



VIP SERVICES

2012 Louisiana Street
Houston, Texas 77002
713-659-8472 1-800-856-8472 Fax 713-659-3767
Website: www.vippassports.com Email: info@vippassports.com

WORK ORDER REQUEST FORM

(RETURN THIS FORM WITH EACH REQUEST)

BILLING INFORMATION:

CONTACT: _____
COMPANY: _____
ADDRESS: _____

PHONE: _____
FAX: _____
EMAIL: _____

RETURN DOCUMENTS TO:

CONTACT: _____
COMPANY: _____
ADDRESS: _____

PHONE: _____
FAX: _____
EMAIL: _____

BILLING INSTRUCTIONS:

AMOUNT ENCLOSED FOR DEPOSIT: _____

YOUR COMPANY P.O. OR REF#: _____

AUTHORIZED AMOUNT TO CHARGE MY
CREDIT CARD: US\$ _____

CREDIT CARD INFORMATION:

TYPE OF CARD: _____
CARD #: _____
EXPIRATION DATE: _____

SIGNATURE OF CARD HOLDER
REQUIRED: _____

VISA PROCESSING
LIST COUNTRIES

AND
AND

CONSULATE FEES:
CONSULATE FEES:

_____	-	\$ _____
_____	-	\$ _____
_____	-	\$ _____
_____	-	\$ _____
_____	-	\$ _____

TRAVELERS NAME: _____

DATE OF USA DEPARTURE: _____

DATE YOU NEED PASSPORT: _____

SPECIAL INSTRUCTIONS: _____

New Zealand Embassy

Working in New Zealand

The following documents must be forwarded to the Embassy in Washington for processing:

- () Completed work visa application signed and dated by applicant.
- () A recent passport size photograph with applicant's name printed on the back of it.
- () Your original passport which must be valid three months beyond the intended date of departure from New Zealand.)
- () If the assignment in New Zealand is for less than 12 months in total then evidence of outward travel arrangements - either an open-dated return or outward air ticket to a country you have right of entry. If the assignment in New Zealand is over 12 months please provide a detailed travel itinerary, showing your arrival date in New Zealand.
- () **Non United States Citizens: If returning to the U.S applicants must produce evidence of their right of entry, i.e. either a valid visa or a notarised copy of both sides of their alien registration card.**
- () An original written invitation or offer of employment which must supply the following information:
 - Name, residential and mailing addresses, telephone number, facsimile number of the employer.
 - Job title or designation.
 - Type of work and responsibilities of the job.
 - Details of maintenance, accommodation and repatriation. (If return airline ticket is not being provided by employer, copy of itinerary or ticket must be submitted.)
 - The salary offered and the hours/days of work.
 - The position offered is temporary. (Must stipulate the length of stay e.g. 1 month, 6 months etc)
 - and if applicable, what effort the employer in New Zealand has made to recruit local residents/citizens.
- () If relevant, evidence in the form of a letter from a New Zealand Immigration Service Branch Office that the employer has met the requirements for approval to recruit a temporary worker from overseas.
- () Evidence that you are suitably qualified to carry out the position offered. (i.e. qualifications, certificates and relevant work references.)
- () Evidence of professional registration – if applicable for the position offered.
- () If you intend spending more **than 6 months in New Zealand and less than 12 months**, you may be asked to provide a chest X-ray report. Please refer to the instructions contained in your Work Visa application form and Guide for Working in New Zealand.
- () If you intend to stay in New Zealand for longer than 12 months, you are required to provide a New Zealand Immigration Service, Medical and Chest X-ray Certificate (NZIS 1007)

PLEASE NOTE THAT ONLY ORIGINAL DOCUMENTS OR CERTIFIED TRUE COPIES OF ALL THE ABOVE WILL BE ACCEPTED

Please see overleaf for further requirements

WORK VISA APPLICATION FEE SCHEDULE.

- a **No work visa fee is required for the holders of the following passports:**
Finland, Iceland, Japan, Mexico, USA
- b An application fee of US\$140 is required for holders of the following passports:
Fiji, Kiribati, Marshall Islands, Micronesia Federation, Palau, Papua New Guinea,
Samoa, Solomon Islands, Tonga, Vanuatu. (The fee under the *Talent(Accredited
Employers)*, *Talent (Arts, Culture and Sports)* and *Priority Occupations List Work
Visa* categories is US\$185)
- c An application fee of US\$155 is required for all other passport holders. (The fee
under the *Talent(Accredited Employers)*, *Talent (Arts, Culture and Sports)* and
Priority Occupations List Work Visa categories is US\$185)

As we do not have credit card facilities, all visa fees must be by Money Order or Bank Cashier's Cheque (Check)

FOR ALL ACCOMPANYING FAMILY MEMBERS: (Dependent Children & Partners)

- We ask that you contact this office to obtain (where appropriate) work, visitor's or student visa applications.
- Accompanying family members must submit their passports. (Passports must be valid at least 3 months beyond intended date of departure from New Zealand.)
- Each family member must supply sufficient evidence to prove their relationship with you. This might include, their original or a certified true copy of their full birth certificate, adoption or full custody orders (where applicable only) your marriage certificate and/or sufficient evidence that you and your partner are living together in a genuine and stable relationship, completed 'Application for Partnership-based Temporary Entry Form' INZ 1146.

IMPORTANT NOTES:

- If you are a citizen of the United States and are 17 years and older and intend spending **more than 24 months** in New Zealand, you are required to submit with your application an FBI Police clearance and an original Police clearance from any county you have lived in 5 or more years since attaining the age of 17.
Non US Citizens who are 17 years and older and intend spending **more than 24 months** in New Zealand, should contact our office to discuss how you can obtain your relevant Police clearance.

Please note that Police clearances must be less than 6 months old when your application is lodged.

