



Work Visa Guide

A guide to applying for a work visa

Information about this guide

This guide will help you to complete the form *Work Visa Application (INZ 1015)*. It will give you information about coming to New Zealand to work and help you to understand the requirements you need to meet if you want to work in New Zealand.

You should read this guide before completing the application form. The guide gives you information about:

- how to decide which visa you need to apply for
- what evidence you need to provide with your application form
- what to do if you want to later apply for residence in New Zealand.

Do you need a visa to work in New Zealand?

You do not need a work visa to work in New Zealand if one of the following applies to you.

- You are a New Zealand citizen.
- You hold a New Zealand residence class visa.
- You hold a special temporary (diplomatic, consular or official) visa.
- You hold a military visa.
- You are intending to undertake work in New Zealand that is not considered to be employment (see 'What work is not considered to be employment?' on page 2).

If you are the holder of a current Australian permanent residence visa or a current Australian resident return visa, you do not need a visa to travel to New Zealand. You must apply for a resident visa on arrival. You will do this by completing an arrival card on the aircraft/ship on your way to New Zealand.

Where do you send your application and documents?

Applicants who are overseas

Send your completed application form and documents to your nearest Immigration New Zealand office or visa application centre.

See www.immigration.govt.nz/fees to see where to send your application and for the fee in your local currency.

Applicants who are in New Zealand

Send your completed application form and documents to your nearest Immigration New Zealand office.

For office addresses, see www.immigration.govt.nz/contactus.

GENERAL INFORMATION

What is a visa and what does it allow?

A work visa allows you to work in New Zealand for a limited amount of time.

You can apply for a work visa before travelling to New Zealand. A work visa granted offshore will allow you to travel to the New Zealand border. When you arrive, an immigration officer will check that you meet all the conditions of your visa to be granted entry permission to work in New Zealand.

You can also apply for a work visa once you are already in New Zealand. Whether you apply onshore or offshore, your work visa may include travel conditions allowing a single entry (valid for one journey) or multiple entry (valid for more than one journey).

A work visa may be endorsed in your passport or may be granted electronically, in which case you need to have and keep a printed copy.

What is on a work visa?

A work visa will state the expiry date of your visa, the expiry date of your travel conditions (if you have any), and the conditions of your visa. The conditions may include:

- the type of employment
- the employer's name
- where in New Zealand you can work.

What is 'employment'?

Employment includes self-employment and means any activity undertaken for 'gain or reward', except for those activities described below under 'What work is not considered to be employment?'

'Gain or reward' includes any payment or benefit that can be valued in terms of money, such as board and lodging, goods (eg food or clothing) and services (eg transport). This applies whether the payment or benefit for the activity is provided by a New Zealand citizen or residence class visa holder or an overseas resident.

Employment in New Zealand includes employment on board any vessel within New Zealand's territorial sea or any vessel registered in New Zealand operating within New Zealand's exclusive economic zone. If a research vessel

operating within New Zealand's territorial sea is not registered in New Zealand, it must have formal consent from the New Zealand Ministry of Foreign Affairs and Trade before undertaking any research.

Commercial sexual services

No person who holds a temporary visa (including a work visa) or limited visa may provide commercial sexual services, or operate or invest in a business which provides commercial sexual services.

What work is not considered to be employment?

There are some kinds of work that we do not consider to be employment under immigration instructions. You may undertake these activities while holding a visitor visa. You will only have to get a work visa if there is a time limit on the activity you are engaged in, and you need to be in New Zealand for a longer period.

These are the activities that we do not consider to be employment.

- Representation on an official trade mission recognised by the New Zealand Government.
- Employment as a sales representative of an overseas company in New Zealand for a period or periods no longer than a total of three months in any calendar year.
- Activity in New Zealand as an overseas buyer of New Zealand goods or services for a period or periods no longer than a total of three months in any calendar year.
- Official business in the service of any government, or of any inter-governmental or international organisation that is entitled to any privileges and immunities under the Diplomatic Privileges and Immunities Act 1968.
- Business consultations or negotiations in New Zealand on establishing, expanding, or winding up any business enterprise in New Zealand, or carrying on any business in New Zealand, involving the authorised representatives of any overseas company, body or person for a period or periods no longer than a total of three months in any calendar year.
- Study or training under a scholarship or other award recognised by the Minister of Immigration.

Who can you include in your application?

You cannot include anyone else on your application form. If your partner, your children, your parent/legal guardian, or anyone else will accompany you to New Zealand, they must apply separately for the type of visa they need.

Part-time work

If you are a visitor or student in New Zealand and wish to work part time, you may apply for a variation of conditions. You will need to complete the form *Application for a Variation of Conditions or a Variation of Travel Conditions (INZ 1020)*.

How long can you stay and work in New Zealand?

Some work instructions specify the duration that visas can be granted for, others are linked to the duration of your offer of employment. If no maximum stay is specified in the information on specific instructions, work visas can be granted for a maximum stay of three years. The exception to this is visas for highly skilled people granted under Essential Skills Instructions, which can be for a maximum duration of five years (see 'Essential Skills work visa requirements').

If your work visa is nearing expiry, you can apply for a further visa. There is no limit on the number of further visas you may obtain, however the requirements of the instructions that you apply under must continue to be met. For some instructions (such as Essential Skills Work Instructions), this may include a labour market check to find out whether any New Zealand citizens or residence class visa holders have become available to take up the position for which you are applying for a work visa.

Tax obligations while working in New Zealand

If you are going to work or open a bank account in New Zealand you will need an IRD number for tax purposes. This is administered by Inland Revenue: you can download an IRD number application form (IR595) from www.ird.govt.nz [keyword IR595]. The form has information on what supporting documentation you need to provide.

