



**IMMIGRATION
NEW ZEALAND**

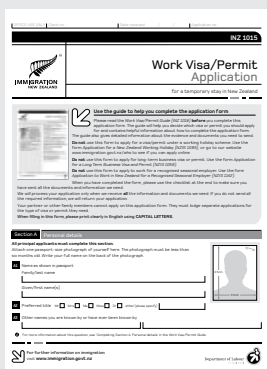
A SERVICE OF THE
DEPARTMENT OF LABOUR

Work Visa/Permit Guide

A guide to applying for a work visa/permit



Information about this guide



This guide will help you to complete the form *Work Visa/Permit Application (INZ 1015)*. It will give you information about coming to New Zealand to work and help you to understand the requirements you need to meet if you want to work in New Zealand.

You should read this guide before completing the application form. The guide gives you information about:

- how to decide which visa or permit you need to apply for
- what evidence you need to provide with your application form
- what to do if you want to later apply for residence in New Zealand.

Do you need a visa or permit to work in New Zealand?

You do not need a work visa or work permit to work in New Zealand if one of the following applies to you.

- You are a New Zealand citizen.
- You hold a New Zealand residence permit or a returning resident's visa.
- You are an Australian citizen.
- You are exempt from the requirement to hold a permit to be in New Zealand.
- You are intending to undertake work in New Zealand that is not considered to be employment (see 'What work is not considered to be employment?' on page 3).

If you are the holder of a current Australian permanent residence visa or a current Australian resident return visa, you do not need a visa to travel to New Zealand. You must apply for a residence permit on arrival. You will do this by completing an arrival card on the aircraft/ship on your way to New Zealand.

Where do you send your application and documents?

Applicants who are overseas

Send your completed application form and documents to your nearest Immigration New Zealand office, New Zealand Embassy, or New Zealand High Commission.

Applicants who are in New Zealand

Send your completed application form and documents to your nearest Immigration New Zealand office.

For office addresses, see www.immigration.govt.nz/contactus



For further information on immigration
visit www.immigration.govt.nz

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Department of Labour
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GENERAL INFORMATION

What is a visa and what is a permit?

A visa allows a person to travel to the New Zealand border and a permit allows them to remain in the country. If someone has a visa they are usually issued with a permit at the border.

Some work visas and permits are granted electronically and you need to hold a printed copy. Immigration New Zealand (INZ) retains an electronic record, and you can access the details through your homepage on our website, or via our Immigration Contact Centre.

What a work visa allows

A work visa is an endorsement in your passport that allows you to travel to the New Zealand border. It may be a single entry visa (valid for one journey), or a multiple entry visa (valid for more than one journey). When you arrive in New Zealand an immigration officer will check that you meet all the requirements to be granted a work permit.

What a work permit allows

A work permit allows you to work in New Zealand for a limited amount of time. It will state the expiry date of your permit and conditions of your permit. The conditions may include:

- the type of employment
- the employer's name
- where in New Zealand you can work.

What is 'employment'?

Employment includes self-employment and means any activity undertaken for 'gain or reward', except for those activities described below under 'What work is not considered to be employment?'

'Gain or reward' includes any payment or benefit that can be valued in terms of money, such as board and lodging, goods (eg food or clothing) and services (eg transport). This applies whether the payment or benefit for the activity is provided by a New Zealand resident or an overseas resident.

Commercial sexual services

No person who holds a temporary permit (including a work permit) or limited purpose permit may provide commercial sexual services, or operate or invest in a business which provides commercial sexual services.

What work is not considered to be employment?

There are some kinds of work that we do not consider to be employment under immigration policy. You may undertake these activities while holding a visitor permit. You will only have to get a work permit if there is a time limit on the activity you are engaged in, and you need to be in New Zealand for a longer period.

These are the activities that we do not consider to be employment.

- Representation on an official trade mission recognised by the New Zealand Government.
- Employment as a sales representative of an overseas company in New Zealand for a period or periods no longer than a total of three months in any calendar year.
- Activity in New Zealand as an overseas buyer of New Zealand goods or services for a period or periods no longer than a total of three months in any calendar year.
- Official business in the service of any government, or of any inter-governmental or international organisation that is entitled to any privileges and immunities under the Diplomatic Privileges and Immunities Act 1968.
- Business consultations or negotiations in New Zealand on establishing, expanding, or winding up any business enterprise in New Zealand, or carrying on any business in New Zealand, involving the authorised representatives of any overseas company, body or person for a period or periods no longer than a total of three months in any calendar year.
- Study or training under a scholarship or other award recognised by the Minister of Immigration.

Who can you include in your application?

You cannot include anyone else on your application form. If your partner, your children, your parent/legal guardian, or anyone else will accompany you to New Zealand, they must apply separately for the type of visa or permit they need.

Part-time work

If you are a visitor or student in New Zealand and wish to work part time, you may apply for a variation of conditions. You will need to complete the form *Application for a Variation of Conditions (INZ 1020)*.

How long can you stay and work in New Zealand?

Some work policies specify the duration that visas or permits can be granted for, others are linked to the duration of your offer of employment. If no maximum stay is specified in the information on specific policies (see pages 5-10), work visas and permits can be granted for a maximum stay of three years. The exception to this is visas and permits for highly skilled people granted under Essential Skills Policy, which can be for a maximum duration of five years (see page 5).

If your work permit is nearing expiry, you can apply for a further permit. There is no limit on the number of further permits you may obtain, however the requirements of the policy that you apply under must continue to be met. For some policies (such as Essential Skills Work Policy), this will include a labour market check to find out whether any New Zealand citizens or residents have become available to take up the position for which you are applying for a work permit.

How much does a work visa or permit cost?

For up-to-date information about fees:

- see our *Fees Guide (INZ 1028)*
- see our website www.immigration.govt.nz/fees
- contact your nearest Immigration New Zealand office.

