

## **VISITOR VISA 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/manila](http://www.immigration.govt.nz/manila).

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

An "Application for Visiting New Zealand" (NZIS 1017) and Supplementary Questionnaire to accompany application for visitor visa must be fully completed in English. Answer each question on the form and continue that question on a separate sheet if necessary. A couple and their dependant children 19 years of age and under may be included on the same application form.

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

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

The current application fee is **4,200** Philippines Pesos for visits longer than 59 days. There is no application fee for visits less than 59 days. This fee applies to all Philippine Passport holders and other nationalities **except for Palau Citizens** which is **3,200** Philippines Pesos. The fee **must** be paid by bank draft made payable to "**New Zealand Immigration Service**".

**We do not accept cash or credit card payments.**

**If you are visiting your partner who is a work permit holder in New Zealand, please check the Partners and Dependents of Work Permit Checklist.**

**If you are visiting your partner who is a New Zealand resident or citizen, please check the Partnership Checklist.**

**NOTE:** As per A6.5 Bilateral fee waivers, the intent of the bilateral fee waiver agreement between the Philippine and New Zealand governments is for genuine students and visitors who intend a stay of no more than 59 days to have the visitor/student visa fees waived.

Applicants who clearly intend to remain beyond 59 days in NZ, or likely to seek to apply for a different type of permit onshore, will be advised either that their applications will be replaced to more appropriate visa categories and charged the appropriate visa fee accordingly, i.e. partner/dependents of a long term worker, or assessed in light of the determination made.

INZ Manila have noted an increasing use of the fee waiver visitor visa being incorrectly used as simply a cheaper way to obtain an entry visa to NZ. This approach undermines

temporary visitor visa policy, let alone the potential issues with regards to character and medical policy. We bring this information to you attention in order for you to apply for the correct application and pay the correct fee.

### **3. PHOTO**

One recent passport sized photo (must be less than 6 months old) of each person included in the application.

### **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 for 24 hours before a visa is issued.

### **5. EVIDENCE OF SUPPORT WHILE VISITING NEW ZEALAND**

**EITHER** Evidence of funds to support yourself which must be a minimum of **NZ\$1,000.00** per month of stay. This can be in the form of bank records, cash, traveller's cheques or credit card statements.

**OR**

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. ADDITIONAL SUPPORTING INFORMATION**

If travelling on business or attending a conference, evidence of business contacts in New Zealand such as invitations or correspondence with New Zealand business parties are required. This information is not required if you have travelled previously to New Zealand on business.

To enable us to make an informed decision, please provide any additional information which proves you will be a genuine short-term visitor to New Zealand, and shows you have incentive to return to your home country after visiting New Zealand such as:

- A letter of leave from your employer or school. Letters from an employer should include annual income, length of employment and position held. Also, it must be on company letterhead, bearing the stamp of the company and the signature of the head of the company or the responsible person of the personnel department. If you are self-employed, business or company registration certificate showing proof of ownership and company bank statements must be submitted.
- Evidence of any previous travel i.e. clear copy of visas on passport.
- Your travel/flight bookings/itinerary if available

**Children under the age of 16 years travelling alone or with only 1 parent must provide a written letter of consent from both parents which include the parents contact details and identification.**

### **7. X-RAY FOR TUBERCULOSIS SCREENING**

Applicants for temporary entry to New Zealand must have an acceptable standard of health

All applicants from a high incidence TB country (which includes the Philippines) **intending to be in New Zealand for more than 6 months** must undergo TB screening and provide a Chest X-ray certificate (NZIS1096) completed by an approved INZ Panel Doctor. Please check our website to find the Panel Doctor nearest to you. Pregnant women and children below the age of 11 years are not required to have a chest x-ray.

## 8. OTHER REQUIREMENTS

**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.

### 10. PROCESSING TIME

We aim to process your application within 10 working days. If your application will take longer we will advise you of this within 10 working days. In some cases we may take up to 2 months to process your application, for example, if your medical certificate requires referral to New Zealand.

**SUPPLEMENTARY QUESTIONNAIRE TO ACCOMPANY  
APPLICATION FOR VISITOR 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

AUSTRALIA

UNITED KINGDOM

UNITED STATES OF AMERICA

CANADA

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: \_\_\_\_\_