other person.

A request has been processed when the PDF summary of the request displays in the **Correspondence** section on the Application summary page.

orrespond splays letters from IN2	ENCE Z about your applicat	ion and any correspondence that you have sent to INZ with ac	lditional or updated information. ADD/UPDATE I	NFORMATION
Date received ↓	From	Subject	Action	Options
24 Oct 2023	INZ	Document for Sponsorship Request	Download PDF	
28 Sep 2023	INZ	Document for Application Fee	Download PDF	

Change sponsor after submission of online sponsorship form

If you need to change your sponsor after they have submitted their sponsorship form, download and complete the <u>INZ 1025</u> form and then upload it using Immigration Online:

- 1. Log in to Immigration Online.
- 2. On the My visas tab, go to the Submitted applications section.
- 3. Find the application whose sponsor you want to change.

- 4. In the **Options** drop-down list, select **View summary**. The Application summary page displays.
- 5. On the Application summary page, go to the **Correspondence** section.
- 6. Select Add/Update information. The Add or update information page displays.
- 7. In the Reason drop-down list, select Change of sponsor (upload INZ 1025 form).
- 8. In the **Description** field, enter details about why you are changing your sponsor.
- 9. Upload the INZ 1025 form as a PDF.
- 10. Select Submit.

Add or update information
his form is used to provide additional or updated information on an application that you have already submitted. Please note that submitting additional nformation may increase the time taken to process your application.
Let us know if you want to add or update information on your application.
f anything has changed since you submitted your application, and this may affect the decision on your application, you must let us know. For example:
 Change in circumstances (e.g. a change in employment or health) Further evidence of circumstances Change of address or contact details Change of adviser (upload INZ 1160 form) Change of personal information (e.g. change of name or relationship status) Change of sponsor - if your sponsor has already submitted their online sponsorship form (upload INZ 1025 form)
PLEASE NOTE: If you have forgotten to add a secondary applicant (like a partner or child), call the Immigration Contact Centre for advice (0508 558 855).
By submitting this form, you confirm that the information you are providing is true and correct, and that the documents you are uploading are genuine.
Reason
Change of sponsor (upload INZ1025 form)
Description Maximum of 500 characters. If you would like to provide further information please upload as a document.
Enter details about why you are changing your sponsor.
Upload PDF document (optional) The size of the document must not exceed 10MB. If you wish to provide multiple documents, including certified official translations of any document that is not in English, combine the documents together into one PDF before uploading. See our help pages for uploading documents Choose File inz1025.pdf
CANCEL SUBMIT

See also section <u>4.4 Correspondence</u>.

3.5.2 Sponsor or supporting partner

If you are sponsoring or supporting someone's visa application, you must do two things before we assess the application:

- 1. Provide your full name, email address, and sharing ID to the applicant. You must do this before the applicant submits their application.
- 2. Complete an online sponsorship form. You can do this only after the applicant submits their application.

To find your sharing ID:

- 1. Log in to Immigration Online using a RealMe account. If you do not have a RealMe account, you must create one.
- 2. Find your sharing ID on the My dashboard tab.
- 3. Provide your sharing ID to the applicant for example, in an email.

→ Log in to Immigration Online

After the applicant submits their application, we will email you and ask you to log in to Immigration Online and complete an online sponsorship form.

We cannot assess the visa application until the sponsorship form has been submitted. To avoid delays in processing, we recommend completing and submitting the sponsorship form within five days of receiving the email notification.

For information on how to complete a sponsorship form, see section 2.4 My sponsorships tab.

My dashboard > My	sponsorships							
My spo	nsorships							
lf you have been aske appear on this page. V	d to sponsor a visa applicant Ve will email you when the sp	, or are supporting oonsorship form is	your partner or intend ready for you to compl	ed partner's visa applica ete.	ation, the for	m you need to o	omplete w	vill
Draft form	5							
Select the Continue ad	ction to complete the sponso	rship form.						
						Search		Q
Applicant name	Visa type		Visa application ID	Sponsorship form type	e Rece	lved on 🕇	Action	
OliverV5p OVXYZ	Visitor Visa - General		VV00020823	Sponsor	19 Ju PM	n 2023 4:38	Continue	e
CAMVSXYZ	Visitor Visa - Culturally marriage	arranged	VV00020733	Supporting Partner	14 Ju PM	n 2023 3:48	Continue	e
Submitted To view your obligatio	forms ns for approved visas, select	the Download form	n action.					
						Search		۹
Applicant name	Visa type	Visa application ID	Sponsorship form type	Submitted on ↓	Status	Action	Opt	ions
VmailS SVXYZ	Visitor Visa - Culturally arranged marriage	VV00020782	Supporting Partner	20 Jun 2023	Submitted	Download form	~]
VVOli VOLXYZ	Visitor Visa - General	VV00020826	Sponsor	20 Jun 2023	Submitted	Download form	~]

3.5.3 Acting on behalf

If you are completing a sponsorship form on behalf of a sponsor or supporting partner, you will be asked on the **Supporting documents** page of the sponsorship form to upload a completed *Sponsor and Supporting Partner Declaration Form (INZ 1256)*. You must upload this form before you submit the sponsorship form.

For more information and to access the INZ 1256 form, go to the INZ website:

→ Overview of sponsorship process — Immigration New Zealand

3.5.4 Sharing ID for sponsors

Sponsors and supporting partners need a RealMe account only if they will complete the sponsorship form themselves. They do not need a RealMe account if someone else will complete the form on their behalf – for example, a licensed immigration adviser.

The sponsorship form cannot be shared. If a third party will complete the sponsorship form on behalf of the sponsor or supporting partner, the sponsor or supporting partner must provide the applicant with the email address and sharing ID of the third party.

Important note

The sharing ID entered on the **Supporting documents** page of visa application form must be the sharing ID of the person who will complete the sponsorship form. This could be the sponsor or supporting partner, or it could be someone acting on their behalf – for example, a licensed immigration adviser.

3.6 Withdrawing an application

You can withdraw a visa application after you have submitted it but before we have made a decision. If we have already approved or declined your application, you cannot withdraw it.

After you withdraw a visa application, you cannot cancel the withdrawal.

To withdraw your visa application:

- 1. Open the **My visas** page.
- 2. Go to the **Submitted applications** section.
- 3. Find the application you want to withdraw.
- 4. In the **Options** drop-down list, select **Request withdraw**.

lays applications submi is drop down to filter by	tted by you and submitted ap Status. Use the Options drop	plications shared with ye down to identify actions	ou. Click on the headers you are able to take.	to update the order of applicatio	ns or select the All
All items -				Search	Q
Principal applicant 🔸	Application type 🕇	Application ID	Submitted on	Status	Options
lames Blake	Visitor Visa - General	VV00021246	24 Jul 2023	X ⁺ Preparing Application View application progress	View summary
					View application progres Share application Request withdraw View receipts

After you submit a withdrawal request:

- Your application status will change to Withdrawal Requested.
- We will begin processing your withdrawal request.

After we have processed your withdrawal request:

- We will email you to confirm that your application has been withdrawn.
- Your application status will change to **Withdrawn**.

4 Visa assessment process

This section outlines some of the enhancements to Immigration Online when visa applications are being assessed – for example, you can follow the progress of submitted applications by checking the **Status** column in the **Submitted applications** section of the **My visas** tab.

olays applications submitted ns drop down to filter by Stat	by you and submitted application to be application by you and submitted applications to be applied by the options dropdown to be applied by the submitted by th	ons shared with you. C o identify actions you	lick on the headers to are able to take.	update the order of a	pplications or s	elect the All
■ All items+					Search	٩
Principal applicant 🔸	Application type 🕇	Application ID	Submitted on	Status		Options
YellowXYZ	Work Visa - Accredited Employer Work Visa	WV00018761	16 Jan 2023	Approved		~
WVwithSponsor	Work Visa - Accredited Employer Work Visa	WV00021160	19 Jul 2023	X Preparing App View application p	lication progress	-
WVDeatiledStatusXYZ	Work Visa - Accredited Employer Work Visa	WV00021007	11 Jul 2023	(): Under Assessi View application (nent progress	-
VVthirdpartyCheckXYZ	Visitor Visa - General	VV00021210	21 Jul 2023	Approved View application p	progress	~

4.1 Visa application progress

Detailed information about your visa application progress is available on the **Visa application progress** page.

Note: Detailed information about visa application progress is available only for applications that were submitted after 30 July 2023. Applications submitted before this date display a status in the **Status** column, but they do not have a Visa application progress page.

To view your visa application progress:

- 1. On the My visas tab, go to the Submitted applications section.
- 2. Find the relevant application.
- 3. In the Status column or the Options drop-down list, select View application progress.

Result: The Visa application progress page displays.

NEW ZEALAN	D			٩	LOG OUT
My dashboard	My visas	Employ migrants	My sponsorships		
My dashboard > My vis	sas > > Visa app	lication progress			
Visa app	licatio	n progress			
Not started The activit this time.	y has not yet begun.	No action is required for the activity at	Info requested We have contract of the information	ontacted you or the required third party for ad on.	ditional
In progress We are rev submitted	iewing the informatio	on that you or a third party has	Completed We have resubmitted	eceived and verified the information you or a the observation of a the sectivity a No further action is required for the activity a	nird party has at this time.
			Not applicable The activit	y is not required for this application.	
Application name	VV00021246 Ja Preparing App	mes Blake Visitor Visa - General lication			
Status		Activity and description	1	Activity progress	
X → Preparing Application What does this mean?	on	Application received We have received your ap	pplication.	Completed	
		Identity check We are checking the iden included in your applicat	itity of the applicants	In progress	
		Documents checks We are checking the form	nat of your documents.	In progress	
다 ¹⁴ Gathering Informati What does this mean?	on	Medical checks We have not started this action required for this a	activity yet. There is no activity at this time.	Not started	
		Third-party checks We have not started this action required for this a	activity yet. There is no activity at this time.	Not started	
		Sponsor check We have not started this action required for this a	activity yet. There is no activity at this time.	Not started	
() Under Assessment What does this mean?		Assessment We will begin this activity activities have been com required for this activity	y once the previous pleted. There is no action at this time.	Not started	

4.2 Notifications

Email notifications direct the primary contact or sponsor (which may be the same person if an LIA or immigration lawyer is acting for both) to letters from INZ requesting further information, correspondence about an application and details of decisions on applications. Some requests will continue to be sent directly to the primary applicant from the frontline staff in exceptional circumstances – for example, when an applicant has uploaded an incorrect or invalid police certificate.