- You should not give up your house, your job, or other commitments in your home country until you have been advised by the New Zealand Embassy in Washington that your application has been approved.
- **All applications must be accompanied by a self-addressed, prepaid courier airway bill and envelope (For example, Federal Express or UPS) for the safe return of your passport and original documents.**
- Incomplete visa applications sent to this office will be returned to you.
- The New Zealand Embassy is NOT responsible for any documents or passports lost in transit.
- In general, please allow up to 20 working days for your work visa to be processed. If, however, we are unable to determine whether or not you are in good health, our processing time may take up to 2 to 3 months.
- Visa application forms and information on our current Immigration Policies may be found on the New Zealand Immigration Service website at: **www.immigration.govt.nz**



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EXAMPLE OF A COMPANY LETTER OF GUARANTEE

DATE: _____

EMBASSY/CONSULATE OF: _____

GENTLEMEN:

MR. / MRS. (TRAVELER) IS ONE OF OUR EMPLOYEES WHO IS
ENGAGED AS (POSITION) FOR (COMPANY NAME). MR. / MRS.
(TRAVELER) PLANS TO VISIT (CITY) FOR THE PURPOSE OF (DETAILED
EXPLANATION OF TRIP) WITH (COMPANY TO BE VISITED).

MR. / MRS. (TRAVELER) WILL BE DEPARTING THE UNITED STATES ON
(DATE) AND WILL BE STAYING FOR (LENGTH OF TRIP). OUR COMPANY,
(EMPLOYER), WILL GUARANTEE MR. / MRS. (TRAVELER) MAINTENANCE
AND WILL BE RESPONSIBLE FOR HIS / HER WELFARE WHILE IN YOUR
COUNTRY. HE / SHE IS IN POSSESSION OF SUFFICIENT FUNDS FOR HIS / HER
STAY AND HAS PREPAID TRANSPORTATION TO RETURN TO THE UNITED
STATES.

WE WOULD BE VERY APPRECIATIVE IF YOU WOULD ISSUE MR. / MRS.
(TRAVELER) THE APPROPRIATE (SINGLE OR MULTIPLE) ENTRY BUSINESS VISA
AT YOUR EARLIEST CONVENIENCE.

THANK YOU,

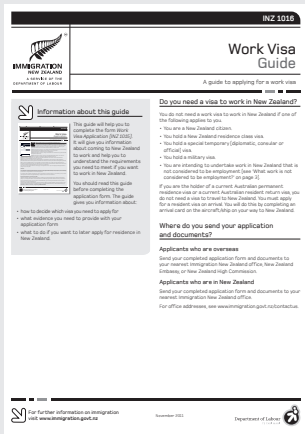
(SUPERVISORS SIGNATURE)

PLEASE BE SURE THAT THE PERSON WHO AUTHORIZED YOUR TRIP SIGNS THIS
LETTER. THE TRAVELER SHOULD NOT SIGN THIS LETTER. **DO NOT ATTENTION**
THIS LETTER TO VIP SERVICES!



Work Visa Application

for a temporary stay in New Zealand



Use the guide to help you complete the application form

Read the *Work Visa Guide (INZ 1016)* **before** you complete this application form. The guide will help you decide which visa you should apply for and contains helpful information about how to complete the application form. The guide also gives detailed information about the evidence and documents you need to send.

Do not use this form to apply for a visa under a working holiday scheme. Use the form *Working Holiday Schemes Work Visa Application (INZ 1085)*, or go to our website www.immigration.govt.nz/whs to see if you can apply online.

Do not use this form to apply for a long-term business visa. Use the form *Long-Term Business Visa Application (INZ 1058)*.

Do not use this form to apply for a recognised seasonal employer. Use the form *Application to Work for a Recognised Seasonal Employer (INZ 1142)*.

Do not use this form to apply for a visa under one of the China skilled work instructions. Use the form *Work Visa Application for China Skilled Work Instructions (INZ 1158)*.

Do not use this form if you intend to work as a performing artist or entertainer; or work on any film or video production in New Zealand. Use the form *Performing Artists, Entertainers and Entertainment Industry Personnel Work Visa Application (INZ 1187)*.

When you have completed the form, use the checklist at the end to make sure you have sent all the documents and information we need. We will process your application only when we receive all the information and documents we need. If you do not send all the required information, we will return your application.

Your partner or other family members cannot apply on this application form. They must lodge separate applications for the type of visa they need.

VisaView

It is an offence to employ a person who is not entitled to work in New Zealand. One way for employers to avoid committing this offence is to check a person's entitlement to work with Immigration New Zealand's online VisaView system. Disclosure of information through VisaView is authorised by legislation.

If you believe that an employer has been given the wrong entitlement information about you via VisaView, you may contact the Immigration Contact Centre (0508 558 855) to request correction of that information.

Immigration Advisers Licensing Act 2007

Under the Immigration Advisers Licensing Act 2007 it is an offence to provide immigration advice without being licensed or exempt. If your immigration adviser is not licensed when they should be, Immigration New Zealand will return your application.

For more information and to view the register of licensed advisers, go to the Immigration Advisers Authority website www.iaa.govt.nz or email info@iaa.govt.nz.

Lawyers provide immigration advice and are exempt from licensing under the Immigration Advisers Licensing Act 2007. For more information and to view the register of immigration lawyers, go to the New Zealand Law Society website www.lawsociety.org.nz.

When filling in this form, print clearly in English using **CAPITAL LETTERS**.



Which work instructions are you applying under?

