



# Jobseeker Support Student Hardship application form

Complete this form if you want to apply for the Jobseeker Support Student Hardship. You can also apply online at [studylink.govt.nz](https://studylink.govt.nz)

## To get the Jobseeker Support Student Hardship you must:

- be registered for work with Student Job Search (or a Work and Income service centre) and
- be actively looking for full-time work and
- intend to study full-time after your study break and
- have received or will receive Student Allowance. If you're in hardship and you don't qualify for Student Allowance, you may still be able to get Jobseeker Support Student Hardship. You'll also need to complete the Additional Hardship application form on pages 9 and 10.

You will have a stand-down, or waiting time, from when you qualify for Jobseeker Support Student Hardship, until the time you are entitled to your benefit. You won't get paid during this stand-down.

If you have a partner or a child and you're in hardship because your Student Allowance has stopped and you're waiting for your Jobseeker Support Student Hardship to start, you may be able to get the Student Allowance Transfer Grant. You can apply for this by answering question 1 on page 11.

If you have not been in previous study, are a refugee or protected person, or you are 16–17 years old and getting a Student Allowance your application may be processed as an Emergency Benefit. If this happens, you will get the same amount as you would have received if you got Jobseeker Support Student Hardship.

If you didn't receive a Student Allowance previously, you'll need to apply for one before we can finish processing your application for Jobseeker Support Student Hardship.

The best time to apply for your Jobseeker Support Student Hardship is at the same time you apply for your Student Allowance or Student Loan.

## In this application, you can also apply for:

- Additional Hardship (Part 3)
- Extra Help (Part 4): Student Allowance Transfer Grant, Accommodation Supplement, Disability Allowance, Temporary Additional Support.

**You must give us all the information we need.**

**If you do not have all the information we need, talk with us and we may be able to help.**

**If we find out later that any information you give us is not true, or that you knew information you should have told us and did not tell us, we may stop paying your benefit. You might need to pay money back, we may impose a penalty, and you could be prosecuted.**

# Before you start – Read this page

Here are some important things you need to know before you complete your application.

You need to apply as soon as possible. If you don't apply within 7 days after your course has ended you could miss out on some payments.

## Use blue or black ink only

When completing your application you must only use blue or black ink. If your application has been completed in any other colour we might get you to complete another one.

## Answer all the questions

It's important to answer every question in your application. If a question doesn't apply to you, use 'N/A' or 'nil'. Don't leave the space blank, unless indicated on the form, as this could delay the process and you may not get paid on time.

## You will need to provide documents

When you apply for Jobseeker Support Student Hardship, you will need to provide at least one form of identification, such as a driver's licence or student ID card. You may need to provide certain other documents with your application – these are listed on page 31.

All documents sent to StudyLink must be a verified copy. A verified copy is a copy of the original document which has been signed and dated by someone like a Solicitor/Lawyer, Notary Public, Court Registrar, an approved person at an education provider, school principal, StudyLink or Work and Income staff member or Justice of the Peace (listed in the Yellow Pages) who can confirm that the copy is the same as the original. They must print their name and title on each page and write that it is a true copy and sign it.

The best way to send your documents to us is online using [connect.co.nz](https://connect.co.nz). Please remember to include your name and client number with any documents that you send to us. For more information visit [connect.co.nz](https://connect.co.nz)

## Sign and date the form

Remember to sign and date this application on page 30 – and make sure anyone else who needs to sign it has done so.

If you have a partner they need to sign and date this application, on page 27.

## How to return your form

The easiest and fastest way to return your completed form to us is online using [connect.co.nz](https://connect.co.nz). Please remember to include your name and client number.

For more ways to contact us, visit our website [studylink.govt.nz](https://studylink.govt.nz)

We're happy to help you complete your application.

# Part 1: Personal details

The documents we need to see are listed on page 31. You will need to provide at least one form of identification, such as a driver's licence or student ID card.

This section tells us about you. You must complete this.

## 1. What is your client number?

If you have received assistance from StudyLink or Work and Income before, write your client number here if you know it. This number can be found on your Community Services Card if you have one.

Client number

## 2. What is your full name?

First name	Middle name(s)	Surname or family name
<input type="text"/>	<input type="text"/>	<input type="text"/>

## 3. What is your legal name as it appears on your birth certificate? (If different from above)

First name	Middle name(s)	Surname or family name
<input type="text"/>	<input type="text"/>	<input type="text"/>

## 4. Have you ever been known by any other name(s)?

Yes  No

If yes, please write them below:

First name	Middle name(s)	Surname or family name	Maiden name? Yes/No
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## 5. What date were you born?

Day  Month  Year

 We need to see a verified copy of your birth certificate or passport (unless StudyLink has already seen it).

## 6. Are you:

Male  Female  Gender diverse

## 7. What is your Inland Revenue (IRD) tax number?

If you have an IRD number with less than nine digits, please insert zero(s) in front of your IRD number. If you don't have one, you need to get one from Inland Revenue by calling **0800 22 77 74**, or you can download a form at [ird.govt.nz](http://ird.govt.nz).

**8. What bank account do you want your payments to be paid into?**

This account must be in your name or you must complete an Appointment of Agent form.

Account name:

Bank

Branch

Account

Suffix

Please note – if you give us an incorrect bank account number we can't pay you, please check it against your bank statement.



**We need to see evidence of this account. Evidence could be a verified copy of a pre-printed deposit slip or statement with your name, bank, branch and account number (unless we have already seen it).**

**9. Where will you live while getting the Jobseeker Support Student Hardship?**

Flat/House number		Street address		
Suburb		City	Post code	Country
				NEW ZEALAND

**9a. Will your mailing address be different from where you will live?**

Yes (Provide details below)

No (Go to Q10)

Please note, this must be a New Zealand address.

Postal address			
Suburb	City	Post code	Country
			NEW ZEALAND

**10. How else can we contact you?**

When we have processed your Jobseeker Support Student Hardship application we will call you to let you know the outcome.

Phone	Mobile <sup>1</sup>	Fax	Email <sup>1</sup>

**11. Were you born in New Zealand?**

Yes (Go to Q12)

No

**11a. What country were you born in?**

**11b. Are you a:**

Residence class visa holder<sup>2</sup>

Protected person<sup>3</sup>

New Zealand citizen

Other (Provide details eg. Refugee)


<sup>1</sup> If you give us your mobile number or email address we may use these to send you text messages or emails to let you know about important changes, appointment reminders or that it's time to reapply if you're continuing with your studies. This must be your own mobile number or email address. Do not give the contact details of your education provider.

<sup>2</sup> A residence class visa holder is someone who is entitled to reside in New Zealand indefinitely and holds a residence class visa under the Immigration Act 2009 (holders of resident permits and returning resident's visas (RRVs) granted under the Immigration Act 1987 are deemed to hold a residence class visa under the Immigration Act 2009). If you are an Australian citizen or Australian permanent resident please choose 'residence class visa holder'.