What rules must employers meet?

All employers who want to employ foreign workers or students to work in New Zealand must comply with relevant employment and immigration law. Generally, this includes:

- paying employees no less than the appropriate adult or youth minimum wage or other contracted industry standard
- meeting holiday and special leave requirements or other minimum statutory criteria eg occupational safety and health obligations
- only employing people who have authority to work in New Zealand (employers have a defence to a charge of employing someone who is not entitled to work if they retain a tax declaration form on which the employee has declared their entitlement to undertake work for that employer. This must be received no later than the day employment commenced).

Under some policies, the rules may be slightly different.

An employer may not employ a person who holds a temporary permit or limited purpose permit to provide commercial sexual services.

Offers of employment

If you are applying under Essential Skills Work Policy, Study to Work Policy or Work to Residence Long Term Skill Shortage List Policy, you must submit a completed *Employer Supplementary Form (NZIS 1113)* from your employer, with your application. This contains all of the information about your employer we need.

Other policy categories may also require an offer of employment. If the policy does not specify the type of information the offer of employment must contain, the offer from a New Zealand employer to a non-New Zealand worker must be in writing and must contain:

- the name, address, telephone and/or fax number of the employer, and
- the name and address of the person to whom the job is offered, and
- a full job description.

The job description must include all of the following.

- Job title or designation.
- Address of the place of employment if different from employer's address.
- Type of work, duties and responsibilities involved.
- Details of pay and conditions of employment.
- Any qualifications, experience or training required.
- Confirmation of whether or not registration in New Zealand is required.
- Duration of the job.
- How long the offer of employment is open.

Employers can find more detailed information on requirements they must meet in our *Immigration Guide for Employers in New Zealand (INZ 1031)*.

Will you be eligible for publicly-funded health care in New Zealand?

The Ministry of Health determines eligibility for publicly-funded health care in New Zealand. To see if you are eligible visit the Ministry of Health website www.moh.govt.nz/eligibility.

People covered by New Zealand's reciprocal health agreements with Australia and the United Kingdom are entitled to publicly-funded health care for immediately necessary medical treatment only.

If you seek health care when you are in New Zealand you should carry your passport so that health providers can check whether you are eligible for publicly-funded health care.

We strongly recommend that you arrange comprehensive health insurance for your stay in New Zealand.

Importing your car, boat, and/or household items

You may be able to bring your car, boat, and/or household items to New Zealand free of Customs charges. For detailed information on restrictions, and to find out if you must pay Customs charges, see the New Zealand Customs Service website www.customs.govt.nz. For enquiries, email feedback@customs.govt.nz, or telephone:

- 0800 428786 (within New Zealand)
- +64 9 3005399 (outside New Zealand).

WHAT DIFFERENT POLICIES CAN YOU APPLY UNDER?

Essential Skills Work Policy allows people to work temporarily in New Zealand, in areas where we need people to fill shortages where New Zealanders are not available. See below.

Work to Residence Policy allows people whose skills and talents we want to work in New Zealand, and provides them with a way to get residence in New Zealand. See page 6.

Family Stream allows the partners of New Zealand citizens or residents, and the partners of people who hold work or student visas/permits to work temporarily in New Zealand. See page 7.

Study to Work Policy includes Graduate Job Search Work Permit Policy, and allows overseas students who have completed a qualification in New Zealand to work here after their studies and get practical experience suitable to their qualification. See page 8.

Specific Purpose or Event Policy allows people to come to New Zealand to work at a specific purpose or event for a particular period. See page 8.

Horticulture and Viticulture Seasonal Work Stream includes a number of special policies related to horticulture and viticulture seasonal work (planting, maintaining, harvesting, or packing crops). You cannot apply for a visa/permit under these policies using the *Work Visa/Permit Application*. For more information about these policies, see www.immigration.govt.nz/work.

Ministers of Religion, Missionaries and Members of Religious Orders Policy facilitates the entry of religious workers who belong to religious denominations or groups specifically recognised under immigration policy. See page 9.

Crew of Foreign Chartered Fishing Vessels Policy provides for the grant of work visas and permits to foreign crew on foreign chartered fishing vessels. See page 9.

Students and Trainees Policy facilitates the entry of certain overseas students and trainees to gain practical work experience in New Zealand as part of their studies. See page 9.

Free Trade Agreement special work policies facilitate the entry of nationals of certain countries who are qualified and experienced in specific occupations and who have a genuine New Zealand job offer in that occupation. See page 10.

Essential Skills Work Policy

Essential Skills Work Policy has replaced General Work Policy. We may give you a work visa or permit under Essential Skills Policy if you have a job offer for which you are suitably qualified and experienced, and:

- your job offer is in an occupation that is on the Immediate Skill Shortage List (ISSL) or the Long Term Skill Shortage List (LTSSL), or
- your job offer is from an employer who has a current approval in principle from us for your recruitment, or
- we are satisfied there are no suitable New Zealanders available, or no New Zealanders readily able to be trained to do the job.

Your employer may need to show that the rate of pay you have been offered is not less than the market rate for New Zealand workers in that occupation.

To view the LTSSL and the ISSL, see our website www.immigration.govt.nz/essentialskills.

Essential Skills Work Policy differentiates between occupations on the basis of skill level. Skill level is determined according to the Australian and New Zealand Standard Classification of Occupations (ANZSCO).

The skill levels in ANZSCO range from 1 (high skilled) to 5 (low skilled). If your occupation is within ANZSCO Skill Level 1 we may give you a five-year work permit and visa, provided your job offer is for at least five years and your annual salary is at least \$55,000. We can only give you a five-year visa and permit under this policy once, although you may reapply for a further permit for a shorter duration (up to three years).

If your application is successful and your occupation is within ANZSCO Skill Level 4 or 5 the maximum duration of your permit and visa is one year.