How much does a work visa cost?

For up-to-date information about fees:

- see our *Fees Guide (INZ 1028)*
- see our website www.immigration.govt.nz/fees
- contact your nearest Immigration New Zealand office.

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

What rules must employers meet?

All employers who want to employ foreign workers or students to work in New Zealand must comply with relevant employment and immigration law. Generally, this includes:

- paying employees no less than the appropriate adult or youth minimum wage or other contracted industry standard
- providing a job offer that is not a result of any payment asked of or received from the employee
- meeting holiday and special leave requirements or other minimum statutory criteria, (e.g. occupational safety and health obligations),
- only employing people who have authority to work in New Zealand.

Under some instructions, the rules may be slightly different.

An employer may not employ a person who holds a temporary visa or a limited visa to provide commercial sexual services.

Will you be eligible for publicly funded health care in New Zealand?

The Ministry of Health determines eligibility for publicly funded health care in New Zealand. To see if you are eligible visit the Ministry of Health website www.health.govt.nz/eligibility.

People covered by New Zealand's reciprocal health agreements with Australia and the United Kingdom are entitled to publicly funded health care for immediately necessary medical treatment only.

If you seek health care when you are in New Zealand you should carry your passport so that health providers can check whether you are

eligible for publicly funded health care. We strongly recommend that you arrange comprehensive health insurance for your stay in New Zealand.

Importing your car, boat, and/or household items

You may be able to bring your car, boat, and/or household items to New Zealand free of Customs charges. For detailed information on restrictions, and to find out if you must pay Customs charges, see the New Zealand Customs Service website www.customs.govt.nz. For enquiries, email feedback@customs.govt.nz, or telephone:

- 0800 428786 (within New Zealand)
- +64 9 3005399 (outside New Zealand).

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. The sharing of information through VisaView is authorised by legislation.

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

Interim visas

If you are currently in New Zealand, hold a valid temporary visa and have an application for a further work visa being considered by INZ, you may be eligible for an interim visa. We will make a decision on whether to grant you an interim visa close to the day your current visa expires and will inform you by email or letter. You cannot apply for an interim visa, and there are no fees or forms for interim visas.

There is no guarantee that you will be granted an interim visa and if you are, the conditions (including whether or not you can work) will depend on the type of visa you hold and the type of application you have made. Interim visas do not have travel conditions and are valid for a maximum of six months or until a decision is made on your application – whichever is earlier.

WHAT DIFFERENT INSTRUCTIONS CAN YOU APPLY UNDER?

Essential Skills Work Instructions allow people to work temporarily in New Zealand, in areas where we need people to fill shortages where New Zealanders are not available. See 'Essential Skills work visa requirements'.

Work to Residence Instructions allow people whose skills and talents we want to work in New Zealand, and provide them with a way to get residence in New Zealand. See 'Work to Residence visa requirements'.

Partnership Instructions allow the partners of New Zealand citizens or residents, and the partners of people who hold work or student visas to work temporarily in New Zealand. You should use the form *Partnership-Based Temporary Visa Application (INZ 1198)* to make an application for a partnership visa. The *Partnership-Based Temporary Visa Guide (INZ 1199)* contains more information about the requirements and evidence for a partnership visa.

Study to Work Instructions include Post-study work visa (open) Instructions, and allow overseas students who have completed a qualification in New Zealand to work here after their studies and get practical experience suitable to their qualification. See 'Study to Work visa requirements'.

Specific Purpose or Event Instructions allow people to come to New Zealand to work at a specific purpose or event for a particular period. See 'Specific Purpose or Event visa requirements'.

Horticulture and Viticulture Seasonal Work Stream includes a number of special instructions related to horticulture and viticulture seasonal work (planting, maintaining, harvesting, or packing crops). You cannot apply for a visa under these instructions using the *Work Visa Application*. For more information about these instructions, see www.immigration.govt.nz/work.

Religious Worker Instructions facilitate the entry of religious workers to provide New Zealand communities the opportunity to practise, maintain and advance their religious beliefs. See 'Religious Worker visa requirements'.

Foreign Crew of Fishing Vessels Instructions provide for the grant of work visas to foreign crew on foreign chartered or New Zealand fishing vessels. See 'Foreign Crew of Fishing Vessels visa requirements'.

Students and Trainees Instructions facilitate the entry of certain overseas students and trainees to gain practical work experience in New Zealand as part of their studies. See ‘Student and Trainee visa requirements’.

Silver Fern Practical Experience Instructions provide for the grant of work visas to young, highly skilled people from overseas who hold a Silver Fern Job Search visa (or a first Silver Fern Practical Experience work visa) and have found skilled employment in New Zealand. See ‘Silver Fern Practical Experience visa requirements’.

Free Trade Agreement special work instructions facilitate the entry of nationals of certain countries who are qualified and experienced in specific occupations and who have a genuine New Zealand job offer in that occupation. See ‘Free trade agreement special work visa requirements’.

Requirements for all visas based on employment

If you are applying for a work visa based on a job offer in New Zealand, you must provide details of your employment, including an offer of employment in writing. All offers of employment must be genuinely obtained from the employer (not something you paid your employer for or your employer asked you to pay).

All offers of employment must contain:

- the name, address, telephone and/or fax number of the employer, and
- the name and address of the person to whom the job is offered, and
- a full job description.

The job description must include all of the following:

- Job title or designation.
- Address of the place of employment if different from employer’s address.
- Type of work, duties and responsibilities involved.
- Details of pay and conditions of employment.
- Any qualifications, experience or training required.
- Confirmation of whether or not registration in New Zealand is required.
- Duration of the job.
- How long the offer of employment is open.

