

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](http://www.immigration.govt.nz/branch/manila)



## TRANSFER OF VISA CHECKLIST

### A Guide for Applicants

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 and other relevant information may be found on our website [www.immigration.govt.nz](http://www.immigration.govt.nz).

#### 1. APPLICATION FORM

A "Confirmation of a Visa or Permit" must be fully completed in English. Answer each question on the form and continue that question on a separate sheet if necessary.

#### 2. APPLICATION FEE

The application fee is a processing fee and is NON-REFUNDABLE regardless of the outcome of your visa application.

See current fee list. The fee can be paid by bank draft made payable to "**New Zealand Immigration Service**".

**We do not accept cash or credit card payments.**

#### 3. PASSPORT OR TRAVEL DOCUMENT

Applicants must supply their current valid passport and **either** their old passport with a visa endorsed **or** evidence they reported a lost or stolen passport to the police or their Embassy.

#### 4. 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 (cut-off time at 3pm)  
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 conveniently 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 (cut-off time at 3pm)  
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 VIA Center 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.

We note that it is possible to get a bank cheque in New Zealand issued in Philippine Pesos.

### **5. PROCESSING TIME**

We aim to process your application within 10 working days. If your application will take longer we will advise you of this in 10 working days.