<sup>3</sup> As defined under sections 130 and 131 of the Immigration Act 2009.

If you are a residence class visa holder or New Zealand citizen, when were you granted residency/citizenship?

Day  Month  Year

 We need to see a verified copy of your birth certificate, passport or letter from Immigration New Zealand to prove your residence (unless StudyLink has already seen it).

11c. If you are a residence class visa holder, were you granted residency under sponsorship?

Yes  No

11d. When did you come to New Zealand to live?

Day  Month  Year

12. Do you usually live in New Zealand?

Yes  No (It's unlikely your application will be approved – call us on **0800 88 99 00** to discuss this)

13. The following information is only needed for statistical purposes. It's up to you whether you answer this question. We'd appreciate it if you would tick the ethnic group(s) you most identify with.


<input type="checkbox"/> NZ European	<input type="checkbox"/> Other European	<input type="checkbox"/> NZ Māori	<input type="checkbox"/> Samoan	<input type="checkbox"/> Cook Island Māori
<input type="checkbox"/> Tongan	<input type="checkbox"/> Niuean	<input type="checkbox"/> Tokelauan	<input type="checkbox"/> Fijian	<input type="checkbox"/> Pacific Island – Other
<input type="checkbox"/> Southeast Asian	<input type="checkbox"/> Chinese	<input type="checkbox"/> Indian	<input type="checkbox"/> Asian – other	<input type="checkbox"/> Middle Eastern
<input type="checkbox"/> Latin American	<input type="checkbox"/> African	<input type="checkbox"/> Other (please provide details)	<input type="text"/>	

If you are NZ Māori, which iwi do you belong to?

Once you start getting Jobseeker Support Student Hardship you need to tell us about any changes so we can make sure you're getting the right payments.

You must call us on **0800 88 99 00** if you or your partner:

- start getting income or your income changes
- change address, phone or email address
- start or finish a relationship
- change bank accounts
- go, or intend to go overseas.

 Remember to read your obligations (including the privacy statement on page 25), then sign and date your declaration on page 30.

## Part 2: Jobseeker Support Student Hardship

You can apply for your Jobseeker Support Student Hardship online at our website [studylink.govt.nz](https://studylink.govt.nz) You can also check out the application process and find out what documents you may need to provide.

This section tells us about your circumstances. You must complete this.

### 1. Will you be available for and actively seeking full-time work during your study break?

While you receive Jobseeker Support Student Hardship you are expected to be available for and actively seeking full-time work. Full-time work is paid work for 30 hours or more a week. This includes temporary or casual employment.

Yes  No (If no, it is unlikely this application will be approved. Please call us on **0800 88 99 00** to discuss this)

### 2. What date will you be available for and actively seeking full-time work from?

Your payments may be calculated from this date so you need to tell us the actual date you were (or will be) available for work.

Day   Month     Year

### 3. Are you registered with Student Job Search or Work and Income to find full-time work?

You need to register with one of these agencies to meet your work obligations. You can register with Student Job Search online at [sjs.co.nz](https://sjs.co.nz).

Yes  No (Go to Q4)

### 3a. What is your Student Job Search Number?

### 4. Do you intend to study full-time after your break?

Yes  No (Please call us on **0800 88 99 00** to discuss this)

If yes, when does your course start?

Day   Month     Year

### 5. Have you already enrolled in this course?

Yes  No

### 6. Have you applied for a Student Allowance for your next course?

Yes  No (If you didn't get a Student Allowance for the course you just finished, you'll also need to complete the Additional Hardship form on page 9)

If you haven't applied for your Student Allowance yet you need to do this as soon as possible. The easiest way to do this is online at [studylink.govt.nz](https://studylink.govt.nz)

### 7. Do you have a partner?

For Jobseeker Support Student Hardship, a partner is your spouse, civil union partner, or someone whom you have a de facto relationship (where you live together as a couple in a relationship in the nature of marriage or civil union). If your partner is 16 or 17 years old, they can be included in your benefit if you are married or in a civil union. If you are in a de facto relationship where you or your partner is aged 16 or 17 years old, the parents or guardians of the 16 or 17 year old, or a Family Court judge, must give their consent for the de facto relationship.

Yes (Go to Q7a)  No (Go to Q7c)

If yes, your partner must complete the Partner's form on page 19.

**7a. What is your relationship status with this partner?**

Married
  In a de facto relationship
  In a civil union

**7b. What is the date your current relationship status started?**

Day
   Month
     Year (Go to Q8)

**7c. Are you:**

Single
  Living apart or separated
  Divorced
  Widowed

**8. If you are under 20 years old do you live with your parent(s) or guardian(s)?**

Yes
  No
  I'm not under 20 years old

If you have children you may qualify for Working for Families Tax Credits from Inland Revenue. To find out more contact Inland Revenue on **0800 22 77 73**.

**9. Do you have any children in your care?**

By children we mean anyone under 18 who lives with you and who you are primarily responsible for providing the care and financial support for – this includes stepchildren, children at boarding school, adopted or whangai children, grandchildren or mokopuna. It doesn't include children who are supporting themselves or working full-time, or anyone you are being paid a Work and Income Orphan's or Unsupported Child's benefit, or an Oranga Tamariki payment for. Please note: this definition is different from that of the Student Allowance.

Yes
  No (Go to Q10)

**If yes, please give us their details:**

Child's full name	Date of birth
	/ /
	/ /
	/ /
	/ /

**9a. Will you have a shared custody arrangement for any of the above children during your study break?**

Yes
  No (Go to Q10)

**If yes, please give us details of the shared custody arrangement:**

Child's full name	Days per fortnight	Name of person you have shared custody with	Address of person you have shared custody with

You could be eligible for the Childcare Subsidy or Out of School Care and Recreational Subsidy (OSCAR). For more information visit our website [studylink.govt.nz](http://studylink.govt.nz)

 We need to see a verified copy of each child's full birth certificate (unless StudyLink has already seen them).

**10. Do you or your partner have any assets?**

This could be money in a bank or savings account including term deposits, money lent to other people or organisations, money in bonds, shares, debentures or Government stocks, leisure boats, caravans, land or buildings other than your home (for example a holiday home).

 Yes

 No (Go to Q11)

If yes, please give us details of your assets:

Type of asset	Owner of asset (you, your partner or both)	Value	Money owing (if any)
		\$	\$
		\$	\$
		\$	\$
		\$	\$

 **We may ask for evidence of your assets.**

To qualify, your cash assets must be under certain limits. To find out what these are, visit our website [studylink.govt.nz](http://studylink.govt.nz)

If you or your partner earn any income you need to let us know by the Friday of the week you earn it – if you don't you could be overpaid and you'll need to pay the money back. We could take legal action to recover this money.

