



**IMMIGRATION NEW ZEALAND**  
**INTERNAL ADMINISTRATION CIRCULAR NO: 14/04**

To:	Immigration New Zealand, all Managers	Date: 31 October 2014
	Immigration New Zealand, all Staff	

**PRIORITISATION OF THE 2014/2016 RESIDENCE PROGRAMME AND GENERAL INSTRUCTIONS**

Please read this information and ensure that all staff members who may be affected are aware of what is required of them.

**Purpose**

1. The purpose of this Internal Administration Circular (IAC) is to confirm the prioritisation of residence categories within the 2014/2016 New Zealand Residence Programme (NZRP) and to give general instructions as to the order and manner of processing applications for residence class visas.
2. This IAC replaces *IAC 13/01 "Prioritisation of the 2012/2013 Residence Programme and General Instructions"* issued on 07 February 2013.

**General Instructions as to the order and manner of processing**

3. The 2014/2016 NZRP is divided into three streams:
  - Skilled/Business
  - International/Humanitarian
  - Family
4. Section 26(4) of the Immigration Act 2009 allows the Chief Executive of the Ministry of Business, Innovation and Employment to give general instructions to immigration officers and refugee and protection officers on the order and manner of processing any application or claim. This enables the prioritising of categories of applications to be processed other than on a "first come first served" basis. This power of the Chief Executive has been delegated to the Deputy Chief Executive.
5. For Immigration New Zealand (INZ) offices dealing with a range of residence class visa application types, this general instruction requires that priority be given to applications for residence class visas under certain categories in preference to applications under other categories. Note that where an INZ office processes one category type, for example Business applications, priority is offered by virtue of that specialisation.

**First Priority**

6. First Priority will be given to the following types and categories of applications for residence class visas:
  - (a) Skilled Migrant Category (SMC) applications with job offers
  - (b) SMC applications without job offers

- (c) All Business Categories and Family Retirement Category (processed at Business Migration Branch)
- (d) Residence from Work:
  - Talent (Accredited Employer);
  - Talent (Arts, Culture and Sport); and
  - Long Term Skill Shortage List
- (e) Refugee Policy
- (f) Partnership and Dependent Child applications where the partner or parent is:
  - A New Zealand Citizen, or
  - The holder of a permanent resident visa, and who has been absent from New Zealand for a period of at least two years prior to the date of the application being accepted for consideration, apart from short visits within that period. (Note that in the case of a partnership application, the New Zealand partner and the applicant must have been living together for 12 months or more in a partnership that is genuine and stable)

### **Second Priority**

7. Second Priority will be given to the following types and categories of applications for residence class visas:
- (a) Partnership and Dependent Child applications (which do not meet the criteria at 6 (f) above)

### **Third Priority**

8. Third Priority will be given to the following types and categories of applications for residence class visas:
- (a) Parent Category (Tier One), Parent Category (lodged before 16 May 2012) and Sibling and Adult Child Categories (lodged before 16 May 2012)
  - (b) Parent Category (Tier Two)
  - (c) All other applications for residence class visas
9. These instructions do not prevent immigration officers and refugee and protection officers according urgency to the processing of any particular residence application when the individual circumstances warrant that.
10. The previous General Instructions made pursuant to section 26(4) of the Immigration Act 2009 are revoked.



Nigel Bickle  
Deputy Chief Executive - Immigration  
Ministry of Business, Innovation and Employment

**Disclaimer**

Every care has been taken to ensure the information in this circular is accurate and current as at the date of this circular. The information on this circular is to assist you; however applications will be assessed by Immigration New Zealand according to the published Operational Manual. This circular is not a substitute for the Operational Manual.