4.2.1 Primary contact

The primary contact email address is identified when completing applicant details in the online identity details form. If not already entered, the email address can be changed when the person completing on behalf selects 'Yes' to being the primary contact.

To update primary contact details, select **Edit primary contact** at the top of the **Application summary** page.

4.3 Document requests from INZ

Note: The **Document Requests from INZ** functionality is available only for Visitor Visa applications.

INZ may require replacement photographs or supporting documents if there was an issue with one or more files you uploaded with your application.

If INZ requires replacement photographs or supporting documents, an email will be sent to the primary contact for the application. The email prompts the recipient to log in to Immigration Online, find their application, and go to the **Document Requests from INZ** section to view and respond to the request.

ocument	Requests from I	NZ			
Date received	Due date	Status	Action	Options	
09 Jan 2025	16 Jan 2025	Awaiting reply	Download PDF letter	Respond	

Additionally, the Visa application progress page will show that information has been requested for the **Document checks** activity.

My dashboard > My visas >	> Visa application progress	
Visa applic	ation progress	
Not started The activity has n this time.	not yet begun. No action is required for the activity at	Info requested We have contacted you or the required third-party for additional information.
In progress We are reviewing submitted.	the information that you or a third-party has	Completed We have received and verified the information you or a third-party has submitted. No further action is required for the activity at this time.
		Not applicable The activity is not required for this application.
Application name VV	V00028026 Mickey Mouse Visitor Visa - General	
Application status	Preparing Application	
Status	Activity and description	n Activity progress
χ Preparing Application	Application received We have received your ap	pplication.
	Identity check We have not started this action required for this a	activity yet. There is no Not started activity at this time.
	Documents checks We have contacted you a information.	Information requested

For information on how to view the Visa application progress page, see section <u>4.1 Visa</u> <u>application progress</u>.

4.3.1 View and respond to a document request

SUMMARY

To view and respond to a document request, open the Application summary page and go to the **Document requests from INZ** section.

STEPS

To view and respond to a document request:

- 1. Log in to <u>Immigration Online</u>.
- 2. Go to the **My visas** tab.
- 3. Go to the **Submitted applications** section.
- 4. Find your visa application.
- 5. In the **Options** drop-down list, select **View summary**. The Application summary page opens.
- 6. Go to the **Document Requests from INZ** section.
- 7. Find the request from INZ.
- 8. To view the letter from INZ, select **Download PDF letter**. The letter contains information on the specific replacement photographs and/or documents that you have been asked to provide.
- 9. To respond to the request, select **Respond**. Then upload the requested photographs and/or documents.

RESULT

After you respond to a document request:

- You will receive an email confirming that INZ has received your response to the request.
- In the **Status** column, the status of the document request changes from **Awaiting reply** to **Response received**.
- In the **Options** column, the **Respond** option is replaced with a **View response** option. To view your response to the request, including the documents that you uploaded, select **View response**.

Note

It can take up to a minute for the status of the document request to change to **Response received**. If the status does not change after you submit your response, wait one minute, and then refresh your browser window.

4.4 Requests from INZ

INZ may require further information for a submitted application or wish for the applicant to address identified information or concerns that may be 'potentially prejudicial' to the outcome of their application. Requests for more information are displayed in the **Requests from INZ** section of the relevant summary page.

If the request for more information relates to a visa application, it is displayed on the **Application summary** page.

If the request for more information relates to a variation of conditions application, it is displayed on the **Variation of conditions application summary** page. See section <u>5.2 Apply for variation of conditions</u>.

If the request for more information is sent to a sponsor or supporting partner, it is displayed on the **Sponsorship request summary** page.

These requests take the form of either a request for further information (RFI) letter or a potentially prejudicial information (PPI) letter, which details the concern(s) INZ has identified in the application.

Select the action **Download PDF letter** to review what is required. Options include **Respond** to provide information and **View response** to see what you have submitted. INZ is notified when you submit a response.

Multiple INZ staff may work on processing activities for an application. However, where further information is required, the system ensures that only one case officer is assigned to progress the application.

Req Select t	uests fro he download actic	om INZ on to view the request ar	nd when ready to reply, s	select the Respond option to provide	the information requested.
Date	received 🕇	Due date	Status	Action	Options
27 Se	:p 2021	04 Oct 2021	Submitted	Download PDF letter	View response

4.4.1 Request for further information letters

RFI letters are sent to applicants when more information or clarification is needed in response to an answer in their application form. Applicants are invited to provide information or an explanation to assist assessment of their application. You can add a message and one or more documents when responding to the request.

ore details req	uired for your applica	tion.			
need more informat d. Submit the reque that the documents	in before we can continue assisted information using the form you are uploading are genuine	ssing your application. Do below. By submitting this	ownload the PDF in the R form, you confirm that t	equests from INZ grid to s he information you are pro	e the specific informatio widing is true and correct
Provide infor	nation				
Include a message					
Maximum of 1,000	haracters. If you would like to p	rovide further informatio	n please upload as a doo	ument.	
					<i>.</i>
Attach Documents					
All documents mus	be provided as PDF (.PDF) and	must not be larger than 1	OMB		
					BROWSE
					INCOME A DESCRIPTION

4.4.2 Potentially prejudicial information letters

Applicants outside New Zealand are sent a PPI letter when INZ has factual information or material that:

- was not obtained from the applicant or their authorised representative or agent
- is not publicly available, or that the applicant is not necessarily aware of
- will or may adversely affect the outcome of an application
- the applicant has not previously had an opportunity to comment on.

For applicants in New Zealand, PPI is factual information or material that will or may adversely affect the outcome of an application. As for RFI letters, you can add a message and one or more documents when responding to a PPI letter.

You are given the opportunity, within a set timeframe, to comment before a decision is made based on any PPI.

4.5 Correspondence

The **Correspondence** section on the **Application summary** page shows details of letters from INZ about the application, and any correspondence you send to INZ with additional or updated information.

If the correspondence relates to a variation of conditions application, it is displayed on the **Variation of conditions application summary** page. See section <u>5.2 Apply for variation of conditions</u>.

DITIESPOND DIAYS LETTERS FROM IN	ence Z about your applicati	on and any correspondence that you have sent to INZ with	additional or updated information.	
Date received 븆	From	Subject	ADD/UPDATE Action	INFORMATION Options
19 Jul 2022	You	Additional information provided	Download	~
15 Jul 2022	INZ	Document for Application Fee	Download	

If you need to advise details of a change in your circumstances and provide additional documents after you've submitted an application, you can do this in the **Correspondence** section by selecting **Add/Update information**.

The **Add or update information** page displays. Select from the following options in the **Reason** drop-down list:

- Change of circumstances (e.g. change in employment or health)
- Further evidence of circumstances
- Change of address or contact details
- Change of adviser (upload INZ 1160 form)
- Change of personal information (e.g. change of name or relationship status)
- Change of sponsor (upload INZ 1025 form).

Note:

- Submitting additional information may increase the time taken to process your application.
- Do not use this form to ask questions or request an update on the status of your application.
- To update details of the primary contact, select **Edit primary contact** at the top of the **Application summary** page.

infor	nation may increase the time taken to process your application.
Le	t us know if you want to add or update information on your application.
lf any	thing has changed since you submitted your application, and this may affect the decision on your application, you must let us know. For example:
	Change in circumstances (e.g. a change in employment or health) Further evidence of circumstances Change of address or contact details Change of adviser (upload I <mark>NZ 1160 form)</mark> Change of personal information (e.g. change of name or relationship status) Change of sponsor - if your sponsor has already submitted their online sponsorship form (upload INZ 1025 form)
PLEAS	SE NOTE: If you have forgotten to add a secondary applicant (like a partner or child), call the Immigration Contact Centre for advice (0508 558 855).
Bv su	bmitting this form, you confirm that the information you are providing is true and correct, and that the documents you are uploading are genuine.
	▼ Description Maximum of 500 characters. If you would like to provide further information please upload as a document.
U T is S	I pload PDF document (optional) he size of the document must not exceed 10MB. If you wish to provide multiple documents, including certified official translations of any document that not in English, combine the documents together into one PDF before uploading. ee our help pages for uploading documents

4.6 Decisions

The decision on an application displays under **Status** on the **Application summary** page for the submitted application.

4.6.1 Application approved

When an application is approved, the primary contact receives an email notification. The status changes to 'Approved' on the **Application summary** page and details display in the **Visas** section on the page. Select **Download e-visa** in the **Download visa** column to view a letter with the visa details.

Dates displayed for multiple e or to view and apply for a vari	entry visas may not be up to iation of conditions.	o date, select Download eVi	sa to view visa travel con	ditions. Use the Options dropdo	own to share your visa
Visa holder 🕇	Visa category	Issue date	Entry type	Download visa	Options
Josephine Elizabeth McGregor	Visitor Visa - Business	03 Feb 2022	Single	Download e-visa	Share visa

You can also view a letter with the visa details in the **Issued visas** section on the **My visas** tab – select **Download e-visa** in the **Download visa** column.