**11. Are you working now?**

 Yes

 No (Go to Q12)

**11a. What type of work do you do?**

 Full-time

 Part-time

 Voluntary

 Self-employed

 Casual

**11b. When did you start this job?**

Day

Month

Year

**11c. Are you a sole parent with dependent children that pays for childcare while you work?**

 Yes (If yes, please tell us how much you pay)

\$

 No

**11d. Please give us details of your income per week before tax:**

By 'per week' we mean from each Monday to Sunday.

Weekly income before tax	Hours worked each week	Employer's name or income source
\$		
\$		

Employer's trading name (if different)	Business address	Suburb/City/Town
1.		
2.		

 **We may ask for evidence of your income.**



**12. Have you been in any other paid work at any time in the last 6 months?**

Paid work also includes any indirect monetary benefits such as free board or shares in a business.

Yes  No (Go to Q13)

**12a. How long did you work there?**

Date you started work?

Date of last day at work?

Day   Month     Year   Day   Month     Year

**12b. Why did this work end?**

Reason for leaving this job

**12c. Did you get any holiday, redundancy or termination-type pay in the last 26 and 52 weeks?**

Yes  No (Go to Q13)

If yes, was it:

Holiday pay – how much before tax?  
 Redundancy pay – how much before tax?  
 Termination pay – how much before tax?

Last 26 weeks	Last 52 weeks
\$	\$
\$	\$
\$	\$

 **We may ask for evidence of this payment.**

**13. Do you get any other income?**

Income is any money you or your partner get from any source, taxable or non-taxable. This could include but is not limited to wages, salary, termination payment, bonus pay, holiday pay, child support, maintenance payments, paid parental leave, interest from savings and investments, dividends from shares, income from a family trust, farm or business, income from boarders or rent, superannuation, overseas benefits and pensions, weekly accident insurance payments, some scholarships, any indirect monetary benefits you get such as free board or shares in a business, and any other income that you have or may deprive yourself of.

Note for Temporary Additional Support assistance the following are also considered income: Student Allowances, the living costs component of the Student Loan, Working for Families tax credits, all Work and Income benefits except Unsupported Child’s Benefit and Orphan’s Benefit.

Yes  No (Go to Q14)

If yes, please give us details of your income per week before tax?

Type of income	Weekly income before tax
	\$
	\$

Remember to include any child support payments you get as income – but don’t include your Student Allowance, Student Loan or Family Tax Credits.

 **We may ask for evidence of your income.**

**14. What was your average income per week before tax in the last 26 and 52 weeks?**

For example, to calculate your average weekly income for the last 26 weeks, take your total income over the last 26 weeks and divide by 26 (remember to include any current income). If you had no income write \$0 or NIL.

Last 26 weeks	Last 52 weeks
\$	\$

 **We may ask for evidence of this income.**

**15. What other sources of money have you got access to?**

- Help from parents    
  Student Loan    
  Savings    
  None

Other (please explain)

**16. Have you ever lived overseas?**

This could include working holidays where you have paid tax to an overseas government, places where you have had a home and resided, or if you have lived in another country with a member of your family (who was working overseas). 'Lived' does not mean recreational holidays or where you have lived and been based in New Zealand but you travelled overseas to work for a short period and you paid New Zealand tax on those earnings.

- Yes    
  No

If yes, please give us details of your time overseas:

Name of country	Entry date	Exit date	Purpose (e.g. working holiday, immigration)
	/ /	/ /	
	/ /	/ /	
	/ /	/ /	
	/ /	/ /	

**17. Do you receive or qualify for a social security pension or benefit (or any similar payment) from an overseas government?**

- Yes    
  No

If yes, please tick the box that best describes your pension or benefit:

- Retirement or old age    
  Disability or invalidity    
  Widow or survivor    
  War related  
 Superannuation    
  Child or dependant  
 Other payments (please explain)

Please give us details of these payment(s):

Name of your pension, benefit or other payment(s)	Country it comes from	Amount (in overseas currency)	Before or after tax?	How often are you paid?	Overseas payment reference no.

If you have any questions about overseas benefits or pensions call Senior Services International on 0800 777 227.



**We may ask for evidence of your income. Remember to read your obligations (including the privacy statement on page 25), then sign and date your declaration on page 30.**

# Part 3: Jobseeker Support Student Hardship

## Additional Hardship form

Complete this section if you don't qualify for a Student Allowance and are applying for the Jobseeker Support Student Hardship because you're in hardship.

**1. Why don't you qualify for a Student Allowance?**

**2. How did you support yourself during the study year?**

<input type="checkbox"/> Student Loan living costs	per week	\$ <input type="text"/>	<input type="checkbox"/> Scholarship(s)	per week	\$ <input type="text"/>
<input type="checkbox"/> Work	per week	\$ <input type="text"/>	<input type="checkbox"/> Savings	Total amount	\$ <input type="text"/>
<input type="checkbox"/> Help from parents	per week	\$ <input type="text"/>	<input type="checkbox"/> Overdraft Limit	per week	\$ <input type="text"/>
<input type="checkbox"/> Personal loan	per week	\$ <input type="text"/>	<input type="checkbox"/> Other (please explain below)	Total amount	\$ <input type="text"/>

**3. Is the support you listed above available to you during the study break?**

Yes  No

If no, please tell us why not:

**4. Will you be living with your parent(s) or guardian(s) during the study break?**

Yes  No

**5. Can your parent(s) or guardian(s) support you?**

Yes (Go to Q6)  No

If no, please explain how your parents' financial circumstances affect their ability to support you:

**6. What ongoing costs do you have during the study break?**


Include daily, weekly and monthly expenses that you have. For example, hire purchases, rental agreements, power, phone, food.

**7. What have you done to attempt to improve your financial situation?**


**Is there anything else you'd like to tell us about your personal situation that may support your application?**

For example, your health or any family issues. Please give us a full and detailed explanation (you can continue on a separate page if required).


 We may ask for evidence of this.

 Remember to read your obligations (including the privacy statement on page 25), then sign and date your declaration on page 30.

## Part 4: Extra help

to go with your Jobseeker Support Student Hardship

The documents we need to see are listed on page 31.

**As a returning student, you may be eligible for extra financial assistance from the Ministry of Social Development if you are receiving Jobseeker Support Student Hardship.**

It's important that you answer all the questions in this section, so that we can assess your entitlement to extra help.

### 1. Do you want to apply for the Student Allowance Transfer Grant?

Student Allowance Transfer Grant can be paid when you are in hardship because your Student Allowance has stopped and you're waiting for Jobseeker Support Student Hardship to start. The Student Allowance Transfer Grant is a one-off payment and you will only be eligible if you have a dependent partner or child.

