Application for Approval as a Domestic Student

**(For children who are unlawfully living in New Zealand)**

We **shape** an **education** system that delivers **equitable** and **excellent outcomes**

*He mea* ***tārai*** *e mātou te* ***mātauranga*** *kia* ***rangatira*** *ai, kia* ***mana taurite*** *ai ōna* ***huanga***

Important to note:

* Use this form if you are applying under this category for the first time, OR your last application or renewal was declined.
* Before filling this form in, please read the information about enrolment of children and young persons who are living unlawfully in New Zealand.
* Make sure all sections of this application are completed.

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| Section A: Information about the child or young person |
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| (Copy and complete this page for each child in a family) |
| ***Application Requirements*** (Certified copies required. See Section C for notes on translations)Attach proof of each child’s identity such as a copy of passport title page or citizenship papers of country of origin, or birth certificate. |
| Child’s name/s (from child’s birth certificate or passport): |       |
|  |
| Surname or Family name (from child’s birth certificate or passport): |       |
|  |
| Also known as (if the child is known by another name or family name)*:* |       |
|  |
| Date of birth: |       | Age: |       | Gender: |       |
|  |
| Country of birth: |       | Ethnicity: |       |
|  |
| **Residential address** |
| Number & Street Address |       |
|  |
| Suburb & Postcode |       |
|  |
| Town/City |       |
|  |
| Is this the first application for this child?  |       |
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| Reference number(s) from Ministry letter(s) |       |

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| **Information about the child’s brothers and sisters** |
| Are any of the child’s brothers and sisters included in this application? (Yes/No) |       |
| **If yes**, complete a copy of the first page of Section A for each child and attach the copies to this form. Then write the names of those children here. |
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| **Child’s first name and family name** (e.g. First Name FAMILY NAME) | **Child’s date of birth** |
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| Section B: Information about parents/legal guardian /extended family members |
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| ***Application Requirements*** (Certified copies required. See Section C for notes on translations)* Attach proof of applicant’s identity such as a copy of passport title page or citizenship papers of country of origin.
* Attach proof of your relationship to the child such as a copy of the child’s birth certificate. *Note*: If you are making an application as a guardian or adoptive parent, but you are not a parent recorded on the child’s birth certificate, please provide a copy of the relevant *Court Order* which grants you guardianship or the final Court adoption decision.
* If you are making an application as a member of the child’s extended family, please provide a copy of the relevant documents that verify your family relationships.
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|  |
| **Full name of applicant (parent/legal guardian/an extended family member)** |
| **First Name/s** (from your birth certificate or passport)**:** |  |
|  |
| **Surname or Family Name/s** (from your birth certificate or passport)**:**  |  |
|  |
| **Also known as:** |  |

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|  |
| Are you the parent or legal guardian of the children in Section A? If yes, please state if you are their mother, father, or legal guardian. |  | If you are not the parent or guardian, describe your relationship to the children (for example, aunt, uncle, grandparent): |  |

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| **Contact details:** |
| Telephone: |       |
|  |
| Email: |       |

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| **Full name of other parent/legal guardian/extended family member (if applicable)**  |
| **First Name/s** (from your birth certificate or passport)**:** |  |
|  |
| **Surname or Family Name/s** (from your birth certificate or passport)**:**  |  |
|  |
| **Also known as:** |  |
|  |
| Are you the parent or legal guardian of the children in Section A? If yes, please state if you are their mother, father, or legal guardian. |  | If you are not the parent or guardian, describe your relationship to the children (for example, aunt, uncle, grandparent): |  |
|  |
| **Contact details:** |
| Telephone: |       |
|  |
| Email: |       |
|  |
| Occupation: |  |
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| **Residential address** (if not living at the same address as the children) |
| Number & Street Address |       |
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| Suburb & postcode |       |
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| Town/City |       |
|  |
| Country |       |

