A Guide to Completing the Form: *Application to Renew Approval as a Domestic Student*

**About this guide**

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***

This guide will help you to complete the form *Application to Renew Approval as a Domestic Student* (*for students who are living in New Zealand unlawfully*). It will give you information about completing the application form and help you understand the requirements your children need to meet to be eligible to continue studying in New Zealand schools as domestic students.

Before completing the application form you should read this guide*.*

To apply for renewal, you must complete section A and sign the statutory declaration in Section B of the form *Application to Renew Approval as a Domestic Student.* You must send the completed form to your local Ministry of Education office with any new documents we need to assess your application. If you do not include everything we need, we may not process your application and may return it to you.

The Ministry of Education does not charge a fee for processing application forms.

About the application form

Use the form *Application to Renew Approval as a Domestic Student* (*for students who are unlawfully living in New Zealand*)if your approval letter from the Ministry of Education has expired within the last three months. If your approval letter expired more than three months ago, you should reapply to the Ministry using the form *Application for Approval as a Domestic Student*. The form and a guide to help you compete it are available from the Ministry’s website.

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| Completing Section A: Information about the student(s) |
| You may use this form for all the students in your family who are still in New Zealand unlawfully and who are applying to renew their Ministry approval. A separate application form is not required for each student.  *Reference number and date of approval from Approval letter:* enter this information for each student applying to renew their approval.  *Student’s name(s) and surname/family name(s):* this is the student’s legal name as recorded on their passport or birth certificate.  *Date of Birth:* this is the student’s date of birth as recorded on their passport or birth certificate.  *School student currently attending:* This is the school the student is currently enrolled in. If the student has changed schools since approval was granted, please let us know the name of the school the student was attending when approval was granted.  *Street Address, Suburb & postcode, Town/City:* This is the residential address of the students applying to renew their approval. If the students live at different addresses, please tell us where each student is living.  *Telephone and Email:* Please provide a telephone number and /or email address in case we need to contact you about the application or any supporting documents.  ***Questions on page 2***  If, at any time after the date of approval, any of the students left New Zealand or have been granted a new visa, complete the table and attach a certified copy of the visa. Do not send original documents with your application as these will not be returned to you. Copies of any new immigration visas for your child must be certified by a Justice of the Peace or Member of the Parliament. All supporting documentation must be submitted with the completed application form.  Applications to renew from students who turned 19 years old last year will not be considered. |
| **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. |
| **Section B: Statutory declaration** |
| 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.  There are penalties under the Crimes Act 1961 for providing false information and provision of false information 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. |
| **Assessing your application** |
| Your application will be assessed against the current domestic student criteria published in the *New Zealand Gazette*.  Incomplete applications will not be assessed. If you have not completed the application form or have not included all the evidence or supporting documentation we have asked for in the form, we may contact you to discuss your application and ask for the missing information. If that information is not received before the student’s current approval expires, or you have not contacted us before that date, the student’s approval will expire. In some situations, we may return everything to you and cancel the application.  If the student’s approval expires, you may reapply using the form *Application to Renew for Approval as a Domestic Student* and demonstrate that you can meet all the criteria. A letter will also be sent to the student’s school notifying the principal that the Ministry’s approval has expired.  ***New information or changes in the information you have provided***  After you have sent your application to the Ministry you can still provide additional information or documents, but you must do so before a decision on your application is made. Once a decision has been made, we will not be able to consider any further information or documents you provide unless a new application form and statutory declaration is received.  You must also keep us informed of any changes to the information you have provided, for example if any of the students receives a new visa while the Ministry is considering your renewal application.  ***We will notify you in writing about our decision on your application***  If you are granted approval, you will also be given a letter to take to the principal of the school the student will attend. 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.  If your application is declined, you may reapply by submitting a full application using the form *Application for Approval as a Domestic Student* and all the required supporting documentation that demonstrate that you can meet all the criteria. A letter will also be sent to the student’s school notifying the principal of the Ministry’s decision. |
| Local office contacts for more information |
| If you have any questions about the enrolment process or need help in filling out the form, you can contact your local school or nearest Ministry of Education office.  <https://www.education.govt.nz/our-work/contact-us/> |