

## Appendix A

DOIA – 2324-0467 – Simon Laurent

Bookmark*	Document
1	Consider and decide EOI SOP
2	Assess eligibility SOP
3	Case studies**
4	Parent Resident visa – facilitator guide (in scope material)
5	Parent Resident visa - Workshop (in scope material)
6	Assessment templates

\*Please use bookmarks on the left side of the screen for easier navigation.

\*\*Please note that case studies are based on real applicants, however, the identifying information has been amended or withheld under s9(2)(a) of the Act.

# Out of scope

See Also

- [Expression of Interest \(EOI\)](#)
- [Consider and Decide EOI](#)
- [Re-submit EOI](#)
- [Update EOI](#)
- [Withdrawal and Refund EOI](#)

## Consider and Decide EOI

Date Published: 30 MAY 2023

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### When to use

When determining whether to issue an invitation to apply (ITA) for a Parent Category residence visa.

### Role

- Immigration Officer (IO)
- Senior Immigration Officer

### Guidelines

The decision to issue an ITA for a residence visa under the Parent Category is based on a quick, high-level consideration of the information provided in the EOI.

All information provided at EOI stage is taken at face value. At this stage, an IO is considering whether the claims in the EOI are credible and sufficient to meet the requirements of the Parent Category. A full assessment of the requirements is undertaken at the application stage.

Follow the guidelines in Immigration Administration Circular ([IAC 14-01](#)) for considering a Parent Category EOI.

Consideration of EOIs drawn from the ballot pool should be completed within 10 working days.

EOIs from the queued pool should be completed prior to the next ballot.

Whilst not applicants, for the purpose of this SOP, principal applicant (PA), will refer to the principal parent and secondary applicant (SA) will refer to their partner.

### Related Resources

- [IAC 14-01](#)

### Assessment Template

Use the [Parent Category EOI Credibility Check Template](#) to detail findings of the credibility check.

### Prerequisite

The principal applicant's AMS record (Client Details screen) is open.

### Steps

1. Check status of the PA, and SA if applicable, in AMS

If...	Then...
The status of the PA and SA in AMS is IN or	Go to <b>Step 2</b>

OUT and they do not hold a resident visa	
The PA currently holds a resident visa Or The PA and the SA hold a resident visa	The client will not be invited to apply as they already hold residency. The outcome email should explain this.  • Go to <b>Step 8</b>
The SA (if applicable) holds a resident visa	• Note the concern  • Go to <b>Step 2</b>
The PA status in AMS is DEAD or information has been provided indicating they have died	See <a href="#">Visa Pak 362</a> Go to <b>Step 8</b>
The PA/SA status in AMS is UNLI	They will not be able to apply for a resident visa –until UNLI status is resolved See section 169 of the Immigration Act 2009.  • Note the concern  • Go to <b>Step 2</b>

**2. Locate EOI forms**

- In AMS, note the EOI application number

If...	Then...
The EOI was "accepted" before 12 October 2022	Access the MAKO folder named <a href="#">Parent (Queue) EOI</a>  • Search for the client using their application number  • Open the relevant folder to access the forms
The EOI was "accepted" on or after 12 October 2022	• Access the MAKO folder named <a href="#">Parent (Ballot) EOI</a>  • Search for the client using their application number  • Open the relevant folder to access the forms

**3. Review the information supplied in the relevant forms**

- Review all EOI forms attached.
- Refer to the information in the most recent form when completing the credibility check.
- The forms are:
  - INZ EOI form (INZ1202)
  - INZ Resubmission of EOI form (INZ1374)
  - INZ EOI update form (INZ1249)

If...	Then...
Only INZ EOI form (INZ1202) has been submitted	Go to <b>Step 4</b>
INZ EOI form (INZ1202) has been submitted with either, INZ Resubmission of EOI form (INZ1374) Or INZ EOI update form (INZ1249)	• Use the information in the most recent form when completing the credibility check. (This will usually be INZ1374 or INZ1249).  • Go to <b>Step 4</b>

**4. Check the information provided matches the information in AMS**

If the client bio details or identity documents in the most recent EOI form...	Then...
are consistent with the details held in AMS	Go to <b>Step 5</b>

are inconsistent with the client details in AMS And The EOI form has been updated more recently than AMS	<ul style="list-style-type: none"> <li>Check evidence that satisfies the new information (i.e., marriage certificate for name change)</li> <li>Update AMS to match new information</li> </ul> <p>See SOP <a href="#">Edit Identities in AMS</a></p> <ul style="list-style-type: none"> <li>Go to <b>Step 5</b></li> </ul>
are inconsistent with the client details in AMS And The information in AMS is more recent	<ul style="list-style-type: none"> <li>Note the Concern</li> <li>Go to <b>Step 5</b></li> </ul>

**5. Consider all requirements**

- Complete a prima facie (take at face value) check of all requirements, based on information that is readily available.
- Refer to the EOI forms as the primary source of information however, if relevant information comes to light from other sources e.g., AMS warnings, this information may inform the outcome.
- Follow guidelines in paragraphs 7-17 of IAC [14-01](#) <sup>□</sup> for considering a Parent Category EOI.

**a. Health requirements**

If, on face value...	Then...
The PA (and SA) meets the health requirements Or The PA and/or SA has a medical condition but is eligible for a medical waiver as per A4.60	Go to <b>Step 5b</b>
The SA does not meet health requirements because they have a condition listed in A4.60(a) and are therefore not eligible for a medical waiver	<ul style="list-style-type: none"> <li>Note the concern</li> <li>Go to <b>Step 5b</b></li> </ul>
The PA does not meet health requirements because they have a condition listed in A4.60 and are therefore not eligible for a medical waiver	<ul style="list-style-type: none"> <li>Note the concern</li> <li>Go to <b>Step 5b</b></li> </ul>

**a. Character requirements**

If, on face value...	Then...
The PA (and SA) meets the character requirements	Go to <b>Step 5c</b>
The SA does not meet the character requirements	<ul style="list-style-type: none"> <li>Note the concern</li> <li>Go to <b>Step 5c</b></li> </ul>
The PA does not meet character requirements as they are a person described by section 15 or 16 of the <a href="#">Immigration Act 2009</a> .	<ul style="list-style-type: none"> <li>Note the concern</li> <li>Go to <b>Step 5c</b></li> </ul>

**a. English language requirements**

Parent Category applicants must meet the minimum standard of English or the requirements to pre-purchase English for speakers of other languages (ESOL) tuition – see F4.25(a).

At EOI stage, it is sufficient for the applicant(s) to indicate that they meet this requirement though evidence or agreement to pre-purchase ESOL tuition.

Go to **Step 5d**.

**a. Dependent child(ren) requirements**

If, on face value...	Then...
The PA (and SA) has no dependent children as set out in Immigration Instructions F4.20	<ul style="list-style-type: none"> <li>Go to <b>Step 5e</b></li> </ul>

The PA and/ or SA has a child who will still be considered a dependant after the 4-month ITA period	<ul style="list-style-type: none"> <li>• Note the concern</li> <li>• Go to <b>Step 5e</b></li> </ul>
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**a. Sponsor’s eligibility**

If, on face value...	Then...
The sponsor(s) meet the sponsorship requirements as set out in F4.35.1	Go to <b>Step 6</b>
Sponsor income is not declared because they previously relied on the Tier One option for guaranteed lifetime income or settlement funds, or Sponsor income is declared at a level below current requirement	<ul style="list-style-type: none"> <li>• Note the concern</li> <li>• Go to <b>Step 6</b></li> </ul>
The sponsor(s) does not meet the sponsorship requirements as set out in F4.35.1	<ul style="list-style-type: none"> <li>• Note the concern</li> <li>• Go to <b>Step 6</b></li> </ul>

**6. Send Request for further information (RFI)**

While the consideration of an EOI should be a quick face value check of the claims made in the EOI and there is not normally a requirement to seek further information, in rare cases it may be appropriate to contact the applicant(s) before making a decision as to whether to issue an ITA.