To view the ANZSCO see our website www.immigration.govt.nz/anzsco.

Minimum income threshold requirement for dependent children

If you want to bring your dependent children with you as a visitor or student, you must show that you meet a minimum income threshold to ensure you can support yourself and your dependents when in New Zealand. The minimum income threshold is NZ\$33,675 gross per year.

You will need to provide evidence that you meet the minimum income threshold with your child's visitor's visa/permit or student visa/permit application. Acceptable evidence includes original or certified copies of a job offer with salary or wages equal to or higher than the minimum income threshold.

If you and your partner both hold an Essential Skills work permit, both of your wages or salaries may be taken into account when determining if the minimum income requirement is met.

Note: if the minimum income requirement is not met your child's visitor's or student visa/permit application may be declined.

Note: self-employment does not meet the objectives of Essential Skills work policy. If you wish to obtain a work visa and permit based on self-employment, you should apply for a Long Term Business Visa and Permit. For more information see the *Application for Long Term Business Visa and Permit (NZIS 1058)* and the *Guide to Applying for Long Term Business Visa and Permit (NZIS 1059)*.

Work to Residence Policy

There are four different options for you if you are applying under Work to Residence Policy.

- Talent (Accredited Employers) Work Policy – for people with a job offer from an employer who we have accredited.
- Talent (Arts, Culture and Sports) Work Policy – for people with exceptional talent in their field of art, culture or sport.
- Long Term Skill Shortage List Work Policy – for people working in an occupation on our Long Term Skill Shortage List (LTSSL).
- Long-term Business Visa/Permit Policy. For more information, and to apply under this policy, see the *Application for Long Term Business Visa and Permit (NZIS 1058)*, and the *Guide to Applying for Long Term Business Visa and Permit (NZIS 1059)*.

If you are successful in applying under Talent (Accredited Employers) Work Policy, Talent (Arts, Culture and Sports) Work Policy, or Long Term Skill Shortage List Work Policy, we will issue you with a multiple entry work visa allowing the grant of a work permit current for 30 months.

Talent (Accredited Employers) Work Policy

You may be eligible under this policy if you are aged 55 years or under.

You must have an offer of employment in New Zealand for at least 24 months with an accredited employer and a minimum base salary of NZ\$55,000 per annum. (The salary amount may be waived if you provide evidence to show you have exceptional talent in a field of art, culture or sport – see below). For details of the requirements your offer of employment must meet, see 'Completing Section I: Work to Residence Policy'.

You must also have met, or be able to meet, any of the necessary New Zealand registration requirements if these are required to take up the offer. For details of registration requirements, see 'Completing Section G: Job offer'.

For details of the requirements for employer accreditation see our form *Application for Employer Accreditation (NZIS 1090)*.

Talent (Arts, Culture and Sports) Work Policy

You may be eligible under this policy if you are aged 55 years or under.

You must show us that you have 'exceptional talent' in a declared field of art, culture or sport. We will want to see evidence that:

- you have an international reputation and record of excellence in your declared field, and
- you are still prominent in that field, and
- your presence in New Zealand will enhance the quality of New Zealand's accomplishments and participation in that field of art, culture or sport.

Also, you must be sponsored by a New Zealand organisation of national repute in your declared field. A 'New Zealand organisation of national repute' is:

- a New Zealand organisation that has a nationally recognised record of excellence in a field of art, culture or sport, or
- a New Zealand organisation that has a nationally recognised record of excellence in fostering exceptional talent in a field of art, culture or sport.

For details of the requirements for sponsorship under this policy by an organisation of national repute, see our form *Talent (Arts, Culture and Sports) Sponsorship Form (NZIS 1091)*.

Long Term Skill Shortage List Work Policy

You may be eligible under this policy if you have an offer of employment in New Zealand in an occupation that is included on the Long Term

Skill Shortage List (LTSSL) that meets the specifications for that occupation. For details of the requirements your offer of employment must meet, see 'Completing Section I: Work to Residence Policy'.

You must be suitably qualified by training and/or experience to undertake your offer of employment, and you must meet any specific requirements set out in the LTSSL. To see the LTSSL, see our website www.immigration.govt.nz/ltssl.

You must also have met, or be able to meet, any of the necessary New Zealand registration requirements if these are required to take up the offer. For details of registration requirements, see 'Completing Section G: Job offer'.

When you later apply for residence, you must be aged 55 or under to be eligible.

How do I qualify for residence under Work to Residence Policy?

If your application for a work visa and permit under Work to Residence Policy is successful, then, after you have held a work visa and permit for 24 months, you may be eligible for a residence visa/permit. You will have to meet normal residence requirements, such as health and character requirements, as well as meeting the requirements for the policy you applied under. When they lodge the residence application, the principal applicant must be in New Zealand.

Talent (Accredited Employers) Work Policy

You may be eligible for residence if you have been employed in New Zealand throughout a period of at least 24 months by any accredited employer, or any other employer you obtained our approval to work for.

You must have employment in New Zealand with a minimum base salary of at least NZ\$55,000 per annum. (The minimum salary requirements are different for people whose work visa/permit under this policy was made before 28 July 2008. See our *Self-Assessment Guide for Residence in New Zealand (NZIS 1003)*).

Talent (Arts, Culture and Sports) Work Policy

You may be eligible for residence if you have been actively engaged in your declared field of art, culture or sport. You must still be prominent in that field of art, culture or sport, and you must have sponsorship by an organisation of national repute in your declared field.

You must not, since the grant of your permit under this policy, have applied for, or been granted, welfare assistance under the New Zealand Social Security Act 1964.

Long Term Skill Shortage List Work Policy

You may be eligible for residence if you are aged 55 years or under and have employment in New Zealand with a minimum base salary of at least NZ\$45,000 per annum that is either:

- in the same occupation that enabled you to obtain a work visa and permit under this policy, or
- in an occupation on the LTSSL current at the time you apply for residence.

