

# INZ MANILA VISITOR VISA APPLICATION CHECKLIST

A guide for applicants intending to undertake short stay tourism, business travel or family reunions.

It is important that you provide all the relevant information requested below so we can accept and process your application promptly. Otherwise, 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.

For more information about Visitor Visas, you can review the Frequently Asked Questions document found on the INZ Manila website.

FORMS	CHECK LIST
Application Form  <a href="http://www.immigration.govt.nz/NR/rdonlyres/3CEE1C20-BA66-45ED-ABE7-7697DDC12F73/0/INZ1017.pdf">http://www.immigration.govt.nz/NR/rdonlyres/3CEE1C20-BA66-45ED-ABE7-7697DDC12F73/0/INZ1017.pdf</a>	
Two recent passport sized photos (must be less than 6 months old)	

FEES - The fee must be paid by manager's cheque made payable to " <b>New Zealand Immigration Service</b> ". We do not accept cash, personal cheque or credit card.	CHECK LIST
For Filipino citizens / residents	59 days and below: NO FEE 60 days and above: Php 5,200
For other nationalities please refer to <a href="#">Office and fees calculator</a> .	

SUPPORTING DOCUMENTS (ORIGINAL AND PHOTOCOPY)	CHECK LIST
Original documents will be returned once the application has been finalized.	
<p><b>Financial documents</b></p> <p>a. A completed Sponsorship Form for Visiting New Zealand (INZ 1025) <a href="http://www.immigration.govt.nz/NR/rdonlyres/31F1BFFC-2BB2-442D-981A-30FB01F4C18E/0/INZ1025November2010.pdf">http://www.immigration.govt.nz/NR/rdonlyres/31F1BFFC-2BB2-442D-981A-30FB01F4C18E/0/INZ1025November2010.pdf</a></p> <p>b. Bank records showing savings history;</p> <p>c. Credit card statements;</p> <p>d. Other evidence of funds or assets.</p>	
<p><b>Evidence of employment commitments</b></p> <p>If you are employed, please provide a letter from your employer indicating your position and salary; length of employment; leave approval; and employer's name and contact details. Also, it must be on company letterhead, bearing the stamp of the company and the signature of the head of the company or the person responsible for the personnel department.</p> <p>If you are self-employed, business or company registration certificate showing proof of ownership and company bank statements should be submitted.</p>	

<p><b>Passport or other travel documents</b></p> <p>Passports must be valid for 6 months beyond intended date of departure from New Zealand (Provide photocopy of the Bio page only)</p>	
<p><b>Additional supporting information</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Evidence of previous travel i.e. clear copy of visas on passport.</li> <li>• Travel itinerary or flight bookings</li> <li>• 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 includes the parents' contact details and identification.</li> <li>• Invite/acknowledgement from the NZ contact that your intended visit is welcome and planned for, if they are not formally sponsoring you.</li> <li>• Birth and marriage certificates If applicable, birth certificates and marriage certificates should be on the security paper issued by the National Statistics Office (NSO). This requirement applies to those undertaking family travel to NZ.</li> </ul>	

<b>CHARACTER REQUIREMENTS</b>	<b>CHECKLIST</b>
<p>If you are coming to New Zealand for <b>24 months or longer</b> you must provide a NBI Clearance from the Philippines or <a href="#">police certificates</a> from any country in which you have lived for five or more years (whether on one visit or intermittently) since attaining the age of 17 years.</p> <p>See <a href="#">how to obtain a Police Certificate</a> for information on what to do.</p>	

<b>MEDICAL REQUIREMENTS</b>	<b>CHECKLIST</b>
<p>If you intend to be in New Zealand for <b>more than six months but less than one year</b>, you must provide a completed <a href="#">Temporary Entry X-ray Certificate (INZ 1096) PDF</a>.</p> <p>If you intend to be in New Zealand for <b>more than one year</b>, you must provide a completed <a href="#">Medical and X-ray Certificate</a>.</p>	

For instructions refer to: <http://www.immigration.govt.nz/opsmanual/index.htm>

## **LODGING YOUR APPLICATION**

### **a) Manila Call Centre and Visa and Information Application (VIA) Centre**

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 Centre 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 Centre Cebu**

The VIA Centre 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 VIA Centre 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 Centre only (not Cebu VIA Centre) 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.