If you are applying for an Essential Skills work visa, Post-study work visa (employer assisted), Silver Fern Practical Experience visa, Work to Residence

Long Term Skill Shortage List visa or a Specific Purpose or Event work visa which requires a job offer, you must submit a completed *Employer Supplementary Form (INZ 1113)* from your employer, with your application. This will contain all of the information about your employment described above.

Employers can find more detailed information on requirements they must meet in our *Immigration Guide for Employers in New Zealand (INZ 1031)*.

You must also provide evidence that you are qualified by training or work experience to do the job you have been offered. This evidence can be provided in the form of original or certified copies of your qualifications and/or written confirmation of your work experience from previous employers.

If the job requires registration by law in New Zealand, you must also show evidence that you have met, or are able to meet registration requirements.

In New Zealand, registration is required by law in order to undertake employment as one of the following:

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| Architect | Immigration adviser |
| Barrister | Line mechanic |
| Barrister and solicitor | Medical laboratory scientist/technologist |
| Cable jointer | Medical laboratory technician |
| Chiropractor | Medical practitioner |
| Clinical dental technician | Medical radiation technologist |
| Clinical dental therapist | Nurses and midwives |
| Dental hygienist | Occupational therapist |
| Dental technician | Optometrist |
| Dental therapist | Osteopath |
| Dentist | Pharmacist |
| Dietitian | Physiotherapist |
| Dispensing optician | Plumber, gasfitter and drainlayer |
| Electrician | Podiatrist |
| Electrical appliance serviceperson | Psychologist |
| Electrical engineer | Real estate agent |
| Electrical inspector | Cadastral (land title) surveyor |
| Electrical installer | Teacher |
| Electrical service technician | Veterinarian |
| Financial adviser | |
| Note: Electrician - where a current ‘Employer License’ is held, an electrician working for that employer does not require individual occupational registration. | |

If you intend to work in one of these occupations in New Zealand you must provide evidence you can meet the relevant registration requirements before we will grant a work visa.

Dental or medical professionals who hold confirmation in writing from the New Zealand Dental or Medical Councils that they meet New Zealand registration requirements subject only to attending an interview with a representative of the Council immediately after arrival may be granted work visas.

Essential Skills work visa requirements

We may give you a work visa under Essential Skills Instructions if you have a job offer for which you are suitably qualified and experienced, and:

- your job offer is in an occupation that is on the Immediate Skill Shortage List (ISSL), the Long Term Skill Shortage List (LTSSL), or (for employment in the Canterbury region) the Canterbury Skill Shortage List, and you meet the requirements for that occupation, or
- your job offer is from an employer who has a current approval in principle from us for your recruitment, or
- you hold a temporary work visa and have a valid Skilled Migrant Category (SMC) invitation to apply, or an SMC application currently under assessment, for the role you are currently employed in, or
- we are satisfied there are no suitable New Zealanders available, or no New Zealanders readily able to be trained to do the job.

We will consider that suitable New Zealanders are available to do the work on offer when there are New Zealand workers available in the local region that have the qualifications, work experience and other competencies required for the position offered.

We will consider that New Zealanders are readily able to be trained to do the work on offer when there are New Zealand workers in the local region that, despite not having the required qualifications or work experience, could perform the work with on the job training.

Your employer may need to show that the rate of pay you have been offered is not less than the market rate for New Zealand workers in that occupation.

To view the LTSSL and the ISSL, see our website www.immigration.govt.nz/essentialskills.

Essential Skills Work Instructions differentiate between occupations on the basis of skill level. Skill level is determined according to

the Australian and New Zealand Standard Classification of Occupations (ANZSCO).

The skill levels in ANZSCO range from 1 (high skilled) to 5 (low skilled). If your occupation is within ANZSCO Skill Level 1 we may give you a five-year work visa, provided your job offer is for at least five years and your annual salary is at least NZ\$55,000. We can only give you a five-year visa under these instructions once, although you may reapply for a further visa for a shorter duration (up to three years).

If your application is approved on the basis that you hold a valid SMC invitation to apply, or have a SMC application currently under assessment, you may be granted a visa valid for 12 months.

If your application is successful and your occupation is within ANZSCO Skill Level 4 or 5 the maximum duration of your visa is one year.

To view the ANZSCO see our website www.immigration.govt.nz/anzsco.

Minimum income threshold requirement for dependent children

If you want to bring your dependent children with you as visitors or students, you must show that you meet a minimum income threshold to ensure you can support yourself and your dependants when in New Zealand. The minimum income threshold is NZ\$35,264.60 gross per year.

You will need to provide evidence that you meet the minimum income threshold with your child's visitor visa or student visa application. Acceptable evidence includes original or certified copies of a job offer with salary or wages equal to or higher than the minimum income threshold.

If you and your partner both hold an Essential Skills work visa, both of your wages or salaries may be taken into account when determining if the minimum income requirement is met.

Note: if the minimum income requirement is not met your child's visitor or student visa application may be declined.

Note: self-employment does not meet the objectives of Essential Skills work instructions. If you wish to obtain a work visa based on self-employment, you should apply for a long term business visa. For more information see the *Long-Term Business Visa Application (INZ 1058)* and the *Long-Term Business Visa Guide (INZ 1059)*.