Consider any concerns that have been noted. See SOP Request additional information

If the concern is...	Then...
The PA or SA is UNLI And Based on your assessment they would meet the requirements for an ITA if this were resolved	Go to <b>Step 7</b>
The PA or SA is UNLI And based on your assessment would not meet the requirements for an ITA if this were resolved	<ul style="list-style-type: none"> <li>• Make a note to inform the applicant(s) of their UNLI status</li> <li>• Go to <b>Step 8</b></li> </ul>
The PA does not meet health requirements because they have a condition listed in A4.60 Or The PA does not meet character requirements as they are a person described by section 15 or 16 of the <a href="#">Immigration Act 2009</a> .	<ul style="list-style-type: none"> <li>• Make a note to inform the applicant that they do not meet the criteria for an ITA.</li> <li>• If the SA meets the criteria as PA, inform the client of this and ask whether they would like to proceed with only the SA.</li> <li>• Go to <b>Step 8</b></li> </ul>
The PA and/ or SA has a dependent child	<ul style="list-style-type: none"> <li>• Make a note to inform applicant(s) that they do not meet criteria to be issued an ITA</li> <li>• Go to <b>Step 8</b></li> </ul>
Sponsor income is not declared because they previously relied on the Tier One option for guaranteed lifetime income or settlement funds, or Sponsor income is declared at a level below current requirement	<ul style="list-style-type: none"> <li>• Use template E11 to send the PA or contact person an RFI to request an updated declaration that the sponsor meets the current requirements set out in F4.35.1</li> <li>• Attach the EOI update form (<a href="#">INZ1249</a>)</li> </ul>
Details provided in the EOI form are inconsistent with the client details in AMS And The information in AMS is more recent	<ul style="list-style-type: none"> <li>• Contact the PA and/or the contact person to request they complete INZ EOI update form (<a href="#">INZ1249</a>)</li> </ul>
The SA holds a residence visa OR The SA does not meet health requirements because they have a condition listed in A4.60 and are therefore not eligible for a medical	<ul style="list-style-type: none"> <li>• Send the PA or contact person an RFI to explain that since the SA has residence or does not meet the health/character requirements the ITA cannot be issued to update their EOI</li> <li>• Attach the EOI update form (<a href="#">INZ1249</a>)</li> </ul>

waiver  OR The SA does not meet the character requirements	<ul style="list-style-type: none"> <li>PA can then choose whether to update the form, removing the SA</li> </ul>
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- Allow 10 working days for updated information

If a response...	Then...
Is received in 10 working days And address the concerns	<ul style="list-style-type: none"> <li>Update AMS as necessary</li> <li>Go to <b>Step 8</b></li> </ul>
Is received in 10 working days and doesn't address the concerns OR Is not received	<ul style="list-style-type: none"> <li>Go to <b>Step 8</b></li> </ul> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p><b>Note:</b> If the RFI is relating to the SA. Explain in the RFI that an ITA cannot be issued as the SA does not meet criteria. Providing the relevant forms enables the client to reapply as a single applicant.</p> </div>

**7. Resolve UNLI status**

- RFI using TLS template E18a and email the request to the client
- In AMS notes, record:
  - that the EOI has been selected pending resolution of the UNLI status and correspondence has been sent to the client,
  - any given timeframes. Action must be taken by the PA/SA within 10 working days of contact being made

If...	Then...
After 10 working days no evidence has been received, or no section 61 request has been made	Go to <b>Step 8</b>
A section 61 request has been made within 10 working days of contact	<ul style="list-style-type: none"> <li>Contact <a href="mailto:s61@mbie.govt.nz">s61@mbie.govt.nz</a> and ask to be kept informed about the outcome.</li> <li>Hold the EOI until a decision has been made on the section 61 request.</li> <li>If after 10 Days the visa status has changed to <b>IN</b> or <b>OUT</b>, Go to <b>Step 8</b></li> </ul>

**8. Complete credibility check template**

- Complete the [EOI credibility check template](#)
- Copy and paste the document into AMS
- Print a copy
- Save the printed copy and add to the physical file (for paper applications only)

**9. Complete the determination screen in AMS**

No	Yes	Waive	In Progress	Description	Details
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Medical requirements met?	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Character requirements met?	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	English language requirements met?	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sponsor(s) eligible?	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Family relationship declared?	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sponsor(s) meet the income requirement?	

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Applicants do not have any dependent children?	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is secondary applicant the partner of the Principal Applicant?	BUSP ART
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exception to instructions	EXCP TYPE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All other requirements met?	

**Note:** requirements cannot be waived when considering an EOI. To issue an ITA the IO must be satisfied that each requirement can be met when the applicant applies for the resident visa.

If, on face value...	Then...
The PA (and SA) meets the requirements	Go to <b>Step 10</b>
The PA (and SA) does not meet the requirements	Go to <b>Step 12</b>

**10. Approve the EOI in AMS**

- Select the ITA button.



- Enter the ITA date so that 'Invitation to apply issued' is showing and the status updates to 'completed'.

**11. Create and send the ITA letter**

- In the AMS template letter system, access template letter E18 Parent Category ITA
- Follow the prompts to complete the letter
- Save letter as 'final'
- Save a version of the letter as PDF
- Open ITA email template
- Enter client details
- Attach
  - the ITA letter PDF
  - Parent Category Residence Application form (INZ 1206).
  - Sponsorship form for Residence for applications under the Parent Category (INZ 1024).
  - National Security check (If applicable)
- Remove references to forms that are not relevant to this visa type
- Email the ITA letter to the PA or relevant contact person as identified in their EOI
- **Go to Step 13**

**12. Do not issue ITA**

- Open the AMS template letter system and select the template letter E17 Parent Category EOI decline
- Follow the prompts to complete the letter
- Save the letter as 'final'.
- Email the letter to the PA or relevant contact person as identified in their EOI

**Note:** In the email to applicants who are UNLI. Inform them of their unlawful status and provide details on the steps they should take to resolve it [INZ website](#).

**13. Create AMS note**

- Create a note in AMS

If an ITA...	Then...
Is being issued	Paste the issue ITA email into the notes section with the heading 'ITA ISSUED'
Is not being issued	Add a note confirming EOI decline has been sent

END.

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# Global Process Manual

You are here: [Residence](#) > [Parent Category](#) > [Assess Eligibility](#)

## Assess Eligibility

Date Published: 30 MAY 2023  
 Classification: Unclassified

### When to use

When assessing an application for residence under the Parent Category F4.

### Prerequisites

- Use SOP – [Making and monitoring third party checks](#) to ensure all required third-party checks have been made prior to assessing the applicant’s eligibility, and that any requirements relating to these third party checks have been met.
- Ensure there are no identity concerns and that all identity requirements have been met.

### Role

- Immigration Officer (IO)
- Senior Immigration Officer

### Guidelines

Use this SOP, linked SOPs and the Parent Category Visa Assessment tools, to assess the applicant’s overall eligibility under this visa category.

### Related Resources

[Parent Resident Visa Assessment Tool](#)

### Steps

1. Consider risk and verification
  - Follow SOP Assess Risk and Conduct Verification
  - Consider the results as you assess eligibility
2. Identify whether there are secondary applicant(s) (SA) and if so, assess partnership

If there....	Then...
Is only one applicant	Go to <b>Step 3</b>
Are any secondary applicants	Partners may only be included when they meet criteria outlined in <b>R2.1.10</b> <ul style="list-style-type: none"> <li>• Check the applicant has provided evidence that they are in a genuine and stable relationship, and</li> <li>• Have provided evidence that they have been living together in a partnership for at least 12 months <b>R2.1.15</b></li> <li>• Note any concerns or missing evidence</li> <li>• Go to <b>Step 3</b></li> </ul>

3. Determine whether the applicant(s) has (or have) any dependent children

- Check the application form to determine whether the applicant(s) have any dependent children, as defined in [F4.20.1](#)
- Check the family tab in AMS to determine if there are any dependent children that INZ is aware of that may be undeclared.