Yes  No (Go to Q2)

#### 1a. If yes, what is, or will be, your income the week after you stop studying?

Type of income	Your weekly income before tax	Your partner's weekly income before tax
	\$	\$
	\$	\$
	\$	\$

You need to apply for this grant no later than 28 days after your course finishes so you don't miss out on payments. For more information visit [studylink.govt.nz](http://studylink.govt.nz)

**We may ask for evidence of your income.**

### 2. Do you want to apply for the Accommodation Supplement?

Accommodation Supplement can help with the cost of renting, boarding or owning a home. This assistance can only be paid for the place where you are actually living.

Note: if you are already getting the Accommodation Supplement then you don't need to reapply. This is different to the Accommodation Benefit paid with a Student Allowance.

Yes  No (Go to Q9)

### 3. Do you live alone?

Yes (Go to Q4)  No

**3a. If no, who else do you live with?**

First name	Surname	Relationship to you

**4. Do you or your partner have any non-cash assets?**

Non-cash assets could be leisure boats, caravans, land or buildings other than your home, (for example a holiday home).

Yes  No (Go to Q5)

If yes, please give us the details of your non-cash assets:

Type of asset	Owner of asset (you, your partner or both)	Value	Money owing (if any)
		\$	\$
		\$	\$
		\$	\$

**5. While getting the Jobseeker Support Student Hardship, will you be:**

Renting (Go to Q6)  Boarding (Go to Q7)  Living in a house you own (Go to Q8)

**Renting – complete this question only if you are renting.**

**6. Is the address you have given us in your Jobseeker Support Student Hardship application a community housing property?**

Yes  No (Go to Q6a)

If you are a tenant living in a community housing property, you won't be able to get the Accommodation Supplement – don't continue with this section. (Go to Q9)

**6a. What is the total amount of rent paid each week for the property?**

\$

**6b. How much of this total amount do you pay for you and your family?**

\$

**6c. Do you pay water rates separately from your rent?**

No  Yes  How often?

**6d. Who do you pay rent to?**

Name	Address	Phone

 We may ask for evidence of your rent – for example a rent book or tenancy agreement.

**Boarding – complete this question only if you are boarding.**

**7. What is the total amount of board you pay each week for you and your family?**

\$

Include all expenses such as power, phone and food.

**7a. Who do you pay board to?**

Name	Address	Phone

 We may ask for evidence of your board – for example a letter from your landlord.

1 Community housing properties are provided by Kāinga Ora (formerly Housing New Zealand) and approved community housing providers.

**Own home – complete this question only if you live in a house you own.**

**8. Please give us details of the payments you make for your home:**

Only include mortgages you used to buy or alter your home. Include both interest and principal. List any other mortgages such as a second mortgage or revolving mortgage. Do not include contents insurance.

	Name of provider	How often do you pay? e.g. weekly, fortnightly, monthly	Amount
First mortgage			\$
Other mortgage			\$
House insurance			\$
Mortgage insurance			\$
Rates			\$
Water rates			\$
Body corporate fees			\$
Ground lease			\$

 **We need evidence of all the payments you make for your home – for example, a verified copy of a bank statement showing your payments (unless StudyLink has already seen it).**

**8a. Have you received a rates rebate?**

Yes Amount \$  Rating Year (1 July) 20 \_\_\_\_ to (30 June) 20 \_\_\_\_  No

**8b. What was the total cost of necessary repairs and maintenance to your home in the last 12 months?**

\$

 **We need to see verified copies of receipts.**

**9. Do you want to apply for Disability Allowance?**

Note: if you are already getting the Disability Allowance then you don't need to reapply. If you, or a family member, have an illness or disability, which is likely to continue for at least six months, you may be able to get extra help through a Disability Allowance. We may be able to help with costs including but not limited to ongoing visits to the doctor, medicines, medical alarms and travel. Your doctor or specialist will need to complete the Disability Certificate on page 17.

Yes  No (Go to Q14)

**10. Who in your family has health related costs?**

You can apply for a Disability Allowance for each member of your immediate family including your partner<sup>1</sup> or child. If you wish to apply for a Disability Allowance for more than one person you will need your doctor or specialist to complete a separate Disability Certificate for each person. (You can photocopy the certificate on pages 17 and 18 if you need more than one).

Yourself (Go to Q11)  Your partner (Please give their full name below)  Your dependent child (Please give their full name below)

First name	Surname	Relationship to you

If you are applying for a for Disability Allowance for a dependent child, you could also apply for a Child Disability Allowance. For more information visit [studylink.govt.nz](http://studylink.govt.nz)

1 A partner is your spouse, civil union partner with whom you have a de facto relationship (where you live together as a couple in a relationship in the nature of marriage or civil union).

**11. Is the disability covered by private medical insurance?**

Yes (Please give the name of the insurance company and the person it applies to below)  No

**12. Is the disability covered by ACC or War Disablement Pension?**

Yes (You may not be entitled to a Disability Allowance)  No

**13. What extra costs do you have because of the illness or disability?**

All of these expenses must be directly related to the illness or disability and verified as necessary by a registered health professional.

Type of cost	How often do you pay? e.g. weekly, fortnightly, monthly	Amount	Who's cost is it? (e.g. yourself, your partner, your dependent child)
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	



**We need evidence of all the payments you make because of this disability – for example, verified copies of invoices, receipts, quotes or printouts for each additional expense.**

**14. Do you want to apply for Temporary Additional Support?**

Note: if you are already getting Temporary Additional Support then you don't need to reapply. If you are finding it hard financially, extra help with essential costs may be available through Temporary Additional Support. It's important that you take all necessary steps to get other assistance towards costs and take reasonable steps to increase income and reduce costs where possible. Your assets will need to be below a certain level to qualify. We may also need to contact you to arrange an appointment to discuss your eligibility with someone in person.

Yes  No (Go to Partner's Form on page 19)

**15. Do you and/or your partner receive Working for Families Tax Credits from Inland Revenue?**

'Working for Families Tax Credits' include: family tax credit, in-work tax credit, minimum family tax credit, Best Start tax credit.

Yes (Please give details below and provide a Certificate of Entitlement from Inland Revenue)  No

You	Your partner	How often (weekly, fortnightly etc)
\$	\$	

You can get a Certificate of Entitlement by calling Inland Revenue on **0800 257 720**. Please have your IRD number ready.



**We need to see a verified copy of your certificate of entitlement from Inland Revenue.**

**16. Do you and/or your partner have any essential costs that you have to pay to keep working?**

Employment costs include: vehicle running costs or public transport to employment, childcare if the caregiver is working, and a telephone if it is a condition of employment.

Yes (Please provide details below and provide proof of these costs)  No



Employment cost	How often (weekly, fortnightly etc)	Amount
		\$
		\$
		\$
		\$
		\$
		\$

**We need to see verified copies of these employment costs.**

**17. Do you and/or your partner have any essential credit sales (hire purchases) or regular costs?**

Essential items that may be included: beds, dining suites, fridge/freezer, portable heaters, lounge suite, stove, television, vehicle repayments, washing machine (or laundrette costs), dryer (disability) and childcare costs (disability).

