

WORK VISA APPLICATION CHECKLIST

[Approve-in-Principle (AIP),

Work to Residence (Talent and Long Term Skills Shortage List (LTSSL)),

Essential Skills

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.

1. APPLICATION FORM

An "Application to Work in New Zealand" 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

See attached Fee List. 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).

4. PASSPORT OR TRAVEL DOCUMENT

Passports must be valid for 3 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 before a visa is issued.

5. JOB OFFER IN NEW ZEALAND

Valid job offer from New Zealand employer, i.e. job contract or written letter of offer containing the following:

- Job title or description
- Address of the place of employment
- Type of work; duties and responsibilities involved
- Details of remuneration or payment and conditions of employment
- Duration of the job
- Qualifications, experience or training required
- Confirmation of whether or not registration in New Zealand is required
- How long the offer of employment is open
- Name, address, telephone, and fax number of the employer

Validity of Job Offers - We strongly recommend that the job offers you submit should not be more than a month old. We have seen job offers that are dated more than 3 months old when the application is lodged. The validity of the job offer and genuineness of the claimed vacancy comes into question especially when the assessment of work experience may take up to 1 month. In light of the fluid job market situation in New Zealand at present, it is best that the job offer is, at the very least, current.

6. EVIDENCE OF QUALIFICATIONS AND WORK EXPERIENCE

Evidence of applicant's qualifications and experience relating to the position offered.

Note: When providing evidence of work experience, please include details of duties and responsibilities held with previous and current employment.

7. OCCUPATIONAL REGISTRATION

Evidence of Occupational Registration in New Zealand if required.

8. EVIDENCE TO SHOW THERE ARE NO NEW ZEALAND CITIZENS OR RESIDENTS AVAILABLE TO UNDERTAKE THE POSITION

If the job offer is offered by an Accredited Employer no further evidence is necessary.

If the occupation is included in the Immediate Skills Shortage List (ISSL) or the Long Term Skills Shortage List (LTSSL), the applicant must meet the requirements as stated in the list, otherwise it will be considered as under the Essential Skills policy and would require evidence to show that there are no New Zealand citizens or residents available to undertake the position.

Please provide **either** an INZ "**Approval in Principle**", which is a letter of approval from INZ for an employer to recruit overseas **OR** evidence of genuine attempts to recruit NZ workers such as copies of advertisements and a fully completed Employer Supplementary Form (NZIS 1113).

Evidence of attempts made by the Employer to recruit New Zealand citizens or residents could be one of the following but is not limited to:

- copies of the advertising the employer has undertaken
- evidence of receipts for paid advertising by the employer

For occupations with **Skill Levels 4** and **5**, as stated in the Australian and New Zealand Standard Classification of Occupations (ANZSCO), we **recommend** that Employers engage **Work and Income New Zealand (WINZ)** and obtain **evidence** (i.e. letter, email from WINZ) to show that there are no New Zealand citizens or residents available to undertake the position offered. If no evidence of engagement with WINZ is submitted, INZ will do a labour market check and this will decide whether there are New Zealand citizens or residents available to do the job.

9. OTHER REQUIREMENTS

FULL MEDICAL: Applicants intending to spend more **than 12 months** in New Zealand are required to supply a full medical certificate (NZIS1007). Medical reports must be completed by an approved INZ Panel Doctor. Please check our website to find the Panel Doctor nearest to you.

POLICE CLEARANCES: Applicants over 17 years intending to remain in New Zealand for **more than 24 months** are required to supply a police clearance certificate from their country of residence and any country the applicant has been in for five years or more since turning 17.

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 (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.

11. PROCESSING TIME

We will advise you of the processing time for your application within 10 working days. 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.

**SUPPLEMENTARY QUESTIONNAIRE TO ACCOMPANY
APPLICATION FOR TEMPORARY VISA**

Please complete the following questionnaire in addition to your application form. Provide as much information as possible to ensure that the correct decision is made on your application.

PRINT FULL NAME: _____

Email Address: _____

1 (a) If you have been issued visas within the last two years to any of the countries listed below, please indicate by ticking appropriate boxes.

- | | |
|--------------------------|--------------------------|
| NEW ZEALAND | <input type="checkbox"/> |
| AUSTRALIA | <input type="checkbox"/> |
| UNITED KINGDOM | <input type="checkbox"/> |
| UNITED STATES OF AMERICA | <input type="checkbox"/> |
| CANADA | <input type="checkbox"/> |

1 (b) Other countries visited:

2 What level of education did you complete? _____

Year of graduation	Name of Course & Institution
_____	_____

3 Are you currently employed? YES NO
 If yes, provide evidence of employment and/or leave certificate.

NAME OF EMPLOYER: _____

TELEPHONE NUMBER: _____

POSITION: _____

LENGTH OF SERVICE: _____

MONTHLY SALARY: _____

Are you self employed? YES NO
 If yes, provide documentary evidence to support claims, e.g. Tax Certificates, Business Registration documents, etc.

Are you a student? YES NO
 If yes, provide documentary evidence to support claim.

Are you unemployed? YES NO
 If yes, when where you last employed? _____
 Name of employer _____
 What kind of work did you do? _____

4 Who is paying for your airfare? _____

5 Address where staying in New Zealand _____

6 List major assets/bank accounts owned by you or your spouse; provide evidence.

7 Give reason/s why you are visiting New Zealand.

8 Please provide us with FULL list of ALL your family members (parents, brothers, sisters, spouse and children including deceased or adopted members)

NAME	DATE OF BIRTH	RELATIONSHIP TO YOU	COUNTRY OF BIRTH	NATIONALITY	COUNTRY OF RESIDENCE

SIGNATURE: _____

DATE: _____