If...	Then...
The applicant(s) does not have any dependent children	Go to <b>Step 4</b>
Any applicant has dependent children	<ul style="list-style-type: none"> <li>• Note this as potentially prejudicial information (PPI)</li> <li>• Go to <b>Step 4</b></li> </ul>

4. Assess whether the sponsor(s) meets the requirements

- Check evidence provided to assess whether the sponsor(s) meets the requirements as set out in F4.35:

a. Sponsor relationship to applicant(s)

- Check evidence provided to confirm family relationship

i.e. birth certificate, adoption papers etc. Evidence requirements can be found at F4.40.1

For joint sponsors, go to **Step 4b**

If there is only one sponsor and..	Then...
they are the adult child of the PA, as in F4.35.1(a)	Go to <b>Step 4c</b>
They are not the adult child of the PA as in F4.35.1(a)	<ul style="list-style-type: none"> <li>• Note the concern</li> <li>• Go to <b>Step 4c</b> <ul style="list-style-type: none"> <li>a. <b>Relationship between sponsors</b></li> </ul> </li> </ul> <p>To be considered eligible to sponsor a Parent Category application, joint sponsors must:</p> <ul style="list-style-type: none"> <li>◦ Both be considered adult children of the applicant(s) as set out in F4.35.1(a)(iii) or</li> <li>◦ be an adult child of the principal applicant and that child's partner as set out in F4.35.1(a)(ii)</li> </ul>
If the sponsors are....	Then...
the children of the applicant(s) as outlined in F4.35.1(a)(iii)	<ul style="list-style-type: none"> <li>• Check the applicant(s) has provided satisfactory evidence of relationship to the sponsors</li> <li>• If they have not provided sufficient evidence, make a note of the concern</li> <li>• Go to <b>Step 4c</b></li> </ul>
An adult child of the applicant and the child's partner	<ul style="list-style-type: none"> <li>• Check the applicant(s) has provided evidence that the sponsors are in a genuine and stable relationship, and</li> <li>• Have been living together in a partnership for at least 12 months</li> <li>• If they have not provided sufficient evidence, note the concern</li> <li>• Go to <b>Step 4c</b> <ul style="list-style-type: none"> <li>a. <b>Acceptable sponsor visa requirements</b></li> </ul> </li> </ul> <p>The sponsor(s) must meet requirements for acceptable sponsors who are natural persons as set out in R4.5(d)</p> <ul style="list-style-type: none"> <li>◦ Go to the sponsor or sponsors' Client details, Application and/or Visa tab(s) in AMS to check their visa status and/or citizenship</li> </ul>
If ...	Then...
The sole or both sponsors are New Zealand citizen(s) Or Holder(s) of a current residence visa including Australian Citizens AND They have held this status for at least 3 years preceding the date the application was made.	<ul style="list-style-type: none"> <li>• Go to <b>Step 4d</b></li> <li>• <b>Note:</b> For an Australian citizen to have held their status for at least 3 years, they must have remained in New Zealand that whole time or have applied for a variation of travel conditions to allow travel without affecting their residence status.</li> </ul>
Any sponsor does not meet the requirements stated above	<ul style="list-style-type: none"> <li>• Note the concern</li> <li>• Go to <b>Step 4e</b></li> </ul> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <p><b>Note:</b> If the NZ citizen status of the sponsor cannot be confirmed through</p> </div>

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	<p>INZ records you may consider contacting DIA at <a href="mailto:staykiwi@dia.govt.nz">staykiwi@dia.govt.nz</a> to confirm citizenship status. See <a href="#">Visa Pak Issue 253</a> <sup>23</sup> - Updating a client's status in AMS (VisaPak)</p> <p><b>a. Time in New Zealand</b></p> <p>Each sponsor must meet the requirements as set out in R4.5.d(iii)</p>
<b>If...</b>	<b>Then...</b>
The sponsor(s) has spent 184 days or more in New Zealand in the each of the 3 years preceding the date the application was made	Go to <b>Step 4e</b>
Any sponsor does not meet the requirements above And their time outside of New Zealand falls outside the above dates	<ul style="list-style-type: none"> <li>Note the concern</li> <li>Go to <b>Step 4e</b></li> </ul> <p><b>a. Other sponsorship criteria</b></p> <ul style="list-style-type: none"> <li>Check the Sponsorship form INZ 1024 questions A13-A18 and any relevant information held in AMS</li> </ul>
<b>If the sponsor(s) has said ...</b>	<b>Then...</b>
'no', to all questions and there are no concerns	<ul style="list-style-type: none"> <li>Go to <b>Step 4f</b></li> </ul>
'yes', to any of the questions Or there are any concerns that they do not meet the criteria	<ul style="list-style-type: none"> <li>Note the concern</li> <li>Go to <b>Step 4f</b></li> </ul> <p><b>a. Number of applicants</b></p> <p>One sponsor can sponsor up to 6 parents as per F4.35.1(e)</p> <ul style="list-style-type: none"> <li>Use the minimum acceptable income charts (F4.35.5.1) to understand the number of parents the applicant is eligible to sponsor</li> <li>Follow F4.35.5.15 to calculate the number of people being sponsored</li> </ul>
<b>If the sponsor(s)...</b>	<b>Then...</b>
Is eligible to sponsor the number of applicants included in the application (plus any parents they are already sponsoring)	Go to <b>Step 4g</b>
Is not eligible to sponsor the applicant(s) in the application	<ul style="list-style-type: none"> <li>Note the concern</li> <li>Go to <b>Step 4g</b></li> </ul> <p><b>a. Minimum income</b></p> <p>Sponsors must meet minimum income requirements as set out in F4.35.5 including meeting the income threshold for two 12-month periods in the 3 years prior to the EOI being selected</p> <ul style="list-style-type: none"> <li>Check whether the sponsor(s) has provided acceptable evidence of their income (F4.35.5.10)</li> <li>Check against the applicable the timeframes that the evidence has been provided for</li> </ul>
<b>If the sponsor(s)...</b>	<b>Then...</b>
Has provided acceptable evidence for the required timeframes AND meets the minimum income requirements	Go to <b>Step 5</b>

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<p>Appears to meet minimum income requirements but has not provided,</p> <ul style="list-style-type: none"> <li>• acceptable evidence, or</li> <li>• acceptable evidence for the required timeframes</li> </ul> <p>OR</p> <p>Acceptable evidence has only been provided for one sponsor</p> <p>OR</p> <p>Acceptable evidence has been provided for the required timeframe but sponsor(s) does not meet minimum income requirements</p>	<ul style="list-style-type: none"> <li>• Note concern</li> <li>• Go to <b>step 5</b></li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Both sponsors must meet all the above requirements to be eligible to sponsor an application</p> </div>
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**5. Determine whether the eligibility criteria have been met based on your initial assessment or whether concerns have been noted**

Have any concerns been noted for this application?	Then...
Yes	Go to <b>Step 6</b>
No	This application meets the criteria Continue assessing the application following the relevant SOP(s). <b>END.</b>

**6. Send request for further information (RFI) or PPI letter and consider response**

- Continue to assess all other aspects of the application (identity/ partnership character/ Health etc)
- Make a note of the Eligibility concern and include this in a request for further information (RFI) along with any other concerns.
- Decide whether to RFI or PPI
- See SOP Request for additional information to RFI, or
- See SOP [Potentially prejudicial information](#) (PPI) letter to PPI.
  - a. Consider the concerns that require additional information
    - Use F4.40 and the table below to determine the evidence required to satisfy specific requirements

If the concern is...	Then request additional evidence that...
That the PA or SA have a dependent child	Clarifies information about the dependant child(ren)
That there is insufficient evidence of the Family relationship between the applicant(s) and sponsors	Identifies their family relationship as per F4.30 and provides evidence as per F4.40 i.e. birth certificates, adoption papers, custody agreements etc
Partnership concerns between the PA and SA or joint sponsors	Demonstrates the couple has been living together in a genuine and stable relationship as per F4.35.1(a)
The sponsor(s) does not meet the visa status or time in NZ requirements	Provides additional information as to their residence in New Zealand as per F4.40.35
Sponsor(s) does not meet the salary requirements at set out in F4.35.5.1	Meets the salary requirements
Sponsor does not meet generic sponsorship requirements	Demonstrates they meet the requirements as set out in R4.5 and R4.10

**a. Send the letter and allow 10 working days for a response**

If response...	Then...
Is received within the timeframe provided and addresses all concerns	Continue assessing the application following the relevant SOP(s). <b>END.</b>
For an RFI Doesn't address all concerns Or Is not received within the timeframe	<ul style="list-style-type: none"> <li>• Send a PPI – refer to <b>Step 6(a)</b></li> </ul>
For a PPI	Requirements not met.

Doesn't address all concerns

Or

Is not received within the timeframe

- Continue to assess other Parent category eligibility criteria
- If required, discuss with IM and/or TA and consider a [No Surprises Fact Sheet \(NSFS\)](#)
- Await decision
- Decline Residence application

END.

See Also

[Parent Category](#)

[Expression of Interest \(EOI\)](#)

[Assess English Language](#)

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# Case Study One

## Cover page

### Case Study One: s9(2)(a)

s9(2)(a) EOI was selected from the Queued Pool in the November 2022 selection. She was sent an ITA and sent through an application on the 20<sup>th</sup> December 2022.