Yes (Please provide details below and provide proof of these costs)  No

Item	Amount	How often (weekly, fortnightly etc)	Start/purchase date	End date
	\$		/ /	/ /
	\$		/ /	/ /
	\$		/ /	/ /
	\$		/ /	/ /
	\$		/ /	/ /
	\$		/ /	/ /

Please talk to us if you, your partner or any dependent children have disability costs but have not applied for a Disability Allowance.

**We need to see verified copies of these costs. If they are a consumer credit sale (hire purchase) we will need to see a verified copy of your purchase agreement and the latest balance statement.**

**17a. Tell us your reasons for purchasing the items you listed in Q17 and whether they are on a consumer credit contract (this is an agreement for a fixed payment amount over a fixed period of time) or revolving credit (such as a credit card or shop card).**

We need to know that the cost was essential to meet your family's daily living needs and could not be readily avoided or varied when the expense occurred.

Item	Reason for purchase	Consumer credit (CC) or revolving credit (RC)

**If you purchased your item on a revolving credit payment we will also need to see evidence of your balance prior to the purchase.**

**18. Do you and/or your partner need a phone for safety or security reasons, or because of special family circumstances?**

Phone costs for personal safety or security need to be verified by either the Police, court orders, Women’s Refuge, previous history held by Work and Income, Oranga Tamariki or any other relevant organisation.


Yes (Please provide details below)

No (Go to Q19)

Details of circumstances

Amount \$


How often (weekly, fortnightly etc)

 **We need evidence of your circumstances and your telephone rental cost (excluding toll or call charges and mobile phones) if we don’t have these details already.**

**19. Please indicate what steps you and/or your partner have taken, or will take, to get other help, reduce costs or increase income.**

Temporary Additional Support is last resort financial assistance, you and your partner must take all necessary steps to get other assistance towards costs and take reasonable steps to increase income and reduce costs where possible.


We may need to talk with you about what other steps you might be able to take.

 **Remember to read your obligations (including the privacy statement on page 25), then sign and date your declaration on page 30.**

# Disability certificate

Registered medical practitioner to complete:

Client number

 |  | 

Benefit type

## 1. What is the client's name?

First name	Middle name(s)	Surname or family name
<input type="text"/>	<input type="text"/>	<input type="text"/>

The Disability Allowance is available for reimbursement of additional costs arising from a Disability where the following criteria are met:

1. The person has a disability which is likely to continue for not less than six months; and
2. The disability has resulted in a reduction of the person's independent function to the extent that:
  - the person requires ongoing support to undertake the normal functions of life, or
  - the person requires ongoing supervision or treatment by a registered health professional.

For the purposes of qualifying for Disability Allowance, a disability means:

- physical disability or impairment
- physical illness
- psychiatric illness
- intellectual or psychological disability or impairment
- any other loss or abnormality of psychological, physiological, or anatomical structure or function (including sensory impairment)
- reliance on a guide dog, wheelchair, or other remedial means
- the presence in the body of organisms capable of causing illness.

For more information about Disability Allowance, refer to the "Guide for Medical Practitioners – Disability Allowance" brochure.

## 2. Does the person have a disability that meets the Disability Allowance criteria above?

Yes  No (Go to Q7)

## 3. What is the nature of the person's disability? Please tick the major disabilities or specify below:

### Psychological or psychiatric conditions

- Stress (160)  
 Depression (161)  
 Bipolar disorder (162)  
 Schizophrenia (163)  
 Other psychological/psychiatric conditions (165)

### Nervous system disorders

- Epilepsy (120)  
 Multiple sclerosis (121)  
 Parkinson's disease (122)  
 Muscular dystrophy (123)  
 Other nervous system disorders (124)

### Cardio-vascular disorders

- Heart disease (130)  
 Stroke (131)  
 Other cardio-vascular disorders (132)

### Immune system disorders

- HIV / Aids (140)  
 Other immune system disorders (141)  
 Metabolic and endocrine disorders  
 Diabetes (150)  
 Other metabolic or endocrine disorders (151)

### Substance Abuse

- Alcohol (170)  
 Drug (171)  
 Other substance abuse (172)

**Accident**

- Burns (190)
- Fractures, dislocations, soft tissue injury (191)
- Poisoning, toxic effects (192)
- Internal injuries (193)
- Injury to the nervous system (194)
- Back pain / injury (195)
- Overuse injury [RSI] (196)
- Complications of medical or surgical care (197)
- Other injury (198)

**Sensory disorders**

- Blindness (180)
- Other visual / eye (181)
- Hearing / ear (182)
- Other sensory disorders (183)

**Other disorders**

- Congenital conditions (103)
- Intellectual disability (164)
- Cancer (104)
- Infectious / parasitic diseases (105)
- Musculo-skeletal system disorder (106)
- Respiratory disorders (107)
- Genito-urinary disorders (108)
- Blood and blood forming organs (109)
- Skin disorders (110)
- Digestive system disorder (111)
- Other (please explain below)

**4. Please indicate the expected duration of the disability:**

- less than 6 months (there may be no entitlement to Disability Allowance)
- 6 to 12 months       1 to 2 years       2 to 3 years       Permanent (never reassess)

**5. Please list the type, cost and how often visits to doctors or specialists are necessary and result from the stated disability:**

Type of consultation	Cost	How often (e.g. daily, weekly, monthly)	Registered Medical Practitioner's initials
	\$		
	\$		
	\$		

**6. Please list the pharmaceuticals, items, services or treatments that are necessary and of therapeutic value for the stated disability:**

Item/ Service/Treatment/ Pharmaceutical	Registered Medical Practitioner's initials

**7. Registered Medical Practitioner Verification**

HPI number   |

Registered medical practitioner's stamp

Medical practitioner's signature

Day   
   Month   
     Year

This information is required under the Social Security Act 2018.  
 Privacy Act: The person has been advised and understands that this information is required for benefit assessment purposes.

# Part 5: Partner's form

This section is to be completed by the partner of the person applying for the Jobseeker Support Student Hardship.

The documents we need to see are listed on page 31.

## 1. What is your client number?

If you have received assistance from StudyLink or Work and Income before, write your client number here if you know it. This number can be found on your Community Services Card if you have one.

Client number

## 2. What is your full name?

First name	Middle name(s)	Surname or family name
<input type="text"/>	<input type="text"/>	<input type="text"/>

## 3. What is your legal name as it appears on your birth certificate? (If different from above)

First name	Middle name(s)	Surname or family name
<input type="text"/>	<input type="text"/>	<input type="text"/>

## 4. Have you ever been known by any other name(s)?

Yes  No

If yes, please write them out below:

First name	Middle name(s)	Surname or family name	Maiden name? Yes/No
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## 5. What date were you born?