Family Stream

If you are the partner (spouse, civil union partner or de facto partner, including same sex couples) of a New Zealand citizen, resident, work visa/permit holder, or student visa/permit holder, you can apply for a work visa/permit.

To qualify you must be living together with your partner in a genuine and stable relationship at the time the application is made. Your partner must also intend to be in New Zealand for the same period of time, and must support your application in writing by completing the *Form for Partners Supporting Partnership-Based Temporary Entry Applications (INZ 1146)*.

Your partner must meet the character requirements for partners supporting partnership-based applications, or be granted a character waiver. For more details, see the *Form for Partners Supporting Partnership-Based Temporary Entry Applications (INZ 1146)*.

For details of the evidence you must provide, see the *Work Visa/Permit Application*.

Other requirements that you must meet depend on your partner's immigration status.

Partners of New Zealand citizens and residents

If you are the partner of a New Zealand citizen or resident, you may be eligible for a work visa/permit for a maximum stay of two years from the date of your first arrival. You do not need to provide an offer of employment.

Your partner must be an eligible sponsor under Residence Partnership Policy. See the *Form for Partners Supporting Partnership-Based Temporary Entry Applications (INZ 1146)* for the definition of eligible sponsor.

Partners of holders of work visas or work permits

If you are the partner of a person holding a work visa or permit allowing a stay in New Zealand of more than six months, you may be eligible for an open work visa/permit for the same period as your partner. You do not need to provide an offer of employment.

If your partner obtained their work visa/permit under certain immigration policies, you are not eligible for an open work visa or permit under this special category. The policies are:

- October 2000 Transitional Policy
- Crew of Chartered Foreign Fishing Vessels Policy
- Working Holiday Schemes
- Pacific Quotas Residual Places Work Permit Policy
- Horticulture and Viticulture Industries Seasonal Work Permit Policy-2006 Pilot
- Recognised Seasonal Employer Work Policy.

However, you may be eligible for a work visa/permit under Essential Skills Work Policy.

Partners of holders of student visas or student permits

You may be eligible for an open work visa and permit for the same period as the student visa or permit held by your partner, if your partner holds a student visa or permit to study:

- qualifications in areas of absolute skill shortage as specified in the Long Term Skill Shortage List, or
- towards postgraduate qualifications.

You do not need to provide an offer of employment.

However, if your partner holds an NZAID-supported student permit, you must have an offer of employment and written approval from NZAID. You may be granted a work permit valid for the duration of the offer of employment, but for no longer than the duration of their partner's NZAID scholarship.

Study to Work Policy

Study to Work Policy includes Graduate Job Search Work Permit Policy. Students with an offer of employment may be eligible under Study to Work Policy. Students without an offer of employment may be eligible under Graduate Job Search Work Permit Policy.

Students with an offer of employment

You may be eligible for a work visa/permit under this policy if you are a student, with an offer of employment relevant to your qualification. You must also have successfully completed either:

- a course in New Zealand that had a minimum completion time of three years, or
- a qualification in New Zealand that would qualify for points under the Skilled Migrant Category of Residence Policy.

You may apply for a work visa/permit for a maximum of two years to get practical experience suitable to your qualification. You may apply for a work visa/permit for a maximum of three years

if you are working towards getting membership or registration from a New Zealand professional association, which requires more than two years of relevant practical work experience.

You must apply for the work visa/permit no later than three months after the end date of your student permit for that course or qualification, or provide evidence that you are the holder of a Graduate Job Search work permit.

For details of the evidence you must provide, see the *Work Visa/Permit Application*.

Students without an offer of employment

If you are a student, without an offer of employment, and you successfully completed a qualification in New Zealand that would qualify for points under the Skilled Migrant Category of Residence Policy, you may apply for a graduate job search work visa/permit for a maximum of 12 months. This will allow you to transition from studying to working. You must apply for the work visa/permit no later than three months after the end date of your student permit for that qualification.

For details of the evidence you must provide, see the *Work Visa/Permit Application*.

You are not eligible for a work visa/permit under this policy if you are the holder of a limited purpose permit.

Specific Purpose or Event Policy

You may be eligible for a work visa/permit under this policy if you are coming to New Zealand for a specific purpose or event for a particular period. You must have demonstrated skills, attributes or expertise in areas relevant to that specific purpose or event that are likely to benefit New Zealand. Your employment in New Zealand must not be likely to harm employment opportunities for New Zealanders.

The following people may be approved to come to New Zealand for a specific purpose or event.

Senior or specialist business people on short-term secondments. You must have an offer of employment either in a substantial New Zealand company or a New Zealand subsidiary of an overseas company.

People seconded to New Zealand as an intra-corporate transferee. You must be taking up a position in a multi-national company as a chief executive or senior staff member or specialist staff member.

People wishing to undertake business activities in New Zealand for a period exceeding three months in one year. You must be able to satisfy a visa or immigration officer that you have genuine

reasons for a longer stay, and documented evidence of these reasons will be required.

Active Investor Migrant Policy principal applicants. You must be a principal applicant who lodged an application for residence under one of the three Active Investor Migrant policies who is investigating direct investment opportunities and making direct investments in New Zealand.

Sports referees, show, display or exhibition judges. You must produce a written invitation to referee sports events or judge shows, displays, or exhibitions or a schedule of events from an organisation in New Zealand.

Dance and music examiners of recognised international teaching institutions. You must have a written invitation or offer of employment to conduct examinations in New Zealand.

Pastors and lay missionaries. You must have a written guarantee of accommodation, maintenance and repatriation from a sponsoring body in New Zealand.

Installers or servicers of specialised machinery or equipment supplied by an overseas company. You must provide evidence that installing or servicing the equipment in New Zealand is a condition of purchase.