Using the documents contained within this case study, assess the application using the Standard Operating Procedures (SOPs) and Visa Assessment Tool (VAT).

Please note: Application/Sponsorship forms have not been included in this case study. For the purposes of training, assume that the forms were filled out correctly and in full, and that declarations have been made in line with the evidence and information provided in this case study.

Documents contained within this case study:

- Passport of PA
- AMS screenshot (Client tab, Family tab, Visa tab of sponsor)
- IHS screenshot
- Police Certificate
- Birth Certificate of sponsor
- Payslip of sponsor
- IRD Income Summary
- Permanent Resident Visa label of sponsor

#### **IMPORTANT DISCLAIMER:**

The information contained within this case study is based on a real applicant. Certain identifying information has been redacted or changed; however, this document needs to be treated confidentially to ensure INZ privacy requirements are upheld.

If there are any Privacy Act, Official Information Act or other requests for this information in respect of these case studies, please seek legal advice before any information is released.

s9(2)(a)

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s9(2)(a)

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s9(2)(a)

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# Case Study Two

## Cover page

### Case Study Two: s9(2)(a)

s9(2)(a) EOI was selected from the Queued Pool in the November 2022 selection. They were sent an ITA and sent through an application on the 20<sup>th</sup> December 2022.

Using the documents contained within this case study, assess the application using the Visa Assessment Tool (VAT).

Please note: Application/Sponsorship forms have not been included in this case study. For the purposes of training, assume that the forms were filled out correctly and in full, and that declarations have been made in line with the evidence and information provided in this case study.

Documents contained within this case study:

- Passport of PA and AMS Screenshot (Client tab)
- Passport of SA and AMS screenshot (Client tab)
- Police Certificate PA
- Police Certificate SA
- NSC Portal
- IHS screenshot PA
- IHS Screenshot SA
- English Language test results PA
- English Language test results SA
- AMS screenshots: Family tab, Client tab of sponsor, Visa tab of sponsor)
- Permanent Resident Visa label of sponsor
- AMS screenshots: Sponsor movements/time in NZ
- Certified translation of Birth Certificate of sponsor
- Passport of joint sponsor
- IRD Income Summary sponsor
- IRD Income Summary joint sponsor

#### **IMPORTANT DISCLAIMER:**

The information contained within this case study is based on a real applicant. Certain identifying information has been redacted or changed; however, this document needs to be treated confidentially to ensure INZ privacy requirements are upheld.

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s9(2)(a)

Sponsor details

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s9(2)(a)

Sponsor Visa tab.

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s9(2)(a)

Sponsor PRV

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s9(2)(a)

Joint sponsor – Tax summary

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NEW ZEALAND  
IMMIGRATION

# Parent Resident visa

Facilitator guide



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MINISTRY OF BUSINESS,  
INNOVATION & EMPLOYMENT  
HĪKINA WHAKATUTUKI

New Zealand Government

Time	Topic	Resource	Your Notes
	<p>children, providing marriage certificate or other evidence to show evidence of marriage or partnership.</p> <p><i>Note: It is important to ensure that the IO leaves detailed notes about how independence was proved in the case that there are subsequent applications regarding dependent children.</i></p> <p><b>Ask:</b></p> <p><i>What things could you check to ensure there are no dependent children or to verify family details?</i></p> <p><b>Possible answer:</b></p> <div style="background-color: #cccccc; padding: 10px; text-align: center; font-size: 2em; color: red; font-weight: bold;">s6(c)</div> <p><i>Ask if there are any further questions around this requirement and the Parent category. Answer as appropriate or refer to the Technical Expert.</i></p>		<p>Email address is:  inzfilecoordinatorchristchurch@mbie.govt.nz</p>
20 mins	<p><b>Eligible sponsors</b></p> <p><b>Show slide and explain:</b></p> <p>Let's take a look at the sponsorship requirements for the Parent Resident visa.</p> <p>A sponsor or sponsors on a Parent Category application must be:</p>	<p><b>Slide 16</b></p> <p><b>F4.35 Sponsorship Requirement:</b></p> <p><a href="http://inzkit/">http://inzkit/</a></p>	



Time	Topic	Resource	Your Notes				
	<ul style="list-style-type: none"> <li>the adult child of the principal applicant; or</li> <li>the adult child of the principal applicant and that adult child's partner (joint sponsorship); or</li> <li>the adult child of the principal applicant and one other adult child of <i>either</i> applicant included in the application (joint sponsorship).</li> </ul> <p>Note: the new change allows siblings to jointly sponsor parents. however, note that both siblings must be eligible to sponsor. Both must have held resident visas for the requisite period and be physically present in New Zealand. In addition, they also need to have the requisite income and provide evidence of that income.</p> <p><i>Ask the learners to use the following instructions to answer the questions below (you may like to run this activity in groups/pairs or as individuals):</i></p> <ul style="list-style-type: none"> <li>F4.20 Definitions</li> <li>F4.30 Family relationship requirements for the Parent Category</li> <li>F4.35 Sponsorship requirements</li> <li>F4.40 Evidence</li> </ul> <table border="1" data-bbox="342 1145 1171 1329"> <thead> <tr> <th data-bbox="342 1145 757 1185">Question:</th> <th data-bbox="757 1145 1171 1185">Answer:</th> </tr> </thead> <tbody> <tr> <td data-bbox="342 1185 757 1329">1) When is a grandparent considered a 'parent' for the purposes of this visa?</td> <td data-bbox="757 1185 1171 1329">See: F4.30.10.1 Grandparents</td> </tr> </tbody> </table>	Question:	Answer:	1) When is a grandparent considered a 'parent' for the purposes of this visa?	See: F4.30.10.1 Grandparents	<p><a href="http://publish.opsmanual/#73244.htm">publish/opsmanual/#73244.htm</a></p> <p><b>F4.40 Evidence:</b>  <a href="http://inzkit/publish/opsmanual/#73244.htm">http://inzkit/publish/opsmanual/#73244.htm</a></p> <p><b>Slide 17</b></p>	
Question:	Answer:						
1) When is a grandparent considered a 'parent' for the purposes of this visa?	See: F4.30.10.1 Grandparents						

Time	Topic	Resource	Your Notes								
	<table border="1"> <tr> <td data-bbox="344 296 757 459">2) What evidence could be used to show legal guardianship?</td> <td data-bbox="757 296 1173 459">See: F4.40.10 Evidence of legal guardianship where the sponsoring adult child's parents are deceased</td> </tr> <tr> <td data-bbox="344 459 757 560">3) How many parents can be sponsored by a sponsor?</td> <td data-bbox="757 459 1173 560">Six parents. See F4.35.1 General Requirements</td> </tr> <tr> <td data-bbox="344 560 757 703">4) Can a stepchild be considered a child of the applicant?</td> <td data-bbox="757 560 1173 703">Yes. See: F4.30.1 (a) (ii) and F4.30.1 (b) (iv)</td> </tr> <tr> <td data-bbox="344 703 757 820">5) What is the minimum age an adult child sponsor can be?</td> <td data-bbox="757 703 1173 820">18 (must be independent) See: F4.20.5</td> </tr> </table> <p data-bbox="344 839 629 868"><b>Show slide and explain:</b></p> <p data-bbox="344 880 618 909">Eligible sponsors must:</p> <ul data-bbox="389 922 1173 1321" style="list-style-type: none"> <li>• have been a New Zealand resident or citizen for at least three years</li> <li>• be ordinarily resident in New Zealand and have spent at least 184 days in New Zealand in each of the three years immediately before the residence application,</li> <li>• agree to the sponsorship undertakings for the first ten years of the parent's residence in NZ, (eg responsible for accommodation, maintenance, repatriation, deportation etc as needed), (R4.10 Sponsorship undertakings) and</li> </ul>	2) What evidence could be used to show legal guardianship?	See: F4.40.10 Evidence of legal guardianship where the sponsoring adult child's parents are deceased	3) How many parents can be sponsored by a sponsor?	Six parents. See F4.35.1 General Requirements	4) Can a stepchild be considered a child of the applicant?	Yes. See: F4.30.1 (a) (ii) and F4.30.1 (b) (iv)	5) What is the minimum age an adult child sponsor can be?	18 (must be independent) See: F4.20.5	<p data-bbox="1205 916 1308 944"><b>Slide 18</b></p> <p data-bbox="1205 1002 1379 1289"><b>F4.35 Sponsorship Requirement:</b> <a href="http://inzkit/publish/opsm anual/#73244 .htm">http://inzkit/publish/opsm anual/#73244 .htm</a></p>	
2) What evidence could be used to show legal guardianship?	See: F4.40.10 Evidence of legal guardianship where the sponsoring adult child's parents are deceased										
3) How many parents can be sponsored by a sponsor?	Six parents. See F4.35.1 General Requirements										
4) Can a stepchild be considered a child of the applicant?	Yes. See: F4.30.1 (a) (ii) and F4.30.1 (b) (iv)										
5) What is the minimum age an adult child sponsor can be?	18 (must be independent) See: F4.20.5										