Work to Residence visa requirements

There are four different options for you if you are applying under Work to Residence Instructions:

- Talent (Accredited Employers) Work Instructions – for people with a job offer from an employer who we have accredited.
- Talent (Arts, Culture and Sports) Work Instructions – for people with exceptional talent in their field of art, culture or sport.
- Long Term Skill Shortage List Work Instructions – for people working in an occupation on our Long Term Skill Shortage List (LTSSL).
- Long-Term Business Visa Instructions. For more information, and to apply under these instructions, see the *Long-Term Business Visa Application (INZ 1058)*, and the *Long-Term Business Visa Guide (INZ 1059)*.

If you are successful in applying under Talent (Accredited Employers) Work Instructions, Talent (Arts, Culture and Sports) Work Instructions, or Long Term Skill Shortage List Work Instructions, we will grant you a multiple entry work visa current for 30 months.

Accredited Employer work visa

You may be eligible for an Accredited Employer work visa if you are aged 55 years or under and have an offer of employment in New Zealand from an accredited employer and a minimum base salary of NZ\$55,000 per annum. In addition to the general requirements for offers of employment (see 'Requirement for all visas based on employment'), your offer of employment must be:

- for employment in New Zealand in the employer's core area of business activity, where the employer will have direct responsibility for your output
- for a period of at least 24 months
- for full-time employment, (that is, it amounts to, on average, at least 30 hours per week)
- current at the time we assess your application, and at the time we grant a visa, and
- for a position with a minimum base salary of NZ\$55,000 per annum.

For details of the requirements for employer accreditation see our form *Employer Accreditation Application (INZ 1090)*.

Arts, Culture and Sports work visa

You may be eligible under these instructions if you are aged 55 years or under.

You must show us that you have 'exceptional talent' in a declared field of art, culture or sport. We will want to see evidence that:

- you have an international reputation and record of excellence in your declared field, and
- you are still prominent in that field, and
- your presence in New Zealand will enhance the quality of New Zealand's accomplishments and participation in that field of art, culture or sport.

Also, you must be supported by a New Zealand organisation of national repute in your declared field. A 'New Zealand organisation of national repute' is:

- a New Zealand organisation that has a nationally recognised record of excellence in a field of art, culture or sport, or
- a New Zealand organisation that has a nationally recognised record of excellence in fostering exceptional talent in a field of art, culture or sport.

You must also have a sponsor. The sponsor may either be the organisation supporting your application or an individual. For details of the requirements for sponsorship under these instructions, see our form *Talent (Arts, Culture and Sports) Sponsorship Form (INZ 1091)*.

Long Term Skill Shortage List work visa

You may be eligible under these instructions if you have an offer of employment in New Zealand in an occupation that is included on the Long Term Skill Shortage List (LTSSL) that meets the specifications for that occupation. For details of the requirements your offer of employment must meet, see 'Completing Section I: Work to Residence Instructions'.

You must be suitably qualified by training and/or experience to undertake your offer of employment, and you must meet any specific requirements set out in the LTSSL. To view the LTSSL, see our website www.immigration.govt.nz/ltssl.

You must also have met, or be able to meet, any of the necessary New Zealand registration requirements if these are required to take up the offer. For details of registration requirements, see 'Completing Section F: Job offer'.

When you later apply for residence, you must be aged 55 or under to be eligible.

How do I qualify for residence under Work to Residence Instructions?

If your application for a work visa under Work to Residence Instructions is successful, then, after you have held a work visa for 24 months, you may be eligible for a residence class visa. You will have to meet normal residence requirements, such as health and character requirements, as well as meeting the requirements for the instructions you applied under. When you lodge the residence application, you must be in New Zealand.

Accredited Employers Work Instructions

You may be eligible for residence if you have been employed in New Zealand throughout a period of at least 24 months by any accredited employer, or any other employer you obtained our approval to work for.

You must have employment in New Zealand with a minimum base salary of at least NZ\$55,000 per annum. (The minimum salary requirements are different for people whose work visa under these instructions was made before 28 July 2008. See our *Self-Assessment Guide for Residence in New Zealand (INZ 1003)*).

Arts, Culture and Sports Work Instructions

You may be eligible for residence if you have been actively engaged in your declared field of art, culture or sport. You must still be prominent in that field of art, culture or sport, and you must be supported by an organisation of national repute in your declared field. You must also have a sponsor. The sponsor may either be the organisation supporting your application or an individual.

You must not, since the grant of your visa under these instructions, have applied for, or been granted, welfare assistance under the New Zealand Social Security Act 1964.

Long Term Skill Shortage List Work Instructions

You may be eligible for residence if you are aged 55 years or under and have employment in New Zealand with a minimum base salary of at least NZ\$45,000 per annum that is either:

- in the same occupation that enabled you to obtain a work visa under these instructions, or
- in an occupation on the LTSSL current at the time you apply for residence.

Study to Work visa requirements

Study to work visas include the Post-study work visa (open) and the Post-study work visa (employer assisted). Both are open to former students who have completed their studies in New Zealand.

Post-study work visa (open)

You may be eligible for a Post-study work visa (open) if you have successfully completed a qualification in New Zealand that would qualify for points under the Skilled Migrant Category.

You may apply for a Post-study work visa (open) for a maximum of 12 months. You must apply for the work visa no later than three months after the end date of your student visa for that qualification.

You must also show that you have at least NZ\$4,200 to support yourself while you are looking for work. Acceptable evidence of funds includes:

- photocopies of travellers' cheques
- bank drafts
- letters of credit, and
- bank statements in your name showing a minimum of two months' transactions and current balance.

Post-study work visa (employer assisted)

You may be eligible for a Post-study work visa (employer assisted) if you have successfully completed a qualification in New Zealand that would qualify for points under the Skilled Migrant Category and you have a job offer which is relevant to that qualification.