Issued visas						
Dates displayed for mult or to view and apply for	iple entry visas may not a variation of conditions.	pe up to date, select Dow	nload eVisa to view visa	travel conditions. Use th	e Options dropdown to s	hare your visa
🔳 All Visas -					Search	٩
Visa holder	Application ID	Visa category	Issue date	Entry type	Download visa	Options
Josephine Elizabeth McGregor	VV00001208	Visitor Visa - Business	03 Feb 2022	Single	Download e-visa	Share visa View

4.6.2 Application declined

If an application is declined, an email notification is sent to the primary contact advising them to view the letter from INZ in their Immigration Online dashboard. Letters outlining the reasons for the decision are in the **Correspondence** section on the **Application summary** page.

If the applicant is in New Zealand, they can apply for a reconsideration of a declined application within 14 calendar days of the decision. See section <u>5.3 Request for reconsideration of decline decision</u>.

5 After the decision

This section explains how to view details of issued visas, and how to apply electronically for a variation of conditions or submit a request for reconsideration of a decision. It also outlines a process for updating details for issued visas.

5.1 View visa details

After a visa application is approved and the visa is issued, you can access the details from:

- My visas page. Select the View option for the relevant visa in the Issued visas section, or
- **Application summary** page. Select the **View** option for the relevant visa in the **Visa** section.

Result: The Visa details page displays.

You can apply for a variation of conditions online from the **Variation of conditions** section in this page.

Note: The Variation of conditions function is not currently available for AEWV holders.

My dashboard > My v	isas > Visitor Visa - General-Ohovi	Nrevozua			
Visitor V	'isa - General	I-Ohovi Nrevo	zua		
VISICOI V			200		
Visa details	5				
Visa holder	Ohovi Nrevozua				
Application ID	VV00014192				
Visa Type	Visitor Visa - General				
ssue date	30 Oct 2021				
intry type	Single				
5hared with	ו				
				SHARE VISA	
Shared with 🕹	Email address	Sha	ring ID	Options	
Shared with 🕹	Email address	Sha	ring ID	Options Stop sh	aring
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Shared with ↓	Email address display. Conditions	Sha suit your situation, you may be able to	ring ID apply for a variation of	Options Stop sh	aring
Shared with ↓	Email address o display. Conditions	Sha suit your situation, you may be able to	ring ID apply for a variation of	Options Stop sh	aring
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Shared with ↓ here are no records to ariation of co e conditions of your we iation of condition plays your draft variation	Email address o display. Conditions ork, student or visitor visa no longer os (draft) on of condition application, select Co	Sha suit your situation, you may be able to ntinue to work on your application.	ring ID apply for a variation of a APPLY Fi	Options Stop sh conditions	aring
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5.2 Apply for variation of conditions

Note: The Variation of conditions function is not currently available for AEWV holders.

Select **Apply for variation of conditions** from the **Variation of conditions** section on the **Visa details** page.

The **Variation of conditions** page displays, with information like the 'Before you start' section for visa applications. Select **Start my application** to complete the form.

Variation of conditions	Conditions	Immigration assistance	Supporting documents	Review and d >
Variation	of conditions			
Application ID:	VV00015612			
Applicant surname:	MarsTwo			
Applicant first name:	Rover			
About this appli	cation			
Visitor visas come with your current conditions	conditions about studying, working or t to allow you to:	ravelling in and out of New Zealand.	On a visitor visa you can apply for a	variation of
 study part-time for take up seasonal vary your travel covirsa expires. 	r longer than 3 months, work in the horticulture or viticulture in onditions so you have longer to arrive ir	dustries, or 1 New Zealand, or to allow you to ret	urn to New Zealand if you want to le	ave before your
Even if the conditions o apply for a new visa.	f your visa are changed, it will still expi	re on the same date. If you want to s	tay in New Zealand for longer, you w	vill need to
ightarrow Changing the condit	ions of a visitor visa			
You will need:				
a credit card or dedocuments to sup	bit card — we accept Visa, Mastercard, port the application	Union Pay, AMEX, JCB and POLi		
Check the fee you will n	eed to pay			
	EXIT WITHOUT	5AVING START MY APPLICAT	TON	

When you have submitted and paid for your variation of conditions application, you can select the **View application** option from the **Variation of conditions (submitted)** section of the **Visa details** page. The **Variation of conditions summary** page displays.

/ly dashboard > My	visa > Visitor visa	– General - Dennis I	Early > VOC sur	nmary page			
/isa category	– Visa hold	er name - Var	iation of c	onditions			
Download application	\rightarrow <u>View rece</u>	$\frac{ipts}{cont}$ $\rightarrow \frac{Edit}{cont}$	primary act	See processing time	5		
Variation of d	conditions s	summary					
Visa holder	Dennis Early						
Application ID	VC00001234						
Visa type	Visitor - Gener	al					
Contact person	lawyer@firm.c	:o.nz					
Status	Under assessm	ient					
Includes formal request then you are ready to r Date received 4	s from INZ. For all ot eply, select the Resp Due date	ner information request and option to provide the Status	s, reter Correspon he information red Action	dence grid. Select the Downi juested. 0	oad PDF letter a	iction to view t	he request.
here are no records to Correspond Displays letters from IN	display. ence Z about your applica	ation and any correspon	dence that you ha	we sent to INZ with addition	al or updated in	formation.	FORMATION
here are no records to Correspond Displays letters from IN Date received †	display. ence Z about your applica From	ation and any correspon Subject	dence that you ha	we sent to INZ with addition	al or updated in Action	formation.	ORMATION
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There are no records to Correspond Displays letters from IN Date received 1 10 Mar 2022 Supporting Document type Vary travel conditions	display. ence z about your applica From INZ document evidence	ation and any correspon Subject Document for App ts Document name ↓ Test file D.pdf	dence that you ha	we sent to INZ with addition	al or updated in Action	formation.	Options
There are no records to Correspond Displays letters from IN Date received 1 10 Mar 2022 Supporting Document type Vary travel conditions Shared with	display. ence Z about your applica From INZ document evidence	ation and any correspon Subject Document for App ts Document name ↓ Test file D.pdf	dence that you ha	ve sent to INZ with addition	al or updated in Action	formation. DO/UPDATE INI Dad Action Download	Options
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5.3 Request reconsideration of a decline decision

This option is available for 14 calendar days after the applicant is notified of the decline decision, and only if the applicant is in New Zealand.

To request reconsideration of a decline decision:

- 1. Log in to Immigration Online.
- 2. Go to the My Visas tab.
- 3. Check the Submitted applications section to find your declined application.
- 4. In the **Options** drop-down list, select **View summary**.

plays applications submit ns drop down to filter by	tted by you and submitted an Status. Use the Options drop	pplications shared with y odown to identify actions	rou. Click on the headers you are able to take.	to update the order of app	lications or select the All
≣ All items+				5	iearch Q
Principal applicant ↓	Application type 🔸	Application ID	Submitted on	Status	Options
Joe Bloggs	Visitor Visa - General	VV00019933	14 Apr 2023	Declined	~
Jane Doe	Visitor Visa - General	VV00019923	13 Apr 2023	Declined	View summary Share application View receipts
Paul Smith	Visitor Visa - General	VV00020835	28 Sep 2023	Waiting on your Sponso View application progre	r 🗸

The Application summary page opens.

5. At the top of the Application summary page, select **Request reconsideration**.

My dashboard > My visas > VV00019933 Joe Bloggs Visitor Visa - General					
VV00019933 Joe Bloggs Visitor Visa - General					
Download application	\rightarrow View receipts	→ Edit primary contact	→ <u>Request reconsideration</u>	☐ See processing times	
Application Summary					
Application name VV00019933 Joe Bloggs Visitor Visa - General					
Application ID	VV00019933				
Primary contact	joe.bloggs@example.com				
Status	Declined				

6. Complete and submit the online form and pay the fee.

Note: If the 14-day reconsideration period has ended or if you are outside New Zealand, the **Request reconsideration** link will not display on the Application summary page.

Requests for reconsideration are reviewed by a different immigration officer from the one who has made the decline decision. When your reconsideration request has been decided, you will be notified by email that a decision letter is available for review in your Immigration Online account.

5.4 Update visa details

If a visa holder changes their name or is issued a new passport, they need to complete the 'transfer of visa' application form. Go to the INZ website:

→ Transferring my visa to a new passport — Immigration New Zealand

Completed forms are sent to the National Documentation Office, where staff enter updates to the client's visa in enhanced Immigration Online and notify the client or person acting on behalf if they are the primary contact that this has been done.

6 Accredited Employer Work Visa

The Accredited Employer Work Visa (AEWV) is an employer-led application system that is fully implemented in the enhanced Immigration Online system. AEWV has three gateways, or steps - employer accreditation, job check and work visa application. Information about making applications in the system specific to the three AEWV steps, and the sharing function for employers and organisations, is outlined in the headings below.

For more information about the overall process, go to the INZ website:

➔ Accreditation for the AEWV

Once an employer or organisation has logged in to their Immigration Online dashboard, they can select the **Employ migrants** tab, or the **Employ migrants** button. The **Employ migrants** page displays, showing information about their organisations and granted accreditations.

Employers can apply for accreditation by selecting the **Get accreditation** button in **My accredited organisations**, and for job checks by selecting the **Request a job check** drop-down option in **My granted accreditations**.

Selecting the **Manage accreditations** button or **Manage existing job checks** button gives a view of all accreditation and job check applications the user has access to.

Selecting the **Manage my access** button opens the *Manage my access* page, where users can view and remove their own access to employer accreditation items.

