

IMMIGRATION NEW ZEALAND SINGAPORE
www.immigration.govt.nz/singapore

VISITOR VISA APPLICATION CHECKLIST
TOURIST & BUSINESS CATEGORY

Updated on 30 Sep 2013

DOMESTIC HELPER TRAVELLING WITH THEIR EMPLOYER & FAMILY FOR HOLIDAY PURPOSE – Please refer to the Work visa checklist – Domestic helper
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Applications are to be lodged at the New Zealand Visitor Application Centre (VAC). Information on the VAC can be found on our branch website www.vfsglobal.com/newzealand/singapore.

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. If you provide false or misleading information your application may be declined.

Non-English documents must be translated to English by a translation company. Self-translations will not be accepted. Please submit both the Non-English and English documents.

You do not have to provide original documents when you lodge your application. If you choose to, please provide a copy along with the original.

Who can be included in an application?

- An individual
- A couple (excluding engaged couples – see details below)
- Parent(s) with dependent children under 20 applying at the same time for the same duration can apply together on one application form.

[Applications forms](#)

[How to obtain a police certificate](#)

[Panel doctors and radiologists](#)

DOCUMENTS REQUIRED	Applicant check	VAC check
FORM AND FEES		
Application Form A properly completed and signed application form. Please use the appropriate form: <ul style="list-style-type: none">• A Visitor's Visa Application form (INZ 1017) or• A Tourist/Business Visitor Visa Application form (INZ1189). Use this form if you intend to visit New Zealand for less than 6 months for tourism (holiday or visiting family/friends) or business purpose ONLY. You must be able to provide your own funds or your employer is sponsoring your visit.		
2 recent passport sized photos		
Fees 1. All fees are payable in Singapore Dollars and they are NON-REFUNDABLE . 2. Visa fee - refer to the Visa fee finder . 3. VAC service fee and return courier fee – refer to www.vfsglobal.com/newzealand/singapore . 4. If you are paying by bank draft, please make it payable to VFS Singapore Pte Ltd .		

DOCUMENTS REQUIRED	Applicant check	VAC check
<p>VAC CREDIT CARD AUTHORISATION FORM FOR MAIL APPLICATION OR CREDIT CARD HOLDER NOT PRESENT AT VAC COUNTER</p> <p>If you are paying by Visa or Mastercard credit card, please complete the VAC Credit Card Authorisation form for payment of visa fee, VAC service fee and return courier fee. The form can be downloaded from www.vfsglobal.com/newzealand/singapore or www.immigration.govt.nz/singapore</p> <p>Note: Payment of courier fee is not required if passport is self-collected at the VAC.</p>		
PERSONAL DOCUMENTS		
Original current passport or certified copy of the passport bio-data page		
For non-citizens, evidence of your residence status document such as IC, employment pass, dependant pass, long-term visit pass or student pass		
For non-citizens, evidence of travel to other countries, eg. copy of visas, entry stamps		
IF SECONDARY APPLICANTS ARE INCLUDED IN THE APPLICATION FORM , please submit evidence of your relationship to them, such as your marriage certificate, your child's birth certificate showing parents' names.		
ENGAGED COUPLE: Submit separate visa applications unless you can provide evidence of your partnership and evidence of living together in a genuine and stable relationship.		
LETTER OF CONSENT: If your dependent child is included in your application but the child's other parent is not travelling with you, please provide a letter of consent for the child to travel, from the non-travelling parent		
<p>A copy of your travel booking.</p> <p>Note: Please do not purchase your air ticket(s) until a decision is made on your visa application.</p>		
FINANCIAL DOCUMENTS		
<p>Evidence of funds</p> <p>Funds of NZ\$1,000 per person per month or NZ\$400 per person per month and evidence of prepaid accommodation. You can provide:</p> <ul style="list-style-type: none"> Letter from your bank or bank statements for the last 3 months in your name if you are self-sponsored, OR A properly completed and signed ORIGINAL Sponsorship Form for Temporary Entry (INZ 1025) completed by your New Zealand sponsor (please submit supporting documents as specified in the form) 		
HEALTH REQUIREMENTS		
<ul style="list-style-type: none"> If your stay is more than 6 months but less than 12 months – submit a Chest X-ray Certificate (INZ 1096). If your stay is more than 12 months – submit a General Medical Certificate (INZ 1007) & a Chest X-ray Certificate (INZ 1096) The medical certificates must be less than 3 months old at the time your application is submitted and completed by an INZ panel doctor. Refer to our Panel Doctor list. DO NOT SUBMIT the chest x-ray film or CD if your x-ray result is normal. Children under 11 years of age and pregnant women are not required to submit a chest x-ray. 		

DOCUMENTS REQUIRED	Applicant check	VAC check
<p><i>Please note:</i></p> <ul style="list-style-type: none"> Your General Medical & Chest X-ray certificates are valid for 36 months (based on the certificate's date of issue) when they are accepted by INZ. You need not submit a new one unless you have been advised otherwise. If you have spent the last 6 consecutive months in a country that is not a low-incidence country for tuberculosis since departing New Zealand and you intend to stay in New Zealand for more than 6 months, you must submit a NEW Chest X-ray certificate. 		

ADDITIONAL DOCUMENTS – Please provide supporting documents as specified for each category

<p>GENERAL VISIT – TOURIST/VISITING FAMILY, FRIENDS</p> <p>Please provide any one of the following:</p> <ul style="list-style-type: none"> If you are employed, a letter from your employer stating the position you hold, your length of employment, monthly salary and leave approval dates granted. If you are a student, a letter from your school stating the course you are attending, start and end date of your course and leave approval dates granted. If you are a student travelling on a school organised trip, a letter from your school confirming the trip and payment of trip, a letter of consent (if you are under 16 years old) and financial support from your parent or guardian and evidence of their relationship to you. If you are self-employed, latest income tax statement and company registration (eg. ACRA business profile, company registration). 		
<p>BUSINESS VISIT</p> <ol style="list-style-type: none"> A letter from your employer confirming your trip to New Zealand and whether your employer will be responsible for your expenses. Otherwise, please provide your bank statement for the last 3 months. A letter of invitation from the New Zealand company. <p><i>Note: If you are visiting New Zealand to conduct ship inspection, training or working as a tour leader, please apply for a work visa - specific purpose or event (see relevant checklist for application requirements)</i></p>		

Declaration by the applicant or person submitting on behalf of the applicant

I confirm that I have only supplied the documents listed above & I acknowledge that failure to submit all necessary documents may result in my application being refused or may result in a delay in the processing of my application, if further documents need to be requested by INZ.

I have chosen to proceed with the application.

Name of Applicant or Person submitting on behalf of the applicant	Signature	Date
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