



Applying for a visa

Checklist for migrant workers

The Accredited Employer Work Visa (AEWV) changes the way employers hire migrant workers for temporary work. Accredited employers can hire migrant workers for eligible jobs when they have passed the requirements of the job check. That includes checking first that there aren't any New Zealanders available to do the job. When an accredited employer gets approval to go ahead and hire a migrant worker for a job, they can ask a worker to apply for an AEWV.

This checklist is to support migrant workers who have been asked to apply for an AEWV.

Before you start

To learn about the AEWV application process, visit immigration.govt.nz/applying-for-aewv

To apply for an AEWV you will need:

- an email from Immigration New Zealand (INZ) requesting you to apply for an AEWV. The email will include a link to a page to accept the request. You'll then be directed to sign in to the Immigration Online system and access your draft AEWV application
- a **RealMe® login** to access Immigration Online. If you don't already have a RealMe account, you can request one when you start the visa application process
- a copy of the employment agreement and a copy of the signed offer of employment from your employer. The signed offer doesn't need to be a separate document to the employment agreement if it is signed by you and the employer
- a credit card or debit card. We accept Visa, MasterCard, China UnionPay, AMEX and JCB, or
- an online bank account – you can pay using POLi (internet banking)
- a passport-style photo.

Acceptable visa photo requirements

You will also need to upload documents to support your application, such as:

- your passport, police certificates (if applicable) and citizenship details
- evidence of employment, including your signed employment agreement, and qualification or occupational registration documents
- if you have translated documents, the certified or official translations.

Translating supporting documents into English

- Review the checklist to ensure you have all the information and evidence you need to submit with your application.

Visa requirements



To complete the online application form, you'll need to answer questions and provide details in the following pages of the form:

Identity

Confirm your personal and contact details, including:

- whether you have previously applied for a New Zealand visa
- passport and birth details
- whether you have previously provided a police certificate.

If you have provided a police certificate with a previous visa application, it must have been issued within the last 24 months. If you are providing a police certificate for a new application, it must be less than 6 months old when you submit your application. You'll need to upload the certificate or receipt

- upload a high-quality digital head and shoulders photo of yourself.

Work (your online application should already include much of this information)

Confirm:

- your employer's name is correct, as stated in your employment agreement
- whether or not your employer is a family member
- whether or not the job is for self-employment (you cannot apply for an AEWV if you are self-employed)
- your job title is correct, as stated in your employment agreement
- other position details are correct, including job title, ANZSCO (Australian and New Zealand Standard Classification of Occupations) code, weekly hours of work and type of employment
- your remuneration. If you will not be paid a salary, you'll need to calculate your hourly rate of pay. For more information and to calculate pay rates, go to immigration.govt.nz/calculating-pay-rates
- your occupational registration. You'll be asked about registration depending on whether there is an ANZSCO code matched to your job and whether your job is on the [Green List](#)
- if you are currently supporting or intend to support dependent children who are on a visitor or student visa. If so, your income must remain above a minimum threshold.

Character

Questions are asked of all visa applicants about whether they have committed any offences, are under investigation, or have ever been deported or refused entry to a country.

You may need to upload a police certificate or a receipt if you have lived in other countries.

Health

Questions are asked of all visa applicants about their standard of health. We'll check if you have previously provided medical certificates or x-rays **after** you have submitted your application, and let you know if you need to provide anything further.

Qualifications and education (if required)

Confirm details of your relevant qualification if that is required for your job and was specified by your employer in the job check.

Employment history

You may need to answer some questions about your past jobs and experience.

Supporting documents

You will need to upload these documents, including translations if you have them:

- relevant pages of your passport or travel document
- if you have been living in a country that is not your country of citizenship, evidence that you are entitled to live in that country
- your signed employment agreement
- your job description
- your qualification or occupational registration, if required
- any additional evidence to support your application (optional).

We may ask you to provide other information based on your answers, for example, your CV (curriculum vitae) or job references.

Complete the Review and declare page and submit your application.

Pay the application fee. You can use:

- Visa
- MasterCard
- China UnionPay
- Amex
- JCB
- POLi (internet banking)