Entertainers, performing artists, film and video production crew, and associated support personnel, who intend to engage in any form of private or public performance in New Zealand or work on any film or video production in New Zealand. Before you apply for a work visa, your promoter, adviser or producer will need to provide the local office of INZ with evidence that the agreement of the appropriate New Zealand union or professional association has been obtained for your entry. Details of the relevant unions and associations and points of contact can be found on our website www.immigration.govt.nz.

Sports players and professional sports coaches. You must be taking up a paid position in a New Zealand sports club and have a written offer of employment from that club.

Nurses from the Philippines seeking entry to obtain New Zealand occupational registration. You must have a job offer from a district health board and a letter from the Nursing Council confirming you have been accepted for the Competence Assessment Programme.

Other. You must be able to show that you need to come to New Zealand for some other specific purpose or event and that the circumstances justify the issue of a work visa or grant of a work permit under this policy.

Ministers of Religion, Missionaries, and Members of Religious Orders Policy

You may apply for a work visa or work permit if you are a minister of religion, missionary or member of a religious order belonging to a religious denomination or group specifically recognised under immigration policy, coming to New Zealand for a short-term or a long-term engagement.

Crew of Chartered Foreign Fishing Vessels Policy

You may apply for a work visa with evidence you hold a contract to work on a vessel in New Zealand. The normal maximum stay is two years. For several crew travelling together a *Group Visa Application for Visitors to New Zealand (INZ 1021)* may be used. Your New Zealand agent will need to contact the local INZ office, and obtain approval for your entry before you travel to New Zealand.

Student and Trainee Policy

There are three groups of people who may be approved to come to New Zealand under Student and Trainee Policy.

Medical or dental trainees wishing to fulfil a compulsory training requirement by undertaking practical training in New Zealand. You must be appropriately qualified and experienced, and have a letter of acceptance from a New Zealand hospital, and you must not hold a student or visitor permit.

Students wishing to fulfil a course requirement by undertaking practical work experience in New Zealand. You must have the support of your educational institution in your home country, and an offer of work from a New Zealand educational institution or employer.

Jockeys aged 16 or over wishing to undertake an apprenticeship in New Zealand. You must have:

- an offer of employment from a New Zealand trainer, and
- a guarantee of maintenance and accommodation from the New Zealand Racing Conference, and
- a guarantee of repatriation from your New Zealand trainer should you not continue the apprenticeship.

Exchange schemes

You may apply for a work visa to come and work in New Zealand as part of an exchange scheme. These may be:

- government-to-government schemes, such as working holiday schemes (see the 'The International/Humanitarian Stream', below), or
- other exchange schemes we have formally approved.

You can get details from our website at www.immigration.govt.nz/work, or contact your nearest INZ branch. To arrange an exchange scheme contact your local INZ branch.

The International/Humanitarian Stream

The International/Humanitarian Stream allows young people from other countries to work in New Zealand under working holiday schemes. Do not use the *Work Visa/Permit Application (INZ 1015)* if you want to apply under a working holiday scheme. Use the form *Working Holiday Scheme Work Visa/Permit Application (INZ 1085)*, or you may be able to apply online. See our website www.immigration.govt.nz/whs.

Other policies in the International/Humanitarian Stream allow New Zealand to meet its international and humanitarian obligations to the following groups of people:

- dependants of US Government personnel
- domestic staff of diplomatic and consular personnel
- domestic staff of seconded senior executives
- refugee status claimants
- victims of domestic violence
- the partners of holders of student visas and/or permits, who meet specific requirements.

Free Trade Agreement special work policies

China Special Work Policy and China Skilled Workers Policy. These policies allow limited numbers of Chinese nationals who are qualified and experienced in certain occupations, and who have a genuine New Zealand job offer in that occupation to be issued with a work visa. You must also meet normal requirements relating to health and character.

To apply you must complete the form *Work Visa/Permit Application for China Skilled Work Policies (INZ 1158)*.

For more information on these policies, see our *Guide to Special China Immigration Policies (INZ 1157)*.

Philippines and Vietnam special work policies.

These policies allow limited numbers of nationals from the Philippines and Vietnam who are qualified and experienced in certain occupations and who have a genuine New Zealand job offer in that occupation to be issued with a work visa. You must also meet normal requirements relating to health and character.

Thai chefs. You may qualify for a work visa or a permit if you have a job offer as a Thai chef from a New Zealand employer, and can provide evidence of having completed a relevant qualification and work experience.

Interpreters from Japan

You may be eligible if recruited by a New Zealand employer in a tourism-related industry who can satisfy us they cannot obtain suitably qualified New Zealanders.

Operation Deep Freeze

You will need to apply for a work visa before travelling to New Zealand if you intend to work on the mainland of New Zealand. Those working on the Ross Dependency are exempt from the requirement to hold a permit. They will, however, need to meet visitor requirements to travel to New Zealand. Any military personnel with orders to be in New Zealand are exempt from the requirement to hold a visa or permit.

Partners and children of US Government personnel

You may apply for a work visa if your partner or parent is working for the US Government in New Zealand. Under this agreement, dependants are defined as partners, dependent children under 21 years of age who are not in a partnership, dependent children under 25 years of age who are not in a partnership and who are full-time post-secondary school students, and physically or mentally disabled children who are not in a partnership.

Victims of domestic violence, and Refugee status claimants

Special work permits are available for these categories. For information see our website www.immigration.govt.nz or contact your nearest branch.

GUIDE TO COMPLETING THE APPLICATION FORM

About the application form

To apply for a work visa/permit, you must complete and sign the form *Work Visa/Permit Application (INZ 1015)* and send it to us with the application fee, and all the documents we need to assess your application.

If you do not include everything we need, we will not process your application and will return it to you. All the documents you provide must be in English or translated into English.

