

# SYRIAN APPLICANTS

## REFUGEE FAMILY SUPPORT CATEGORY

### RESIDENCY APPLICATION

There are two stages to the Refugee Family Support Category application process. The first is for you to register as a sponsor. If approved, you will be sent an **invitation for your family to apply for residency**. If you have not completed the registration process yet, please ask for a copy of our sponsor registration guide.

The residency application is step two. It is the longest part of the process and where Immigration assesses and decides whether your family is granted residence.

Your family has **12 months** to apply for residency from the date of the invitation to apply letter.

**IMPORTANT: IMMIGRATION NEW ZEALAND WILL NOT GIVE EXTENSIONS TO THE 12-MONTH DEADLINE.**

You **MUST** have the application for residence completed and sent to Immigration **BEFORE** the 12-month timeframe has expired.

This is especially important if it is a Tier Two application. If you miss the deadline you might have to wait years before Tier Two opens again to submit another sponsor registration.

#### TIMEFRAME

Immigration New Zealand's Refugee Quota Branch (RQB) currently processes Refugee Family Support Category residence applications.

It can take a long time for the application to be assigned to a case officer and then processed and decided.

You can check the current decision-making times here: [Fees, decision times and where to apply | Immigration New Zealand](#). We can also check the website for you if you ask us.

It is important that you keep your contact information up to date so Immigration can contact you when they start processing your family's application.

#### POSTING YOUR APPLICATION

Application forms and supporting documents can be couriered to:

Immigration NZ  
20 Fairfax Avenue  
Penrose  
Auckland 1061

## KEY WORDS

### **SPONSORSHIP**

You are the sponsor. You register as a sponsor to bring your family to New Zealand by completing a Refugee Family Support Category Sponsor Registration Form. If approved, you are sent an *invitation (for your family) to apply* for residency.

### **PRINCIPAL APPLICANT**

The principal applicant is the person you are sponsoring. This is the person whose residence application it is. Their partner and any dependent children included on the application are called

### **SECONDARY APPLICANTS**

#### **PARTNER**

To be included in the application, the principal applicant and their partner must be living together in a genuine and stable partnership for 12 months or more at the time the application is assessed. They must be both 18 years or older, and not close relatives.

#### **DEPENDANT CHILD**

Dependent children can include:

1. Biological children;
2. Adopted children – whether through a legal adoption, or customary adoption of children if you adopted them when they were 11 or younger (eg. taking responsibility of your niece, nephew, or younger siblings because they are orphaned)
3. Step children

The principal applicant's children can be included in the application if they are under 25 when the residence application is lodged. They must also remain single, with no children of their own, and financially dependent on the principal applicant for the entire residence application.

### **CERTIFIED COPY**

A certified copy is a copy of a document which has been stamped by a Justice of the Peace, lawyer, notary public or representative of a commonwealth country (for example a New Zealand Embassy/High Commission) and signed to say that it is a true copy of the original document.

If you are in Lebanon, a local mayor may be able to certify a document.

### **ORIGINAL DOCUMENT**

An original document is the actual document received, with the ink signatures/stamps or other attachments which identify it as an official document. This does not include a scanned copy or photocopy.

### **STATUTORY DECLARATION**

A statutory declaration is a written document that must be signed in front of a Justice of the Peace, lawyer, notary public or representative of a commonwealth country (for example a New Zealand Embassy/High Commission).

The statutory declaration should state what you are declaring and then at the end state: I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

## DOCUMENT LIST

### Important

Every document you send to Immigration must be either an original or certified copy.

See page 2 for the meaning of certified copies and original documents.

If any document is not in English, it will need to be **translated** by an official translator. You and your family cannot translate the documents yourself. They must be translated by a reputable translation business.

### MANDATORY DOCUMENTS

The below are what Immigration call “mandatory documents”. They are the minimum documents needed to lodge the application with Immigration New Zealand. Immigration New Zealand will not accept the application without these key documents.

ü	DOCUMENTS REQUIRED	NOTES
<input type="checkbox"/>	Completed and signed residence application form (INZ 1000)	<p><b>MUST</b> be signed by: Principal applicant, Any partner, Any children over 18 years old.</p> <p><b>MUST</b> be completed in English.</p> <p>Immigration requires the original signed document. Not a copy or scan.</p> <p>However, Immigration will sometimes accept a scanned copy, <b>ONLY</b> if the original is supplied to them soon after.</p>
<input type="checkbox"/>	2x passport photos for everybody included in the application.	<p>A photo of each person in the application (principal applicant, partner &amp; children) must be attached to the application form.</p> <p>Your family can take a passport size photo of each person on a smart phone and send it to you to print. The photos cannot be older than 6 months.</p>