Day  Month  Year



We need to see a verified copy of your birth certificate or passport (unless StudyLink has already seen it).

## 6. Are you:

Male  Female  Gender diverse

You need to let us know if anything changes in your personal situation because it could affect your payments.

## 7. What is your Inland Revenue (IRD) tax number?

If you have an IRD number with less than nine digits, please insert zero(s) in front of your IRD number. If you don't have one, you need to get one from Inland Revenue by calling **0800 22 77 74**, or you can download a form at [ird.govt.nz](http://ird.govt.nz).

**8. What bank account do you want your payments to be paid into (this account must be in your name or you must complete an Appointment of Agent form)?**

Account name:



Bank

Branch

Account

Suffix

Please note – if you give us an incorrect bank account number we can't pay you, please check it against your bank statement.



**We need to see evidence of this account. Evidence could be a verified copy of a pre-printed deposit slip or statement with your name, bank, branch and account number (unless StudyLink has already seen it).**

**9. Do you live with the student?**

Yes

No

**If no, where do you live?**

Flat/House number	Street address		
<input type="text"/>	<input type="text"/>		
Suburb	City	Post code	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	NEW ZEALAND

**9a. Are you (or will you be) a tenant living in a community housing property?¹**

Yes

No

**10. How can we contact you?**

Phone	Mobile²	Fax	Email²
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**11. Were you born in New Zealand?**

Yes (Go to Q 12)

No

**11a. What country were you born in?**

**11b. Are you a:**

Residence class visa holder³

Protected person⁴

New Zealand citizen

Other (Provide details eg. Refugee)

**If you are a residence class visa holder or New Zealand citizen, when were you granted residency/citizenship?**

Day

Month





Year



**We need to see a verified copy of your birth certificate, passport or letter from Immigration New Zealand to prove your residence (unless StudyLink has already seen it).**

1 Community housing properties are provided by Kāinga Ora (formerly Housing New Zealand) and approved community housing providers.

2 If you give us your mobile number or email address we may use these to send you text messages or emails to let you know about important changes, appointment reminders or that it's time to reapply if you're continuing with your studies. This must be your own mobile number or email address. Do not give the contact details of your education provider.

3 A residence class visa holder is someone who is entitled to reside in New Zealand indefinitely and holds a residence class visa under the Immigration Act 2009 (holders of resident permits and returning resident's visas (RRVs) granted under the Immigration Act 1987 are deemed to hold a residence class visa under the Immigration Act 2009). If you are an Australian citizen or Australian permanent resident please choose 'residence class visa holder'.

4 As defined under sections 130 and 131 of the Immigration Act 2009.

11c. If you are a residence class visa holder, were you granted residency under sponsorship?

Yes  No

11d. When did you come to New Zealand to live?

Day  Month  Year

12. Do you usually live in New Zealand?

Yes  No

13. The following information is only needed for statistical purposes. It's up to you whether you answer this question. We'd appreciate it if you would tick the ethnic group(s) you most identify with.

NZ European  Other European  NZ Māori  Samoan  Cook Island Māori  
 Tongan  Niuean  Tokelauan  Fijian  Pacific Island – Other  
 Southeast Asian  Chinese  Indian  Asian – other  Middle Eastern  
 Latin American  African  Other (please provide details)

If you are NZ Māori, which iwi do you belong to?

14. Do you have children under 3?

Yes  No

14a. If no, when were you (or will you be) available for work?

Day  Month  Year

14b. Are you registered with Student Job Search (you don't need to do this if you are not a student), or Work and Income to find work?

Yes  No (Go to Q16)

14c. If you are registered with Student Job Search, what is your Student Job Search Number?

15. Are you studying now or are you intending to study in the next academic year?

Yes  No

15a. If yes, when did/does your course start?

Day  Month  Year

If you haven't applied for a Student Allowance or Student Loan you can apply online at [studylink.govt.nz](https://www.studylink.govt.nz)

16. Are you working now?

Yes  No (Go to Q17)

16a. What type of work do you do?

Full-time  Part-time  Voluntary  Self-employed  Casual

16b. When did you start this job?

Day  Month  Year

**16c. Please give us details of your income per week before tax:**

By 'per week' we mean from each Monday to Sunday.

Weekly income before tax	Hours worked each week	Employer's name or income source
\$		
\$		

Employer's trading name (if different)	Business address	Suburb/City/Town
1.		
2.		

 **We may ask for evidence of your income.**

**17. Have you been in any other paid work at any time in the last 6 months?**

Paid work also includes any indirect monetary benefits such as free board or shares in a business.

Yes (Go to Q17a)       No (Go to Q17c)

**17a. How long did you work there?**

Date you started work?

Date of last day at work?

Day      Month        Year   
   Day      Month        Year

**17b. Why did this work end?**

Reason for leaving this job

**17c. Did you get any holiday, redundancy or termination-type pay in the last 26 and 52 weeks?**

Yes       No (Go to Q18)

If yes, was it:

Holiday pay – how much before tax?

Redundancy pay – how much before tax?

Termination pay – how much before tax?

Last 26 weeks	Last 52 weeks
\$	\$
\$	\$
\$	\$

 **We may ask for evidence of this payment.**

**18. Do you get any other income?**

Income is any money you or your partner get from any source, taxable or non-taxable. This could include but is not limited to wages, salary, termination payment, bonus pay, holiday pay, child support, maintenance payments, paid parental leave, interest from savings and investments, dividends from shares, income from a family trust, farm or business, income from boarders or rent, superannuation, overseas benefits and pensions, weekly accident insurance payments, some scholarships, any indirect monetary benefits you get such as free board or shares in a business, and any other income that you have or may deprive yourself of.

Note for Temporary Additional Support assistance the following are also considered income: Student Allowances, the living costs component of the Student Loan, Working for Families tax credits, all Work and Income benefits except Unsupported Child's Benefit and Orphan's Benefit.

Yes       No (Go to Q19)



If yes, please give us details of your income per week before tax?

Type of income	Weekly income before tax
	\$
	\$

Remember to include any child support payments you get as income – but don't include your Student Allowance, Student Loan or Family Tax Credits.

**We may ask for evidence of your income.**

**19. What was your average income per week before tax in the last 26 and 52 weeks?**

For example, to calculate your average weekly income for the last 26 weeks, take your total income over the last 26 weeks and divide by 26 (remember to include any current income). If you had no income write \$0 or NIL.

Last 26 weeks	Last 52 weeks
\$	\$

**We may ask for evidence of this income.**

**20. What other sources of money have you got access to?**

- Personal income  
  Help from parents  
  Student Loan  
  Savings  
  None

Other (please explain)

**We may ask for evidence of this income.**

**21. Have you ever lived overseas?**

This could include working holidays where you have paid tax to an overseas government, places where you have had a home and resided, or if you have lived in another country with a member of your family (who was working overseas). 'Lived' does not mean recreational holidays or where you have lived and been based in New Zealand but you travelled overseas to work for a short period and you paid New Zealand tax on those earnings.