Translations of documents

If you provide a translation, it must:

- be in English
- not be made by any of your family members or a person with an interest in the outcome of your application
- be made by a person familiar with both languages and competent in translation work
- be prepared and certified as correct by a recognised translator from a recognised private or official translation service
- be on the official letterhead of the translation service
- have the stamp or signature of the translation service that prepared and certified it on it
- be accompanied by the original document or a certified copy
- be paid for by you.

Completing Section A

Personal details

Passport photograph

You must attach a passport-size photograph to the form at the section indicated. The photograph must be original, and taken within the last six months. The size of the photo should be about 45mm by 35mm and should be in good quality colour (not black and white).

A3 Other names you are known by or have ever been known by

This includes your birth name, your name from marriage or from adoption, or your English name.

A4 Your name in ethnic script

If you ever write your name using another script (writing system), for example Japanese, Korean, Chinese, Greek, Arabic or Cyrillic, please write that at question **A4** on your application form.

A8 Passport details

The passport details must be those of the passport or travel document you will use to travel to and from New Zealand.

You must send your passport or travel document with your application. It must be valid to at least three months past the date you plan to leave New Zealand.

A11 Partnership status

You have the following options for your partnership status:

- married/in civil union (a civil union is a legally recognised union of a couple of the same or opposite sex, with rights similar to those of marriage)
- never married/never in civil union
- partner (this includes being in a de facto partnership)
- separated (this includes being separated from a civil union)
- engaged
- widowed
- divorced (this includes having a dissolved civil union)

You must choose the option that describes your current, or most recent, partnership status.

Completing Section B

Contact details

B5 An adviser can be any person who assists you with your application. It could be a lawyer, immigration adviser, translator, friend or family member.

B6 **Adviser reference numbers**

Only complete this question if you are using an immigration adviser.

Immigration adviser's client number (if known) – this is the number we use to refer to your adviser. (Note this is not the adviser's licence number from the Immigration Adviser's Authority).

If you are using an adviser, they need to provide a reference code for online enquiries. We will use this code when emailing your adviser about your application. The reference code must be unique for each client, with up to 10 characters, including up to three letters, for example, A123, B1234B, or 1234C567CC. Codes cannot include punctuation marks or symbols.

B7 **Online enquiries**

You can check the progress of your application online by registering for our online enquiry system. By ticking this option you will also be advised by email when your application has been decided. This facility is only available for applications lodged at an INZ branch office listed in the 'For more information' section of this guide. If you elect an adviser to act on your behalf your adviser will be sent instructions for making an online enquiry.

Completing Section C

Your health

You may need to provide us with a medical certificate to show that you meet our acceptable standard of health. What you must provide depends on:

- whether you have recently sent a medical certificate with another application
- how long you intend to spend in New Zealand
- what countries you have previously lived in or visited.

Note that children under 11 years of age and pregnant women are not required to have an X-ray, unless a special report is needed.

If you are already in New Zealand, and you are applying for a further permit, you need to include the time you have already spent in New Zealand, as well as the time you intend to study here, to decide whether or not you need to complete a medical certificate.

Example *You have been in New Zealand on a visitor's or student or work permit for eleven months, and you wish to apply for a work permit for six months. This will mean a stay in New Zealand of more than 12 months in total.*

C5 **Do you intend to stay in New Zealand for less than six months?**

If you intend to stay in New Zealand for less than six months in total, you do not need to provide a medical certificate.

C6 **Have you recently sent a medical certificate to Immigration New Zealand?**

↓
C7 If you have sent a medical certificate to Immigration New Zealand and it has been completed and dated by a medical practitioner within the last 24 months, you do not need to send another medical certificate with this application. We will tell you if we need any further information, such as tests, reports, or an updated medical certificate.

C8 **How long do you intend to stay in New Zealand?**

We need to know how long you are spending in New Zealand in total so that we can decide whether you need to send a medical certificate, and which certificate you need to send.

More than six months but not longer than 12 months

If you intend to stay in New Zealand for more than six months but not more than 12 months in total, you may have to provide a *Temporary Entry X-ray Certificate (NZIS 1096)*.

More than 12 months

C9

If you intend to stay in New Zealand for more than 12 months, you must complete a *Medical and Chest X-ray Certificate (NZIS 1007)*. Note that children under 11 years of age and pregnant women are not required to have an X-ray, unless a special report is needed.

↓
C10

If you are coming to New Zealand for more than six months but not more than 12 months you must answer these questions. See the list below, and then read the examples to help you decide if you need to provide us with a *Temporary Entry X-ray Certificate (NZIS 1096)*.

COUNTRIES, AREAS, AND TERRITORIES WITH A LOW INCIDENCE OF TUBERCULOSIS (TB)

Andorra	France	Netherlands
Antigua and Barbuda	Greece	New Zealand
Australia	Germany	Norway
Austria	Grenada	Oman
Barbados	Iceland	Puerto Rico
Belgium	Ireland	Saint Kitts and Nevis
Bermuda	Israel (including the Occupied Palestinian Territory, and including East Jerusalem)	Saint Lucia
British Virgin Islands	Italy	San Marino
Canada	Jamaica	Slovenia
Cayman Islands	Jordan	Sweden
Chile	Lebanon	Switzerland
Costa Rica	Libyan Arab Jamahiriya	Trinidad and Tobago
Cuba	Liechtenstein	Turks and Caicos Islands
Cyprus	Luxembourg	United Arab Emirates
Czech Republic	Malta	United Kingdom
Denmark	Monaco	United States of America
Dominica	Montserrat	United States Virgin Islands
Finland	Netherlands Antilles	Vatican City

C9

If you are from a place on the list above, go to **C10**.

If you are from a place **not** on the list above, you must complete a *Temporary Entry X-ray Certificate (NZIS 1096)*. See example 1.