You may apply for a work visa for a maximum of two years to get practical experience suitable to your qualification. You may apply for a work visa for a maximum of three years if you are working towards getting membership or registration from a New Zealand professional association, which requires more than two years of relevant practical work experience. You must apply for the work visa no later than three months after the end date of your student visa for that course or qualification, or be the holder of a Post-study work visa (open).

Specific Purpose or Event visa requirements

You may be eligible for a work visa under these instructions if you are coming to New Zealand for a specific purpose or event for a particular period. You must have demonstrated skills, attributes or expertise in areas relevant to that specific purpose or event that are likely to benefit New Zealand. Your employment in New Zealand must not be likely to harm employment opportunities for New Zealanders.

If you are required to provide an offer of employment, you will also need to submit a completed *Employer Supplementary Form (INZ 1113)*.

The following people may be approved to come to New Zealand for a specific purpose or event.

Senior or specialist business people on short-term secondments. You must have an offer of employment either in a substantial New Zealand company or a New Zealand subsidiary of an overseas company.

People seconded to New Zealand as an intra-corporate transferee. You must be taking up a position in a multi-national company as a chief executive or senior staff member or specialist staff member.

People wishing to undertake business activities in New Zealand for a period exceeding three months in one year. You must be able to satisfy an immigration officer that you have genuine reasons for a longer stay, and documented evidence of these reasons will be required.

Migrant Investment Instructions principal applicants. You must be a principal applicant who lodged an application for residence under one of the two Migrant Investment categories who is investigating direct investment opportunities and making direct investments in New Zealand.

Sports referees, show, display or exhibition judges, non-accredited media and broadcasting personnel for major sporting events. You must produce a written invitation to referee, report on or broadcast sports events or judge shows, displays, or exhibitions or a schedule of events from an organisation in New Zealand.

Dance and music examiners of recognised international teaching institutions. You must have a written invitation or offer of employment to conduct examinations in New Zealand.

Installers or servicers of specialised machinery or equipment supplied by an overseas company. You must provide evidence that installing or servicing the equipment in New Zealand is a condition of purchase.

Performing artists, entertainers, film and video production crew, and associated support personnel who intend to engage in any form of private or public performance in New Zealand or work on any film or video production in New Zealand. You must complete a separate *Performing Artists, Entertainers and Entertainment Industry Personnel Work Visa Application (INZ 1187)*. For further information, see www.immigration.govt.nz/entertainers.

Sports people and professional sports coaches. You must be taking up a paid position in a New Zealand sports club and have a written offer of employment from that club.

Nurses from the Philippines seeking entry to obtain New Zealand occupational registration. You must have a job offer from a district health board and a letter from the Nursing Council confirming you have been accepted for the Competence Assessment Programme.

Other. You must be able to show that you need to come to New Zealand for some other specific purpose or event and that the circumstances justify the grant of a work visa under these instructions.

Religious Worker visa requirements

You may apply for a work visa if you are being sponsored by a registered charity whose primary purpose is advancing religion. The religious work you undertake must be recognised by INZ as directly serving the religious objectives of the sponsoring organisation.

A work visa under Religious Worker instructions may be granted for a period of up to two years to work with the same sponsoring organisation.

For details on the evidence you must provide see the *Work Visa Application (INZ 1015)*.

The organisation sponsoring your application for a work visa must be a charity registered with Charities Services:

- whose purpose is advancing religion, and
- who will cover your costs for accommodation and maintenance while in New Zealand, and repatriation.

The sponsoring organisation must complete a *Sponsorship Form for Religious Workers (INZ 1190)* and include:

- evidence of their financial ability to sponsor you for the duration of your visa, and
- a copy of an employment agreement and/or description of the religious work you will undertake.

Foreign Crew of Fishing Vessels visa requirements

You may apply for a work visa to work as a crew member on a fishing vessel operating in the New Zealand Exclusive Economic Zone. To do so, you must provide:

- a completed *Work Visa Application (INZ 1015)* form
- the application fee
- an employment agreement, in English and your own language, that meets the requirements of section WJ5.45.10 of the Immigration New Zealand (INZ) Operational manual
- (if applicable), a copy of the Approval in Principle (AIP) letter
- evidence that you have at least 12 months' work experience in a similar position and any other required qualifications and experience for the your position as specified in the AIP, or, in the case of non-AIP applications, the job description
- a written sponsorship agreement (*Sponsorship Form for Temporary Entry (INZ 1025)*), from either your New Zealand employer or employer's agent in New Zealand, stating that they will cover your accommodation, living expenses and the cost of travel back to your home country when you have completed your contract
- (if your employer is an Foreign Charter Party), a *Deed of Guarantee of Financial Obligations in Respect of Foreign Crew (INZ 1211)* form which has been completed by the New Zealand Charter Party – this guarantees that you will be paid if your employer defaults.

If your employer does not require an AIP to employ you, then they must also submit a completed *Supplementary Form for Foreign Crew of a Fishing Vessel (INZ 1213)* form along with the required evidence with your work visa application.

Student and Trainee visa requirements

There are three groups of people who may be approved to come to New Zealand under Student and Trainee Instructions.

Medical or dental trainees wishing to fulfil a compulsory training requirement by undertaking practical training in New Zealand

You must:

- be appropriately qualified and experienced, and
- have a letter of acceptance from a New Zealand hospital, and
- meet funds requirements, and
- not hold a student or visitor visa.

Students wishing to fulfil a course requirement

If you want to fulfil a course requirement by undertaking practical work experience in New Zealand that is directly related to your course of study, you must:

- be studying in your home country or lawfully in any other country (excluding New Zealand), and
- have the support of your education provider, and
- meet funds requirements, and
- have an offer of work from a New Zealand education provider or employer.

