

INZ **reception** is open to the public **9.30 am–11.30 am**, Monday to Friday (except public holidays). INZ can be contacted for phone **inquires** between **9.30 am – 11.00 am**, and **4 pm to 5 pm**, Monday to Friday (except public holidays).  
 Telephone: (7 495) 956 2642 or Fax: : (7 495) 232 0180

## **WORK VISA CHECKLIST (Essential Skills Category)**

**(If applying under Partnership Category please refer to the relevant checklist)**

You can bring your application to our office or send it to us by courier post. If your application meets all the lodgement requirements, it will be considered and decision made within 14 days. If your visa is not issued within 14 days, you will be fully informed about the reasons by electronic mail or requested to provide additional information.

You must produce **originals or true certified photocopies** of the documents listed below together with any translations. All documents presented must be in **English or/and translated into English**, by an accredited translation service.

**We cannot accept this application if you do not provide the below listed documents.** If your application does not meet the lodgement requirements it will be returned to you with a copy of this checklist and you will be asked to resubmit it.

<b>1.</b>	<b>Original valid travel passport</b>	The passport for each person included into the application must be valid for at least 3 months beyond the intended date of departure from NZ.
<b>2.</b>	<b>Application form INZ1015</b>	Work visa application form must be completed, signed and dated by <b>the principal applicant</b> plus the additional form (attached). <b>! When filling in the application form, please print clearly using CAPITAL LETTERS.</b>
<b>3.</b>	<b>1 passport-sized photo</b>	One <b>recent</b> passport-sized photograph for <b>each person</b> included in the application with the applicant's name printed on the back of it.
<b>4.</b>	<b>Application fee</b>	Application fee should be paid in <b>cash in Russian roubles</b> . We do not accept credit card payments or bank transfers. <b>Applications will not be accepted unless the fee is paid or receipt for payment is provided.</b>
<b>5.</b>	<b>Offer of employment</b>	Offer of Employment from a NZ employer. If the job is not listed on the Immediate or Long Term Occupational Shortage lists, you will need to provide evidence that your potential employer has made significant attempts to recruit for the position in NZ to demonstrate that there are no suitably qualified and experienced NZ citizens or residents available. The offer of employment should contain the details of wages or salary; the number of working hours; accommodation and repatriation. Further documentation may be required from your prospective employer.
<b>6.</b>	<b>Evidence of qualifications and work experience</b>	Evidence that you are suitably qualified by training and experience to do the job you have been offered and that you can meet registration requirements if these are required to carry out job in New Zealand, including evidence of your current level of English to demonstrate your ability to work effectively in New Zealand. <ul style="list-style-type: none"> <li>• Qualifications provided should be comparable to the standard of the NZ qualification listed in the Long Term Skill Shortages List (formerly POL). Qualifications can be verified as comparable by NZQA (qes@nzqa.govt.nz , www.nzqa.govt.nz , PH 4 802 3000) for the purpose of a work permit application.</li> <li>• Your qualification needs to be comparable to the qualification described for that occupation in the ANZSCO (the Australian and New Zealand Standard Classification of Occupations). The ANZSCO is available at</li> </ul>

		www.immigration.govt.nz/ANZSCO
7.	<b>Onward air flight bookings</b>	Evidence of travel bookings or a guarantee of repatriation by the employer. Please note that purchased ticket cannot serve as guarantee of your visa. You are recommended not to purchase your ticket before the approval for a visa has been obtained.
8.	<b>Medical certificate</b> <ul style="list-style-type: none"> <li>• if you intend to be in NZ more than 6 months</li> <li>• if you intend to be in NZ more than 12 months</li> </ul>	Medical certificates <b>must be less than 3 months old</b> at the time the application is made and <b>completed by a panel doctor</b> . <b>Each person</b> on the application should provide <i>Temporary Entry Chest X-Ray Certificate INZ1096</i> <b>Each person</b> on the application should provide <i>Medical and Chest X-Ray Certificate INZ1007</i>
9.	<b>Police certificate</b> <ul style="list-style-type: none"> <li>• if you intend to be in NZ more than 24 months</li> </ul>	Each person aged 17 required to provide a police certificate from the applicant's home country and any country in which they have lived for 5 or more years since attaining the age of 17 years. Police certificates <b>must be less than 6 months old</b> at the time the application is made.