Time	Topic	Resource	Your Notes
	<ul style="list-style-type: none"> <li>meet the relevant minimum income requirement for sponsors.</li> </ul> <p>Let's take a look at the income requirements now.</p> <p><b>Ask:</b> <i>Can anyone tell me what the income requirement is for sponsors and which instruction this is described?</i></p> <p><b>Answer:</b> Show instruction F4.35.5 on the screen to help answer the question. A sponsor needs to earn 1.5 times the New Zealand median wage. They must meet that income threshold for two 12-month periods within the 3 years prior to being invited to apply. For each joint sponsor or additional parent, this limit increases by half the median wage.</p> <p>Now let's use an activity to put this into practice.</p>	<p><b>F4.10 Evidence:</b> <a href="http://inzkit/publish/opsmanual/#30983.htm">http://inzkit/publish/opsmanual/#30983.htm</a></p> <p><b>F4.35.5 Minimum income requirement for sponsors:</b> <a href="http://inzkit/publish/opsmanual/#73244.htm">http://inzkit/publish/opsmanual/#73244.htm</a></p>	
10 mins	<p><b>Calculating sponsor income activity</b></p> <p><b>Explain:</b> We've got a quick activity where you will need to decide if the sponsor or sponsors earn enough to satisfy the median wage requirement.</p> <p><i>Ask learners to have the following instruction ready:</i></p> <ul style="list-style-type: none"> <li>F4.35.5 Minimum income requirement for sponsors</li> </ul> <p><b>Show slide:</b> <i>Show the scenario on the slide.</i></p>	<p><b>F4.35.5 Minimum income requirement for sponsors:</b> <a href="http://inzkit/publish/opsmanual/#73244.htm">http://inzkit/publish/opsmanual/#73244.htm</a></p> <p><b>Slide 19</b></p>	

Time	Topic	Resource	Your Notes
	<p><i>Give learners five minutes in pairs to answer the question? To debrief, click the slide to reveal the answer.</i></p> <p><b>Scenario:</b> <i>Ann and Brian want to move to Auckland to be close to their son Cameron who lives there with his wife Diana. Cameron and Diana have agreed to jointly sponsor them. Ann and Brian are invited to apply for residence on 25 November 2022. This means the 3-year period where we can assess Cameron and Diana's income goes from 25 November 2019 to 25 November 2022. Cameron and Diana must choose two 12-month periods in the 3-year period where they show they can meet the income threshold. As they are joint sponsors, they must use the same 12-month periods. Diana was on parental leave from June 2019 to June 2020, so her income was lower during those 12 months. The couple decide to use these two 12-month periods to show they meet the income threshold: August 2020 to July 2021 August 2021 to July 2022.</i></p> <p><b>Show slide and click for answer:</b> <i>Cameron and Diana check the minimum income tables for 2 sponsors and look at the column for 2 parents, since that is how many people they are sponsoring, then check the amount needed in each year. The first period ends in 2021, so they need to show that the total of both their incomes over that time was NZD \$140,400. The second period ends in 2022, so they need to show that the total of both their incomes over that time was NZD \$144,352.</i></p> <p><b>Ask:</b></p>	<p><b>Slide 20</b></p>	

Time	Topic	Resource	Your Notes
	<p><i>What evidence do you think an applicant would need to provide to show that their sponsor(s) meet the requirements for the Parent Resident visa?</i></p> <p><b>Possible answers:</b></p> <p><i>Show R4.25 Evidence of sponsorship on screen to debrief:</i></p> <ul style="list-style-type: none"> <li>• Sponsorship Form for Residence (INZ 1024)</li> <li>• Evidence of your relationship with your sponsor</li> <li>• Inland Revenue tax statements for your sponsor/s to show their income.</li> </ul> <p><i>Ask if there are any further questions around this requirement and the Parent category. Answer as appropriate or refer to the Technical Expert.</i></p>	<p><b>R4.25 Evidence of sponsorship:</b>  <a href="http://inzkit/publish/opsmanual/#30986.htm">http://inzkit/publish/opsmanual/#30986.htm</a></p>	
10 mins	<p><b>Risk considerations</b></p> <p><b>Explain:</b></p> <p>As with all applications, you need to consider risk. While this visa category is new to you, the way that you manage risks are the same. Remember, you may always consult with R&amp;V if you need further advice.</p> <p><i>Ask learners to think about the steps they take when they are considering risk and share with the group.</i></p> <p><i>Answers may be:</i></p>		

s6(c)

Time	Topic	Resource	Your notes
10 mins	<p><b>Debrief:</b> Debrief using the below questions and talking points.</p> <p><b>Identity, health and character requirements</b></p> <p>Has s9(2)(a) provided all the required information in relation to identity, character, and health?</p> <ul style="list-style-type: none"> <li>• Yes: <ul style="list-style-type: none"> <li>○ Passport provided for identity.</li> <li>○ Police Certificate provided – is it less than six months old? Yes</li> <li>○ Health is ASH for residence.</li> </ul> </li> </ul> <p><b>English language requirements</b></p> <p>Does s9(2)(a) meet the minimum requirements for English?</p> <ul style="list-style-type: none"> <li>• Yes, she is a UK citizen (born).</li> </ul> <p><b>Family relationship requirements</b></p> <p>Are you satisfied that the sponsoring adult child meets the family relationship requirements? Why?</p> <ul style="list-style-type: none"> <li>• Family tab in AMS and Birth Certificate of son.</li> </ul> <p><b>Sponsor eligibility</b></p> <p>Are you satisfied that the sponsoring adult child meets the sponsor eligibility? Why?</p> <ul style="list-style-type: none"> <li>• NZ Permanent Resident, sponsor is in NZ and has been for at least 184 days out of last 3 years (shown in sponsor AMS screenshot).</li> </ul>		

Time	Topic	Resource	Your notes																		
	<p><b>Sponsor income requirements</b></p> <p><i>Are you satisfied that the sponsoring adult child meets the minimum income requirements? Why?</i></p> <ul style="list-style-type: none"> <li><i>Pay slip and IRD Summary of Income. For one sponsoring adult sponsoring one parent Geoff earns over these amounts listed below:</i></li> </ul> <table border="1" data-bbox="394 571 1155 986"> <thead> <tr> <th colspan="3">Minimum income thresholds for one sponsor:</th> </tr> <tr> <th></th> <th colspan="2">Number of Parents</th> </tr> <tr> <th>Effective date</th> <th>Median income</th> <th>1</th> </tr> </thead> <tbody> <tr> <td>2022</td> <td>\$57,740.80</td> <td>\$86,611.20</td> </tr> <tr> <td>2021</td> <td>\$56,160.00</td> <td>\$ 84,240</td> </tr> <tr> <td>2020</td> <td>\$53,040.00</td> <td>\$ 79,560</td> </tr> </tbody> </table> <p><b>Overall Assessment</b></p> <p><i>What was the Risk Rating for this application?</i></p> <div data-bbox="277 1078 1218 1270" style="background-color: #cccccc; color: red; font-size: 2em; font-weight: bold; padding: 10px; display: flex; align-items: center; justify-content: center;"> <span>s6(c)</span> </div> <p><i>Are there any instructions that not yet been met?</i></p> <ul style="list-style-type: none"> <li><i>No</i></li> </ul>	Minimum income thresholds for one sponsor:				Number of Parents		Effective date	Median income	1	2022	\$57,740.80	\$86,611.20	2021	\$56,160.00	\$ 84,240	2020	\$53,040.00	\$ 79,560		
Minimum income thresholds for one sponsor:																					
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2020	\$53,040.00	\$ 79,560																			

