

INZ MANILA WORK VISA APPLICATION CHECKLIST

If you are applying to work in New Zealand this checklist can be used together with the checklist on the application form (INZ1015). This checklist was developed specifically for work visa applications made under the following categories:

- Essential Skills
- Approved in Principle (AIP)
- Specific purpose or event

Immigration New Zealand reserves the right to request additional information in the course of assessing an application and to retain information and documents on file.

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, or approved. If you provide false or misleading information your application may be declined.

For more information about Work Visas, you can review the Frequently Asked Questions document found on the INZ Manila website.

FORMS	CHECKLIST
Application Form http://www.immigration.govt.nz/NR/rdonlyres/EC9A6BEF-1152-482F-B39F-B782EE7688FA/0/INZ1015.pdf	
Two recent passport sized photos (must be less than 6 months old)	

FEES - The fee must be paid by managers cheque made payable to " New Zealand Immigration Service ". We do not accept cash, personal cheque or credit card.	CHECKLIST
For Filipino citizens / residents: Php 8,550	
For other nationalities please refer to Office and fees calculator .	

SUPPORTING DOCUMENTS (ORIGINAL AND PHOTOCOPY) Original documents will be returned once the application has been finalized.	CHECKLIST
Offer of employment and/or employment contract from a New Zealand employer The job offer or employment contract must contain the following information: job title and ANZSCO code, job description, location of employment, salary details and length/duration of the contract. Given the fluid job market in New Zealand and the time that it takes to process a work visa, it is important to have a current job offer. As such, we strongly recommend that you ensure that you submit a job offer no more than one month old at the time of lodgement.	
Employer Supplementary form (INZ 1113) completed by NZ employer	

<p>Evidence to show that there are no New Zealand citizens or residents available to take up the job offered to you</p> <p>Some examples of documents you can submit are:</p> <ul style="list-style-type: none"> • an Approval in Principle issued by INZ for your employer; • Copies of your employer's advertisements for paid advertising for the vacancy to demonstrate genuine attempts at recruiting NZ citizens/residents; • Written confirmation from Work and Income New Zealand (WINZ) that there are no NZ workers available to fill the position offered to you. <p>If the occupation is on the Immediate Skills Shortage List (ISSL), you must submit evidence to demonstrate that you meet the list's exact specifications for that occupation. Evidence from WINZ or your employer's genuine recruitment attempts will not be required.</p> <p>If your application for roles listed on ANZSCO as level 4 or 5 contains evidence of WINZ support, you will be far likelier to have a successful and timely decision on your application.</p> <p>For Specific Purpose Work Visa applications, you will require supporting evidence regarding the nature of the short term work assignment.</p> <p>For more information, have a look at the 'Frequently Asked Questions' document on our branch webpage for Work Visas.</p>	
<p>Evidence of relevant qualification(s) and work experience</p> <p>You need to provide evidence to show that you are suitably qualified for the job being offered to you by training or experience. When providing evidence of work experience, please include the details of your duties and responsibilities for your previous and current employment. Employment certificates should be on the employer's official letterhead and should include the company's contact details. Kindly note that a CV/resume is not sufficient.</p>	
<p>Evidence of New Zealand registration (if required for the job)</p>	
<p>Passport or other travel documents</p> <p>Passports must be valid for 6 months beyond intended date of departure from New Zealand (Provide photocopy of the Bio page only)</p>	

CHARACTER REQUIREMENTS	CHECKLIST
<p>Applicants over 17 years old intending to remain in New Zealand for more than 24 months are required to supply a police clearance certificate from every country of citizenship AND each country that they have lived in for five years or more since turning 17. Certificates must be no more than 6 months old on the date your application is lodged. The acceptable character certificate for the Philippines is the NBI clearance.</p> <p>See how to obtain a Police Certificate for information on what to do.</p>	

MEDICAL REQUIREMENTS	CHECKLIST
<p>If you intend to be in New Zealand for more than six months but less than one year, you must provide a completed Temporary Entry X-ray Certificate (INZ 1096) PDF.</p> <p>If you intend to be in New Zealand for more than one year, you must provide a completed Medical and X-ray Certificate.</p> <p>Medical certificates must be completed by an approved INZ Panel Doctor. The list of Philippine based Panel Doctors is available here.</p>	

LODGING YOUR APPLICATION

a) Visa and Information Application (VIA) Centre Manila and the Manila Call Centre

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 Centre 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 Lodgments thru the VIA Centre.

b) VIA Centre Cebu

The VIA Centre Cebu will cater to applicants in Cebu and the Visayas.

The address of the VIA Centre 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 Centre only (not Cebu VIA Centre) at the address given. 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.