Jockeys aged 16 or over wishing to undertake an apprenticeship in New Zealand

You must have:

- an offer of employment from a New Zealand trainer, and
- a guarantee of maintenance and accommodation from New Zealand Thoroughbred Racing Incorporated, and
- a guarantee of repatriation from your New Zealand trainer should you not continue the apprenticeship.

Exchange schemes visa requirements

You may apply for a work visa to come and work in New Zealand as part of an exchange scheme. These may be:

- government-to-government schemes, such as working holiday schemes (see the 'The International/Humanitarian Stream', below), or
- other exchange schemes we have formally approved.

You can get details from our website at www.immigration.govt.nz/work, or contact your nearest INZ office. To arrange an exchange scheme contact your local INZ office.

Silver Fern Practical Experience visa requirements

You may apply for a work visa if you hold a Silver Fern Job Search visa or a Silver Fern Practical Experience work visa, and have an offer of skilled employment in New Zealand which is current for a period of at least 12 months.

We may grant you a work visa for the duration of your offer of employment, up to a maximum of two years. Any subsequent Silver Fern Practical Experience work visa will be granted to a maximum of two years from the grant of the first Silver Fern Practical Experience work visa.

Skilled employment for the purpose of these instructions is employment that would be assessed as skilled under the Skilled Migrant Category residence instructions. For details of skilled employment, see instructions SM7.10 or the *Application for Residence Guide (INZ 1105)*.

The International/ Humanitarian Stream

The International/Humanitarian Stream allows young people from other countries to work in New Zealand under working holiday schemes. Do not use the *Work Visa Application (INZ 1015)* if you want to apply under a working holiday scheme. You must apply online. See our website www.immigration.govt.nz/whs.

Other categories in the International/ Humanitarian Stream allow New Zealand to meet its international and humanitarian obligations to the following groups of people:

- dependants of US Government personnel
- domestic staff of diplomatic and consular personnel
- domestic staff of seconded senior executives
- refugee status claimants
- protection status claimants
- victims of domestic violence
- the partners of holders of student visas who meet specific requirements.

Free trade agreement special work visa requirements

China Special Work Instructions and China Skilled Workers instructions: these instructions allow limited numbers of Chinese nationals who are qualified and experienced in certain occupations, and who have a genuine New Zealand job offer in that occupation to be granted a work visa. You must also meet normal requirements relating to health and character.

To apply you must complete the form *Work Visa Application for China Skilled Work Instructions (INZ 1158)*.

For more information on these instructions, see our *Guide to Special China Immigration Instructions (INZ 1157)*.

Philippines, Vietnam and Indonesia special work instructions: these instructions allow limited numbers of workers from the Philippines, Vietnam and Indonesia, who are qualified and experienced in specific occupations, to come to New Zealand to work for up to three years, depending on the length of the job offer.

If you are granted a work visa for less than three years, you may apply for a further visa for the balance of the period, as long as you still meet all the requirements of these instructions.

If you are granted a visa under these instructions and later wish to return here, you will need to remain outside of New Zealand for at least three years before you can apply under these instructions again.

Philippines Special Work Instructions: farm managers and engineering professionals applying for a work visa must be resident in the Philippines and apply through the appropriate receiving office in the Philippines; registered nurses may apply from any country through their nearest INZ office.

Vietnam Special Work Instructions: Vietnamese chefs and engineering professionals applying for a work visa must be resident in Vietnam at the time they apply.

Indonesia Special Work Instructions: Indonesian chefs, Halal slaughterers and Bahasa Indonesia teachers' aides applying for a work visa must be resident in Indonesia at the time they apply.

As well as meeting health and character requirements, you must have a New Zealand job offer. The job offer must be for genuine, sustainable and full-time employment for up to three years. You must provide evidence that you have the qualification and/or experience required for that job, and you must meet any other requirements, for one of the occupations in the following table.

| Occupation | Number of people able to hold a visa at any one time | Qualification requirement | Other requirement(s) |
|--|--|--|--|
| Philippines Special Work instructions | | | |
| Registered nurse | 100 | A qualification which has been assessed as equivalent to a New Zealand Bachelor of Nursing or Diploma in Comprehensive Nursing (diploma or hospital-based certificate) | New Zealand registration |
| Farm manager | 20 | A qualification and/or work experience relevant to the New Zealand job offer as a farm manager. | The job offer must be assessed as equivalent to ANZSCO* Skill Level 1. |
| Engineering professional | 20 | A bachelor degree (level 7 or above) qualification and registered on the International Professional Engineers Register or APEC Engineers Register, or a Washington Accord accredited engineering degree. | The job offer must be assessed as equivalent to ANZSCO* Skill Level 1. New Zealand registration where required. |
| Vietnam Special Work instructions | | | |
| Vietnamese chefs | 100 | A qualification and/or work experience relevant to the New Zealand job offer as a Vietnamese chef. | The job offer must be assessed as equivalent to ANZSCO* Skill Level 3. |
| Engineering professional | 100 | A bachelor degree (level 7 or above) qualification and registered on the International Professional Engineers Register or APEC Engineers Register, or a Washington Accord accredited engineering degree. | The job offer must be assessed as equivalent to ANZSCO* Skill Level 1. New Zealand registration where required. |
| Indonesia Special Work Instructions | | | |
| Indonesian chefs | 100 | A qualification and/or work experience, relevant to the New Zealand job offer as an Indonesian chef, as set out for this occupation in ANZSCO*. | The job offer must be assessed as equivalent to at least ANZSCO* Skill Level 3. |
| Halal slaughterers | 20 | A qualification and/or work experience, relevant to the New Zealand job offer as a Halal slaughterer, as set out for this occupation in ANZSCO*. | The job offer must be assessed as equivalent to at least ANZSCO* Skill Level 4. |
| Bahasa Indonesia teachers' aides | 20 | A qualification and/or work experience, relevant to the New Zealand job offer as a Bahasa teachers' aide, as set out for this occupation in ANZSCO*. | The job offer must be assessed as equivalent to at least ANZSCO* Skill Level 4. |

* ANZSCO is the Australian and New Zealand Standard Classification of Occupations. For more information see www.immigration.govt.nz/anzsco.

