

New Zealand Immigration

# Application for Skills Assessment

Please fill in your **Member ID**, if known (please use a **BLACK** pen)

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Please type or print **ALL** applicable sections below and submit your application form with supporting documents to [nzimmigration@charteredaccountantsanz.com](mailto:nzimmigration@charteredaccountantsanz.com).

**IMPORTANT:** Prior to completing this form, please ensure you have read the information located on our website:

<https://www.charteredaccountantsanz.com/about-us/migration-assessment/new-zealand-immigration>

## Section 1 – Nominated occupation

Select the following ANZSCO code to be assessed under:

☐ Accountant (general) ..... ANZSCO CODE 221111

## Section 2 – Personal details

Title ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other →  Gender → ☐ Male ☐ Female

Given name/s (in full)

Family name

Preferred name

(If your name is different to those on your documents, please provide evidence of name change)

Date of birth

DD / MM / YY

Country of birth

Street address

Suburb/City

State

Postcode

Country

PO Box address

Suburb/City

State

Postcode

Country

Email (home)

Phone (home)

Mobile

### Preferred postal address

☐ Home street address ☐ Home PO Box address



### Section 3 – Contact details of ‘solicitor/migration agent/authorised person’ acting on your behalf (if applicable)

**Note:** Letter of authority is required to be submitted with this application

Full name (First name/Family name)	<input type="text"/>					
Business name	<input type="text"/>					
Postal address	<input type="text"/>			Suburb/City	<input type="text"/>	
	State	<input type="text"/>	Postcode	<input type="text"/>	Country	<input type="text"/>
Email	<input type="text"/>					
Phone	<input type="text"/>	<input type="text"/>	Fax (home)	<input type="text"/>	Mobile	<input type="text"/>

### Section 4 – Tertiary qualifications

Please list the details of your tertiary qualifications. Original scanned copies of your tertiary qualifications – degree certificate(s) and transcript(s) must be attached. (If additional space is required, please photocopy this page and attach to this application.)

#### Qualification 1:

Country of tertiary institution	<input type="text"/>									
State	<input type="text"/>									
Name of tertiary institution (eg. university / college)	<input type="text"/>									
Name of degree/diploma (eg. Bachelor of Commerce)	<input type="text"/>									
Date commenced	<input type="text"/>	/	<input type="text"/>	/	.....> Date completed	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>

#### Qualification 2:

Country of tertiary institution	<input type="text"/>									
State	<input type="text"/>									
Name of tertiary institution (eg. university / college)	<input type="text"/>									
Name of degree/diploma (eg. Bachelor of Commerce)	<input type="text"/>									
Date commenced	<input type="text"/>	/	<input type="text"/>	/	.....> Date completed	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>

#### Qualification 3:

Country of tertiary institution	<input type="text"/>									
State	<input type="text"/>									
Name of tertiary institution (eg. university / college)	<input type="text"/>									
Name of degree/diploma (eg. Bachelor of Commerce)	<input type="text"/>									
Date commenced	<input type="text"/>	/	<input type="text"/>	/	.....> Date completed	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>

## Section 5 – Membership of accounting body (if applicable)

Name of accounting body  
or professional association

Membership type  
(eg. Associate or Fellow)

Date of admission  
to membership

## Section 6 – Privacy Statement and Declarations

### PRIVACY STATEMENT

Chartered Accountants Australia and New Zealand ABN 50 084 642 571 (CA ANZ) is collecting the personal information (which may include sensitive information) provided in this application form and any evidence sent to CA ANZ for the following primary purposes:

- to process the application, verify evidence provided with the application and assess whether the applicant has suitable skills and/or qualifications for a nominated occupation;
- to confirm authorisation by an applicant of his/her representative or migration agent and to provide contact details for that representative or migration agent; and
- to allow you to make payment of the required fees to CA ANZ so you can lodge the application.

If you do not provide this personal information or provide incomplete personal information, we may not be able to process the application.

We have a legitimate interest in using the personal information provided in this application form in these ways. The collection of the personal information provided in this application form is also fundamental to the nature of our obligations in assessing the application.