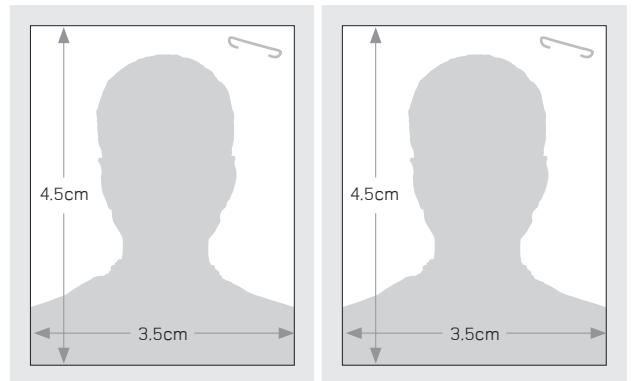
- | | |
|---|---|
| <input type="checkbox"/> Work to Residence Instructions | <input type="checkbox"/> Essential Skills Work Instructions |
| <input type="checkbox"/> Study to Work (Graduate Job Search) Instructions | <input type="checkbox"/> Specific Purpose or Event Work Instructions |
| <input type="checkbox"/> Study to Work (Practical Experience) Instructions | <input type="checkbox"/> Family Work Instructions |
| <input type="checkbox"/> Student and Trainee Work Instructions | <input type="checkbox"/> Free Trade Agreement special work instructions |
| <input type="checkbox"/> International/Humanitarian Work Instructions | <input type="checkbox"/> Silver Fern Practical Experience Instructions |
| <input type="checkbox"/> Approved in Principle | <input type="checkbox"/> Religious Worker Instructions |
| <input type="checkbox"/> Crew of Foreign Chartered Fishing Vessels Instructions | |

Section A Personal details

All principal applicants must complete this section.

i For more information about the questions in this section, see 'Completing Section A: Personal details' in the *Work Visa Guide*.

Attach **two** passport-size photographs of yourself here. The photographs must be less than six months old. Write your full name on the back of both photographs.



A1 Name as shown in passport

Family/last name

Given/first name(s)

A2 Preferred title Mr Mrs Ms Miss Dr other (specify)

A3 Other names you are known by or have ever been known by

A4 Your name in ethnic script

A5 Gender Male Female

A6 Date of birth

A7 Town/city of birth

Country of birth

A8 Passport details

Number

Country Expiry date

A9 Country of citizenship

A10 Other citizenships you hold

A11 Partnership status Married/in civil union Never married/never in civil union Partner
 Separated Engaged Widowed Divorced

A12 Are you applying for a visa on the basis of a partnership? Yes No

Section B Contact details

All principal applicants must complete this section.

B1 Your residential address and telephone number in your home country.

Address

Telephone (daytime) Telephone (evening)

Fax Email

B2 Your New Zealand residential address and telephone number (if you are already in New Zealand).

Address

Telephone (daytime) Telephone (evening)

Fax Email

B3 Name and address for communication about this application.

Same as address at **B1**, or Same as address at **B2**, or As below

Name

Company name (if applicable) and address

Telephone (daytime) Telephone (evening)

Fax Email

B4 Do you authorise the person stated at **B3** to act on your behalf? Yes No

B5 Have you received immigration advice on this application?

i You can find a definition of immigration advice at www.immigration.govt.nz/advice.

Yes *Make sure that your immigration adviser completes Section S: Immigration adviser's details.*

No

B6 Would you like us to email you instructions for registering to check online how your application is progressing?

Yes No

B7 Names and addresses of any friends, relatives, or contacts you have in New Zealand (if applicable).

Name

Address

Relationship

.....
Name

Address

Relationship

Section C Your health

All applicants must complete this section.

i For more information about the questions in this section, see 'Completing Section C: Your health' in the *Work Visa Guide*.

C1 Do you have pulmonary tuberculosis (TB)? Yes *Provide details* No

C2 Do you have any medical condition that requires, or may require, one of the following during your stay in New Zealand?

- Renal dialysis Yes No
- Hospital care Yes No
- Residential care Yes No

Residential care is long-term care provided in live-in facilities for the aged or for people with physical, sensory, intellectual, or psychiatric disabilities.

C3 If you have answered **Yes** to any of the questions in **C2**, provide details.

C4 Are you pregnant?

Yes *Date you are due to give birth* *Go to* **C5**

No *Go to* **C8**

C5 Do you intend to give birth in New Zealand?

Yes *Go to* **C6**

No *Go to* **C8**

C6 Are you, or will you be eligible for publicly-funded maternity health services?

Yes *Explain why you are, or will be eligible and what evidence you have provided to demonstrate eligibility.*

No *Go to* **C7**

C7 Please tick **one** of the options below to show what evidence you are providing to demonstrate how you will meet the cost of maternity health services.

I have attached copies (not originals) of evidence that I have at least NZ\$9,000 to pay for maternity health services.

I have attached a completed *Sponsorship Form for Temporary Entry (INZ 1025)* guaranteeing that the cost of maternity health services will be met by my sponsor.

Medical certificates you must provide

- C8** Are you are applying for a Work to Residence visa?
- Yes You must supply a new medical certificate. *Go to Section D: Your character.*
- No *Go to* **C9**
- C9** Do you intend to stay in New Zealand for less than six months? If you are in New Zealand, this includes time you have already spent here.
- Yes You do not need to provide a medical certificate *Go to* **C15**
- No *Go to* **C10**
- C10** Have you submitted a medical certificate with another Immigration New Zealand application?
- Yes *Provide details, then go to* **C11**
- Type of application Date of application
- No *Go to* **C12**
- C11** Was the medical certificate completed and dated by a medical practitioner within the last 24 months?
- Yes You do not need to provide a further medical certificate now. We will tell you if we need any further information, such as tests, reports, or a new medical certificate. *Go to* **C15**
- No *Go to* **C12**
- C12** How long do you intend to stay in New Zealand? If you are in New Zealand, this includes time you have already spent here.
- More than six months but not more than 12 months. *Go to* **C13**
- More than 12 months. You must provide a *Medical and Chest X-ray Certificate (INZ 1007)*. *Go to* **C15**
- C13** See the list 'Countries, areas, and territories with a low incidence of tuberculosis' in 'Completing Section C: Your health' of the *Work Visa Guide*. Tick **one** of the options below.
- I am from a place that **is** on the list. *Go to* **C14**
- I am from a place that **is not** on the list. Write the name of the place below. You must provide a completed *X-ray Certificate for Temporary Entry (INZ 1096)* with your application. *Go to* **C15**
- Name of country, area, or territory
- C14** Tick **one** of the options below.
- I have not spent three months or more in the past five years in a place that is **not** on the list. You do not have to provide a medical certificate at this stage. *Go to* **C15**
- I have spent three months or more in the past five years in a place that is **not** on the list. *Provide details*
-
- You must provide a completed *X-ray Certificate for Temporary Entry (INZ 1096)* with your application. *Go to* **C15**
- C15** Tick **one** of the options below.
- I do not have to provide a medical certificate at this stage.
- I attach a *X-ray Certificate for Temporary Entry (INZ 1096)*.
- I attach a *Medical and Chest X-ray Certificate (INZ 1007)*.
- Children under the age of 11 years and pregnant women are not required to have an X-ray, unless a special report is needed.*