Thai chefs

You may qualify for a work visa if you have a job offer as a Thai chef from a New Zealand employer, and can provide evidence of having completed a relevant qualification and work experience.

Interpreters from Japan

You may be eligible if recruited by a New Zealand employer in a tourism-related industry who can satisfy us they cannot obtain suitably qualified New Zealanders.

Antarctic Treaty

You will need to apply for a work visa before travelling to New Zealand if you intend to work on the mainland of New Zealand as part of any scientific programme or expedition under the Antarctic Treaty.

You will need to provide an application form, but you will be exempt from the application fee.

Partners and children of US Government personnel

You may apply for a work visa if your partner or parent is working for the US Government in New Zealand. Under this agreement, dependants are defined as partners, dependent children under 21 years of age who are not in a partnership, dependent children under 25 years of age who are not in a partnership and who are full-time post-secondary school students, and physically or mentally disabled children who are not in a partnership.

Primary Sector Trainees work visa requirements

This work visa provides an opportunity for primary sector trainees from countries with whom New Zealand has an agreement to undertake vocational programmes of study and gain work experience in their chosen fields.

To apply for a primary sector trainee work visa you must:

- provide a completed work visa application form (INZ 1015) and fee,
- provide a letter of support/funding arrangements from your home government,
- provide an offer of place from either a university or an education provider assessed as Category One by the New Zealand Qualifications Authority that is a signatory to the Ministry of Education's Code of Practice for the Pastoral Care of International Students,
- provide a signed New Zealand employment agreement with the employer you will be working for, and
- agree to hold medical and comprehensive hospitalisation insurance that will remain current throughout your stay in New Zealand.

Victims of domestic violence, victims of people trafficking, and refugee or protection status claimants

Special work visas are available for these categories. For information see our website www.immigration.govt.nz or contact your nearest office.

GUIDE TO COMPLETING THE APPLICATION FORM

To apply for a work visa, you must complete and sign the *Work Visa Application (INZ 1015)* form. If you are under 18 years of age, your parent or legal guardian must sign the form for you. Send it to us with the application fee, and all the documents we need to assess your application.

If you do not include everything we need, we will not process your application and will return it to you.

Translations of documents

If you provide a translation, it must:

- be in English; and
- be accompanied by the original document or a certified copy; and
- not be made by you, any of your family members or or an immigration adviser assisting with your application; and
- be certified as a correct translation made by a person familiar with both languages and competent in translation work; and
- be on the official letterhead of the translation business (if applicable); and
- have the stamp or signature of the translator or translation business; and
- be paid for by you.

Translations may be prepared by:

- the Translation Service of the New Zealand Department of Internal Affairs; or
- reputable people within the community who are known to translate documents accurately; or
- embassies or high commissions (if the translation is endorsed with the appropriate embassy or high commission seal); or
- any other private or official translation business.

Completing Section A Personal details

Passport photographs

You must attach two passport-size photographs to the form at the section indicated. The photographs must be original, and taken within the last six months. The size of the photographs should be about 45 mm by 35 mm. The photographs should be in good quality colour (not black and white).

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

This includes your birth name, your name from marriage or from adoption, or your English name.

A7 Passport details

The passport details must be those of the passport or travel document you will use to travel to and from New Zealand.

You must send your passport or travel document with your application. It must be valid to at least three months past the date you plan to leave New Zealand.

A9 Partnership status

You have the following options for your partnership status:

- married/in civil union (a civil union is a legally recognised union of a couple of the same or opposite sex, with rights similar to those of marriage)
- single (not currently married or in a partnership or civil union)
- partner (this includes being in a de facto partnership)
- separated (this includes being separated from a civil union)
- engaged
- widowed
- divorced (this includes having a dissolved civil union).

You must choose the option that describes your current, or most recent, partnership status.

Completing Section B Contact details

- B5** An adviser can be any person who assists you with your application. It could be a lawyer, immigration adviser, translator, friend or family member.

Completing Section C Your health

- C5** If you intend to give birth in New Zealand please indicate how the cost of maternity health services will be paid for and provide the relevant evidence.

If you are pregnant and intending to give birth in New Zealand we need to be sure that you have a bona fide reason for being in New Zealand. We also need to ensure that you are either eligible for publicly funded maternity health services or able to meet the costs of maternity health services (evidence of at least NZ\$9,000 is required) through personal funds or sponsorship.

To find out if you are eligible for publicly funded maternity services, you may check your eligibility through the Ministry of Health at www.health.govt.nz which provides comprehensive information on eligibility for publicly funded health and disability services. Alternatively you may be able to establish whether you are eligible by checking our leaflet *Health Requirements (INZ 1121)*. You should attach evidence that you meet the criteria to be eligible for publicly funded maternity services if the evidence is not already available to us (for example – evidence of partnership or your partner’s eligibility for publicly funded health services).

If you are not eligible for publicly funded maternity health services you will need to provide evidence that you have sufficient funds to pay for the cost of maternity health services.

Acceptable evidence of your funds includes:

- bank statements in your name
- bank drafts
- recognised credit cards with sufficient credit available, and
- travellers’ cheques.