Example 1 *You hold a Chinese passport and you live in China, which is not on the list above. This means that you must complete a Temporary Entry X-ray Certificate (NZIS 1096).*

C10

You do not have to provide a medical certificate if:

- you normally live in one of the places on the list above, and
- you have not spent a total of three months or more in the past five years in a place that is **not** on the list above. See example 2.

Example 2 *You hold a French passport and you live in France, which is on the list above. You have not spent more than three months in a place that is not on the list. You do not need to provide a medical certificate.*

You do have to complete a *Temporary Entry X-ray Certificate (NZIS 1096)* if you are from one of the places on the list above, but you have spent a total of three months or more in the last five years in a place that is **not** on the list above. See example 3.

Example 3 *You hold a British passport and you live in the United Kingdom, which is on the list above. However, in the last five years, you spent five weeks in Thailand and eight weeks in Fiji. Thailand and Fiji are not on the list above, and you have spent a total of at least three months in a place which is not on the list above.*

You must complete a Temporary Entry X-ray Certificate (NZIS 1096).

Completing Section D Your character

D2 Have you been excluded (refused entry) from any country?

You should tick 'yes' if you have had a visa application declined by any country, or if you have been refused entry to a country at the border.

D3 You may need to provide us with police certificates to show that you are of good character and do not pose a potential security risk. The evidence of your character you need to show us depends on how long you intend to spend in New Zealand working, your age, and whether you have recently sent police certificates with another application.

Note: if you intend to stay in New Zealand for 24 months or longer and are over the age of 17, you will need to provide the relevant police certificate(s) (see **D6**). At the time of lodgement your police certificate must not be more than six months old from date of issue.

Police certificates that are older than six months from the date of issue at lodgement of any application will NOT be accepted.

D3 Do you intend to be in New Zealand for 24 months or longer?

If you don't intend to be in New Zealand for 24 months or longer, you do not have to provide us with police certificates.

D4 Are you 17 years or over?

If you are younger than 17 years you do not have to provide us with police certificates.

D5 Have you sent a police certificate to Immigration New Zealand that was issued within the last six months?

You are required to provide police certificates with your application whenever you intend to spend 24 months or longer in New Zealand. You must do this even if you have provided police certificates with a previous application. Immigration New Zealand will accept a police certificate from a previous application only if, at the time of lodgement of your current application, the police certificate is no more than six months old from date of issue.

D6 You must provide evidence about your character

You must send a police certificate from:

- your country of citizenship, and
- any country in which you have lived for five years or more since the age of 17 years.

For more information, see our website www.immigration.govt.nz/policecertificate.

D7 If you have not provided all of the police certificates required, please explain why.

This may be because you are a citizen of a country but have never lived there. You should tell us the name of the country, if this is the case.

Completing Section F Employment and qualifications

F1 What is your main occupation?

Your main occupation is the job you spent most hours doing in the last 12 months. If you have not worked in the last 12 months, write your previous occupation. If you have not worked in the last five years or more, write 'Not applicable'.

Completing Section G Job offer

G5 In New Zealand registration is required by law in order to undertake employment as:

Architect	Dispensing optician	Optometrist
Barrister or solicitor	Electrician	Osteopath
Cadastral (land title) surveyor	Electrical service technician	Pharmacist
Chiropractor	Enrolled nurse	Physiotherapist
Clinical dental technician	Line mechanic	Plumber, gasfitter, or drainlayer
Clinical dental therapist	Medical laboratory scientist/technologist	Podiatrist
Dental hygienist	Medical laboratory technician	Psychologist
Dental technician	Medical practitioner	Real estate agent
Dental therapist	Medical radiation technologist	Teacher
Dentist	Nurses and midwives	Veterinarian
Dietitian	Occupational therapist	

If you intend to work in one of these occupations in New Zealand you must provide evidence you can meet the relevant registration requirements before we will issue a work visa/permit.

Dental or medical professionals who hold confirmation in writing from the New Zealand Dental or Medical Councils that they meet New Zealand registration requirements subject only to attending an interview with a representative of the Council immediately after arrival may be granted work permits or visas.

Completing Section I Work to Residence Policy

Talent (Accredited Employers) Work Policy

I3 Your offer of employment

Your offer of employment from an accredited employer must be genuine, and it must be:

- for employment in New Zealand in the employer's core area of business activity, where the employer will have direct responsibility for your output, and
- for a period of at least 24 months, and
- for full-time employment, (that is, it amounts to, on average, at least 30 hours per week), and
- current at the time we assess your application, and at the time we issue a visa /grant a permit, and
- for a position with a minimum base salary of NZ\$55,000 per annum, and
- accompanied by evidence of full or provisional registration, or eligibility for such registration, if full or provisional registration is required by law to take up the offer, and
- compliant with all relevant employment law in force in New Zealand.

The offer of employment must be in writing and must contain:

- the name, address, telephone and/or fax number of the employer, and
- the name and address of the person to whom the job is offered, and
- a full job description.

The job description must include all of the following.

- Job title or designation.
- Address of the place of employment if different from employer's address.
- Type of work, duties and responsibilities involved.
- Details of pay and conditions of employment.

- Any qualifications, experience or training required.
- Confirmation of whether or not registration in New Zealand is required.
- Duration of the job.
- How long the offer of employment is open.

Talent (Arts, Culture and Sports) Work Policy

I5 Evidence you must provide

The evidence that you provide might include qualifications, awards, and/or documents showing your membership of professional associations, or letters of support or recommendation. These are suggestions only – the evidence that you supply is up to you.

Long Term Skill Shortage List Work Policy

I6 Your offer of employment

Offers of employment under this policy must be genuine and it must be:

- made on the *Employer Supplementary Form (NZIS 1113)*, and
- for employment in New Zealand, and
- for a period of at least 24 months, and
- for full-time employment, (that is, it amounts to, on average, at least 30 hours per week), and
- accompanied by evidence of full or provisional registration, or eligibility for such registration, if full or provisional registration is required by law to take up the offer, and
- compliant with all relevant employment law in force in New Zealand, and
- current at the time we assess your application and at the time we issue a visa/ grant a permit

Your employer may be required to demonstrate that the rate of pay offered is not less than the market rate for New Zealand workers in your occupation.

