

Manila Branch Visa Application Centre
Unit 901, 9/F One Corporate Plaza
845 Antonio Arnaiz Ave (Pasay Rd)
Makati City
Web address: www.immigration.govt.nz/branch/manila

VISITOR VISA (Parent and Grandparent Multiple Entry) APPLICATION CHECKLIST

A Guide for Applicants

A new multiple visitor's visa allows multiple visits by parents and grandparents of New Zealand citizens or residents for up to six months, totalling no more than 18 months in any 3 years.

It is important that you provide all the relevant information requested below so we can accept and process your application promptly. If any of the following are not received, the application may not be accepted for assessment.

All documents not in English must be translated by a translation service. A translation service may **NOT** certify documents as original.

Application forms can be downloaded from www.immigration.govt.nz/migrant/general/formsandfees/formsandguides/ whilst [Manila specific and](http://www.immigration.govt.nz/branch/manila) relevant information may be found on our website www.immigration.govt.nz/branch/manila.

1. APPLICATION FORM

An "Application for Visiting New Zealand" ([INZ 1017](#)) must be fully completed in English. Answer each question on the form and continue that question on a separate sheet if necessary. A couple and their dependant children 19 years of age and under may be included on the same application form.

2. APPLICATION FEE

See our website for the latest fee schedule. The application fee is a processing fee and is NON-REFUNDABLE regardless of the outcome of your visa application. The fee **must** be paid by bank draft made payable to "**New Zealand Immigration Service**".

We do not accept cash or credit card payments.

3. PHOTO

One recent passport sized photo (must be less than 6 months old) of each person included in the application.

4. PASSPORT OR TRAVEL DOCUMENT

Passports must be valid for 6 months beyond intended date of departure from New Zealand. We will accept the application with a certified copy of the bio-data page of the passport but we will require the actual passport for 24 hours before a visa is issued.

5. BIRTH CERTIFICATE AND MARRIAGE CERTIFICATE

Birth certificates and marriage certificates (if applicable) should be on the security paper issued by the National Statistics Office (NSO).

6. EVIDENCE OF SUPPORT WHILE VISITING NEW ZEALAND

EITHER Evidence of funds to support yourself which must be a minimum of **NZ\$1,000.00** per month of stay. This can be in the form of bank records, cash, traveller's cheques or credit card statements. If you will be providing a bank certificate, please provide a copy of your savings history as well.

OR

A "Sponsorship Form" ([INZ 1025](#)) completed by a New Zealand citizen or resident along with evidence of their ability to support you while you are in New Zealand.

7. EVIDENCE OF THE NEW ZEALAND IMMIGRATION OR CITIZENSHIP STATUS OF THE SPONSOR

A certified true copy of the sponsor's New Zealand residence permit or returning residents visa (personal details page and the page with the immigration label or stamp on it) or certified true copy of the sponsor's New Zealand passport (personal details page) or citizenship certificate.

8. EVIDENCE OF RELATIONSHIP BETWEEN APPLICANT AND THE SPONSORING CHILD/GRANDCHILD

Birth certificate of the sponsoring child/grandchild duly authenticated by National Statistics Office (NSO).

9. EVIDENCE OF ACCEPTABLE STANDARD OF HEALTH

Applicants are required to supply a full medical certificate (NZIS1007) including X-ray. Medical reports must be completed by an approved INZ Panel Doctor. Please check our website to find the Panel Doctor nearest to you.

10. LODGING YOUR APPLICATION

a) Manila Call Center and VIA Center

You can request your application to be collected by courier from anywhere in the Philippines by calling **(2) 845-9222**. You will be charged a return courier fee to collect the passport and have it returned to you after processing.

Applications can be lodged in person at the **VIA Center in Makati**. Address below:

Unit 901, 9/F One Corporate Plaza
845 Antonio Arnaiz Ave (Pasay Rd), Makati City

Office hours:

Monday to Friday 8:30am to 5pm (*applications received after 3pm are held until the following day*)

Saturday 8:30am to 12 noon.

You will need to pay a one way courier fee to have your passport returned. The courier fees are outlined below:

	Lodgments thru the Call Center		Direct Lodgments thru the VIA Center
	Roundtrip Rates (includes pickup & return)	One Way Rates (pickup of additional documents)	One Way Rates (applies to return of processed passports)
Individual	PHP 350	PHP 175	PHP 200
Family/Group*	PHP 500	PHP 250	PHP 300

* applies when there is more than 1 passport associated with the application being returned to the same address

NOTE: Please prepare separate payment for courier/postage fee in the form of either cash or cheque payable to PIASI for those applications with Direct Lodgements thru the VIA Centre.

b) VIA Center Cebu

The Visa Information and Application Centre (VIAC) is now open in Cebu. The centre will cater to applicants in Cebu and the Visayas. Applicants can walk in and personally obtain current information and advice about applying for a visa to New Zealand.

The address of the VIAC in Cebu is:

Unit 1004-B, 10th Floor Keppel Center
Samar Loop cor. Cardinal Rosales Ave.
Cebu Business Park, Cebu City

Office hours:

Monday to Friday 8:30am to 5:30pm (*applications received after 3pm are held until the following day*)
Saturday 8:00am to 12 noon.

Handling fees: (inclusive of administrative cost and one-way courier service)

Visa lodgement service

- Php 250.00 per applicant
- Php 350.00 (maximum of five applicants)

Additional documents (after lodgement complete)

- Php 50.00 per applicant

c) Lodging Applications from New Zealand

You can courier applications directly to the Manila VIA Center only (not Cebu VIAC) at the address on the header. You need to indicate how and where you want the documents returned, either to the applicant in the Philippines or to the representative in New Zealand. If we return the documents to the applicant in the Philippines, the applicant needs to pay the **One Way Rates** as above. The applicant can pay collect. If you would like us to return the documents back to New Zealand, please provide a prepaid courier fee. If you wish to pre-pay the Philippine domestic return courier costs, as outlined above, payment must be in a separate cheque addressed to PIASI.

Payment must be made in Philippine Peso, and in bank draft form only.

12. PROCESSING TIME

We hope to process your application within 15 working days.

We will update you within 10 working days should there be any issues. We may take up to 2 months to process your application in certain circumstances such as your medical certificate needing referral to New Zealand or depending on the level of verification required.