

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

A Guide for Partners and Dependents of Workers

If your partner holds a work permit for more than six months we may grant you a work visa for the same length of time your partner is allowed to work in New Zealand.

You must show that you are in a genuine and stable relationship with your partner. Your partner must:

- meet the character requirement for partners supporting partnership-based temporary entry applications
- intend to be in New Zealand for the period you apply for in your application

However, you are not eligible for a permit if your partner's work permit:

- was granted under the Horticulture and Viticulture Industries Seasonal Work Permit (SWP) Policy
- was granted under the Crew of foreign chartered fishing vessels policy
- was granted under the Recognised Seasonal Employer (RSE) Work Policy

If your partner holds a New Zealand student visa or permit, we may grant you a work visa for the same validity. You must be in a genuine and stable relationship with your partner and they must hold a New Zealand student visa/permit to study:

- a qualification in an area of absolute skill shortage as specified in the Long Term Skill Shortage List, or
- a postgraduate qualification.

If your partner holds a student permit which does not meet these criteria, you may apply for a visitor's visa.

Application checklist

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 from 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.

1. APPLICATION FORM

Partners of work permit holders must lodge a separate application for either a work visa "Application to Work in New Zealand" ([NZIS 1015](#)) or a visitor visa "Application for Visiting New Zealand" ([INZ 1017](#)) which must be fully completed in English. Answer each question on the form and continue that question on a separate sheet if necessary.

Dependent children of work permit holders on the other hand must lodge a separate application for either a student "Application to Study in New Zealand" ([INZ 1012](#)) if intending to attend

primary or secondary school in New Zealand or a visitor visa "Application for Visiting New Zealand" ([INZ_1017](#)) which must be fully completed in English. Answer each question on the form and continue that question on a separate sheet if necessary.

We do not require partners and dependent children applying under this category to supply a job offer (for work visas) or school's offer of place (for students).

2. 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.

3. PHOTO

One recent passport sized photo (must be less than 6 months old).

4. 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.

5. 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).

6. REQUIREMENTS FROM THE PARTNER HOLDING WORK PERMIT

- 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 holder of current work visa/permit such as certified copy of current work permit valid for 6 months.
- Letter of support for the dependent children travelling to New Zealand.
- If supporting a dependent child, evidence to show that work permit holder meets minimum income threshold requirement NZ \$33,675 gross per annum (i.e. IRD certificate, pay slips, or employment certificates indicating employment and pay details)
- **Evidence that demonstrates the applicant is living together with that partner in a genuine and stable relationship at the time their application is made.**

7. EVIDENCE OF A STABLE AND GENUINE RELATIONSHIP CAN INCLUDE:

PLEASE ENSURE YOU SUBMIT PHOTOCOPIES AND ORIGINALS OF YOUR EVIDENCES OF RELATIONSHIP. Originals will be returned to you once the application is finalised.

- Timeline / history / narration of your relationship
- 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
- 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. We recommend obtaining an NBI clearance for the Philippines.

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 (*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.

10. PROCESSING TIME

We hope 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.