

**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)

## **WORK VISA (Partnership) APPLICATION 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, or approved.

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

#### **1. APPLICATION FORM**

An “Application to Work in New Zealand” ([NZIS 1015](#)) must be fully completed in English. Answer each question on the form and continue that question on a separate sheet if necessary.

#### **2. SUPPLEMENTARY QUESTIONNAIRE**

A “Supplementary Questionnaire to Accompany Application for Temporary Visa” must also be fully completed in English. Answer each question on the form and continue that question on a separate sheet if necessary. Please refer to the end of this checklist for the supplementary questionnaire.

#### **3. 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.**

#### **4. PHOTO**

Two recent passport sized photos (must be less than 6 months old).

#### **5. 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 before a visa is issued.

#### **6. 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).

## 7. REQUIREMENTS FROM THE NEW ZEALAND PARTNER

- A "Form for partners supporting partnership-based temporary entry applicants" ([INZ 1146](#)) must be provided and fully completed by New Zealand partners.
- 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.
- Evidence that the partner is a New Zealand or resident such as certified copy of a NZ passport, current residence permit, certificate of citizenship, New Zealand birth certificate.

## 8. TO BE AN ELIGIBLE SPONSOR, THE NEW ZEALAND PARTNER:

- Must have not been convicted in the seven years before the application is made of any offence involving domestic violence or of a sexual nature.
- Must not have supported more than one other successful principal applicant under Partnership policy.
- Must not have supported any other successful principal applicant for residence under Partnership policy in the five years before the date of the current application.
- If the NZ partner was successful applicant under partnership policy, they can only sponsor after they have held residence for five years and have never previously sponsored a successful applicant under partnership policy.

## 9. OTHER REQUIREMENTS FOR A PARTNERSHIP

- The couple are both aged 18 years and older at the time of the application (or between 16 years and 17 years old AND they have the support of their parents or guardians).
- The couple have met prior to the application being made.
- The couple are not close relatives.
- **IMPORTANT** - Evidence that demonstrates the applicant is **living together** with that partner in a genuine and stable relationship at the time their application is made.

## 10. EVIDENCE OF A STABLE AND GENUINE RELATIONSHIP CAN INCLUDE:

- Evidence of shared accommodation i.e., mortgage documents or tenancy agreements
- Joint ownership of assets
- Marriage certificate and birth certificates for children if applicable
- Evidence of financial dependence such as joint bank accounts operated reasonably frequently over a reasonable time
- Joint liabilities such as loans or credit to purchase real estate, cars, major home appliances
- Evidence of communication between the parties
- Photographs of the parties together
- Documents indicating public recognition of the partnership
- Evidence of emotional commitment
- **IMPORTANT** - If a couple has been **living separately** for any period during their partnerships, they should provide evidence of the length of the period of separation, the reasons for them, and how their relationship was maintained during the period of separation, such as letter, itemised telephone accounts or e-mail messages etc.

## 11. OTHER REQUIREMENTS

**FULL MEDICAL:** Applicants are required to supply a full medical certificate (NZIS1007). Pregnant women and children below the age of 11 years are not required to have a chest 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.

**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. We recommend obtaining an NBI clearance for the Philippines.

## 12. 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.

**13. PROCESSING TIME**

We aim to process your application within 30 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.

**SUPPLEMENTARY QUESTIONNAIRE TO ACCOMPANY  
APPLICATION FOR TEMPORARY VISA – Immigration New Zealand, Manila**

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: \_\_\_\_\_  
 Telephone and/or Cellular phone number: \_\_\_\_\_

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 list of your family members whether travelling with you or not.

RELATIONSHIP TO YOU	NAME	DATE OF BIRTH (dd/mm/yy)	COUNTRY OF BIRTH	NATIONALITY	COUNTRY OF RESIDENCE
Spouse/Partner					
Son/Daughter					
Son/Daughter					
Son/Daughter					
Son/Daughter					
Son/Daughter					
Son/Daughter					
Son/Daughter					
Son/Daughter					
Mother					
Father					
Brother/Sister					
Brother/Sister					
Brother/Sister					
Brother/Sister					
Brother/Sister					
Brother/Sister					

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_