

INZ phone **inquires** between **9.30 am – 11.00 am**, and **4 pm - 5 pm**, Monday to Friday (except public holidays).  
 Telephone: **(7 495) 956 2642** or Fax: **(7 495) 232 0180**

## **VISITOR VISA CHECKLIST**

### **(Tourism, visiting sponsor/family/friends)**

You can submit your application via TTS Visa centre [www.ttsnewzealand.ru](http://www.ttsnewzealand.ru) Monday to Friday 9.30 am to 5.00 pm. If your application meets all lodgement requirements, it will be considered and decision made within 14 days. If your visa is not granted within 14 days, you will be fully informed about the reasons by e-mail or requested to provide additional information.

You must produce **originals or true certified photocopies** of the documents listed below together with any translations. All documents presented must be in **English or/and translated into English**, by an accredited translation service.

**We cannot accept this application if you do not provide the below listed documents.** If your application does not meet the lodgement requirements it will be returned to you with a copy of this checklist and you will be asked to resubmit it.

<b>1.</b>	<b>Original valid travel passport</b>	The passport for each person included into the application must be valid for at least 3 months beyond the intended date of departure from NZ.
<b>2.</b>	<b>Application form INZ1017</b>	Visitor visa application form must be completed, signed and dated by <b>each person</b> that is to be included in the application plus the additional form (attached). <b>Please print clearly using CAPITAL LETTERS.</b> <b>For tourism and short-term visits form INZ 1189 can be used.</b>
<b>3.</b>	<b>2 passport-sized photos</b>	Two <b>recent</b> passport-sized photographs for <b>each person</b> included in the application with the applicant's name printed on the back of it.
<b>4.</b>	<b>Maintenance funds</b>	-Evidence of maintenance (employment reference or/and employment contract. -Recent bank account statement.  -Or/and the Sponsorship Form INZ 1025 November 2010 completed and signed by NZ sponsor, accompanied by a copy of the sponsor's resident status/NZ passport, evidence of accommodation and maintenance funds. The sponsorship form must be certified by a notary public or another person entitled to take statutory declarations plus funds of at least NZ\$1000 per month for maintenance and accommodation, or NZ\$400 per month if the accommodation has been prepaid; and evidence of funds for return airfares.
<b>5.</b>	<b>Onward air flight bookings with the dates of proposed travel</b>	Or guarantee of repatriation as per the sponsorship form. Please note that purchased ticket cannot serve as guarantee of your visa. You are recommended not to purchase your ticket before the approval for a visa has been obtained.
<b>6.</b>	<b>Application fee</b>	<b>Applications will not be accepted unless the fee is paid.</b>
<b>7.</b>	<b>Medical certificate</b> <ul style="list-style-type: none"> <li>• if you intend to be in NZ more than 6 months</li> <li>• if you intend to be in NZ more than 12 months</li> </ul>	Medical certificates <b>must be less than 3 months old</b> at the time the application is made and <b>completed by a panel doctor.</b> <b>Each person</b> on the application must provide either <i>Temporary Entry Chest X-Ray Certificate INZ1096</i> or <i>Medical and Chest X-Ray Certificate INZ1007</i> Depending on the length of intended stay.
<b>8.</b>	<b>Police certificate</b> <ul style="list-style-type: none"> <li>• if you intend to be in NZ more than 24 months</li> </ul>	Any person aged 17 and over intending to be in NZ for more than 24 months is required to provide a police certificate from the applicant's home country and any country in which they have lived for 5 or more years since attaining the age of 17 years. Police certificates must be less than 6 months old at the time the application is made.
<b>9.</b>	<b>Additional information which can demonstrate that you are a genuine visitor for any</b>	- <b>For tourists:</b> tourist programme in New Zealand, hotel bookings, other travel evidence; - <b>For sponsored visitors:</b> evidence of relationship/contacts/meeting with NZ

<b>intended purpose to New Zealand.</b>	sponsor; - <b>For all visitors:</b> evidence of employment and/or studies if applicable; - <b>For those recently married or intending getting married in NZ:</b> marriage arrangements in NZ.
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**! Parent and Grandparent Instructions**

If you are applying for a multiple entry visitor visa (valid for three years) under the **parent and grandparent Instructions** each applicant must lodge an application for a visitor visa, as set out above and provide a full medical certificate as if their intention were to remain in New Zealand for more than 12 months. Applicants must be sponsored by the principal applicant's child or grandchild who must be aged 17 years and who is a New Zealand citizen or holds a New Zealand resident visa.