- Application fee - **Options on how to make payment in NZ:**
  - ✓ Alternatively, the fee can be paid in NZ\$ in NZ by the agent, sponsor or another contact. For the fee to be paid in NZ, the payer has to complete a 'Fees Paid in NZ' Form INZ1079. This Form (Ref. NZIS1079) can be obtained from the nearest INZ office in NZ and then forwarded to the Finance Centre of Excellence, Support Services, PO Box 3705, Wellington, with the payment details. When the receipt for the amount is obtained, **the original should be forwarded to this office with the application.**

**Additional information that may be required from you:**

- For students we require a reference from their educational institution and a copy of student card;
- Evidence of previous English language studies in the country of residence or overseas;
- Photocopy of the workbook, pages with endorsements only (**please make double-sided copies!**);
- Photocopy of the internal passport, pages with endorsements only (**please make double-sided copies!**);
- Photocopy of the previous travel passport(s), pages with endorsements only (**please make double-sided copies!**);
- Marriage certificate and/or divorce certificate (if applicable); and
- Evidence of de-facto partnership (if applicable); and
- Any other information that would demonstrate you are a genuine worker to New Zealand and have incentives to return to your home country at the end of your visa.

*Before determining an application the immigration officer processing it may require the applicant to produce any other photographs, documents and information the officer thinks necessary and/or to appear for an interview.*

**Please Note:**

- We cannot discuss the details of the application with any other person including the sponsor without the applicant's permission, unless the applicant has filled in Section B3 of the Application Form; and
- You can appoint a courier to deliver your application to us and then collect your passport after the application has been finalised. In this case, please enclose a **power of attorney** to that effect and tick

the collection details in the relevant section on the last page of the application form. You should make your own arrangements for returning your documents by secure post otherwise we will return the documents to you by local registered mail. **INZ takes no responsibility for documents lost in the post.**

- If you wish to collect your documents when ready, please tick the collection details in the relevant section on the last page of the application form;
- The standard processing time for the visa is 2 weeks unless additional information has been requested. During the peak season (November to January) the processing can take longer and we recommend lodging applications in advance.

*Please refer to our website [www.immigration.govt.nz](http://www.immigration.govt.nz) for application forms, guides, information sheets including panel doctors list, fees calculator for up to date fees, up to date policy requirements and other additional information. If additional information is required on temporary visa application, please contact Visa Section on direct telephone (495) 956 2642 Monday-Friday from 9.30-11.00am or 4.00-5.00pm.*

**ADDITIONAL INFORMATION REQUIRED FOR A TEMPORARY VISA**  
**ДОПОЛНИТЕЛЬНАЯ ИНФОРМАЦИЯ ДЛЯ ПОЛУЧЕНИЯ ВИЗЫ**

1. Name of the principal applicant  
Ф.И.О. основного заявителя

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2. How long have you lived at the address given in the application form?  
Как давно вы проживаете по адресу указанному в анкете?

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3. Please list your immediate relatives, i.e. spouse (de-facto partner or fiancée) and children, giving their full names, dates of birth, place of birth and country of residence.  
Перечислите своих ближайших родственников: супругу/супруга, детей. Пожалуйста, укажите Ф.И.О., дату рождения, место рождения и страну проживания.


4. If you are staying at a hotel, please give name of the hotel and address..Если Вы останавливаетесь в гостинице, укажите, пожалуйста, название и адрес.

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5. Have you been to New Zealand on any previous occasion? Yes / No  
Бывали ли Вы раньше в Новой Зеландии? Да / Нет  
If yes, please give date(s) of earlier visit(s) and reason(s) for visit(s).  
Если да, укажите даты предыдущих визитов и цели поездок.


6. Please give the details of your previous overseas trips, including country and date of visit.  
Пожалуйста, укажите детали Ваших предыдущих поездок за границу.


7. Are you interested in Permanent Residence in New Zealand?  
Заинтересованы ли вы в Постоянном месте жительства в Новой Зеландии?

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8. Are you interested in long-term work in New Zealand?  
Заинтересованы ли вы в работе в Новой Зеландии?

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9. Date and Signature of the principal applicant  
Подпись и Дата

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**POWER OF ATTORNEY TO COLLECT MY PASSPORT  
ДОВЕРЕННОСТЬ НА ПОЛУЧЕНИЕ МОЕГО ПАСПОРТА**

**I authorise New Zealand Immigration Service to return my passport one of the following ways (please tick one):**

**Я доверяю Иммиграционной Службе Новой Зеландии вернуть мне мой паспорт следующим образом (поставьте одну галочку):**

**I will collect my documents myself  
Я заберу свой паспорт сам(а)**

**This person \_\_\_\_\_  
is authorised to collect my passport (in this case this person will need to present his passport)**

**Доверенное лицо заберет мой паспорт (в этом случае необходимо удостоверение личности доверенного лица) Его имя и фамилия: \_\_\_\_\_**

**Travel agency \_\_\_\_\_ will collect my passport  
Туристическое агентство \_\_\_\_\_ заберет мой паспорт**

**I will organize courier collection of my documents when ready  
Я закажу обратную доставку курьерской службой.**

**Please send my passport by registered mail (please indicate a postcode).  
Delivery is no less than 3 weeks.  
Прошу выслать мой паспорт заказной почтой на адрес (индекс обязательно). Доставка не менее 3-х недель \_\_\_\_\_**

**Name and surname \_\_\_\_\_  
Имя и фамилия**

**Signature and date  
Дата и подпись**