Selecting the **Manage user access** button opens the *Manage access to organisations* page, where an organisation's access administrator can view and remove any user's access to employer accreditation items.



	ly visas Empl	loy migrants My sponsors	ships		
My dashboard > Employ m	igrants				
Emplov m	nigrants				
To employ migrants your or	ganisation must be accred	dited. Once your organisation is accredite	d vou must complete	a job check application to ge	t approval to
hire migrants for specific job Accredited Employer Work V	os. When you have your jo isa.	b check approved, you can then send a re	equest to a migrant to	o fill the approved job by appl	ying for an
WARNING You can share information and what is shared at eac	on within your account at ach level.	various levels, with trusted third parties. F	Refer Immigration Onl	line terms of use for full detail	ls of obligations
My accredited	organisatio	ns			
Displays your accredited org accreditation for a new orga If you wish to renew your en selecting View organisation	ganisations and organisati I nisation , select Get accre I nployer accreditation for a from the options dropdow	ions that have been shared with you. To g ditation. an existing organisation, go to the Organis wn	et employer sation details page by	GET AC	CCREDITATION
5				Search	Q
Organisation name 🕇	NZBN	Accreditation type	Status	Expiry date	Options
COMPANY LIMITED	9429038162862	Standard employer accreditation	Active	01 Aug 2025	~
					View organisat
My granted acc Displays granted accreditati check or Upgrade your accre and then go to Migrant work	ccreditations ons for your organisation: editation. To notify Immigr ters with visas.	s and granted accreditations that have be ration New Zealand when a migrant leave:	en shared with you. I s their job, select Vier	Use the Options drop down to w accreditation from the Optie	Share organisa Request a job ons drop down
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My granted acc Displays granted accreditati check or Upgrade your accre and then go to Migrant work II All Items - Organisation name ↑ COMPANY LIMITED	CCREDITATIONS ons for your organisation editation. To notify Immigr eers with visas. NZBN 9429038162862	s and granted accreditations that have be ration New Zealand when a migrant leaves Accreditation type Standard employer accreditation	en shared with you. s their job, select Viet Status Active	Use the Options drop down to w accreditation from the Option Search Expiry date 01 Aug 2025	Share organisa Request a job ons drop down Q Options
My granted acc Displays granted accreditati check or Upgrade your accre and then go to Migrant work II All Items - Organisation name ↑ COMPANY LIMITED	CCREDITATIONS ons for your organisation editation. To notify Immigr ters with visas. NZBN 9429038162862	s and granted accreditations that have be ration New Zealand when a migrant leave: Accreditation type Standard employer accreditation	en shared with you. s their job, select Vier Status Active	Use the Options drop down to w accreditation from the Option Search Expiry date 01 Aug 2025	Share organisa Request a job ons drop down Q Options View accreditat Share accredita Request a job c
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For a quick guide to navigating some key elements, use the following table.

I want to	On the Employ migrants page
apply for accreditation for a new organisation	select Get accreditation
complete a draft accreditation application	 select Manage accreditations, then select Continue
upgrade accreditation from standard to high volume	 select Upgrade accreditation from the drop-down options in My granted accreditations section, then select Upgrade accreditation top-of-page link complete Upgrade accreditation online form
change accreditation type	 select My accredited organisations, then select View organisation option, then select Renew accreditation When you renew your accreditation, you can apply for a different accreditation type.
renew accreditation	 select My accredited organisations, then select View organisation option, then select Renew accreditation
request (apply for) a job check	 select Request a job check from the drop- down options in My granted accreditations section
complete a draft job check application	 select Manage existing job checks, then select Continue
view approved jobs	 select My granted accreditations, then select View accreditation option OR select View organisation from My accredited organisations OR select Manage existing job checks, then select the relevant job check application Records display in Approved jobs section.
send a request to a migrant worker to apply for an AEWV using a new job token	 go to the Approved jobs section, then select the relevant approved job, then in the Options drop-down list, select Send request
I want to	On the Employ migrants page
---	---
send a request to an employee to apply for a further AEWV reusing a job token	 go to the Migrant workers with visas section, then select the relevant employee, then in the Options drop-down list, select Send request
view hired migrants and their visas	 select My granted accreditations, then select View accreditation option OR select View organisation from My accredited organisations OR select Manage existing job checks, then select the relevant job check application Records display in Migrant workers with visas section.

6.1 Sharing accredited employer details

Employers can share information about their organisation, accreditations, job checks and migrant workers within their Immigration Online account at various levels.

Within your own organisation, you can create a network of staff working on employer accreditation or job check applications and share those applications (and associated documents) to the network. For more information about networks, see section <u>2.3 Networks</u>.

You may wish to share details with a third party acting on your behalf, for example an LIA, immigration lawyer or recruitment company.

You are required to act in accordance with the Immigration Online terms of use for sharing:

→ Immigration Online terms of use — Immigration New Zealand

You need to clearly understand what the sharing function allows others to do at each level. Make sure you read the information in the dialogue box that displays when you select the **Share** option.

Sharing level	Description
Organisation	An organisation is the highest level of sharing. It enables access to all documents associated to that organisation and the following functions:
	 organisation (view and renew or upgrade accreditation) accreditation applications (create, view and edit) accreditation certificates (view) job check applications (create, view and edit) approved jobs (view) approved migrant workers (view and request).

The following table describes each level.

Employer accreditation application	 Sharing at this level enables the following functions and access to all associated documents: accreditation applications (view and edit) accreditation certificate when issued (view) job check applications (create, view and edit) approved jobs (view) approved migrant workers (view and request).
Employer accreditation certificate (when accreditation has been granted)	 Sharing at this level enables the following functions and access to all associated documents: job check applications (create, edit and view) approved jobs (view) approved migrant workers (view and request).
Job check application (individual)	 Sharing at this level enables the following functions and access to all associated documents: job check application (view and edit) approved jobs (view) approved migrant workers (view and request). Job check applications are not to be shared with a prospective worker.

Select **Share** from the **Options** drop-down list for the relevant item you want to share. Enter the sharing ID of the person or network you want to share with. See section <u>2.1 Sharing</u>.

6.1.1 Manage access to organisations

View a user's access to employer accreditation items

SUMMARY

On the *Manage access to organisations* page, an organisation's access administrator can view and remove any user's access to the organisation's employer accreditation items.

For information on managing access to accreditation items, visit the INZ website:

<u>Video — Employer guidance on how to manage access on enhanced Immigration Online</u> <u>Immigration New Zealand</u>

STEPS

To open the Manage access to organisations page:

- 1. Log in to Immigration Online.
- 2. On the Employ migrants tab, go to the Manage access to organisations section.
- 3. Select Manage user access. The Manage access to organisations page opens.



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INFORMATION

The *Manage access to organisations* page has four sections, each of which displays user access at that level.

Section	Details
Organisation access	Displays user access at the organisation level
Accreditation application access	Displays user access at the accreditation application level
Accreditation certificate access	Displays user access at the accreditation certificate level
Job check application access	Displays user access at the job check application level

Important note

Access to employer accreditation items is hierarchical. If a user has access to an accreditation item, they are also granted access to all the items under it. However, only the item that is shared with them will display on the *Manage access to organisations* page.

Example

Lucy, who is the access administrator, shares the organisation with John. When Lucy opens the *Manage access to organisations* page, the **Organisation access** section will show John's access to the organisation. Because access is hierarchical, John will also have access to any items under the organisation, such as accreditation certificates and job check applications.

For more information on sharing levels, see section <u>6.1 Sharing accredited employer details</u>.

Items that have been created by a user:

- show Application created by in the User with Access column
- have no email address in the Email Address column.

Accreditation application a These users can access a specific accrea access to the accreditation certificate a	ACCESS ditation application, includin nd all job check application	ng its supporting documen s under the accreditation c	ts and correspondence. If t ertificate.	he application is approv	ed, they gain
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Items that have been shared with a user:

• show the user's name in the User with Access column

• show the user's email address in the **Email Address** column.

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Remove a user's access to employer accreditation items

SUMMARY

As an organisation's access administrator, you can remove a user's access to the organisation's accreditation items.

When you remove a user's access via any of the sections on the *Manage access to organisations* page, that user loses access to every item under the organisation. You cannot remove a user's access to specific accreditation items while allowing them to retain access to others.

If you want a user to retain access to specific items under the organisation, you must remove their access to everything and then share only the items that you want them to have access to.

Note

If you are the access administrator for an organisation, you cannot remove your own access to the organisation's accreditation items.

To remove your access to these items, you need to assign access administrator rights to another user first. See <u>Make another user the access administrator</u>.

STEPS

To remove a user's access to an organisation's accreditation items:

- 1. Log in to <u>Immigration Online</u>.
- 2. On the Employ migrants tab, go to the Manage access to organisations section.
- 3. Select Manage user access. The Manage access to organisations page opens.
- 4. Find the item that shows the access you want to remove.
- 5. In the **Options** drop-down list, select **Remove all access**.

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				Search	Q
User with Access 🕇	Accreditation Approval	Date Shared	Email Address	Sharing ID	Options
Jane Doe	COMPANY LIMITED Standard employer	25 Jul 2024 2:13 PM	jane.doe@example.com	CSC-Q4F9R9-2022- -04146	•

RESULT

The user no longer has access to any of the items under the organisation.

Make another user the access administrator

SUMMARY

To make another user the access administrator of an organisation:

- you must be the current access administrator, and
- that user must already have organisation access.

You may have to share the organisation with the user before you make them the access administrator. For information on sharing accreditation items, see section <u>6.1 Sharing accredited</u> <u>employer details</u>.

Each organisation can have only one access administrator. If you make another user the access administrator, you will no longer be the access administrator for the organisation.

STEPS

To make another user the access administrator for an organisation:

- 1. Log in to <u>Immigration Online</u>.
- 2. On the Employ migrants tab, go to the Manage access to organisations section.
- 3. Select Manage user access. The Manage access to organisations page opens.
- 4. Go to the Organisation access section.
- 5. Find the item that shows both the organisation and the user that you want to assign access administrator rights to.
- 6. In the **Options** drop-down list, select **Make this person the access administrator**.