- Yes  
  No

If yes, please give us details of your time overseas:

Name of country	Entry date	Exit date	Purpose (e.g. working holiday, immigration)
	/ /	/ /	
	/ /	/ /	
	/ /	/ /	
	/ /	/ /	

**22. Do you receive or qualify for a social security pension or benefit (or any similar payment) from an overseas government?**

- Yes  
  No

If yes, please tick the box that best describes your pension or benefit:

- Retirement or old age  
  Disability or invalidity  
  Widow or survivor  
  War related

- Superannuation  
  Child or dependant

Other payments (please explain)

Please give us details of these payment(s):

Name of your pension, benefit or other payment(s)	Country it comes from	Amount (in overseas currency)	Before or after tax?	How often are you paid?	Overseas payment reference no.

If you have any questions about overseas benefits or pensions call Senior Services International on 0800 777 227.



**We may ask for evidence of your income. Remember to read your obligations (including the privacy statement on page 25), then sign and date your declaration on page 27.**



# What you need to do (your obligations)



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When you're getting payments from us, there are some things you need to do to make sure you're getting paid the right amount. So does your partner, if you have one.

If you don't do these things, we could pay you the wrong amount. It could also mean we have to reduce or stop your payments. We don't want you to miss out on money you need so please read these carefully.



**ⓘ** A **job** could be part-time, casual or full-time, paid or unpaid.

## Let us know when things change

**You need to let us know about changes that might affect the amount you're paid.**

Changes to your income or availability for work, like:

- starting, stopping or changing jobs
- starting or finishing part-time or full-time study
- changes to your pay or other income, including getting an overseas pension
- starting to run a business (for yourself or someone else).

Changes to information about you or your family, like:

- name, address, contact details or bank account number
- starting or ending a relationship, marriage, or civil union
- a partner passes away
- the number of children in your care, including having another baby.

Changes to where you live or how much it costs, like a rise or drop in your rent, board, mortgage or rates.

We also need to know if you:

- go into or come out of hospital
- are being held in custody or on remand.

If we have the wrong information we could pay you the wrong amount. If we pay you too much you might have to pay us back.



**ⓘ** We can't pay you while you're out of New Zealand unless we've agreed to it.

## Tell us if you're going overseas

**If you're travelling overseas, you need to let us know.**

You need to let us know before you leave New Zealand. If there's a good reason you can't, then you need to let us know as soon as you can.



① **Full-time work** means work of at least 30 hours a week.

**Part-time work** for partners with children means work of more than 20 hours and less than 30 hours a week.

**Part-time work** for people with a health condition means work of more than 15 hours and less than 30 hours a week.

**Health condition** includes illness, disability, or injury.

① **Getting ready to work** might include job training courses, seminars, work experience, or work assessment.

① A **suitable job** is any work you're capable of doing and can get to. Work could be full-time, part-time or temporary work, or work that is seasonal or subsidised.

## Look for work

Generally, you need to look for full-time work if you're not caring for children under the age of 14.

You'll need to look for part-time work if your health condition means you can work part-time.

**Your partner (if you have one) needs to look for part-time work if the youngest child in your care is between 3 and 13.**

You need to:

- do things we ask you to do to help you get ready to work
- be available for a suitable job, and do everything you can to get one
- take part in job interviews we ask you to go to
- accept any suitable job offer.

If potential employers or training providers are legally allowed to ask you to take a drug test, you need to pass the test.

You also need to:

- meet with us when we ask
- keep us up-to-date with what you're doing to find work.



① **Health condition** includes illness, disability, or injury.

## Do what you can to get ready to work

You'll need to do what you can to get ready to work while you have:

- **children in your care aged under 3**
- **a health condition that stops you from working 15 or more hours a week.**

We won't ask you to look for work until you're able to. Until then, you need to:

- make a plan and do everything you can to get ready to work
- meet with us when we ask.



## Keep up-to-date with children's health and education

Looking after children in your care includes making sure they're:

- **enrolled with a health practitioner or medical centre**
- **up-to-date with core Well Child/Tamariki Ora checks**
- **enrolled in and going to early childhood education from the age of 3 until they start school**
- **going to school from when they start at the age of 5 or 6.**

If we ask, you'll need to talk to us about what you're doing to care for your children's health and education.



You'll set up a Youth Service Plan with your coach to cover:

- education, training and work-based learning
- budgeting and how you'll manage your money
- parenting (if you have children).

## Work with a Youth Coach, if you're asked to

**You'll need to work with a Youth Coach if you're:**

- **aged 16-17 and don't have children**
- **aged 16-19 and have children.**

You'll meet with them to talk about how things are going with your Youth Service Plan.



You can find ideas on how to do this at [msd.govt.nz/reducing-costs](https://msd.govt.nz/reducing-costs)

## Make any changes you can so you don't need Temporary Additional Support

**Temporary Additional Support (TAS) is short-term help to meet your costs.**

If you get TAS you need to do what you can to:

- reduce costs
- earn extra money
- get other help with costs.

## What can happen if you don't meet your obligations

You need to do the things listed above to keep getting payments from us. So does your partner, if you have one.

**If you don't do these things your payments may go down or stop. In some cases you could even be prosecuted.**



You can find full details about what can happen if you don't meet your obligations at [msd.govt.nz/not-meeting-your-obligations](https://msd.govt.nz/not-meeting-your-obligations)

## Your payments can go down or stop if you:

- don't tell us something we need to know
- don't do something we asked you to do to look for work
- refuse an offer of suitable work
- are not doing what you need to do to get ready for work
- refuse to take, or fail a drug test needed by an employer or training provider.

## Your rights

You have the right to ask us to review any decision we make about your payments.



## If you don't think we have things right or there's something you don't understand:

- call us – we can usually fix it over the phone
- you have the right to ask us to review the decision. Find out how at [msd.govt.nz/reviews](https://msd.govt.nz/reviews)



# How we protect your privacy



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## Collecting your information

**We collect your personal information, so we can provide income support, NZ Super or Veteran's Pension, Student Allowance, or Loans and connect you with employment, education and housing services. We do this under various Acts, which are all listed on our website at [workandincome.govt.nz/privacy](https://workandincome.govt.nz/privacy)**

- To help us do this, we collect information about your identity, your relevant history, and your eligibility for our services.
- We get this information directly from you, and we sometimes collect information about you from others, including other government agencies.
- You can choose not to give us your personal information, but we might not be able to help you if you don't.

## Using your information

**We use the information you give us to make decisions about the best way to help you.**

- These decisions may be about:
  - whether you're eligible for our services
  - running our operations and ensuring our services are effective
  - the services we'll provide in the future.