Section D Your character

All applicants must complete this section. If your application is declined for character reasons, Immigration New Zealand may place a notation in your passport indicating that you applied for a visa for New Zealand.

i For more information about the questions in this section, see 'Completing Section D: Your character' in the *Work Visa Guide*.

D1 Have you been:

- convicted Yes No
- charged Yes No
- under investigation Yes No

for any offence(s) against the law in any country?

D2 Have you been:

- excluded (refused entry) from Yes No
- refused a visa by Yes No
- removed or deported from Yes No

any country?

If you have answered **Yes** to any of the questions in **D1** and **D2**, provide details below.

Police certificates you must provide

D3 Are you are applying for a Work to Residence visa?

- Yes You must supply new police certificates. *Go to Section E: Additional details*
- No *Go to D4*

D4 Do you intend to stay in New Zealand for 24 months or longer? If you are in New Zealand, this includes time you have already spent here.

- Yes *Go to D5*
- No You do not need to provide any police certificates at this stage. *Go to Section E: Additional details*

D5 Are you 17 years of age or over?

- Yes *Go to D6*
- No You do not need to provide evidence about your character *Go to Section F: Employment and qualifications*

D6 Have you submitted a police certificate to Immigration New Zealand (with a prior application) that was issued within the last 24 months?

- No *Go to D7*
- Yes *Provide details, then go to Section E: Additional details. We will tell you if we need any further information about your character.*

Type of application Date of application

D7 You must provide evidence about your character. Tick to confirm what evidence you have provided.

- I have attached police certificates from my country or countries of citizenship, and
 I have attached police certificates from all countries I have lived in for five years or more since the age of 17.

D8 If you have not provided all of the police certificates required, explain why.

Section E Additional details

Complete this section if you are 17 years of age or over. If you are under 17 years of age, go to Section F: Employment and qualifications.

E1 Do you have a national identity number, or other unique identifier that was issued to you by any government?

- Yes *National identity number/unique identifier*
 No

E2 Have you completed military service in any country?

- No
 Yes *Provide information about your military service including the dates of your military service, your position and rank, the unit or units that you served in, and your role within each unit.*

Date from (DD/MM/YY)	Date to (DD/MM/YY)	Rank	Unit name or number	Role
/ /	/ /			
/ /	/ /			
/ /	/ /			
/ /	/ /			
/ /	/ /			
/ /	/ /			
/ /	/ /			

List any military identity numbers you were given.

E3 Are you presently subject to military service obligations in any country?

- Yes *If you are a citizen of a country in which compulsory military service exists, provide details.* No

E4 Have you been associated with any intelligence agency or group, or law enforcement agency?

- Yes *Describe how you were involved* No

E5 Have you been associated with any group or organisation that has used or promoted violence to further their aims?
 Yes *Describe how you were involved* No

E6 Have you ever committed or been involved in war crimes, crimes against humanity, and/or human rights abuses?
 Yes *Describe how you were involved* No

Section F Employment and qualifications

All applicants must complete this section.

F1 What is your main occupation?

i For more information about this question, see 'Completing Section F: Employment and qualifications' in the *Work Visa Guide*.

F2 Are you currently employed?
 Yes *Provide details* No

Employer's name _____

Employer's address _____

Telephone _____ Fax _____

Email _____

F3 List all periods of previous employment, including self-employment and employment outside New Zealand.

Date from (DD/MM/YY)	Date to (DD/MM/YY)	Name of employer	Location	Type of work/occupation/job title
/ /	/ /			
/ /	/ /			
/ /	/ /			
/ /	/ /			
/ /	/ /			
/ /	/ /			
/ /	/ /			

F4 Give details of all qualifications you hold. If you have no qualifications, write 'No qualifications'.

Name of qualification	Date obtained (DD/MM/YY)	Institution where gained
	/ /	
	/ /	
	/ /	
	/ /	

Section G Job offer

All applicants must complete this section.

G1 Do you have a job offer in New Zealand?

Yes No *Go to 'Section H: Your visa'.*

G2 Name and address of employer who has offered you a job.

Same as name and address at **F2**, or As below

Employer's name

Employer's address

Telephone Fax

Email

Name of position offered

Evidence of qualifications, work experience, and registration you must provide

G3 Do you have qualifications **relevant to your job offer**?

Yes *Tick the box below to confirm you have provided the evidence we require.* No *Go to **G4***

I have attached evidence of qualifications relevant to my job offer.

G4 Do you have work experience **relevant to your job offer**?

Yes *Tick the box below to confirm you have provided the evidence we require.* No *Go to **G5***

I have attached evidence of work experience relevant to my job offer.

G5 Do you have to meet any New Zealand registration requirements to take up your job offer?

Yes *Tick the box below to confirm you have provided the evidence we require.* No

I have attached evidence that I have met or am able to meet any New Zealand registration requirements necessary to take up my offer of employment.

i For more information about this question, see 'Completing Section G: Job offer' in the *Work Visa Guide*.