Organisation access							
These users can access all accredi documents and correspondence.	tation certificates, accreditatio	on applications, and job ch	neck applications under the or	ganisati	on, including all su	pporting	
					Search	٩	
User with Access 🕇	Organisation	Date Shared	Email Address	Sha	aring ID	Options	
Application created by	COMPANY LIMITED	31 Jul 2024 2:22 PM		CS(-04	C-H5S7T6-2023- 531		
John Doe	COMPANY LIMITED	11 Jul 2022 2:32 PM	john.doe@example.com	CS0 -01	C-P6S300-2021- 6130	✓ Make t	his person the access administrator
						Remov	e all access

RESULT

You have transferred access administrator rights to the user. You will no longer be able to view who has access to the organisation's employer accreditation items.

6.1.2 Manage my access

View your access to employer accreditation items

SUMMARY

On the *Manage my access* page, you can view and remove your own access to employer accreditation items.

For information on managing access to accreditation items, visit the INZ website:

<u>Video — Employer guidance on how to manage access on enhanced Immigration Online |</u> <u>Immigration New Zealand</u>

STEPS

To open the Manage my access page:

- 1. Log in to <u>Immigration Online</u>.
- 2. On the Employ migrants tab, go to the Manage my access section.
- 3. Select Manage my access. The Manage my access page opens.



ly dashboard My v	isas Employ migra	ants My spons	orships		
My dashboard > Employ migra	nts > Manage my access				
Manage my	/ access				
View your access to organisation	s accreditation applications ac	creditation certificates and	Lioh check applications. To re	emove your access to an it	em use the
Options dropdown, and select Re	emove all access.				en, use the
Organisation access					
These are the organisations you job check applications under the	have created or that have been se organisations.	shared with you. You have	access to the accreditation ce	ertificates, accreditation a	pplications, and
				Search	Q
	0 martine time	Data Chanad	Free H Address	Charing ID	Ortions
	Organisation	Date Shared		Sharing ID	Options
Application created by	COMPANY LIMITED	31 Jul 2024 2:22 PM		CSC-H5S7T6-2023- -04531	
Accreditation applicat These are the accreditation appl	ion access ications that you have created o	r that have been shared wi	th you. You have access to th	e applications, including t	heir supporting
documents and correspondence. certificate.	If the applications are approved	d, you gain access to the ac	creditation certificate and al	l job checks under the acc	reditation
				Search	٩
	Accreditation			Search	Q
User with Access 🕈	Accreditation Application	Date Shared	Email Address	Search Sharing ID	Q Options
User with Access 🕈 Application created by	Accreditation Application COMPANY LIMITED	Date Shared 31 Jul 2024 2:19 PM	Email Address	Search Sharing ID CSC-H5S7T6-2023- -04531	Q Options
User with Access 🕈 Application created by	Accreditation Application COMPANY LIMITED	Date Shared 31 Jul 2024 2:19 PM	Email Address	Search Sharing ID CSC-H5S7T6-2023- -04531	Options
User with Access ↑ Application created by Accreditation certifica These are the accreditation certi	Accreditation Application COMPANY LIMITED	Date Shared 31 Jul 2024 2:19 PM that have been shared witl	Email Address	Search Sharing ID CSC-H5S7T6-202304531 accreditation certificates	Q Options
User with Access ↑ Application created by Accreditation certificat These are the accreditation certic check applications under the acc	Accreditation Application COMPANY LIMITED Ite access ficates that you have created or creditation certificates.	Date Shared 31 Jul 2024 2:19 PM that have been shared with	Email Address	Search Sharing ID CSC-H5S7T6-202304531 accreditation certificates	Q Options and all job
User with Access † Application created by Accreditation certifica These are the accreditation certi check applications under the acc	Accreditation Application COMPANY LIMITED COMPANY LIMITED Ate access ficates that you have created or reditation certificates.	Date Shared 31 Jul 2024 2:19 PM that have been shared with	Email Address	Search Sharing ID CSC-HSS7T6-202304531 accreditation certificates Search	Q Options and all job
User with Access 🕈 Application created by Accreditation certificat These are the accreditation certificat check applications under the acc	Accreditation Application COMPANY LIMITED COMPANY LIMITED Accreditation certificates. Accreditation Approval	Date Shared 31 Jul 2024 2:19 PM that have been shared with Date Shared	Email Address	Search Sharing ID CSC-H5S7T6-2023 -04531 accreditation certificates Search Sharing ID	Q Options and all job Q Options
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User with Access ↑ Application created by Accreditation certificat These are the accreditation certificat Check applications under the accest User with Access ↑ John Doe	Accreditation Application COMPANY LIMITED COMPANY LIMITED COMPANY LIMITED Accreditation certificates. Accreditation Approval COMPANY LIMITED Standard employer accreditation	Date Shared 31 Jul 2024 2:19 PM that have been shared with Date Shared 01 Aug 2024 1:20 PM	Email Address h you. You have access to the Email Address john.doe@example.com	Search Sharing ID CSC-H5S7T6-202304531 accreditation certificates Search Sharing ID CSC-H5S7T6-202304531	Q Options and all job Q Options
User with Access Application created by Accreditation certificat These are the accreditation certi check applications under the acc User with Access John Doe	Accreditation Application COMPANY LIMITED COMPANY LIMITED COMPANY LIMITED Accreditation Approval COMPANY LIMITED Standard employer accreditation	Date Shared 31 Jul 2024 2:19 PM that have been shared with Date Shared 01 Aug 2024 1:20 PM	Email Address n you. You have access to the Email Address ightharpoonumber of the second s	Search Sharing ID CSC-H5S7T6-202304531 accreditation certificates Search Sharing ID CSC-H5S7T6-202304531	Q Options and all job Q Options
User with Access Application created by Accreditation certificat These are the accreditation certificat User with Access John Doe Dob check application	Accreditation Application COMPANY LIMITED COMPANY LIMITED COMPANY LIMITED COMPANY LIMITED COMPANY LIMITED COMPANY LIMITED Standard employer accreditation COMPANY LIMITED COMP	Date Shared 31 Jul 2024 2:19 PM that have been shared with Date Shared 01 Aug 2024 1:20 PM at have been shared with v	Email Address n you. You have access to the Email Address john.doe@example.com ou. You have access to the ar	Search Sharing ID CSC-HSS7T6-202304531 accreditation certificates Search Sharing ID CSC-HSS7T6-202304531 pulications, including their	Q Options and all job Q Options
User with Access Application created by Accreditation certificat These are the accreditation certi theck applications under the acc User with Access John Doe Dob Check application These are the job check applicat documents and correspondence	Accreditation Application Image: Application COMPANY LIMITED Image: Application certificates Image: Accreditation Approval Accreditation Approval COMPANY LIMITED Standard employer accreditation accreditation Image: Approval Image: Application Certificates Image: Accreditation Approval	Date Shared 31 Jul 2024 2:19 PM that have been shared with Date Shared 01 Aug 2024 1:20 PM at have been shared with y d, you can invite migrant w	Email Address h you. You have access to the Email Address in you. You have access to the aporters to apply for visas.	Search Sharing ID CSC-HSS7T6-2023- -04531 accreditation certificates Search Sharing ID cSC-HSS7T6-2023- -04531	Q Options and all job Q Options
User with Access Application created by Accreditation certificat These are the accreditation certi check applications under the acc User with Access John Doe Dob check application These are the job check applicat documents and correspondence.	Accreditation Application COMPANY LIMITED COMPANY LIMITED ACCREDITION ACCREDITION ACCREDITION COMPANY LIMITED Standard employer accreditation COMPANY LIMITED Standard employer accreditation	Date Shared 31 Jul 2024 2:19 PM that have been shared with Date Shared 01 Aug 2024 1:20 PM at have been shared with y d, you can invite migrant w	Email Address h you. You have access to the Email Address john.doe@example.com ou. You have access to the ap orkers to apply for visas.	Search Sharing ID CSC-H5S7T6-2023- -04531 accreditation certificates Search Sharing ID CSC-H5S7T6-2023- -04531 csc-H5S7T6-2023- -04531 oplications, including their Search	Q Options and all job Q Options Options Supporting
User with Access ↑ Application created by Accreditation certificat These are the accreditation certi check applications under the acce User with Access ↑ John Doe Dob check application These are the job check applicat documents and correspondence. User with Access ↑	Accreditation Application COMPANY LIMITED COMPANY LIMITED COMPANY LIMITED Accreditation certificates. Accreditation Approval COMPANY LIMITED Standard employer accreditation COMPANY LIMITED Standard employer accreditation Standard employer accreditation	Date Shared 31 Jul 2024 2:19 PM that have been shared with Date Shared 01 Aug 2024 1:20 PM at have been shared with y d, you can invite migrant w Date Shared	Email Address Email Address Email Address john.doe@example.com ou. You have access to the ap orkers to apply for visas. Email Address Email Address	Search Sharing ID CSC-HSS7T6-2023- -04531 accreditation certificates Search Sharing ID cSC-HSS7T6-2023- -04531 csc-HSS7T6-2023- -04531 csc-HSS7T6-2023- -04531 csc-HSS7T6-2023- -04531 sharing ID Sharing ID	Q Options and all job Q Options Image: supporting Q Options
User with Access ↑ Application created by Accreditation certifica These are the accreditation certifica User with Access ↑ John Doe Job check application These are the job check applicat documents and correspondence User with Access ↑ Application created by	Accreditation Application Accreditation Application COMPANY LIMITED Accreditation certificates. Accreditation Approval COMPANY LIMITED Standard employer accreditation Accreditation Approval Accreditation Approval Job Check Job Check JC00002417 Tour Guide	Date Shared 31 Jul 2024 2:19 PM 31 Jul 2024 2:19 PM that have been shared with Date Shared 01 Aug 2024 1:20 PM at have been shared with y d, you can invite migrant with Date Shared 02 Date Shared 03 Date Shared 04 Date Shared	Email Address In you. You have access to the Email Address john.doe@example.com ou. You have access to the aporkers to apply for visas. Email Address	Search Sharing ID CSC-H5S7T6-202304531 CSC-H5S7T6-2023- CSC-H5S7T6-202- CSC-H5S7T6-202- CSC-H5S7T6-202- CSC-H5S7T6-202- CSC-H5S7T6-202-	Q Options and all job Q Options Image: supporting Q Options

INFORMATION

The *Manage my access* page has four sections, each of which displays access to accreditation items that you have created or that have been shared with you.

