

## INZ MANILA VISITOR VISA GENERAL APPLICATION CHECKLIST

This is 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.

Please submit this completed checklist with your application to ensure fast and efficient identifying of your application for express processing to occur.

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, see the Visitor Visa information found on the [INZ Manila website](#).

<b>FORMS</b>	<b>CHECK LIST</b>
<p>Application Form:</p> <p><a href="#">INZ 1189</a>: For use by people outside New Zealand travelling for tourism or business intending to stay for less than 6 months. To use this form, the applicant, or the employer (if travelling for business), must fund their travel.</p> <p><a href="#">INZ 1017</a>: For other visitors, including those who are sponsored, staying for more than 6 months, or undertaking short term study.</p>	
<p><b>FEES</b> - Please refer to <a href="#">Office and fees calculator</a>, and <a href="#">how to lodge your application</a>.</p>	<b>CHECK LIST</b>
<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>	

<b>SUPPORTING DOCUMENTS (ORIGINAL AND PHOTOCOPY)</b>	<b>CHECK LIST</b>
<p>Original documents will be returned once the application has been finalized.</p>	
<p><b>Evidence of financial ability</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, or alternatively credit card statements which can demonstrate you have the ability to fund your travel and stay in NZ.</p> <p>c. Other evidence of funds or assets.</p>	
<p><b>Evidence of employment commitments in the Philippines</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</p>	

<p>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>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 in passport, or evidence of any electronic visa issued.</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 include 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 certain family related 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:**

<http://www.immigration.govt.nz/branch/manila/lodging+an+application/>