<input type="checkbox"/>	Passport or certificate of identity for each person included in the application.	<p>You can send certified copies. See page 2 for the meaning of 'certified copy'.</p> <p>If neither a passport or certificate of identity is available, then Immigration can accept the application with a full birth certificate or another type of identity document, such as a Lebanese ID card.</p>
<input type="checkbox"/>	Full birth certificate for every person included in the application.	<p>You can send certified copies. See page 2 for meaning of 'certified copy'.</p> <p>If any person included in the application does not have a birth certificate or an identity card, they will need to provide a statutory declaration with:</p> <ul style="list-style-type: none"> <li>- Their full name; and</li> <li>- Their date of birth; and</li> <li>- Their place of birth; and</li> <li>- The names and occupations of their parents.</li> </ul> <p>Please contact Community Law Waikato for a statutory declaration template to use.</p>
<input type="checkbox"/>	Police certificate	<p>It may not be possible to get police certificates from Syria right now. If you cannot get a Police Certificate from Syria, everyone 17 or older will need to complete a statutory declaration instead.</p> <p>A statutory declaration template is attached.</p> <p>You must attach a police certificate for any country you have lived in for 12 months or more, in the last 10 years. For example, you might need a police certificate from Lebanon too. The police certificates cannot be older than 6 months.</p>
<input type="checkbox"/>	The Sponsor's passport or certificate of identity with residence label, or citizenship certificate.	<p>This can be a certified copy. See page 2 for definition of 'certified copy'.</p>

<input type="checkbox"/>	Letter from Immigration New Zealand approving the sponsorship registration.	This can be a copy
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## Additional Information Form INZ1200

This is not a mandatory lodgement form, but it will be required soon. It is a good idea to complete it now and post it at the same time as the residence documents to save time and postage cost. You need to make sure all information on the form is the same as the information on the residence form. You also need to make sure that you answer every question on the form.

<input type="checkbox"/>	Completed and signed additional information form (INZ 1200)	Required for the: Principal applicant; Any partner; and Any dependents aged 17 and older included on the application.
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## ADDITIONAL DOCUMENTS YOU WILL NEED LATER

Immigration NZ will ask for further documents and information once you have a case officer.

Below are some examples of the type of information they will need. It is a good idea to start collecting this information for later.

ü	DOCUMENTS REQUIRED	NOTES
<input type="checkbox"/>	<p>Proof of relationship and living together between the principal applicant and their partner. For example:</p> <p>A marriage certificate (if you are married), Housing documents for example, a tenancy agreement, or letter from a landlord confirming you live together, A letter from a village elder, or someone of authority who can certify that you live together as partners, Joint electricity bill, or similar, Joint bank accounts</p>	<p>Proof of relationship documents can be certified copies. See page 2 for the meaning of 'certified copy'.</p> <p>For more examples of partnership evidence see: <a href="#">Partnership   Immigration New Zealand</a></p>
<input type="checkbox"/>	Proof of relationship between the principal applicant and any dependent children for example:	

	<p>Birth certificates; Adoption papers; A written declaration by the principal applicant in the case of a customary adoption (see note for what to include).</p>	<p>You can send certified copies. See page 2 for the meaning of a 'certified copy'.</p> <p>If the principal applicant (and partner) is caring for someone who is not their biological child, and they are not legally adopted, the principal applicant needs to provide a statutory declaration stating that the person has been adopted by them, the date the adoption took place and the country in which it took place.</p> <p>See page 2 for a definition of a statutory declaration.</p>
<input type="checkbox"/>	<p>Proof of relationship between the principal applicant and the sponsor for example: Birth certificate or certificate of identity which show you have the same parents.</p>	<p>If this cannot be provided, Immigration New Zealand may ask you to do a DNA test or an interview.</p>

## OTHER IMPORTANT INFORMATION

### MEDICALS, FEES & AIRFARES

There are no registration fees or residency fees.

Immigration will organise and pay for medicals after a case officer is assigned. Your family do not need to do medicals yet.

If residency is approved, Immigration will pay for airfares. But sometimes your family may have to pay to travel to a country where IOM operates. And they will need valid visas for that country. For We can give you further information on this.

### CHILDREN BORN AFTER THE RESIDENCE APPLICATION IS LODGED

If your family have a child/ren after they send in the residency application, the child/ren can still be added to the application.

Your family will need to get a certified copy of the child's identity document, like a birth certificate, and ask Immigration for an additional dependent form which you fill out and send in. If you are not sure what to do, contact us for help.

## **ACCOMODATION UNDERTAKING**

If the residency application is approved, you must provide accommodation for your family for their first 24 months in New Zealand. You do not need a house for them now. The application will take a long time to process. But you need to start thinking about your accommodation plan now – do you have someone who owns a house and would let them live there? Have you saved enough money to pay for that house, or to rent a house for your family?

## **EVIDENCE OF DEPENDENCE**

Immigration will need evidence that any dependent children aged 21 or over are dependent on the principal applicant. Common examples include evidence of financial support, statutory declarations from the dependent child and evidence of study. This will need to be provided to Immigration later on.

## **CROSS CHECKS**

It is very important that the information you give Immigration is true and correct for example spelling of names and dates of birth. Immigration will request the sponsors Immigration New Zealand file to check that the information given in their initial refugee application is consistent with what this residence application says.