Section	Details
Organisation access	Displays organisations that you have created or that have been shared with you
Accreditation application access	Displays accreditation applications that you have created or that have been shared with you
Accreditation certificate access	Displays accreditation certificates that you have created or that have been shared with you
Job check application access	Displays job check applications that you have created or that have been shared with you

Important note

Access to employer accreditation items is hierarchical. If you have access to an accreditation item, you are also granted access to all the items under it. However, only the item that is shared with you will display on the *Manage my access* page.

Example

If someone shares an accreditation certificate with you, the **Accreditation certificate access** section will show your access to this item. Because access is hierarchical, you will also have access to any items under that certificate, such as job check applications.

For more information on sharing levels, see section 6.1 Sharing accredited employer details

Items that you have created:

- show Application created by in the User with Access column
- have no email address in the Email Address column.

ese are the organisations you o check applications under th	I have created or that have be ese organisations.	en shared with you. You ha	ve access to the accreditati	on certificates, accreditation	applications, a
				Search	٩
User with Access 🕇	Organisation	Date Shared	Email Address	Sharing ID	Options
Application created by	COMPANY LIMITED	31 Jul 2024 2:22 PM		CSC-H5S7T6-2023- -04531	

Items that have been shared with you:

- show your name in the User with Access column
- have your email address in the **Email Address** column.

ese are the accreditation cert eck applications under the ac	ificates that you have created or ccreditation certificates.	that have been shared wit	h you. You have access to the	accreditation certificates	and all job
				Search	٩
User with Access 🕈	Accreditation Approval	Date Shared	Email Address	Sharing ID	Options
John Doe	COMPANY LIMITED Standard employer accreditation	01 Aug 2024 1:20 PM	john.doe@example.com	CSC-H5S7T6-2023- -04531	~

Remove your access to employer accreditation items

SUMMARY

You can remove your own access to an organisation's accreditation items.

When you remove your access via any of the sections on the *Manage my access* page, you lose access to every item under the organisation. You cannot remove your access to specific accreditation items while retaining access to others.

Note

If you are the access administrator for an organisation, you cannot remove your own access to any of the organisation's accreditation items.

To remove your access to these items, you need to assign access administrator rights to another user first. See <u>6.1.1 Manage access to organisations</u>.

STEPS

To remove your own access to an organisation's employer accreditation items:

- 1. Log in to <u>Immigration Online</u>.
- 2. On the Employ migrants tab, go to the Manage my access section.
- 3. Select Manage my access. The Manage my access page opens.
- 4. Find the item that shows your access.
- 5. In the **Options** drop-down list, select **Remove all access**.

These are the accreditation cert check applications under the ac	ificates that you have created or creditation certificates.	that have been shared wit	h you. You have access to the a	accreditation certificates	and all job
				Search	٩
User with Access 🕇	Accreditation Approval	Date Shared	Email Address	Sharing ID	Options
John Doe	COMPANY LIMITED Standard employer accreditation	01 Aug 2024 1:20 PM	john.doe@example.com	CSC-H5S7T6-2023- -04531	

RESULT

You no longer have access to any of the items under the organisation.

6.2 Apply for employer accreditation (employers)

For information and checklists to help you apply for accreditation, visit the INZ website:

- → The accreditation process Immigration New Zealand
- → How to apply for AEWV employer accreditation Immigration New Zealand
- → How we define franchisees and controlling third parties Immigration New Zealand

To start an employer accreditation application:

- On the Employ migrants page, go to the My accredited organisations section.
- Select Get accreditation.
- Complete and submit the online form and pay the employer accreditation fee.

You can view **Draft accreditation applications** and **Submitted accreditation applications** on the **Manage employer accreditations** page.

To continue working on a draft accreditation application, select **Continue**.

To withdraw a submitted accreditation application, select **Request withdraw** from the **Options** drop-down list.

To view a submitted accreditation application, select **View application** from the **Options** dropdown list. The **Employer accreditation application summary** page opens and displays details of the application, including the status.



IMMIGRATION	U							
My dashboard	My visas	Employ migrants	My spon	sorships				
iy dashboard > Emplo	y migrants > Manage e	employer accreditation:	5					
Manage	employe	er accreo	ditatio	ns				
Draft accred	itation appl	ications						
elect Continue to work o rganisation, select Get a n My organisations.	n an existing applicatio ccreditation. If you war	on. You can share or de It to renew your emplo	lete the application yer accreditation, g	n using the Opti go to the Organis	ons dropdown. To sation details pag	get employer e using the Vie	accreditation for a ne ew organisation optio	ew n
				<u>-</u>	earch this list	٩	GET ACCREDITATION	
Organisation	Reference	ID Cre	ated on 🕇	Modified	on	Action	Options	
GREEN UMBRELLA LIMITE	D PR0000642	97Y052 19	Jul 2022 1:17 PM	19 Jul 202	2 1:28 PM	CONTINU	JE	Share application Delete application Manage access
jubmitted a	ccreditation	1 applicatio	ns					
isplays accreditation ap elect the All items dropo	plications you have sul lown to filter by Status.	omitted and submitted Use the Options dropc	applications share lown to identify act	d with you. Click tions you can tal	on the headers t ke.	o update the o	order of applications o	or
						Searc	th this list Q	
🔳 All Items+								
I All Items →	NZBN	Accreditation Ty	pe	Submitted O	n ♦ Stat	us	Options	
All Items Organisation UNDER GREEN UMBRELLAS LIMITED	NZBN 9429038530531	Accreditation Ty High Volume emp accreditation	pe loyer	Submitted O	n 🔸 Stat	us er Assessment	Options	View application

When accreditation is granted, the **Employer accreditation certificate** is available to view in the **My granted accreditations** section on the **Employ migrants** page.

From here, accredited employers can select **Request a job check**, which starts a new application for the next step in the AEWV process. See section <u>6.3 Request a job check (employers)</u> below.

Employe	or accrodit:	ation c	ortificat	-0			
ΞΠΡΙΟΥΘ			ertincat	Le			
Organisatio	n details						
Organisation name	STAR BAY LIMITED						
ZBN	9429037750206						
Accreditation type	Standard employer accred	ditation					
expiry date	04 Jul 2023						
Draft job ch jelect Continue to work Iropdown.	eck application on an existing application or F	IS Request a job check	< to start a new applic	ation. You can share Search	or delete th	e application	using the Optic TA JOB CHECK
Draft job ch Select Continue to work dropdown. Name	eck application on an existing application or F Reference ID	IS Request a job check Created on ↓	s to start a new applic Modified on	ation. You can share Search	or delete th Q Action	e application	using the Option T A JOB CHECK Options
Draft job ch iselect Continue to work iropdown. Name There are no records to Submitted j Click on the headers to can take.	eck application on an existing application or F Reference ID display. job check applic update the order of applicatio	IS Request a job check Created on + Created on +	to start a new applic Modified on	ation. You can share Search	or delete th Q Action	ropdown to ide	I A JOB CHECK Options
Draft job ch Select Continue to work dropdown. Name There are no records to Submitted j Click on the headers to can take. III Items -	eck application on an existing application or F Reference ID display. OD Check applic update the order of applicatio	IS Request a job check Created on +	to start a new applic Modified on	ation. You can share Search	or delete th Q Action e Options di	ropdown to ide	entify actions y

Important note: As stated in the application declaration, if there is any change to key people or the business structure of your organisation after you have submitted your accreditation application, you must advise INZ within 10 working days. Contact the Customer Service Centre as necessary.

6.2.1 Renew employer accreditation

To renew your accreditation, go to **My accredited organisations** on the **Employ migrants** page. Select **View organisation** from the **Options** drop-down list for the relevant organisation. The **Organisation details** page displays. Select **Renew accreditation**, then complete and submit the online form and pay the fee.

You can renew your accreditation at any time.

Important note: When we approve your renewal application, your application status will change to **Draft** for around 10 minutes while Immigration Online processes the approval. During this time, you will be unable to create job checks and send job requests to migrant workers. Please wait 15 minutes and then refresh your browser window.



6.2.2 Upgrade accreditation from standard to high volume

To upgrade your accreditation from standard to high volume:

- select the relevant accreditation in the My granted accreditations section on your Employ migrants page
- select Upgrade accreditation from the Options drop-down list

My granted acc	reditations				
Displays granted accreditation: check or Upgrade your accredit	s for your organisations ar tation.	nd granted accreditations that have bee	en shared with you. Use th	ne Options drop down t	to Request a job
📕 All Items+				Search	Q
Organisation name 🕇	NZBN	Accreditation type	Status	Expiry date	Options
Capybaras united		Standard employer accreditation	Active	12 Aug 2023	✓ View accreditation
					Share accreditation
Manage accred	itations				Upgrade accreditation
Manage accred	itations				Request a job check

Result: The Employer accreditation application summary page displays.