Time	Topic	Resource	Your notes
	<p><i>Based on the information provided in the case study, would you approve this visa?</i></p> <ul style="list-style-type: none"> <li><i>Yes (Click Slide to reveal 'Approved').</i></li> </ul> <p><i>What are the next steps according to the SOP?</i></p> <ul style="list-style-type: none"> <li><i>Refer to Decision SOP for full process (Determination in AMS, if approving format visa label, advise applicant etc).</i></li> </ul> <p>Now let's move onto our next case study.</p>		

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Time	Topic	Resource	Your notes
	<ul style="list-style-type: none"> <li>• <i>Yes, both meet requirements of 4.0 or more in at least 2 of the 4 skills, OR an overall score of 5.0 or more.</i></li> </ul> <p><i>If they hadn't provided test results, what could they do as an alternative to providing an English test?</i></p> <ul style="list-style-type: none"> <li>• <i>Pre-purchase ESOL tuition</i></li> </ul> <p><b>Family relationship requirements</b></p> <p><i>Are you satisfied that the sponsoring adult child meets the family relationship requirements? Why?</i></p> <ul style="list-style-type: none"> <li>• <i>Family tab in AMS and Birth Certificate (translated) of daughter.</i></li> </ul> <p><b>Sponsor eligibility</b></p> <p><i>Are you satisfied that the sponsoring adult child meets the sponsor eligibility? Why?</i></p> <ul style="list-style-type: none"> <li>• <i>NZ Permanent Resident, sponsor is in NZ and has been for at least 184 days out of last 3 years (shown in sponsor AMS screenshots).</i></li> </ul> <p><b>Sponsor income requirements</b></p> <p><i>Are you satisfied that the sponsoring adult child and her partner meets the minimum income requirements? Why?</i></p> <ul style="list-style-type: none"> <li>• <i>Yes - IRD Summary of Income. For two sponsoring adults sponsoring two parents, the sponsors earn over these amounts listed below:</i></li> </ul>		

Time	Topic	Resource	Your notes																				
	<p>Minimum income thresholds for two (joint) sponsors:</p> <table border="1" data-bbox="349 339 1171 646"> <thead> <tr> <th colspan="2"></th> <th colspan="2">Number of Parents</th> </tr> <tr> <th>Effective date</th> <th>Median income</th> <th>1</th> <th>2</th> </tr> </thead> <tbody> <tr> <td>2022</td> <td>\$57,740.80</td> <td>\$115,481.60</td> <td>\$144,352</td> </tr> <tr> <td>2021</td> <td>\$56,160.00</td> <td>\$ 112,320</td> <td>\$ 140,400</td> </tr> <tr> <td>2020</td> <td>\$53,040.00</td> <td>\$ 106,080</td> <td>\$ 132,600</td> </tr> </tbody> </table> <p>2022: \$159,552.26  2021: \$147,686.82  2022: \$134,292.15</p> <div data-bbox="271 826 1198 1364" style="background-color: #cccccc; color: red; font-size: 48px; text-align: center; padding: 20px;"> s6(c) </div>			Number of Parents		Effective date	Median income	1	2	2022	\$57,740.80	\$115,481.60	\$144,352	2021	\$56,160.00	\$ 112,320	\$ 140,400	2020	\$53,040.00	\$ 106,080	\$ 132,600		
		Number of Parents																					
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2020	\$53,040.00	\$ 106,080	\$ 132,600																				

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NEW ZEALAND  
IMMIGRATION

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*Kia ora!*

# Parent Resident visa category

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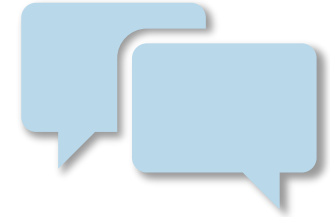
# Eligibility overview



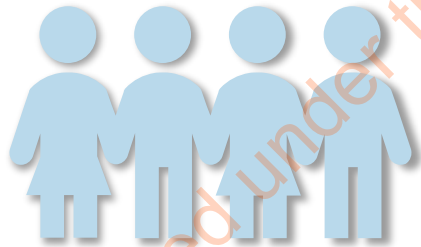
Health



Character



English Language



No dependents

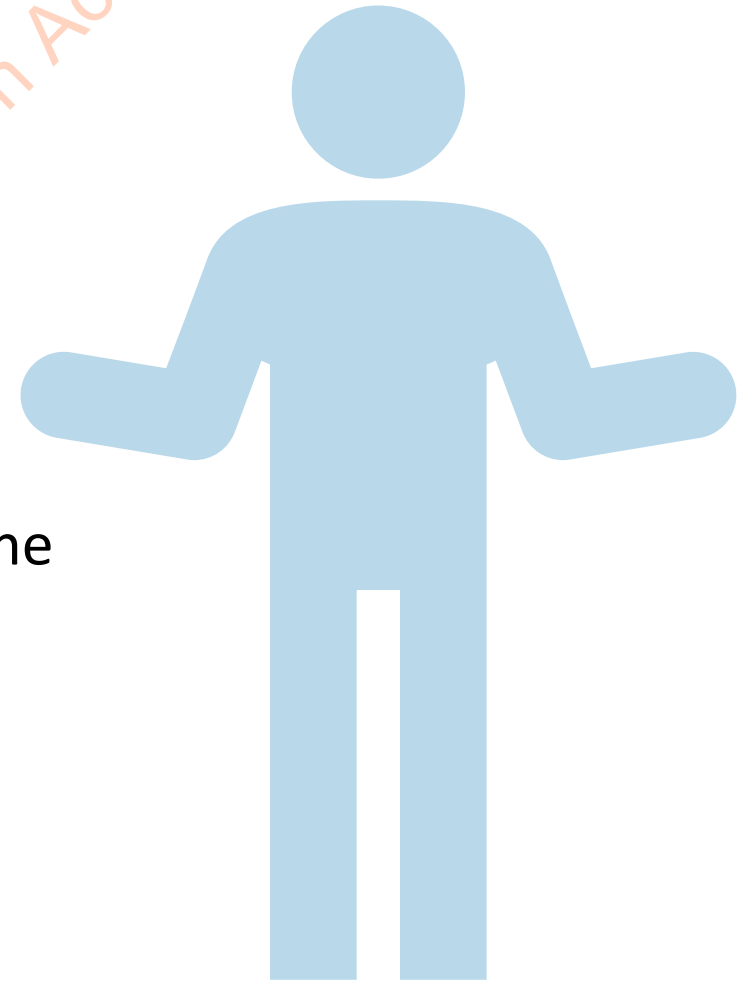


Eligible sponsor(s)

# Eligible Sponsors F4.35

A sponsor or sponsors on a Parent Category application must be:

- the adult child of the principal applicant; or
- the adult child of the principal applicant and that adult child's partner (joint sponsorship); or
- the adult child of the principal applicant and one other adult child of either applicant included in the application (joint sponsorship).



# Eligible Sponsors questions

1) When is a grandparent considered a 'parent' for the purposes of this visa?

*A sponsoring adult child's grandparent and their partner will be considered to be 'parent(s)', and the sponsor will be considered to be an 'adult child' under Parent Category if both the sponsor's parents are deceased. See F4.30.10.1*

2) What evidence could be used to show legal guardianship?

*See F4.40.10 for answer*

3) How many parents can be sponsored by a sponsor?

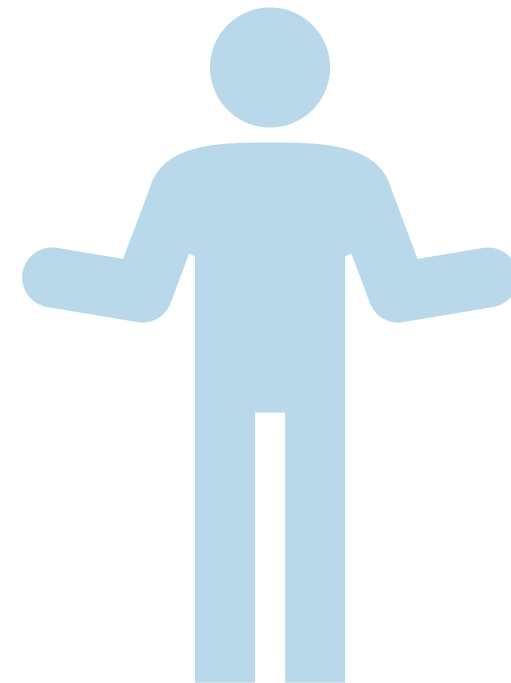
*Six . See F4.35.1*

4) Can a stepchild be considered a child of the applicant?

