



# Checklist for India Group Visitor Visa – Paper/VAC applications

NOVEMBER 2024

You do not have to provide original documents when you lodge your application unless specified in this checklist, but if you choose to, please provide a copy along with the original. All Application forms must be the signed original.

The best way to make a visitor visa application is through our online visa application service: **apply.immigration.govt.nz**. The online visa application service is quick, easy and enables you to monitor progress of your application.

Alternatively, you can lodge your application at the New Zealand Visa Application Centres (VAC) in India. Find your nearest VAC at [visa.vfsglobal.com/ind/en/nzl](https://visa.vfsglobal.com/ind/en/nzl).

It's important you provide all the relevant information requested below so we can process your application promptly.

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## Who can be included in a Group Visitor Visa application?

This checklist applies to those travelling on a Group Visitor Visa, whose purpose of travel is to holiday in New Zealand, visit friends and family, or study for up to 3 months.

Partners and Dependant children (up to the age of 19) can be included in a single application. Older children (20 and over) can still be included in the group but must be included as separate individuals.

If you are travelling as an individual or a family outside of a group, please use the **Checklist for India – Visitor visa general**.

If you are coming to New Zealand with a group but are intending to work (i.e. chefs, entertainers, tour guides etc), you must apply for a specific purpose work visa. See our **website** for more information.

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## Things to remember

- › You should include a cover letter with the name, date of birth and passport number of every person travelling in the group
- › Keep documents for different categories separate
- › Bank statements for businesses cannot exceed 30 pages
- › Income tax returns should not exceed 4 pages

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## All group members must include:

- English language translations for any documents not provided in English
  - › Documents must be translated by somebody who meets our requirements and not by a family member or a friend
  - › Go to INZ website for more information [www.immigration.govt.nz/english-translation](http://www.immigration.govt.nz/english-translation)
- A fully completed Visitor Visa application form (INZ 1017)
- Two recent passport-sized colour photographs (must be less than 6 months old) of each person included in the application (any background)
- Application fee
- A copy of the identity pages of the passports of every person included in the application
- Evidence of your ability to fund your stay in New Zealand, and your outward travel from New Zealand such as:
  - › A completed Sponsorship Form for Temporary Entry (INZ 1025); or
  - › Bank deposit books showing a saving history
  - › Bank statements or payslips for the previous 3 months showing salary credits
  - › Credit card statements and limits
  - › Income tax returns for the last two years
  - › Any other evidence of funds in addition to the above

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## You may need to provide:

- Police certificates

If this trip means you have spent 24 months or longer in New Zealand (in total) and you are aged 17 or over, you must provide police certificates as evidence of your good character.

See **How to obtain a Police Certificate** for information on what to do.

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## It may be beneficial for you to provide:

- Personal covering letter to reflect your personal circumstances
  - › The cover letter should say when you intend to travel, reasons for your intended stay, and who you are travelling with
  - › It should detail the group members' names, date of births and passport numbers
  - › For businesses, this should be on business letterhead paper
  - › If you are travelling with a partner or dependants on a business trip, your cover letter should include a letter from your employer to confirm they will be travelling with you. The letter should be on business letterhead paper and name your dependants

- A day to day itinerary to reflect your travel plans in New Zealand
  - Aahdaar card (or other ID card)
  - Any visas from previously travelled countries
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**If you are the supporting business, you should also include:**

- A fully completed group visitor visa application form (INZ 1021)  
This should include:
    - › The names of each group member
    - › Identifying details for the group, like dates of birth and passport numbers
    - › A signed declaration confirming that the members of the group intend to travel to New Zealand for the same purpose, on the same day, and for the same length of time
  - Confirmation letter and a list of applicants to be included
  - Evidence that the business can support the applicants whilst in New Zealand, such as:
    - › Company registration certificate
    - › Company bank statements for the past 3 months
    - › Company income tax return for past 3 years
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**If you are an employee, you should also include:**

- Evidence of your employment to the supporting company, such as:
    - › Bank statement for last 3 months showing salary credits
    - › Last 3 months' of salary slips (This should not exceed 3 pages)
    - › Income Tax returns for the last 2 years (This should not exceed 4-6 pages)
  - Letter from the supporting company confirming they will take care of accommodation, travel and maintenance costs whilst in New Zealand
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**If you are travelling with partners or dependants, you should also include:**

- Evidence of your relationship to your partner or child, such as:
  - › Your child's birth certificate
  - › Your marriage certificate
  - › Joint household expenses such as a mortgage, tenancy agreement or other household bills

Immigration New Zealand reserves the right to request additional information in the course of assessing an application and to retain information and documents on file.