Section H Your visa

All applicants must complete this section.

H1 Tick one of the boxes below to show the type of visa you are applying for and provide the details required.

i For more information about this question, see 'What is a visa?' in the *Work Visa Guide*.

Applying for a work visa while outside New Zealand.

Date you intend to arrive in New Zealand

Applying for a work visa while inside New Zealand.

Date you arrived in New Zealand

H2 Date you intend to finally depart New Zealand

Note: Work visas normally allow multiple entry travel.

H3 Which work instructions are you applying under?

Work to Residence Instructions. *Go to Section I: Work to Residence Instructions.*

Essential Skills Work Instructions (including applications that have been approved in principle). *Go to Section J: Essential Skills Work Instructions.*

Study to Work Instructions (includes applications under both Graduate Job Search and Practical Experience Instructions). *Go to Section K: Study to Work Instructions (including Graduate Job Search Work Instructions).*

Specific Purpose or Event Work Instructions. *Go to Section L: Specific Purpose or Event Work Instructions.*

Student and Trainee Work Instructions. *Go to Section M: Student and Trainee Work Instructions.*

Family Work Instructions. *Go to Section N: Family Work Instructions.*

Free Trade Agreement special work instructions. *Go to Section O: Free Trade Agreement special work instructions.*

Silver Fern Practical Experience Instructions. *Go to Section P: Silver Fern Practical Experience Instructions.*

Religious Worker Instructions. *Go to Section Q: Religious Worker Instructions*

International/Humanitarian Work Instructions (includes instructions for refugees and protection claimants, victims of domestic violence, and victims of people trafficking). *Go to Section R: Declaration by applicant.*

Crew of Foreign Chartered Fishing Vessels Instructions. *Go to Section R: Declaration by applicant.*

Section I Work to Residence Instructions

Complete this section if you are applying for a visa under Work to Residence Instructions.

i For more information about the questions in this section, see 'Completing Section I: Work to Residence Instructions' in the *Work Visa Guide*.

I1 How many people do you intend to include in your residence application?

I2 Which instructions are you applying under?

Talent (Accredited Employers) Work Instructions *Go to*

Talent (Arts, Culture and Sports) Work Instructions *Go to*

Long Term Skill Shortage List Work Instructions *Go to*

Note: You must attach medical and police certificates.

J4 Essential Skills Work Instructions applicants must provide **all** of the evidence below. Tick the boxes to confirm that you have attached **all** of the evidence we require. *Go to Section R: Declaration by applicant.*

- I have attached a completed *Employer Supplementary Form Work Visa Application (INZ 1113)*
- I have attached evidence that I am suitably qualified by training or experience to do the job I have been offered
- I have attached a copy of my employment agreement.

i If you have a dependent child/children in New Zealand, you may need to meet a minimum income threshold. For more information see the *Work Visa Guide*.

Section K Study to Work Instructions (including Graduate Job Search Work Instructions)

Complete this section if you are applying for a visa under Study to Work Instructions, including Graduate Job Search Work Instructions.

K1 Do you have a job offer?

- No *Go to* **K4** Yes. *Tick the boxes below to confirm that you have provided all of the evidence we require. Go to* **K2**
- I have attached a completed *Employer Supplementary Form Work Visa Application (INZ 1113)* and
- I have attached evidence that I have completed a qualification that would qualify for points under the Skilled Migrant Category of Residence Instructions.

K2 Are you the holder of a visa granted under the Graduate Job Search Work Instructions?

- No *Go to* **K3** Yes. *Tick the box below to confirm that you have provided the evidence we require. Go to* **K3**
- I have attached evidence that I am the holder of a visa granted under Graduate Job Search Work Instructions.

K3 Are you applying for a three-year work visa because you are working towards obtaining a membership or registration from a New Zealand professional association?

- No *Go to Section R: Declaration by applicant.*
- Yes *Tick the boxes below to confirm that you have provided all of the evidence we require. Go to Section R: Declaration by applicant.*
- I have attached evidence that the membership/registration is a requirement for me to fully perform my professional duties, and the employment is considered relevant practical experience by the professional association (eg documentation from the professional association, or from the employer, stating how the employment meets the requirements set by the professional association.)
- I have attached evidence that my New Zealand qualification meets the requirements for registration/or membership of the professional association.

K4 Graduate Job Search Work Instructions applicants must provide **all** of the evidence below. Tick the boxes to confirm that you have attached **all** of the evidence we require. *Go to Section R: Declaration by applicant.*

- I have attached evidence that I have completed a qualification that would qualify for points under the Skilled Migrant Category of Residence Instructions.
- I have attached evidence that I have a minimum of NZ\$2,100 in funds available to maintain myself during my 12-month stay in New Zealand.
- I have attached evidence that I am making my application no later than three months after the end date of my student visa for that course or qualification.

i For more information about acceptable evidence of funds, see 'Section K: Study to Work Instructions (including Graduate Job Search Work Instructions)' in the *Work Visa Guide*.

Section L Specific Purpose or Event Work Instructions

Complete this section if you are applying for a visa under Specific Purpose or Event Instructions.

i For more information see 'Specific Purpose or Event Work Instructions' in the *Work Visa Guide*.

L1 What is the specific purpose or event that you need a work visa for?

L2 Describe the evidence that you have provided. *Go to Section R: Declaration by applicant.*

Section M Student and Trainee Work Instructions

Complete this section if you are applying for a visa under Student and Trainee Work Instructions.

i For more information on the question in this section see 'Student and Trainee Work Instructions' in the *Work Visa Guide*.

M1 Describe the evidence that you have provided. *Go to Section R: Declaration by applicant.*

Section N Family Work Instructions

Complete this section if your partner is a New Zealand citizen, residence class visa holder, student visa holder, work visa holder or military visa holder and you are applying for a visa on the basis of that partnership.

i For more information about the questions in this section, see 'Completing Section N: Family Work Instructions' in the *Work Visa Guide*.