My dashboard	My visas	Employ migrants	My sponsorships	
My dashboard > Em	ploy migrants > Mana	ge employer accre > EA000	01303 Capybaras united	
EAoood	01303 Ca	apybaras u	nited	
Download application	\rightarrow <u>View receipts</u>	→ Edit primary contact	\rightarrow Upgrade accreditation	See processing times

• select the **Update accreditation** top-of-page link. Complete and submit the **Upgrade** accreditation online form and pay the upgrade fee.

Upgrade accreditation	Immigration assistance	Review and declare
Upgrade accredita	ition	
We use the information you enter in this section to c	onfirm that you want to upgrade your organisation's acc	reditation.

6.2.3 Change accreditation type

You can upgrade your accreditation from standard to high volume on the Employer accreditation application summary page. See section <u>6.2.2 Upgrade employer accreditation from standard to high volume</u>.

For all other changes to accreditation type, you must renew your accreditation and pay the full accreditation fee.

When you renew your accreditation, you can choose the right accreditation type for your organisation. You can renew your accreditation at any time.

For information on how to renew your accreditation, see section <u>6.2.1 Renew employer</u> accreditation.

6.2.4 Request reconsideration of a decline decision (Employer Accreditation)

If your accreditation application is declined, you can request reconsideration of the decline decision within 14 calendar days of receiving the decision. Your organisation is deemed to have received the decision three working days after the notification about the decision was emailed to your organisation's contact person.

To request reconsideration of a decline decision for your employer accreditation application:

- 1. Log in to <u>Immigration Online</u>.
- 2. Go to the **Employ migrants** tab.
- 3. In the Manage accreditations section, select Manage accreditations.
- 4. Check the **Submitted accreditation applications** section to find your declined application.
- 5. In the **Options** drop-down list, select **View application**. The Employer accreditation application summary page opens.
- 6. At the top of the page, select **Request reconsideration**.

7. Complete and submit the online form and pay the fee.

Note: If the 14-day reconsideration period has ended, the **Request reconsideration** link will not display on the Employer accreditation summary page.

Requests for reconsideration are reviewed by a different immigration officer from the one who made the decline decision. When your reconsideration request has been decided, you will be notified by email that a decision letter is available for review in your Immigration Online account.

6.3 Request a job check (employers)

You need to meet certain requirements before you apply for a job check, including advertising the role in some circumstances.

For information and a checklist to guide you through the job check application process, visit the INZ website:

→ How to apply for a Job Check — Immigration New Zealand

To start a job check application:

- On the Employ migrants page, go to the My granted accreditations section.
- In the **Options** drop-down list, select **Request a job check**.
- Complete and submit the online form and pay the job check fee.

You can view **Draft job check applications** and **Submitted job check applications** on the **Manage job checks** page.

To continue working on a draft job check application, select **Continue**.

To withdraw a submitted job check application, select **Request withdraw** from the **Options** dropdown list.

To view a submitted job check application, select **View application** from the **Options** drop-down list. The **Job check application summary** page opens and displays details of the application, including the status, accreditation type, and supporting documents. The **Approved jobs** section records all jobs included in an approved job check application.

NEW ZEALA	ND				ৎ	LOG OUT
y dashboard	My visas	Employ migrants	My spons	orships		
Ay dashboard > Em	ploy migrants > Manage	job checks				
Manage	e job che	cks				
)raft job c elect Continue to wo elect View organisati	heck applicat rk on an existing applicati on or View accreditation f	tions ion. You can share or delet from the Employ migrants (e the application page.	using the Options dropdown. T	o create a new job check	application,
					Search	Q
Organisation	Job title	Reference ID C	created On 🕹	Modified On	Action	Options
CATAMAD INVESTMENTS LIMITED	Draft JC - Test ID 74520	PR000083863W5G6 0	18 Dec 2022 10:10	08 Dec 2022 10:14 AM	CONTINUE	•
Submitted hisplays job check ap elect the All items dr I All Items •	job check ap plications you have subm opdown to filter by Status	plications itted and submitted applic s. Use the Options dropdov	ations shared wit	h you. Click on the headers to n ons you can take.	update the order of appli Search	cations or
Organisation	Job Title	Application ID	Number of positions	Submitted On ↓	Status	Options
CATAMAD INVESTMENTS LIMITED	Under Assessment JC - Te ID 74520	2st JC00001491	20	08 Dec 2022	Under Assessment	✓ View application
CATAMAD INVESTMENTS LIMITED	Approved JC - Test ID 745	20 JC00001490	20	08 Dec 2022	Approved	View receipts Share application Request withdraw

Approved jobs

A record will display here for each of the jobs included in an approved job check application. The requested candidate must have submitted their work visa application before the expiry date (six months from approval of the job check).

🔳 All Items -

Job title	Application ID	Expiry date 🕇	Candidate	Job token type	Status	Options
ICT Project Manager	JC00002418	09 May 2024		New token	Ready to Request	~
ICT Project Manager	JC00002418	09 May 2024		New token	Ready to Request	•
CT Project Manager	JC00002418	09 May 2024	Jane Doe	New token	Request Sent	~

6.4 Request a migrant worker to apply for an AEWV (employers)

After your job check has been approved, you will receive a job token for each position included in the job check application.

Job tokens display in the **Approved jobs** section on the following pages:

- The Employer accreditation certificate page
- The Job check application summary page

To view job tokens:

- 1. Log in to <u>Immigration Online</u>.
- 2. Open the Employer accreditation certificate page:
 - a. On the Employ migrants tab, go to the My granted accreditations section.
 - b. Find the accreditation that you want to open.
 - c. In the **Options** drop-down list, select **View accreditation**. The Employer accreditation certificate page displays.
- 3. Go to the Approved jobs section.

≣ All Items -						
Job title	Application ID	Expiry date 🕇	Candidate	Job token type	Status	Options
ICT Project Manager	JC00002418	09 May 2024		New token	Ready to Request	~
ICT Project Manager	JC00002418	09 May 2024		New token	Ready to Request	~
CT Project Manager	JC00002418	09 May 2024	Jane Doe	New token	Request Sent	~

Job tokens that can be used to send a request have a Status of Ready to request.

You can use each of these job tokens to send a request for a migrant worker to apply for an AEWV. See 6.4.1 Send a request using a new job token.

6.4.1 Send a request using a new job token

Job tokens display in the **Approved jobs** section on the following pages:

- The Employer accreditation certificate page
- The Job check application summary page

Job tokens that can be used to send a request have a Status of Ready to request.

You can use each of these job tokens to send a request for a migrant worker to apply for an AEWV.

To send a request:

- 1. Log in to <u>Immigration Online</u>.
- 2. Open the Employer accreditation certificate page:
 - a. On the **Employ migrants** tab, go to the **My granted accreditations** section.
 - b. Find the accreditation that you want to open.
 - c. In the **Options** drop-down list, select **View accreditation**. The Employer accreditation certificate page displays.
- 3. Send the request:
 - a. On the Employer accreditation certificate page, go to the **Approved jobs** section.
 - b. Find the job token that you want to use to send the request.
 - c. In the **Options** drop-down list, select **Send request**.

≣ All Items+						
Job title	Application ID	Expiry date 🕇	Candidate	Job token type	Status	Options
ICT Project Manager	JC00002418	09 May 2024		New token	Ready to Request	•
ICT Project Manager	JC00002418	09 May 2024		New token	Ready to Request	Send reques
CT Project Manager	JC00002418	09 May 2024	Jane Doe	New token	Request Sent	~

After you select **Send request**, the **Send request to candidate to apply for a visa** pop-up window displays. Enter the name and email address of the migrant worker, and then select **Send request**.

Send request to candidate to apply for a visa ×
Complete name and email address and select Send request. This will automatically send an email to the candidate with the details they need to apply for an Accredited Employer Work Visa for the selected job.
Name This is the candidate's name that will display in your Approved jobs grid. Jane Doe
Email address This email address will be used to communicate with your candidate. Please provide an email address that they use regularly and check that you have entered it accurately. janedoe@example.com
SEND REQUEST

After you send the request:

- We send an email to the migrant worker, telling them that you have sent them a request to apply for a further AEWV. This email contains a unique link, also known as a job token. The migrant worker can use this link to log in to Immigration Online, accept the request, and apply for an AEWV.
- The **Status** of the job token you used changes to **Request sent**.

To resend the request, see section 6.4.3 Resend a request.

To withdraw the request, see section 6.4.4 Withdraw a request.

6.4.2 Send a request reusing a job token

As an employer, you can support your employees to apply for their visa length balance by reusing an existing job token if the employee meets specific eligibility requirements.

For more information, go to the INZ website:

➔ Reusing job token

Requests that reuse a job token are sent from the **Migrant workers with visas** section on the following pages:

- The Employer accreditation certificate page
- The Job check application summary page

You can send a request reusing a job token only if:

- you hold an active employer accreditation, and
- your employee currently holds an AEWV.

To send a request reusing a job token:

- 1. Log in to <u>Immigration Online</u>.
- 2. Open the Employer accreditation certificate page:
 - a. On the **Employ migrants** tab, go to the **My granted accreditations** section.
 - b. Find the accreditation that you want to open.
 - c. In the **Options** drop-down list, select **View accreditation**. The Employer accreditation certificate page displays.
- 3. Send the request:
 - a. On the Employer accreditation certificate page, go to the **Migrant workers with visas** section.
 - b. Find the employee that you want to send the request to.
 - c. In the **Options** drop-down list, select **Send request**.

ligrant worker record will display here for ea	S with visas Ich migrant worker who has been issu	ed a visa for an approved job.		
Visa applicant	Issue date	Entry type	Action	Options
Joe Bloggs	30 Oct 2023	Multiple	Download e-visa	
				Send request

After you select **Send request**, the **Send request to apply for further AEWV** pop-up window displays. Enter the name and email address of the employee, and then select **Send request**.