CA ANZ may collect personal information (which may include sensitive information) of an applicant via the account, application form or application process either directly from the applicant or indirectly from the applicant's migration agent.

If you are a migration agent acting on behalf of an applicant, you must not disclose any personal information (which may include sensitive information) of an applicant to CA ANZ unless you have the necessary authorisations and consents to do so by the applicant. You must also inform the applicant of the matters set out in this Privacy Collection Statement and CA ANZ's Privacy Policy. By disclosing personal information of the applicant to CA ANZ, you represent to CA ANZ that you have all such authorisations and consents required and that you have informed the applicant of the relevant matters.

CA ANZ may disclose some or all of the information we collect about applicants (including information provided by third parties) to the New Zealand Immigration, the Immigration and Protection Tribunal, the organisation or individual that issued the relevant qualifications referred to in this application, the applicant's employer(s) or migration agent, the New Zealand Skills Authority, local and international professional bodies, ASIC, New Zealand Companies Office and any other state/territory government agencies.

We otherwise use, disclose, process and handle your personal information in accordance with our [Privacy Policy](#).

While your personal information is collected in Australia, it is likely that it will be disclosed to overseas recipients outside of Australia and outside of the European Economic Area in accordance with our [Privacy Policy](#).

Our [Privacy Policy](#) also contains the contact details of our Privacy Officer / Data Protection Officer and information regarding your rights (including how to withdraw your consent, if applicable) and how you can seek to access and correct your personal information or raise a privacy concern with us and how it will be dealt with.

If you have any questions or concerns about this Privacy Collection Statement, our Privacy Policy or how we handle your personal information, please contact our Privacy Officer / Data Protection Officer.

☐

**I confirm that I have read, understand and accept the terms of the above privacy statement and consent to the handling of my information in accordance with that collection statement and CA ANZ's Privacy Policy.**

### DECLARATIONS

- I confirm that the information provided in this application form is complete, correct and up-to-date.
- I understand that providing false or misleading information is a serious offence

Signature

Full name

Date

## Section 7 – Payment details

### Assessment fee payable: (Please select **ONE** only)

If residing in New Zealand:

- ☐ I hold an AU/NZ qualification NZ\$350  
(GST inclusive)
- ☐ I hold an overseas qualification NZ\$450  
(GST inclusive)

If residing in Australia/overseas:

- ☐ I hold an AU/NZ qualification AU\$350
- ☐ I hold an overseas qualification AU\$450

Your assessment result letter will be emailed as a **secure PDF** document.

Total fee payable:

### Payable by:

☐ Chartered Accountants Amex

☐ Amex ☐ Visa ☐ MasterCard ☐ Diners Club

Card number

Expiry date

Cardholder name

Cardholder signature

## Section 8 – Checklist

Please ensure you have:

- ☐ Completed all applicable sections of this form (typed or in legible handwriting)
- ☐ Selected fee to match assessment choice
- ☐ Signed this form

Enclosed the following: (where applicable)

- ☐ Biographical pages (photo pages) of the current passport(s).
- ☐ Evidence of name change (if applicable)
- ☐ Original scanned copy of each degree certificate
- ☐ Colour scanned copy of each academic transcript corresponding to each degree – If there are exemptions granted, please provide the academic transcript from the institution at which study was completed that led to those exemptions.
- ☐ Colour scanned copy of university/college handbook for each degree (if applicable)

- ☐ Accounting bodies: Colour scanned copy of 'letter of good standing' (dated within 3 months of application receipt date), membership certificate and examination results (if applicable)
- ☐ 'Letter of Authority' (if you have a **third party** acting on your behalf)

## Section 9 – Submitting your application form

### HOW TO SUBMIT YOUR FORM

Please email your application form to:

**EMAIL** nzimmigration@charteredaccountantsanz.com

**OR**



If you have a 'digital signature' simply click the **submit button**

### ANY QUESTIONS

If you have any questions you can contact the Migration Team at:

**EMAIL** nzimmigration@charteredaccountantsanz.com

**PHONE** **AUSTRALIA** 1300 137 322 **OVERSEAS** +61 2 9290 5660

**WEBSITE** charteredaccountantsanz.com