*Yes. See: F4.30.1 (a) (ii) and F4.30.1 (b) (iv)*

5) What is the minimum age an adult child sponsor can be?

*18 – must be independent. See: F4.20.5*

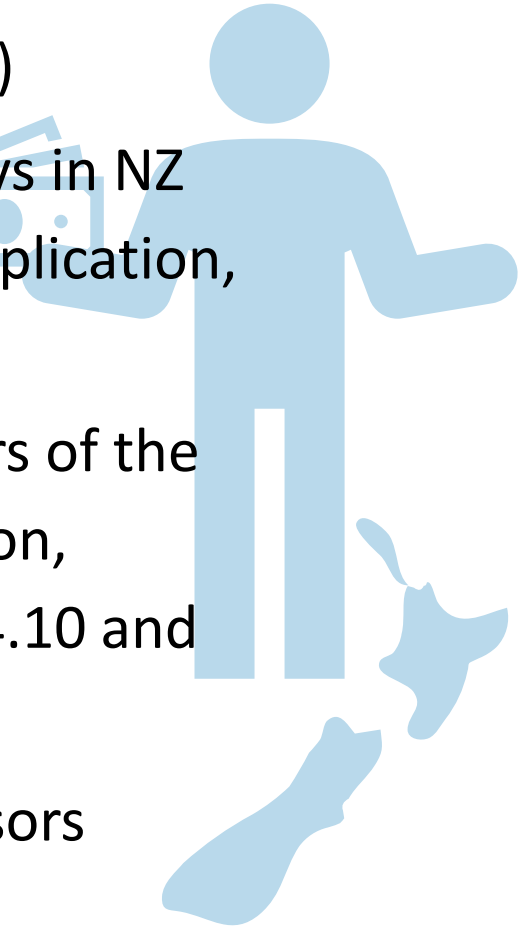


# Eligible Sponsors

Eligible sponsors must:

- have been a NZ resident or citizen for at least 3 years (R4.5)
- be ordinarily resident in NZ and have spent at least 184 days in NZ in each of the 3 years immediately before the residence application, (R4.5)
- agree to the sponsorship undertakings for the first ten years of the parent's residence in NZ, (eg responsible for accommodation, maintenance, repatriation, deportation etc as needed), (R4.10 and F4.35.1 (c)) and
- meet the relevant minimum income requirement for sponsors F4.35.5.

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# Scenario

- Ann and Brian want to move to Auckland to be close to their son – Cameron, who lives there with his wife Diana.
- Cameron and Diana have agreed to jointly sponsor them.
- Ann and Brian are invited to apply for residence on 25 November 2022. This means the 3-year period where we can assess Cameron and Diana's income goes from 25 November 2019 to 25 November 2022.
- Cameron and Diana must choose two 12-month periods in the 3-year period where they show they can meet the income threshold. As they are joint sponsors, they must use the same 12-month periods.
- Diana was on parental leave from June 2019 to June 2020, so her income was lower during that 12 months. The couple decide to use these two 12-month periods to show they meet the income threshold: August 2020 to July 2021 and August 2021 to July 2022.

**Question: What is the minimum amount their joint incomes would need to show for each period?**



# Scenario answer



Cameron and Diana check the minimum income tables for 2 sponsors and look at the column for 2 parents, since that is how many people they are sponsoring, then check the amount needed in each year.

The first period ends in 2021, so they need to show that the total of both their incomes over that time was NZD \$140,400.

The second period ends in 2022, so they need to show that the total of both their incomes over that time was NZD \$144,352.

**PARENT RESIDENT VISA ASSESSMENT TEMPLATE**

**(F4 - PARENT CATEGORY INSTRUCTIONS)**

[Click to Add/Remove Secondary Applicant](#)

**Application information**

Invitation to Apply (ITA) number:
Invitation to Apply (ITA) issued on click or tap to enter a date.
Application number:
Date application accepted: click or tap to enter a date.
Adviser:

**Principal applicant**

Principal applicant's name:
Principal applicant's current visa status: choose an item.
Application form complete: choose an item.

**Secondary applicant**

Secondary applicant's name:
Principal applicant's current visa status: choose an item.
Application form complete: choose an item.

**Principal applicant's identity**

Has the Principal applicant's (PA) citizenship and identity been confirmed with their birth certificate OR passport? choose an item.
Are there any discrepancies with the PA's identity details? choose an item.
Comments:
Passport confirmation: choose an item.
Identity comments: choose an item.
Identity requirements met: choose an item.

**Secondary applicant's identity**

Has the Secondary applicant's (SA) citizenship and identity been confirmed with their birth certificate OR passport? choose an item.
Are there any discrepancies with the SA's identity details? choose an item.
Comments:
Passport confirmation: choose an item.
Identity comments: choose an item.
Identity requirements met: choose an item.

**Principal applicant's character assessment (Instructions A5)**

Principal applicant has declared choose an item.

Comments:

PA is a citizen of the following countries:

PA has declared spending 12 months or more in the following countries during the past 10 years:

**Police Certificates:**

**Insert Country** Police Certificate issued on **xx/xx/xxxx**. choose an item.

The Police Certificate is choose an item.

New Zealand Police Certificate: Not required - Applicant onshore for less than 12 months.

New Zealand Police Certificate issue date: (Enter date or N/A)

The New Zealand Police Certificate is choose an item.

National Security Check (NSC) completed on **xx/xx/xxxx**. choose an item.

Comments:

Are there any additional character concerns? choose an item.

Comments:

Is a character waiver required? choose an item.

Character requirements met: choose an item.

**Secondary applicant's character assessment (Instructions A5)**

Secondary applicant has declared choose an item.

Comments:

SA is a citizen of the following countries:

SA has declared spending 12 months or more in the following countries during the past 10 years:

**Police Certificates:**

**Insert Country** Police Certificate issued on **xx/xx/xxxx**. choose an item.

The Police Certificate is choose an item.

New Zealand Police Certificate: Not required - Applicant onshore for less than 12 months.

New Zealand Police Certificate issue date: (Enter date or N/A)

The New Zealand Police Certificate is choose an item.

National Security Check (NSC) completed on **xx/xx/xxxx**. choose an item.

Comments:

Are there any additional character concerns? choose an item.

Comments:

Is a character waiver required? choose an item.

Character requirements met: choose an item.

**Principal applicant's health assessment (Instructions A4)**

Significant health issues declared? choose an item.

<p><b><u>Health:</u></b></p> <ul style="list-style-type: none"> <li>Valid Medical Certificate dated:</li> <li>Valid Chest X-ray certificate dated:</li> </ul>
<p>Outcome of Medical: choose an item.          Medical has been assessed under choose an item. medical requirements.</p>
<p><b><u>Validity</u></b>          The Medical Certificate is choose an item.          The Chest X-ray certificate is choose an item.</p>
<p><b><u>Health warnings</u></b>          In AMS choose an item.</p>
<p>Health comments:</p>
<p>Health requirements met: choose an item.</p>

Secondary applicant's health assessment (Instructions A4)
<p>Significant health issues declared? choose an item.</p>
<p><b><u>Health:</u></b></p> <ul style="list-style-type: none"> <li>Valid Medical Certificate dated:</li> <li>Valid Chest X-ray certificate dated:</li> </ul>
<p>Outcome of Medical: choose an item.          Medical has been assessed under choose an item. medical requirements.</p>
<p><b><u>Validity</u></b>          The Medical Certificate is choose an item.          The Chest X-ray certificate is choose an item.</p>
<p><b><u>Health warnings</u></b>          In AMS choose an item.</p>
<p>Health comments:</p>
<p>Health requirements met: choose an item.</p>

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Relationship Between PA and SA (R2.1.10, F2.10.1)
<b>Definition of 'partner' met:</b> Choose an item.
<b>Minimum partnership requirements met as at F2.15 / R2.1.15(a)(iii):</b> Choose an item.
<b>Satisfied relationship is genuine and stable:</b> Choose an item.
<p><b>Evidence of genuine and stable partnership provided (delete those that do not apply):</b></p> <p>Joint tenancy agreement  A marriage certificate for the parties  A civil union certificate for the parties  Birth certificates of any children of the parties  Evidence of communication between the parties  Photographs of the parties together  Documents indicating public recognition of the partnership  Evidence of the parties being committed to each other both emotionally and exclusiveliy  Shared income  Joint bank accounts operated reasonably frequently over a reasonable time  Joint assets  Joint liabilities, such as loans or credit to purchase real estate, cars, major home appliances  Joint utilities accounts (electricity, gas, water, telephone)  Mutually agreed financial arrangements  Joint ownership of residential property  Correspondence (including postmarked envelopes) addressed to both PA and SA at the same address  Other</p>
<b>Credible evidence of couple living together for at least 12 months:</b> Choose an item.
<b>Comments:</b>

Sponsor identity and eligibility (Instructions F4.35)
Sponsor's name: Joint sponsor's name:
The sponsor is choose an item. The joint sponsor is choose an item.
The sponsor has held the status of choose an item. The joint sponsor has held the status of choose an item.
Sponsor's evidence of NZ residence: choose an item. Joint sponsor's evidence of NZ residence: choose an item.
For each of the three 12-month portions within the three years immediately preceding the date the application is made, the sponsor has spent a total of 184 days or more in New Zealand: choose an item. For each of the three 12-month portions within the three years immediately preceding the date the application is made, the joint sponsor has spent a total of 184 days or more in New Zealand: choose an item.

