

Job tokens for the Accredited Employer Work Visa



What are they and how are they used

Once the Job Check has been granted, you will be given a job token that matches the migrants' visa applications with the position you have offered. It is vital to note that the job token (a unique code) is only valid for one use. It cannot be used again or simultaneously with another job application. INZ will send you an email confirming your Job Check has been approved. You can log in to Immigration Online to view your approved jobs.

Job check expiry

A migrant worker must apply for their AEWV while the job check approval is valid. The Job Check approval will expire if they do not apply for their work visa within 6 months.

Please note that INZ does not recommend applicants apply on the day of expiry as the exact timing of expiry may vary.

You may be able to reuse a job token if it does not get used by the migrant you asked to apply for an AEWV, or if they want to apply for their AEWV balance.

Ask a migrant worker to apply

To ask a suitably skilled migrant to apply for an AEWV, log in to Immigration Online and then:

1. go to your 'Approved jobs' — these are listed in the 'Approved jobs' section on the Accredited organisation, Accreditation certificate, and Job Check summary pages
2. select 'Send request' from the Options drop-down list
3. enter the migrant's full name and email address
4. select 'Submit'.

This sends an email to the migrant with a unique link also known as a job token. The migrant must open the link and accept the request before they can begin their application.

If multiple jobs are approved for the same Job Check, each job will show in your 'Approved jobs'. You must send a new request for each individual job.

After a migrant worker has accepted your request they can log in to Immigration Online and apply for an AEWV. Their application will prepopulate relevant information from the associated Job Check.

Please note: You must give the visa applicant a copy of their employment agreement and a copy of the signed employment offer before they begin their application.

Reusing or resending a job token

Reusing a job token

You may want to reuse a job token if you have a migrant whose AEWV is ending and you want to continue to employ them in the same role. The migrant must have time remaining, that they can stay in New Zealand on an AEWV for (also called their AEWV balance).

Resending a job token

If the migrant you want to offer a job token to can no longer accept it, you may be able to resend the job token to another suitable migrant instead.

Reusing a job token to support a worker to apply for their AEWV balance

If you want to reuse a job token to support a worker to apply for their AEWV balance, you must continue to employ them in the same role, in the same location and for the same pay or more than their original AEWV. There are also additional requirements depending on when they applied for their AEWV.

Workers who applied for an AEWV on or after 7 April 2024

You cannot support your employee to apply for their AEWV balance with a used job token if they applied for their first AEWV on or after 7 April 2024.

Workers who applied for an AEWV between 21 June 2023 and 6 April 2024

You can support your employee to apply for their AEWV balance with a used job token if:

- you are paying them at least the [February 2023 median wage](#), or
- you employ them as part of the care workforce or transport sector agreement.

[Sector agreements and hiring migrants on an AEWV](#)

Workers who applied for an AEWV on or before 20 June 2023

You can support your employee to apply for their AEWV balance with a used job token if:

- their visa is based on a role assessed at [ANZSCO](#) level 1 to 3, and
- their visa is based on a role paid at or above the median wage that was in place when their visa was granted, and they are still paid this wage or more.

[Wage rate requirements for visas](#)

ANZSCO level 4 and 5 roles

If your employee has an AEWV with a role assessed at ANZSCO level 4 or 5, you can only reuse a job token if their role is:

- on the Green list
- part of the care workforce or transport sector agreement, or
- paid at least 1.5 times the median wage that was in place when their visa was granted, and they are still paid this wage or more. This will be NZD\$44.49 if their AEWV was granted after 27 February 2023, or NZD\$41.64 if their visa was granted before 27 February 2023

Migrants must meet AEWV requirements

Your employee must also meet the criteria of the AEWV, including any criteria added 7 April 2024 such as English language requirements and proof of qualifications and experience.

If your worker does not meet the visa requirements and their application is declined, they will not be able to get a refund of their visa application fee. Make sure that you and your worker understand the requirements before reusing a job token.

How a worker can apply for their AEWV balance

If you can reuse a job token, you can send your employee a request to apply for a further AEWV to claim their visa length balance.

1. Log in to Immigration Online:
[Immigration Online](#)
2. Go to 'Employ migrants'.
3. Find the accreditation on the list of 'My granted accreditations'.
4. Open the 'Options' menu for the accreditation and select 'View accreditation'.
5. Find the employee on list of 'Migrant workers with visas'.
6. Open the 'Options' menu for the employee and select 'Send request'.
7. Complete and submit the form 'Send request to apply for a further AEWV'.

Note [Job tokens](#) may not display for some people who have been granted a Job Change or other specific situations.

Resending a job token to another migrant

You can only resend a job token to another migrant if:

- the job token has not already been used for an approved AEWV application
- the job token is not being used at the same time for another AEWV application, and
- the Job Check is still current.

If a worker does not accept your request or does not meet requirements

You can resend a job token to another suitable applicant if the worker you invite:

- does not accept the request, or
- does not meet the visa requirements and their application is declined.

If INZ decline an AEWV application

If INZ have declined an AEWV application but the applicant is eligible to have their application reconsidered, you cannot resend the request to another migrant until:

- INZ have reconsidered the application and made a decision, or
- you tell INZ you have withdrawn your offer of employment from the applicant.

If you withdraw an offer of employment

If you tell INZ you have withdrawn the employment offer from an AEWV applicant, and the AEWV application has not been already approved, you can resend the request to another migrant.

When a worker's visa is nearing expiry

If your worker has reached their [maximum continuous stay](#), they will not be able to renew their AEWV. They must leave New Zealand for the required amount of time before they can apply for another AEWV. They may be able to apply for another type of visa, such as a residence visa, if they meet all the requirements. [New Zealand skilled residence pathways](#)

If they have not reached their maximum continuous stay, you may be able to support them to apply for a new AEWV. You may need to apply for another Job Check including advertising for suitable New Zealand workers first — or if you meet the requirements, you can reuse a job token if the worker is staying in the same role.

[PLEASE NOTE. Restaurant Association members are strongly advised to seek guidance from the helpline team on 0800 737 827 if you have any questions. The Restaurant Association has taken all reasonable care to ensure that the information materials contained on our website are true and correct at the time of publication including this resource. The information provided is general information only and is not intended to constitute legal advice. Therefore, the Restaurant Association accepts no responsibility for any loss, errors or omissions which may arise pertaining to such reliance.]

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