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| Section C (This section is in two parts. You must complete both parts) |
| See the end of Part 2 for notes on translations |
| **Part 1. Child’s Immigration status** |
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| ***Application Requirements*** (Certified copies required)* attach proof of each child’s unlawful situation in New Zealand such as a copy of his or her last New Zealand visa and/or permit
* If your child was born in New Zealand on or after 1 January 2006 please attach:
	+ a copy of your child’s New Zealand birth certificate (and last New Zealand visa if the child has ever travelled overseas), and
	+ a copy of all the New Zealand visas and permits of the parents named on the birth certificate.
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| **Child’s first name** | **Last visa or permit (e.g. visitor, student)** | **Expiry date** | **Date of most recent arrival in NZ** |
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|       |       |       |       |
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| Part 2. Family’s long stay and ordinarily resident situation |
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| ***Application Requirements*** (Certified copies required)* copies of all visas and permits granted or extended within the last 12 months to each parent/legal guardian/extended family member included in this application
* copies of supporting documents such as tenancy agreement, letter from Immigration New Zealand, invoices for services such as phone, power, gas, copy of a bank statement, or driver’s licence
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|  |
| **Parent, legal guardian or family member’s first name** | **Last visa or permit (e.g. visitor, work)** | **Expiry date** | **Date of most recent arrival in NZ** |
|  |
|       |       |       |       |
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| Are you living with the children at the address in Section A? |       |
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| Have you and the children been in New Zealand continuously for the last 6 months? |       |
|  |
| Number of months/years the family has been living continuously in New Zealand |       |
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|  |
| List and attach copies of documents that support your family’s long-stay and ordinarily resident situation, (for example tenancy agreement, bank statement, invoices for phone, power, or gas): |
|       |

**Notes about translations** All documents not in English must be translated. Certified copies of the original document must be sent with the English translation. The Ministry of Education will accept translations of documents from DIA-approved translation services. |

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| **Section D: Local School Information**  |
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| Note: The Ministry of Education approval does not provide authority to enrol in a school with an enrolment scheme if you do not live in the school zone. Nor does it provide authority to enrol in tertiary education or to access any other publicly funded services. |
| **Child’s first name/s** | **National Student Number** (if known)  | **Local School Information**  |
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| **Section E: Referee’s statement** |
| A referee’s statement is required. The statement should indicate how long the referee has known the family, and how long the family has been in New Zealand. It should also describe the child’s or children’s usual living arrangement as the referee knows this to be. The statement may be from your employer, church leader, school principal, city or district councillor (not a relative, spouse or partner). The referee must not live in the same address as the applicant/s or the child and is not the same person as the Statutory Declaration witness. The referee must provide their details and agree to be available for contact. The referee’s statement can be completed below or attached as a separate letter.

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| **Referee:** |
| Name: |       |
|  |
| Residential Address: |       |
|  |
| Occupation: |       |
|  |
| **Contact details:** |
|  |
| Phone number: |       |
|  |
| Email:  |       |
|  |
| **Referee Statement:**  |
|      Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Section F: Statutory declaration |
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| This section must be completed (**by hand**) by the applicant and witnessed by a person authorised to take a statutory declaration e.g. Justice of the Peace or Member of Parliament. Concealing information relevant to the application may result in withdrawal of approval. Parents or guardians, who are authorised to witness statutory declarations, **should not** witness them for their own children’s applications. |
| There are penalties under the Crimes Act 1961 for providing false information and provision of false information may result in withdrawal of approval. |
| I, (*full name of declarant*) |  |
|  |  |
| Of (*home address and occupation*) |  |
|  |  |
| Solemnly and sincerely declare that the information I have provided in this application is true and correct. |  |
| I make this declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957. |  |
|  |  |
| Signature: |  |
|  |  |
| Declared at [*place, date*] |  |
|  |  |
| before me |  |
|  [*signature, name and title of* *person authorised to take a statutory declaration*] |  |

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| **Privacy Statement** |
| The personal information on this form is being collected for the purpose of assessing your application for Ministry of Education approval for enrolment as a domestic student under the children living in New Zealand unlawfully category. The information collected may be used and disclosed only for this purpose and for statistical and research purposes. The information will be held by the Ministry of Education and you have the right under the Privacy Act 2020 to access and request correction of this information |

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| **Application checklist** |
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| **Ministry use only** | **Information and documents, you must supply:** | **Yes/No** |
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|  | I have completed all required sections of the application form and signed the statutory declaration |       |
|  |  |
|  | I have attached certified copies of all New Zealand visas and permits for all my family members named in this application  |       |
|  |  |
|  | I have attached certified copies of the identity documents for all my family members named in this application |       |
|  |  |
|  | I have provided evidence about the long-stay situation of all my family members named in this application |       |
|  |  |
|  | I have provided evidence about the ordinarily residence status of all my family members named in this application |       |
|  |  |
|  | I have provided evidence about my parental/legal guardianship, or family relationship to all the children included in this application |       |
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|  | I have provided a referee’s statement  |       |

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| **Section H: Application decision (For Ministry use only)** |
| RecommendationI have assessed the application/s against the current domestic student criteria published in the New Zealand Gazette. Applicants are required to meet all the criteria in order to be eligible to access education as a domestic student.I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Manager Education/ Senior Education Adviser) recommend the following:

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| --- | --- | --- | --- |
| Student’s name | Family name | Recommendation (approve or decline) | Reason for decline |
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AGREE / DISAGREE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Director of Education Region: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |