

## **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.

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**

An "Application to Work in New Zealand" (NZIS 1015) and Supplementary Questionnaire form to accompany application for visa must be fully completed in English. Answer each question on the form and continue that question on a separate sheet if necessary.

A "Form for partners supporting partnership-based temporary entry applicants" (INZ 1146) must also be provided and completed by New Zealand partners.

#### **2. APPLICATION FEE**

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

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

#### **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.

#### **5. 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.
- 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.
- Evidence that demonstrates the applicant is living together or have lived together with that partner in a genuine and stable relationship.
- A "Sponsorship Form" (NZIS1025) completed by a New Zealand citizen or resident along with evidence of their ability to support you while you are in New Zealand.

## 6. 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.

## 7. 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 independence such as joint bank accounts operated reasonably frequently over a reasonable time and 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
- 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

## 8. 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.

## 9. 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.

### 10. 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.

Additional forms to accompany application for Visitor Visa under partnership category:

- 1) **Supplementary Questionnaire for visitor visa to be completed by applicant (see below).***
- 2) **Form for partners supporting partnership-based temporary entry applications (INZ1146) to be completed by New Zealand sponsor/partner. [Click [here](#) to download form from website]***

**SUPPLEMENTARY QUESTIONNAIRE TO ACCOMPANY  
APPLICATION FOR WORK VISA (PARTNERSHIP)**

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: \_\_\_\_\_

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 were 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: \_\_\_\_\_