N1 Are you and your partner living together in a genuine and stable partnership?

Yes No *Explain why.*

N2 How long have you and your partner been together in this partnership?

N3 Will your partner be in New Zealand for the same period of time that you are here?

Yes No *Explain why.*

N4 Do you meet the minimum requirements for the recognition of a partnership? Yes No

N5 If your partner is a New Zealand citizen or residence class visa holder, do you intend to apply for residence under Immigration New Zealand's Partnership Instructions?

- Yes *Go to* **N6** No *Go to* **N7** Not applicable *Go to* **N7**

N6 Will your partner be eligible to support your application for residence?

- Yes No *Explain why.*

N7 What is your partner's immigration status?

- My partner is a New Zealand citizen/residence class visa holder. *Go to* **N8**
- My partner holds a work visa current for more than six months. *Go to* **N9**
- My partner holds a student visa. *Go to* **N10**
- My partner holds a military visa. *Go to* **N12**

Evidence about your partnership you must provide

N8 Partners of New Zealand citizens/residence class visa holders must provide **all** of the evidence below. Tick the boxes to confirm that you have attached all of the evidence we require. *Go to Section R: Declaration by applicant*

- I have attached evidence of my partner's immigration status.
- I have attached evidence that I am living together with my partner in a genuine and stable partnership.
- I have attached a *Form for Partners Supporting Partnership-Based Temporary Entry Applications (INZ 1146)* completed by my partner.
- I have attached evidence that my partner and I meet the minimum requirements for the recognition of a partnership.
- I have attached evidence that my partner and I are both aged 18 years or older (or evidence of parental/guardian/other support if aged 16 or 17 years).
- I have attached evidence that my partner and I have met prior to this application being made.
- I have attached evidence that my partner and I are not close relatives.
- I have attached evidence of the duration of our partnership.

N9 Partners of persons holding a work visa current for more than six months must provide **all** of the evidence below. Tick the boxes to confirm that you have attached all of the evidence we require. *Go to Section R: Declaration by applicant*

- I have attached evidence that my partner and I are living together in a genuine and stable relationship.
- I have attached evidence that my partner and I are intending to live in New Zealand for the same period of time (eg evidence of intended travel to New Zealand if you are both overseas).
- I have attached evidence of my partner's work visa or eligibility to obtain a work visa (eg a letter from INZ giving approval in principle to the granting of a work visa).
- I have attached a *Form for Partners Supporting Partnership-Based Temporary Entry Applications (INZ 1146)* completed by my partner.

N10 Partners of student visa holders must provide **all** of the evidence below. Tick the boxes to confirm that you have attached all of the evidence we require. *Go to* **N11**

- I have attached evidence that my partner and I are living together in a genuine and stable relationship.
- I have attached evidence that my partner and I meet the minimum requirements for the recognition of a partnership.

- I have attached evidence that my partner and I are intending to live in New Zealand for the same period of time (eg evidence of intended travel to New Zealand if you are both overseas).
- I have attached a *Form for Partners Supporting Partnership-Based Temporary Entry Applications (INZ 1146)* completed by my partner.
- I have attached evidence of my partner's student visa to study qualifications in an area (or areas) of absolute skill shortage as specified in the Long Term Skill Shortage List or towards postgraduate qualifications (not required if your partner is the holder of an NZ Aid Programme-supported student visa).

N11 Partners of persons holding a military visa must provide all of the evidence below. Tick the boxes to confirm that you have attached all of the evidence we require. *Go to Section R: Declaration by applicant.*

- I have attached evidence that my partner and I are living together in a genuine and stable relationship.
- I have attached evidence that my partner and I are intending to live in New Zealand for the same period of time (eg evidence of intended travel to New Zealand if you are both overseas).
- I have attached evidence of my partner's military visa or eligibility to obtain a military visa (eg military movement order).

Section O Free Trade Agreement special work instructions

Complete this section if you are applying under one of the Free Trade Agreement special work instructions.

i For more information about the requirements for job offers, qualifications, and work experience, see 'Completing Section O: Free Trade Agreement special work instructions' in the *Work Visa Guide*.

01 Tick the **one** option that applies to you.

- I am applying under the Vietnam special work instructions.
- I am applying under the Philippines special work instructions.

Evidence of job offer, qualifications, work experience, and registration you must provide

02 You must have a job offer in New Zealand to apply under these instructions. Tick to confirm that you have provided the evidence we require.

- I have attached evidence of my job offer.

03 Do you have qualifications relevant to your job offer?

- Yes *Tick the box below to confirm you have provided the evidence we require.* No
- I have attached evidence of qualifications relevant to my job offer.

04 Do you have work experience relevant to your job offer?

- Yes *Tick the box below to confirm you have provided the evidence we require.* No
- I have attached evidence of work experience relevant to my job offer.

05 Do you have to meet any New Zealand registration requirements to take up your job offer?

- Yes *Tick the box below to confirm you have provided the evidence we require.* No
- I have attached evidence that I have met or am able to meet any New Zealand registration requirements necessary to take up my offer of employment.

Go to Section R: Declaration by applicant.

Section R Declaration by applicant

All of the people included in this application must complete this section.

I have provided true and correct answers to the questions in this form.

I agree to tell Immigration New Zealand about any changes to my circumstances that occur after making this application.

I agree to leave New Zealand before my visa expires. If I remain in New Zealand after my visa has expired, I may be deported by Immigration New Zealand.

I agree that if I am not entitled to free health care in New Zealand, I will pay for any health care or medical assistance I may require in New Zealand.

I understand that if I have received immigration advice from an immigration adviser and if that immigration adviser is not licensed under the Immigration Advisers Licensing Act 2007 when they should be, Immigration New Zealand will return my application.