**Relationship of the sponsor(s) to the applicant**

The sponsor(s) will be one of the following: choose an item.

**Dependency**

The sponsor is choose an item.

The joint sponsor is choose an item.

Completed sponsorship form for residence provided (sponsor): choose an item.

Completed sponsorship form for residence provided (joint sponsor): choose an item.

**Sponsorship undertakings (Instructions R4.10)**

The sponsor or joint sponsors agree to meet their obligations for 10 years from the visa holder's first day as a New Zealand resident. F4.45 (a): choose an item.

**Family relationship requirements (Instructions F4.30)**

The sponsoring adult child meets the family relationship requirements at F4.30 and their relationship to the secondary applicant can be captured under one of the following definitions:

Adult Child One: choose an item.

Adult Child Two: choose an item.

**Dependent children (Instruction F4.30.5)**

Secondary applicant does not have any dependent children: choose an item.

**Evidence that parents are deceased (Instructions F4.40.15)**

The following evidence of the parents' death has been supplied (original or certified copies): choose an item.

Details:

**Evidence of relationship to children (Instructions F4.40)**

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The following evidence of the secondary applicant's relationship to their sponsor or joint sponsors has been supplied (original or certified copies):

- Birth certificates establishing the relationship of the children to the parent
- Household registration documents
- Evidence of adoption
- Legal documents showing that the secondary applicant was named as the guardian of the sponsor(s), to have custody of the sponsor(s), and the right to control their upbringing in the event of the death of the sponsor(s) biological or adoptive parents.
- Court order granting legal guardianship of the sponsoring adult children to the secondary applicant (including custody of the sponsor(s) and the right to control their upbringing) after the death of their parents and prior to the sponsor(s) attaining the age of 18.
- Documents showing that the sponsor(s) lived with the secondary applicant after the death of their parents and prior to the sponsor(s) attaining the age of 18 years.
- Documents such as medical and school records indicating that the secondary applicant acted in the role of a parent for the sponsor(s) after the death of their biological or adoptive parents and prior to the sponsor(s) attaining the age of 18 years.

**Income requirements (Instructions F4.35.5)**

The sponsor or joint sponsors have total income that meets the minimum income threshold: choose an item.

The sponsor or joint sponsors meet the income threshold for two 12-month periods within the 3 years prior to being invited to apply: choose an item.

The sponsor or joint sponsors can demonstrate their income through evidential requirements: choose an item.

Evidence of Income:

- New Zealand Inland Revenue tax statements (**Summary of Income**)
- New Zealand Inland Revenue Final Tax Summary (**for self-employed sponsors**)

12-month period	Sponsor 1	Sponsor 2
Date to date	NZD\$000,000	NZD\$000,000
Date to date	NZD\$000,000	NZD\$000,000
Date to date	NZD\$000,000	NZD\$000,000

Year 1	Year 2	Year 3
NZD\$000,000	NZD\$000,000	NZD\$000,000

**Note:** The income threshold required to be met for each 12-month period is calculated based on the median income that is in effect at the **end of each 12-month period** the sponsor is providing evidence for.

12-month periods for sponsors don't overlap? choose an item.

If there are joint sponsors, the 12-month periods are the same for both? choose an item.

If the partner is acting as a joint sponsor, the partner been living with the sponsoring adult child for a period of at least 12 months in a partnership that is genuine and stable (F2.10.1) choose an item.

Minimum requirements met (F2.15) choose an item.

Later application ineligibility (R5.35): choose an item.

Are more than six parents being sponsored? choose an item.

**PA - English language requirements (Instructions F4.25)**

The English language requirements are met: choose an item.

The following evidence has been supplied: choose an item.

Details:

**SA - English language requirements (Instructions F4.25)**

The English language requirements are met: choose an item.

The following evidence has been supplied: choose an item.

Details:

**Risk (Verification)**

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Request for further information (RFI)
Steps taken: choose an item.
Comments:
Request for further information (Response)
Information provided:

Potentially Prejudicial Information (PPI) Letter
Is a potentially prejudicial information (PPI) letter required to be sent: choose an item.
Delete the below if a PPI letter is not required.
PPI sent on xx/xx/xxxx pertaining to instruction/s:
PPI response received on xx/xx/xxxx. <u>The response includes:</u>
Does the PPI response mitigate the concerns initially raised: choose an item.
Why/Why not? <u>Rationale:</u>

Decision stage
Decision: choose an item.
Decision rationale:
<u>Conditions of visa:</u> The multiple entry travel conditions on a resident visa granted under the Family Parent Category must be valid for 10 years from the visa holder's first day as a resident in New Zealand.
Are there any additional conditions to be placed on the visa label: choose an item.
Additional conditions:
[Case officer's name] [Immigration Officer/Senior Immigration Officer] Immigration New Zealand click or tap to enter a date.

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**PARENT CATEGORY EXPRESSION OF INTEREST (EOI) CREDIBILITY CHECK**

**TEMPLATE**

**(F4 - PARENT CATEGORY INSTRUCTIONS)**

<b>EOI information</b>
Expression of Interest (EOI) number:
Date Expression of Interest (EOI) accepted: click or tap to enter a date.
[Principal/Secondary] applicant's name:
[Principal/Secondary] applicant's visa status: choose an item.

<b>Credibility Check</b>
<p><b><u>ITA issued:</u></b></p> <p>I have completed a credibility check on this EOI, and I am satisfied that the information provided in the EOI appears genuine and credible and indicates the clients included:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> have no character issues that would be captured under Section 15 or 16 of the Act and therefore make them ineligible for a character waiver.</li><li><input type="checkbox"/> have no medical issues that would make them ineligible for a medical waiver per instructions A4.60 (a).</li><li><input type="checkbox"/> are likely to meet English language requirements (per F4.25)</li><li><input type="checkbox"/> do not appear to have any dependent children (per F4.30.5)</li><li><input type="checkbox"/> have at least one sponsor who meets the family relationship requirements (per F4.30)</li><li><input type="checkbox"/> have a sponsor (or sponsors) who appear to be acceptable per instructions F4.35, including the minimum income threshold requirement, and (if applicable) the requirements for joint sponsorship.</li></ul> <p><b>[CHOOSE ONE – Delete this text]</b></p> <p>From a prima facie consideration, there are no significant issues apparent in the EOI to make me consider that the clients included in the EOI cannot credibly meet the requirements of the Parent Category.</p> <p>I am therefore inviting them to apply for residence under the Parent Category.</p> <p><b>[OR – Delete this text]</b></p> <p>I have decided to exercise my discretion under the Act to issue an invitation to apply based on the assumption the clients may be eligible when they apply for residence under the Parent Category.]</p> <p><b>Invitation to apply (ITA) issued on</b> click or tap to enter a date.</p> <p><b><u>ITA declined:</u></b></p> <p>I have completed a credibility check on this EOI, and I <b>am not satisfied</b> that the information provided in the EOI appears genuine and credible for the following reasons:</p> <p>[Give reason(s) for why the clients' claims don't appear to be credible]</p> <p>I am therefore declining to invite the clients included in this EOI to apply for residence under the Parent Category.</p> <p>[Case officer's name] [Immigration Officer/Senior Immigration Officer] Immigration New Zealand click or tap to enter a date.</p>