

**IMMIGRATION NEW ZEALAND SINGAPORE**  
[www.immigration.govt.nz/singapore](http://www.immigration.govt.nz/singapore)

**VISITOR VISA APPLICATION CHECKLIST**  
**TOURIST & BUSINESS CATEGORY**

Updated on 1 July 2015

**Domestic Helper travelling with their Employer & Family for holiday purpose** - Please refer to the Work visa checklist – Domestic helper

Applications are to be lodged at the New Zealand Visitor Application Centre (VAC) in Singapore. Information on the VAC can be found on [www.vfsglobal.com/newzealand/singapore](http://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.

To avoid delay in application assessment, please provide all documents required. **Non-English documents must be translated to English by a translation company and submit both the Non-English and English translated documents. Self-translations will not be accepted.**

If providing original documents with your application please ensure they are accompanied by a standard photocopy.

Who can be included in an application?

- An individual
- Partner
- Parent(s) with dependent children under 20 applying at the same time for the same duration can apply together on one application form.

Couples **must** submit separate visa application unless you can provide evidence of partnership and evidence of living together in a genuine and stable relationship.

[Applications forms](#)      [How to obtain a police certificate](#)      [Panel doctors and radiologists](#)

DOCUMENTS REQUIRED	Applicant check	VAC check
<p>1. A <b>properly completed and signed</b> Visitor's Visa Application form. Please use the appropriate form.</p> <ul style="list-style-type: none"><li>➤ A Visitor's Visa Application form (INZ 1017) or</li><li>➤ 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.</li></ul> <p>Please mark N/A to question(s) not applicable to you.</p>		
<p>2. <b>Photograph</b></p> <ul style="list-style-type: none"><li>➤ Two identical passport sized photo (must be less than 6 months old) of each person included in the application.</li></ul>		
<p>3. <b>Fees</b></p> <ul style="list-style-type: none"><li>➤ All fees are payable in Singapore Dollars and NON-REFUNDABLE.</li><li>➤ Visa fee - refer to the <a href="#">Visa fee finder</a>.</li><li>➤ VAC service fee and return courier fee – refer to <a href="http://www.vfsglobal.com/newzealand/singapore">www.vfsglobal.com/newzealand/singapore</a></li><li>➤ If you are paying by bank draft, please make it payable to VFS Singapore</li></ul>		

DOCUMENTS REQUIRED	Applicant check	VAC check
<p>Pte Ltd.</p> <ul style="list-style-type: none"> <li>➤ 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 <a href="http://www.vfsglobal.com/newzealand/singapore">www.vfsglobal.com/newzealand/singapore</a> or <a href="http://www.immigration.govt.nz/singapore">www.immigration.govt.nz/singapore</a></li> </ul> <p>Note: Payment of courier fee is not required if passport is self-collected at the VAC.</p>		
<p><b>4. Identity Documents</b></p> <ul style="list-style-type: none"> <li>➤ Original current passport or a certified clear copy of the passport bio-data page</li> <li>➤ Applicants living outside their home country, submit evidence of residence status for the country currently living in, such as PR, employment pass, work permit, dependant pass, long-term visit pass or student pass</li> <li>➤ Applicants living outside their home country, submit evidence of travel to other countries, eg. copy of visas, entry stamps</li> </ul>		
<p><b>5. Evidence of relationship if secondary applicant (s) is included in the application</b></p> <ul style="list-style-type: none"> <li>➤ marriage certificate</li> <li>➤ dependent child's birth certificate showing parents' names</li> <li>➤ Letter of Consent from the non-travelling parent for dependent child included in your application to travel</li> </ul> <p>Evidence that you are living in a genuine and stable partnership – such as</p> <ul style="list-style-type: none"> <li>• photographs of you and your partner together</li> <li>• documents indicating public recognition of the marriage or partnership</li> <li>• joint bank accounts, joint ownership of assets</li> <li>• evidence of contact (email, phone contacts, etc)</li> <li>• air tickets showing holidays together</li> <li>• any other evidence to support that the relationship is genuine and stable and will be maintained on a long term and exclusive basis.</li> </ul> <p>The definition of '<b>living together</b>' does not include:</p> <ul style="list-style-type: none"> <li>• time spent in each other's homes while still maintaining individual residences; or</li> <li>• shared accommodation during holidays together; or</li> <li>• flatmate arrangements.</li> </ul> <ul style="list-style-type: none"> <li>➤ <b>ENGAGED COUPLE:</b> Submit separate visa applications unless you can provide evidence of your partnership and evidence of living together in a genuine and stable relationship.</li> </ul>		
<p><b>6. Travel Booking</b></p> <ul style="list-style-type: none"> <li>➤ A copy of travel booking or flight reservation.</li> </ul>		
<p><b>7. Evidence of funds</b></p> <p>Funds of NZ\$1,000 per person per month or NZ\$400 per person per month and evidence of prepaid accommodation. Please provide either</p> <ul style="list-style-type: none"> <li>➤ Letter from your bank or bank statements for the last 3 months in <b>your name</b> if you are self-sponsored, OR</li> <li>➤ A properly completed and signed <b>ORIGINAL</b> Sponsorship Form for</li> </ul>		

DOCUMENTS REQUIRED	Applicant check	VAC check
Temporary Entry (INZ 1025) completed by your New Zealand sponsor (please submit supporting documents as specified in the form)		
<b>8. Additional Documents</b> General Visit – Tourist/Visiting Family, Friends <ul style="list-style-type: none"> <li>➤ If you are <b>employed</b>, a letter from your employer stating the position you hold, your length of employment, monthly salary and leave approval dates granted.</li> <li>➤ If you are a <b>student</b>, a letter from your school stating the course you are attending, start and end date of your course and leave approval dates granted.</li> <li>➤ If you are a <b>student travelling on a school organised trip</b>, 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.</li> <li>➤ If you are <b>self-employed</b>, latest income tax statement and company registration (eg. ACRA business profile, company registration).</li> </ul>		
Business Visit <ul style="list-style-type: none"> <li>➤ 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.</li> <li>➤ A letter of invitation from the New Zealand company.</li> </ul> <p>Note: Please apply for a work visa - specific purpose or event (see relevant checklist for application requirements) if you are visiting New Zealand to</p> <ul style="list-style-type: none"> <li>➤ conduct ship inspection</li> <li>➤ conduct training</li> <li>➤ working as a tour leader</li> </ul>		

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

Have you completed an eMedical by a panel physician ☐ Yes ☐ No

Have you submitted the eMedical Information Sheet with this application ☐ Yes ☐ No

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