Send request to apply for further AEWV ,	ĸ
You are reusing a job token to send an employee a request to apply for a further Accredited Employer Work Visa (AEWV). If granted, this further AEWV will allow your employee to continue working in the same role for longer.	
Your employee must meet specific requirements to be eligible for this further AEWV. They must also meet the general AEWV requirements, which may have changed since they last applied for an AEWV.	e
Check whether your employee meets these requirements.	
Warning: If your employee does not meet these requirements, their application will likely be declined.	
Name	
Joe Bloggs	
Email address	
j <u>oebloggs@example.com</u>	
This email address will be used to communicate with your candidate.	
SEND REQUEST	

After you send the request:

- We send an email to your employee, telling them that you have sent them a request to apply for a further AEWV. This email contains a unique link, also known as a job token. The employee can use this link to log in to Immigration Online, accept the request, and apply for the further AEWV.
- The **Options** drop-down list for that employee no longer displays in the **Migrant workers** with visas section.
- The reused job token is added to the **Approved jobs** section with a **Job token type** of **Reused token** and a **Status** of **Request sent**.

pplication before 1	y here for each of the jobs the expiry date (six month	s included in an approve is from approval of the j	d job check applicatio ob check.)	n. The requested candidat	e must have submitted t	heir work visa
📕 Request Sent	-				Search	٩
Job title	Application ID	Expiry date 🕇	Candidate	Job token type	Status	Options
Physicist	JC00001769		Joe Bloggs	Reused token	Request Sent	~

To resend the request, see section 6.4.3 Resend a request.

To withdraw the request, see section 6.4.4 Withdraw a request.

If you withdraw the request, the **Options** drop-down list will once again display for that employee in the **Migrant workers with visas** section. You can then send the request again.

6.4.3 Resend a request

If you want another email notification to be sent to a migrant worker that you have previously sent a request to, you can resend the request.

Requests are resent from the **Approved jobs** section on the following pages:

- The Employer accreditation certificate page
- The Job check application summary page

To resend a request:

- 1. Log in to Immigration Online.
- 2. Open the Employer accreditation certificate page:
 - a. On the Employ migrants tab, go to the My granted accreditations section.
 - b. Find the accreditation that you want to open.
 - c. In the **Options** drop-down list, select **View accreditation**. The Employer accreditation certificate page displays.
- 3. Resend the request:
 - a. On the Employer accreditation certificate page, go to the **Approved jobs** section.
 - b. Find the request that you want to resend.
 - c. In the **Options** drop-down list, select **Resend request**.

			, .			
Request Sent					Search	٩
Job title	Application ID	Expiry date 🕇	Candidate	Job token type	Status	Options
Physicist	JC00001769		Joe Bloggs	Reused token	Request Sent	•
ICT Project	JC00002319	14 Feb 2024	Jane Doe		Request Sent	~

After you select **Resend request**, the **Resend request to candidate to apply for a visa** pop-up window displays.

Before you resend the request, check the email address of the candidate.

- If the email address is correct, select Resend request.
- If the email address is incorrect, close the pop-up window. Then withdraw the request and send it again. See <u>6.4.4 Withdraw a request</u> and <u>6.4.1 Send a request using a new job token</u>.

Resend request to candidate to apply for a visa							
Check this email address before you resend. If it is incorrect, close this window, select the Withdraw request option from the Approved jobs grid and use the Send request option to send to the correct email address.							
Name Jane Doe Email address janedoe@example.com							
RESEND REQUEST							

6.4.4 Withdraw a request

In some situations, you may want to withdraw a request that you have sent to a migrant worker.

Example

The email address that the request was sent to is incorrect, and you want to withdraw the request so that you can send it to the correct email address.

Requests are withdrawn from the **Approved jobs** grid on the following pages:

- The Employer accreditation certificate page
- The Job check application summary page

Requests can be withdrawn only if the migrant worker has not yet submitted their AEWV application.

To withdraw a request:

- 1. Log in to Immigration Online.
- 2. Open the Employer accreditation certificate page:
 - a. On the **Employ migrants** tab, go to the **My granted accreditations** section.
 - b. Find the accreditation that you want to open.
 - c. In the **Options** drop-down list, select **View accreditation**. The Employer accreditation certificate page displays.
- 3. Withdraw the request:
 - a. On the Employer accreditation certificate page, go to the **Approved jobs** section.
 - b. Find the request that you want to withdraw.
 - c. In the **Options** drop-down list, select **Withdraw request**.

olication before	the expiry date (six mont	ns from approval of the	job check.)			
Request Sent	t v				Search	٩
Job title	Application ID	Expiry date 🕇	Candidate	Job token type	Status	Options
ICT Project Manager	JC00002319	14 Feb 2024	Jane Doe		Request Sent	~

After you select **Withdraw request**, the **Withdraw request** pop-up window displays. To confirm the withdrawal, select **Withdraw**.

Withdraw request	×
Are you sure you want to withdraw the request? The candidate you sent this request to will not be able to submit a visa applic	cation.
WITHDRAW CAT	VCEL

After you withdraw the request:

- If you withdrew a request that was sent with a new job token:
 - \circ $\;$ The migrant worker will no longer be able to submit their AEWV application.
 - That job token will become available for you to send again.
 - The **Status** of the job token will change to **Ready to request**.
- If you withdrew a request that was sent with a reused job token:
 - The migrant worker will no longer be able to submit their further AEWV application.
 - That job token will be removed from the **Approved jobs** section.
 - That job token will become available for reuse.

 The **Options** drop-down list will display in the **Migrant workers with visas** section for the employee whose visa is linked to that job token. You can now reuse the job token to send a request to that employee. See <u>6.4.2 Send a request reusing a</u> job token.

6.5 Notify us that a migrant worker has left your employment

SUMMARY

If your current accreditation was approved, renewed, or upgraded on or after 7 April 2024, you must notify Immigration New Zealand (INZ) within 10 working days if:

- a migrant worker leaves your employment, and
- that migrant worker has at least one month left on their Accredited Employer Work Visa (AEWV).

To notify INZ that a migrant worker has left your employment, open the *Employer accreditation certificate* page, go to the **Migrant workers with visas** section, and select **Notify INZ that employment has ended**.

Note: To notify INZ that a migrant worker has left your employment, you must have access to your organisation's Accreditation certificate. This certificate displays on the **Employ migrants** page, in the **My granted accreditations** section.

If you do not have access to this certificate, you can:

- ask someone in your organisation to share it with you, or
- ask someone with access to the certificate to notify INZ that the migrant worker has left your employment.

STEPS

To notify INZ that a migrant worker has left your employment:

- 1. Log in to Immigration Online.
- 2. Go to the **Employ migrants** tab.
- 3. Go to the My granted accreditations section.
- 4. Find your accreditation.
- 5. In the **Options** drop-down list, select **View accreditation**. The *Employer accreditation certificate* page opens.
- Go to the Migrant workers with visas section. To change the view to display only migrant workers that hold a current AEWV but for whom no notification has been sent, select AII Visas, and then select Active Visas Not Notified.

Migrant workers with visas

A record will display here for each migrant worker who has been issued a visa for an approved job. To notify Immigration New Zealand when a migrant leaves their job, select Notify INZ that employment has ended from the Options drop down.

I∎ All Visas+					Search	٩
All Visas Active Visas Not Not	ified ob title	Issue date 🕇	Entry type	Notification submitted (date)	Action	Options
John Doe	Drainer	05 Jun 2024	Multiple		Download e- visa	~
Jane Doe	Physicist	30 Oct 2023	Multiple		Download e- visa	~

- 7. Find the migrant worker who has left your employment.
- 8. In the Options drop-down list, select Notify INZ that employment has ended.

Migrant work A record will display here their job, select Notify INZ	Kers with N for each migrant wo that employment h	risas rker who has been issued a visa as ended from the Options drop	for an approved job. down.	To notify Immigration Ne	ew Zealand when a n	nigrant leaves
📕 All Visas 🗸					Search	٩
Visa applicant	Job title	Issue date 🕇	Entry type	Notification submitted (date)	Action	Options
John Doe	Drainer	05 Jun 2024	Multiple		Download e- visa	▼ Send request
Jane Doe	Physicist	30 Oct 2023	Multiple		Download e- visa	Notify INZ that employment has ended

RESULT

Your notification is sent to INZ, and the date that you sent the notification displays in the **Notification submitted (date)** column.

6.6 Apply for an AEWV (migrant workers)

You must have received an offer of employment and a request from an employer to apply for an AEWV. For more information about the visa, go to the INZ website:

➔ Accredited Employer Work Visa

More information is available in a checklist to guide you through the application process:

➔ Applying for a visa: checklist for migrant workers

When you receive an email from INZ, click on the link. The following message displays.

Sign in	Register Work Visa Request	
Accept request Once you select signed in, your your application	apply for an Accredited Employer Work Visa t 'Accept request', you will be directed to sign in to Immigration Online using a RealMe login. When you have draft Work visa application will appear under the My visas tab and you can select continue to start completin n.	e n g
Token numbe	de19dab6-4fdc-4fde-a2f0-06a8673de224	
	Accept request	

After you have selected **Accept request** and logged in to Immigration Online you will see the job details under the **AEWV confirmation** section in your **My visas** page.

Select **Open** to start your application for an AEWV. The **Before you start** page displays, from where you can start your application. The online visa application will include some pre-populated information from details the employer has provided about the job. Otherwise, the process is largely as outlined in earlier sections of this user guide.

NEW ZEALAND			
My dashboard My visas Emp	loy migrants	My sponsorships	
My dashboard > My visas			
My visas			
AEWV confirmation			
Select the Open button to view and confirm the job det	tails.		
Reference ID	Candidate name	e	Action
PR000062779Q0T9	Jennifer Lawren o	e	OPEN

AEWV applicants and visa holders can share their information outside of their employer, as outlined in section <u>2.1 Sharing</u>.