**Any other information that may be required from you:**

- For applicants under 18 years of age travelling on their own or with one parent only we require notarised letter of consent from one or both parents/guardians allowing travel to NZ, or custody papers. Such applicants should provide their original birth certificates to show the relationship of the parties concerned;
- Birth certificates and custody papers of the children included into the application. Please contact the Visa Section on (495) 956 2642 to clarify the custody requirements;
- For students we require a reference from their educational institution and a copy of a student card;
- Photocopy of the internal passport of pages with endorsements only (**please make double-sided copies!**);
- Photocopy of the previous travel passports of pages with endorsements only (**please make double-sided copies!**);
- Marriage certificate and/or divorce certificate (if applicable); and
- Evidence of de-facto partnership (if applicable); and
- Any other information that would demonstrate you are a genuine visitor/tourist to New Zealand and have incentives to return to your home country at the end of your visit.

*Before determining an application the immigration officer processing it may require the applicant to produce any other photographs, documents and information the officer thinks necessary and/or to appear for an interview.*

**Please Note:**

- We cannot discuss the details of the application with any other person including the sponsor without the applicant's permission, unless the applicant has filled in Section B3 of the Application Form; and
- You can appoint a courier to deliver your application to us and then collect your passport after the application has been finalised. In this case, please enclose **a power of attorney** to that effect and tick the collection details in the relevant section on the last page of the application form. You should make your own arrangements for returning your documents by secure post otherwise we will return the documents to you by local registered mail. **INZ takes no responsibility for documents lost in the post.**
- If you wish to collect your documents when ready, please tick the collection details in the relevant section on the last page of the application form;
- The standard processing time for the visa is 2 weeks unless additional information has been requested. During the peak season (November to January) the processing can take longer and we recommend lodging applications in advance.

*Please refer to our website [www.immigration.govt.nz](http://www.immigration.govt.nz) for application forms, guides, information sheets including panel doctors list, fees calculator for up to date fees, up to date instructions and other additional information. If additional information is required on temporary visa application, please contact Visa Section on direct telephone (495) 956 2642 Monday-Friday from 9.30-11.00am or 4.00-5.00pm.*

**ADDITIONAL INFORMATION REQUIRED FOR A TEMPORARY VISA**

**ДОПОЛНИТЕЛЬНАЯ ИНФОРМАЦИЯ ДЛЯ ПОЛУЧЕНИЯ ВИЗЫ**

**1. Name of the principal applicant**  
**Ф.И.О. основного заявителя**

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**2. How long have you lived at the address given in the application form?**  
**Как давно вы проживаете по адресу указанному в анкете?**

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**3. Please list your immediate relatives, ie. spouse (de-facto partner or fiancée) and children, giving their full names, dates of birth, place of birth and country of residence.**  
**Перечислите своих ближайших родственников: супругу/супруга, детей. Пожалуйста, укажите Ф.И.О., дату рождения, место рождения и страну проживания.**


**4. If you are staying at a hotel, please give name of the hotel and address. Если Вы останавливаетесь в гостинице, укажите, пожалуйста, название и адрес.**

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**5. Have you ever been to New Zealand? Yes / No**  
**Были Вы ранее в Новой Зеландии? Да / Нет**  
**If yes, please give date(s) of earlier visit(s) and reason(s) for visit(s).**  
**Если да, укажите даты предыдущих визитов и цели поездок.**


**6. Please give the details of your previous overseas trips, including country and date of visit.**  
**Пожалуйста, укажите детали Ваших предыдущих поездок за границу.**


**7. Are you interested in Permanent Residence in New Zealand?**  
**Заинтересованы ли вы в Постоянном месте жительства в Новой Зеландии?**

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**8. Are you interested in long-term work in New Zealand?**  
**Заинтересованы ли вы в работе в Новой Зеландии?**

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**9. Date and Signature of the principal applicant**  
**Подпись и Дата**

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**POWER OF ATTORNEY TO COLLECT MY PASSPORT  
ДОВЕРЕННОСТЬ НА ПОЛУЧЕНИЕ МОЕГО ПАСПОРТА**

**I authorise Immigration New Zealand to return my passport by one of the following ways (please tick one):**

**Я доверяю Иммиграционной Службе Новой Зеландии вернуть мне мой паспорт следующим образом (поставьте одну галочку):**

**I will collect my documents myself  
Я заберу свой паспорт сам(а)**

**This person \_\_\_\_\_  
is authorised to collect my passport (in this case this person will need to present their passport)**

**Доверенное лицо заберет мой паспорт (в этом случае необходимо удостоверение личности доверенного лица) Его имя и фамилия: \_\_\_\_\_**

**Travel agency \_\_\_\_\_ will collect my passport  
Туристическое агентство \_\_\_\_\_ заберет мой паспорт**

**I will organize courier collection of my documents when ready  
Я закажу обратную доставку курьерской службой.**

**Please send my passport by registered mail (please indicate a postcode).  
Delivery is no less than three weeks.  
Прошу выслать мой паспорт заказной почтой на адрес (индекс обязательно). Доставка не менее 3-х недель \_\_\_\_\_**

**Name and surname \_\_\_\_\_  
Имя и фамилия**

**Signature and date  
Дата и подпись**