## Sharing your information

**Sometimes, we need to share your information outside our Ministry to reach our goal of helping New Zealanders to be safe, strong, and independent.**

- To do this, we may share your information with:
  - prospective employers to help you find work
  - contracted service providers that help us to help you
  - health providers if we need your medical information to assess your eligibility
  - other government agencies when we have an agreement with them
  - some other governments if you may be eligible to get or are getting an overseas pension.
- We also share personal information when the law says we have to.

## Respecting you and your information

**We make sure we follow the Privacy Act to do what's right when we use your information.**

- We treat you and your information with respect, by acting responsibly and being ethical.
- We make sure any technology we use meets strict security standards so it keeps your information safe.

## Get in touch if you have a question

**You have a right to ask to see your personal information, and to ask for it to be corrected if it's wrong.**

- If you have a question or a complaint, please get in touch.
- You can find full details about what we do with personal information in our privacy notice at: [workandincome.govt.nz/privacy](https://workandincome.govt.nz/privacy)

# Signature page

## Office copy

### Applicant

I have answered all the questions that apply to me and my situation.

The information I have given you is true and complete.

I understand the things I need to do while I'm getting payments.

I will do what I need to do to meet my obligations.

I understand what you do with my personal information and how you protect my privacy.

Applicant's name (print)

Applicant's signature

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year

### Applicant's partner

I have answered all the questions that apply to me and my situation.

The information I have given you is true and complete.

I understand the things I need to do while I'm getting payments.

I will do what I need to do to meet my obligations.

I understand what you do with my personal information and how you protect my privacy.

Applicant's partner's name (print)

Applicant's partner's signature

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year

### Helper's statement

Complete this if you've helped the applicant or their partner to complete this application form.

Your first and middle names

Your surname or family name

Your address

Your phone number

#### Tick the box for the statement that applies

- I completed this application form at the request of the person applying. They told me they understood what they were signing. The statements and answers I have completed are true and complete as given to me by the person applying.
- I completed this application form at the request of the partner of the person applying. They told me they understood what they were signing. The statements and answers I have completed are true and complete as given to me by the partner of the person applying.

Helper's signature

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year

# Signature page

## Applicant's copy

### Applicant

I have answered all the questions that apply to me and my situation.

The information I have given you is true and complete.

I understand the things I need to do while I'm getting payments.

I will do what I need to do to meet my obligations.

I understand what you do with my personal information and how you protect my privacy.

Applicant's name (print)

Applicant's signature

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year

**Please use the document checklist to help you make sure you provide all the documents we need.**

## Applicant's partner's copy

### Applicant's partner

I have answered all the questions that apply to me and my situation.

The information I have given you is true and complete.

I understand the things I need to do while I'm getting payments.

I will do what I need to do to meet my obligations.

I understand what you do with my personal information and how you protect my privacy.

Applicant's partner's name (print)

Applicant's partner's signature

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year

**Please use the document checklist to help you make sure you provide all the documents we need.**



# Documents to provide

All documents sent to StudyLink must be a verified copy. A verified copy is a copy of the original document which has been signed and dated by someone like a Solicitor/Lawyer, Notary Public, Court Registrar, an approved person at an education provider, school principal, StudyLink or Work and Income staff member or Justice of the Peace (listed in the Yellow Pages) who can confirm that the copy is the same as the original. They must print their name and title on each page and write that it is a true copy and sign it.

The best way to send your documents to us is online using [connect.co.nz](https://connect.co.nz). Please remember to include your name and client number with any documents that you send to us. For more information visit [connect.co.nz](https://connect.co.nz)

**You need to provide the following documents every time you apply:**

	Student	Partner
One other form of ID (unless you've had an approved Student Loan with StudyLink). For example, your driver's licence or Community Services Card.	<input type="checkbox"/>	<input type="checkbox"/>
Written parental consent or an order from a Family Court judge if you are in a de facto relationship where either you or your partner is aged 16 or 17.	<input type="checkbox"/>	<input type="checkbox"/>

**You need to provide the following documents if you are applying for the first time and StudyLink hasn't seen them before:**

	Student	Partner
Your birth certificate or passport.	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of your immigration status – if you were not born here. For example, your passport, residency documents, certificate of citizenship or letter from Immigration New Zealand.	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of any name change you've had – if the name you're applying under is different from the name in the documents you're providing. For example, marriage certificate or deed poll papers.	<input type="checkbox"/>	<input type="checkbox"/>
Full birth certificates for any children in your care.	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of your bank account. For example, a pre-printed deposit slip or statement with your name, bank, branch and account number.	<input type="checkbox"/>	<input type="checkbox"/>

**We may ask for evidence of your income if you have been or are currently working:**

	Student	Partner
For example, your last payslip or letter from your employer.	<input type="checkbox"/>	<input type="checkbox"/>

**We may ask for evidence of other income, including income from overseas or cash assets**

	Student	Partner
For example, we may ask for a bank statement or letter from your bank showing your interest from investments or savings, or the net equity in any property or land not used as your home.	<input type="checkbox"/>	<input type="checkbox"/>
We may ask for evidence of any overseas pension or income. Evidence of your necessary repairs and maintenance carried out in the last year. For example, receipts or a bank statement showing these payments.	<input type="checkbox"/>	<input type="checkbox"/>

**You need to provide the following documents if you are applying for the Accommodation Supplement**

	Student	Partner
Evidence of the regular payments you make for your home. For example, letters or statements showing these payments.	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of your necessary repairs and maintenance carried out in the last year. For example, receipts or a bank statement showing these payments.	<input type="checkbox"/>	<input type="checkbox"/>

**You need to provide the following documents if you are applying for the Disability Allowance**

	Student	Partner
Evidence of payments you make because of this disability.	<input type="checkbox"/>	<input type="checkbox"/>
Disability Certificate from your General Practitioner or Specialist.	<input type="checkbox"/>	<input type="checkbox"/>

**You need to provide the following documents if you are applying for Temporary Additional Support**

	Student	Partner
Certificate of Entitlement from Inland Revenue.	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of any employment related costs you have listed.	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of any essential credit sales items you have listed.	<input type="checkbox"/>	<input type="checkbox"/>

# MyStudyLink

get it all done online

- check out what financial assistance you may be able to get
- apply for your student finances
- check your Student Allowance and Student Loan application status
- view and update your personal details
- change the amount of your living cost payments and apply for your course-related costs
- view details of your next payment and previous transactions
- view your mail
- view and accept your Student Loan Contract.

## How to contact us

Website: [studylink.govt.nz](https://studylink.govt.nz)

Phone: **0800 88 99 00**

## Using Connect

A quick and easy way to send us your documents

1. Create an account at [connect.co.nz](https://connect.co.nz) with your RealMe login
2. Upload your verified documents
3. Submit to StudyLink