

## **Working in New Zealand**

The following documents must be forwarded to the Consulate General in LA 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.

- ( ) **WORK VISA APPLICATION FEE SCHEDULE:**
  - **No work visa fee is required for the holders of the following passports:**  
*Finland, Iceland, Japan, Mexico, USA*

- An application fee of US\$135.00 is required for holders of the following passports:  
Fiji, Kiribati, Marshall Islands, Micronesia Federation, Palau, Papua New Guinea,  
Samoa, Solomon Islands, Tonga, and Vanuatu.

-An application fee of US\$150 is required for all other passport holders.

**As we do not have credit card facilities, all visa fees must be by Money Order or Bank Cashiers Cheque.**

- ( ) If the assignment in New Zealand is for less than 12 months in total you may be required to provide evidence of outward travel arrangements – either an open-dated return or outward air ticket to a country you have right of entry.

- ( ) **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.**

- ( ) A written offer of employment or employment contract 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)

- ( ) If relevant, evidence or a letter from the New Zealand Immigration Service providing approval to hire overseas personnel. This does not apply if the job being offered is on a long term or immediate shortage list.

- ( ) Evidence that you are suitably qualified to carry out the position offered. (i.e. qualifications, certificates and relevant work references.)

- ( ) 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)

- ( ) 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 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

### ***Please see overleaf for further requirements***

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 not 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**

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**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 order (where applicable only) your marriage certificate and/or sufficient evidence that you and your partner are **living together** in a genuine and stable relationship.

**IMPORTANT NOTES:**

- Applicants should not arrange for the disposal of their property before a final decision has been made on their application.
- **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 NZ Consulate General 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](http://www.immigration.govt.nz)**