I understand that Immigration New Zealand may provide information about my entitlement to work to potential employers via the online VisaView system. VisaView is authorised by legislation.

I authorise Immigration New Zealand to provide information about my health and my immigration status to any health service agency. I authorise any health service agency to provide information about my health to Immigration New Zealand.

I authorise Immigration New Zealand to make any necessary enquiries about information on this form so that they can:

- make a decision on this application
- answer enquiries about my immigration status once my application has been decided.

I authorise any agency that holds information (including personal information) related to those matters to disclose that information to Immigration New Zealand.

Signature of principal applicant Date

■ A parent or guardian may sign on behalf of a child under 18 years.

Section S Immigration adviser's details

This section must be completed by the applicant's immigration adviser. If the applicant does not have an immigration adviser, this section does not have to be completed.

S1 Tick the **one** option that applies to you.

I am a licensed immigration adviser under the New Zealand Immigration Advisers Licensing Act 2007. Go to **R2**

I am exempt from licensing under the New Zealand Immigration Advisers Licensing Act 2007. Go to **R3**

If you are unlicensed when you should be licensed under the Immigration Advisers Licensing Act 2007, Immigration New Zealand will return your client's application. It is an offence to provide immigration advice without holding a licence, unless you are exempt.

S2 Licensed advisers. Please provide your licence details.

Licence type

full provisional limited *List conditions specified in the register*

Licence number Go to Section T: Declaration by person assisting the applicant

S3 Exempt from licensing. Tick **one** box below to show why you are exempt from licensing.

I provided immigration advice in an informal or family context only, and I did not provide the advice systematically or for a fee.

I am a New Zealand member of Parliament or member of their staff and I provided immigration advice as part of my employment agreement.

I am a foreign diplomat or consular staff.

- I am an employee of the New Zealand public service and I provided immigration advice within the scope of my employment agreement.
- I am a lawyer and I hold a current practising certificate as a barrister or as a barrister and solicitor of the High Court of New Zealand.
- I am employed by, or I am working as a volunteer for, a New Zealand community law centre where at least one lawyer is on the employing body of the community law centre or is employed by or working as a volunteer for the community law centre in a supervisory capacity.
- I am employed by, or I am working as a volunteer for, a New Zealand citizens advice bureau.

Go to Section T: Declaration by person assisting the applicant.

Section T Declaration by person assisting the applicant

This section must be completed and signed by the applicant's immigration adviser, or by any person who has assisted the applicant by providing immigration advice, explaining, translating, or recording information on the form for the applicant. If the applicant does not have an immigration adviser, and no one helped the applicant to fill in this form, this section does not have to be completed.

If you are unlicensed when you should be licensed under the Immigration Advisers Licensing Act 2007, Immigration New Zealand will return your client's application. It is an offence to provide immigration advice without holding a licence.

For more information, go to the Immigration Advisers Authority website www.iaa.govt.nz, or email info@iaa.govt.nz or write to them at PO Box 6222, Wellesley Street, Auckland 1141, New Zealand.

Name and address of person assisting applicant. Same as address given at **B3**, or as below.

Family/last name

Given/first name(s)

--	--

Company name (if applicable) and address

--

Telephone (daytime)

--

Telephone (evening)

--

Fax

--

Email

--

I understand that after the applicant has signed this form it is an offence for me to change or add further information, change any documents attached to the form, or attach any further documents to the form. However, if changes are needed, the person making the changes must state on the form what information or documents have been changed and give reasons for the changes.

I note that the maximum penalty for this offence is a fine of up to NZ\$100,000 and/or a term of imprisonment of up to seven years.

I certify that the applicant asked me to help them complete this form and any additional forms. I certify that the applicant agreed that the information provided was correct before signing the declaration.

I have **assisted** the applicant as an interpreter/translator

I have **assisted** the applicant with recording information on the form

I have **assisted** the applicant in another way. Specify

--

I have **provided immigration advice** (as defined in the Immigration Advisers Licensing Act 2007) and my details in Section R: Immigration adviser's details are correct.

Signature of person assisting

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Date

D	D	M	M	Y	Y	Y	Y
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Deciding whether you are eligible for a visa

Immigration New Zealand collects the information about you on this form to decide whether you are eligible for a work visa. We may also use the information to contact you for research purposes or to advise you on immigration matters.

The address of Immigration New Zealand is PO Box 3705, Wellington, New Zealand. **Do not send your application to this address.**

Collecting the information is authorised by the Immigration Act 2009 and the Immigration Regulations made under that Act. You do not have to provide the information, but if you do not we are likely to decline your application.

Deciding whether you are eligible to board a flight to New Zealand

The information we collect may also be used to determine whether you are allowed to board a flight to New Zealand. We will not share your personal information with airline check-in agents; however, we will send a boarding message to the airline check-in agent based on the information you have provided in this form.

Immigration New Zealand may also share the information you have provided with other government agencies that are entitled to it by law, or with other agencies (as you have agreed in the declaration).

If you come to New Zealand, you will be able to ask to see the information we hold about you and have any of it corrected if you think it is necessary.

Other documents we may need

Sometimes we may ask for additional documents or information so that we can consider it with this application.

Other documents you may wish to send

You may wish to send other documents or information so that we can consider it with this application. Send photocopies only (not original documents), as these documents will not be returned to you. If we need to see an original document, you will be asked to produce it later.

If you have questions about completing the form:

- see our website www.immigration.govt.nz
- phone our call centre on 0508 558 855 (within New Zealand)
- contact one of Immigration New Zealand's offices.

Immigration New Zealand has offices in Apia, Bangkok, Beijing, Dubai, Ho Chi Minh City, Hong Kong, Jakarta, London, Manila, Moscow, Mumbai, New Delhi, Nuku'alofa, Pretoria, Shanghai, Singapore, Suva, Sydney and Taipei.