Completing Section J Essential Skills Work Policy

J1 ANZSCO is the Australian and New Zealand Standard Classification of Occupations. Most New Zealand occupations are listed on the ANZSCO, with a six-digit occupation code and a skill level. For more information see www.immigration.govt.nz/anzsco.

J2 The skill level will appear on the ANZSCO website page for the occupation, under the occupation description.

J3 Minimum income threshold requirement for dependent children

If you are applying for an Essential Skills work permit and want to bring your dependent children to New Zealand with you as a visitor or student, you must show you will meet a minimum income threshold to ensure you can support yourself and your dependants when in New Zealand. The minimum income threshold is NZ\$33,675 gross per year. If you do not meet this threshold your child's visitor's or student visa/permit application may be declined.

Completing Section N Family Work Policy

If you are applying for a visa/permit on the basis of your partnership with a New Zealand citizen/resident, work visa/permit holder, or student visa/permit holder, your partner must complete a *Form for Partners Supporting Partnership-Based Temporary Entry Applications (INZ 1146)* and you must submit it with your application.

N4 Minimum requirements for the recognition of a partnership

To meet the minimum requirements for the recognition of a partnership you and your partner must not be close relatives, you must have previously met each other when the application is made, and you must both be:

- aged 18 years or older, or
- aged 16 or 17 years old and have your parent(s) or guardian(s) support for the application.

N6 Will your partner be eligible to sponsor your application for residence?

See the *Form for Partners Supporting Partnership-Based Temporary Entry Applications (INZ 1146)* for the definition of an eligible sponsor.

N8 Evidence that you are living together with your partner in a genuine and stable partnership, and evidence of the duration of your relationship may include:

- N10**
- a marriage certificate or a civil union certificate (where applicable)
 - documents indicating public recognition of your relationship
 - evidence of time spent together.
 - evidence of shared accommodation, such as ownership or tenancy documents
 - evidence of financial interdependence such as joint bank accounts, joint assets, joint liabilities (such as loans/credit to purchase real estate, cars, major home appliances) and/or joint utilities accounts.

Completing Section O Free Trade Agreement special work policies

China special work policies: to apply you must complete the form *Work Visa/Permit Application for China Skilled Work Policies (INZ 1158)*.

Philippines and Vietnam special work policies: these policies allow limited numbers of workers from the Philippines and Vietnam, who are qualified and experienced in specific occupations, to come to New Zealand to work for up to three years, depending on the length of the job offer.

If you are granted a work permit for less than three years, you may apply for a further visa or permit for the balance of the period, as long as you still meet all the requirements of this policy.

If you are granted a permit under this policy and later wish to return here, you will need to remain outside of New Zealand for at least three years before you can apply under this policy again.

01 **Philippines Special Work Policy:** farm managers and engineering professionals applying for a work visa must be resident in the Philippines and apply through the Manila branch of INZ; registered nurses may apply from any country through their nearest INZ branch.

Vietnam Special Work Policy: Vietnamese chefs and engineering professionals applying for a work visa must be resident in Vietnam and apply through the Ho Chi Minh branch of INZ.

02 As well as meeting health and character requirements, you must have a New Zealand job offer. The job offer must be for genuine, sustainable and full-time employment for up to three years.

05 You must provide evidence that you have the qualification and/or experience required for that job, and you must meet any other requirements, for one of the following occupations.

Occupation	Number of people able to hold a visa/permit at any one time	Qualification requirement	Other requirement(s)
Philippines Special Work policy			
Registered nurse	100	A qualification which has been assessed as equivalent to a New Zealand Bachelor of Nursing or Diploma in Comprehensive Nursing (diploma or hospital based certificate)	New Zealand registration
Farm manager	20	A qualification and/or work experience relevant to the New Zealand job offer as a farm manager.	The job offer must be assessed as equivalent to ANZSCO* Skill Level 1.
Engineering professional	20	A bachelor degree (level 7 or above) qualification registered on the International Professional Engineers Register or APEC Engineers Register, or Washington Accord accredited engineering degree.	The job offer must be assessed as equivalent to ANZSCO* Skill Level 1. New Zealand registration where required.

Occupation	Number of people able to hold a visa/permit at any one time	Qualification requirement	Other requirement(s)
Vietnam Special Work policy			
Vietnamese chefs	100	A qualification and/or work experience relevant to the New Zealand job offer as a Vietnamese chef.	The job offer must be assessed as equivalent to ANZSCO* Skill Level 3.
Engineering professional	100	A bachelor degree (level 7 or above) qualification registered on the International Professional Engineers Register or APEC Engineers Register, or Washington Accord accredited engineering degree.	The job offer must be assessed as equivalent to ANZSCO* Skill Level 1. New Zealand registration where required.

*ANZSCO is the Australia and New Zealand Standard Classification of Occupations. For more information see www.immigration.govt.nz/anzsco.

For more information

If you have questions about any of the information in this guide:

- see our website www.immigration.govt.nz
- telephone our call centre on 0508 558 855 (within New Zealand)
- contact one of Immigration New Zealand's offices.

Immigration New Zealand has offices in Apia, Bangkok, Beijing, Hong Kong, Jakarta, London, Moscow, Manila, New Delhi, Nuku'alofa, Shanghai, Singapore, Suva and Sydney.

Our New Zealand offices are located in Auckland, Henderson, Manukau, Hamilton, Palmerston North, Wellington, Christchurch, Queenstown and Dunedin.

You can also contact your nearest New Zealand Embassy or New Zealand High Commission.



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