Our New Zealand offices are located in Auckland, Henderson, Manukau, Hamilton, Palmerston North, Wellington, Christchurch, Queenstown and Dunedin. You can also contact your nearest New Zealand Embassy or New Zealand High Commission.

Section U Paying your application fee

Please see our *Fees Guide (INZ 1028)* or our website www.immigration.govt.nz/fees for more information about current fees and payment methods.

Your application fee

Amount you are paying:

Currency

Application number
(office use only)

Preferred methods of payment

We recommend that you use one of the following methods of payment for better security and faster processing:

Bank cheque/bank draft

Credit card* (choose one)

Mastercard Visa

SWITCH card (UK only) SWITCH card Issue number

Name of cardholder

Card number*

Expiry date

Signature of cardholder

Date

To be removed and securely destroyed after credit card transaction is processed

*Your CVC/CVV number is also required if you are paying by electronic credit card and your application is being lodged at Immigration New Zealand branches in Moscow, London or Pretoria, or the MFAT posts in The Hague or Paris.

If your application will be lodged in one of these branches, please provide your CVC/CVV number here.

Note: your CVC/CVV number is the three-digit number found on the signature strip on the back of your credit card.

Other methods of payment

Personal cheque. Note that we will hold your application for 10 working days to allow the cheque to be cleared.

Cash. Our New Zealand branches do not accept cash. Most of our branches outside New Zealand do not accept cash.

EFTPOS. Note this option is only available for applications lodged in person in one of our New Zealand offices.

We do not accept money orders.

Application checklist		
OFFICE USE ONLY	Information and documents you must supply	CHECK LIST
<input type="checkbox"/>	I have completed the application form.	<input type="checkbox"/>
<input type="checkbox"/>	I have signed the form.	<input type="checkbox"/>
<input type="checkbox"/>	I have provided the application fee.	<input type="checkbox"/>
<input type="checkbox"/>	I have attached passports or travel documents (the original documents).	<input type="checkbox"/>
<input type="checkbox"/>	I have attached two recent passport-size photographs.	<input type="checkbox"/>
Applicants with a job offer. Tick the options that apply to you.		
<input type="checkbox"/>	I have provided evidence of qualifications relevant to my job offer.	<input type="checkbox"/>
<input type="checkbox"/>	I have provided evidence of work experience relevant to my job offer.	<input type="checkbox"/>
<input type="checkbox"/>	I have provided evidence that I have met or am able to meet any necessary New Zealand registration requirements.	<input type="checkbox"/>
Applicants applying under Work to Residence Instructions.		
<input type="checkbox"/>	I have provided the relevant evidence listed in Section I: Work to Residence Instructions.	<input type="checkbox"/>
Applicants applying under Essential Skills Work Instructions.		
<input type="checkbox"/>	I have provided all of the evidence listed in Section J: Essential Skills Work Instructions.	<input type="checkbox"/>
Applicants applying under Study to Work Instructions.		
<input type="checkbox"/>	I have provided all of the evidence listed in Section K: Study to Work Instructions (including Graduate Job Search Work Instructions).	<input type="checkbox"/>
Applicants applying under Specific Purpose or Event Instructions.		
<input type="checkbox"/>	I have provided all of the evidence listed in Section L: Specific Purpose or Event Work Instructions.	<input type="checkbox"/>
Applicants applying under Student and Trainee Instructions.		
<input type="checkbox"/>	I have provided all of the evidence listed in Section M: Student and Trainee Work Instructions.	<input type="checkbox"/>
Applicants applying under Family Work Instructions.		
<input type="checkbox"/>	I have provided all of the evidence listed in Section N: Family Work Instructions.	<input type="checkbox"/>
Applicants applying under Free Trade Agreement special work instructions		
<input type="checkbox"/>	I have provided all of the evidence listed in Section O: Free Trade Agreement special work instructions.	<input type="checkbox"/>
Applicants applying under Silver Fern Practical Experience Instructions		
<input type="checkbox"/>	I have provided all of the evidence listed in Section P: Silver Fern Practical Experience Instructions.	<input type="checkbox"/>
Applicants applying under Religious Worker Instructions		
<input type="checkbox"/>	I have provided all of the evidence listed in Section Q: Religious Worker Instructions.	<input type="checkbox"/>

OFFICE USE ONLY	Additional information and documents you may need to supply	CHECK LIST
Health		
<input type="checkbox"/>	I have provided evidence about my health.	<input type="checkbox"/>
<input type="checkbox"/>	I do not have to provide this evidence.	<input type="checkbox"/>
<input type="checkbox"/>	I am pregnant, intend to give birth in New Zealand, and have provided evidence required in Section C: Your health at questions C4 to C7	<input type="checkbox"/>
<input type="checkbox"/>	I do not have to provide this evidence.	<input type="checkbox"/>
Character		
<input type="checkbox"/>	I have provided evidence about my character.	<input type="checkbox"/>
<input type="checkbox"/>	I do not have to provide this evidence.	<input type="checkbox"/>
Immigration adviser's details		
<input type="checkbox"/>	I have received immigration advice on this application.	<input type="checkbox"/>
<input type="checkbox"/>	I have not received immigration advice on this application.	<input type="checkbox"/>

Returning your documents

Tick one of the following options

I wish to collect my documents when ready. <i>(This option is not available to applicants in the Auckland region.)</i>	<input type="checkbox"/>
Return all documents to me by secure post at the address given at B3 .	<input type="checkbox"/>

Refunds for payments made in New Zealand

We do not usually issue refunds for unsuccessful applications. However, if you become eligible for a refund, we can either issue a cheque, which will take approximately 20 days to process, or pay the refund directly into a New Zealand bank account. To nominate a bank account if you do become eligible for a refund, complete bank details below. If you do not have a New Zealand bank account you may nominate another person's New Zealand bank account.

Bank name (eg Westpac) and branch

Bank account holder name

Bank account number

Signature of applicant or adviser

If you do not complete this section your application will not be affected.