You must not send cash or original evidence of funds. Funds to cover the cost of maternity health services must be additional to the funds you hold to support yourself in New Zealand and to purchase an outward ticket.

Alternatively you may provide evidence of sponsorship which meets our sponsorship requirements. Your sponsor must complete the *Sponsorship Form for Temporary Entry (INZ 1025)*.

Medical certificates

You may need to provide us with a medical certificate and chest X-ray certificate to show that you meet our acceptable standard of health. What you must provide depends on:

- whether you have recently sent a medical certificate or chest X-ray certificate with another application
- how long you intend to stay in New Zealand
- what countries you have previously lived in or visited.

If you are already in New Zealand, and you are applying for a further visa, you need to include the time you have already spent in New Zealand, as well as the time you intend to stay here, to decide whether or not you need to complete a medical certificate or chest X-ray certificate.

Example *You have been in New Zealand on a visitor or student or work visa or other temporary visa for eleven months, and you wish to apply for a work visa for six months. This will mean a stay in New Zealand of more than 12 months in total.*

- C6** Will you be in New Zealand for more than six months in total?

You are not required to provide a medical certificate or chest X-ray certificate if you will be in New Zealand for less than six months.

C7 How long do you intend to stay in New Zealand? If you are in New Zealand, this includes time you have already spent here.

If you will be in New Zealand for **between six and 12 months** and are from, or have spent more than three months visiting, a place outside the list of countries, areas and territories with a low incidence of tuberculosis (TB) (see the table below), you must provide a *Chest X-ray Certificate (INZ 1096)* which is no more than three months old, unless the exception rules for a chest X-ray certificate apply (see notes below).

If you will be in New Zealand for **more than 12 months**, you must provide a *General Medical Certificate (INZ 1007)* and *Chest X-ray Certificate (INZ 1096)* which are no more than three months old, unless the exception rules for a medical certificate and chest X-ray certificate apply (see notes below).

COUNTRIES, AREAS, AND TERRITORIES WITH A LOW INCIDENCE OF TUBERCULOSIS (TB)

| | | |
|------------------------|---|------------------------------|
| American Samoa | Finland | Netherlands |
| Andorra | France | New Zealand |
| Antigua and Barbuda | Greece | Norway |
| Australia | Germany | Oman |
| Austria | Grenada | Puerto Rico |
| Barbados | Iceland | Saint Kitts and Nevis |
| Belgium | Ireland | Saint Lucia |
| Bermuda | Israel (including the Occupied Palestinian Territory, and including East Jerusalem) | San Marino |
| British Virgin Islands | Italy | Slovakia |
| Canada | Jamaica | Slovenia |
| Cayman Islands | Jordan | Sweden |
| Chile | Libya | Switzerland |
| Costa Rica | Liechtenstein | Trinidad and Tobago |
| Cuba | Luxembourg | Turks and Caicos Islands |
| Cyprus | Malta | United Kingdom |
| Czech Republic | Monaco | United States of America |
| Denmark | Montserrat | United States Virgin Islands |
| Dominica | Netherlands Antilles | Vatican City |

Example 1 You hold a Chinese passport and you live in China, which is not on the list above. This means that you must complete a Chest X-ray Certificate (INZ 1096).

Example 2 You hold a French passport and you live in France, which is on the list above. You have not spent more than three months in a place that is not on the list. You do not need to provide a medical certificate.

Example 3 You hold a British passport and you live in the United Kingdom, which is on the list above.

However, in the last five years, you spent five weeks in Thailand and eight weeks in Fiji. Thailand and Fiji are not on the list above, and you have spent a total of at least three months in a place which is not on the list above.

You must complete a Chest X-ray Certificate (INZ 1096).

↓ Notes:

D5 Exception rules for a medical certificate

If you are a person who is required to provide a medical certificate, you do not need to provide one if you have provided a *General Medical Certificate (INZ 1007)* which was issued less than 36 months ago with a previous visa application; and

- your health has not deteriorated since then; and
- you have not been requested in writing by an immigration officer to provide a certificate.

Exception rules for a chest X-ray certificate

If you are a person who is required to provide a chest X-ray certificate you do not need to provide one if you have provided a *Chest X-ray Certificate (INZ 1096)* which was issued less than 36 months ago with a previous visa application; and

- your health has not deteriorated since then; and
- you have not been requested in writing by an immigration officer to provide a certificate; and
- you have not spent six consecutive months since your last certificate was issued, in a country, area or territory not listed as having a low incidence of TB.

Chest X-ray certificate for pregnant applicants

If you are pregnant you do not need to provide a chest X-ray certificate. If you are a person who would ordinarily be required to provide one, you will only be granted a visa valid for three months after the date that you are due to give birth, unless you have provided a chest X-ray certificate issued within the last 36 months with a previous application. Where a visa is only granted for three months after the date you are due to give birth, you will need to provide a chest X-ray certificate with an application for a further visa if you wish to remain in New Zealand.

Where can I get my medical and chest X-ray certificates completed?

In most countries we require the medical examinations to be carried out by one of a selected panel of medical practitioners or institutions. The details of these countries and the names and addresses of the approved panels are listed on our website.

Submitting your medical and chest X-ray certificates

Refer to the leaflet 'Health Requirements Guide' for further information.

I have been recognised as having refugee or protection status in New Zealand and am eligible to apply for a permanent resident visa. What medical certificates do I need to provide?

You are not required to provide a medical certificate or a chest X-ray certificate with a work visa application.

Completing Section D Your character

Police certificates you must provide

You may need to provide us with police certificates to show that you are of good character and do not pose a potential security risk. At the time of lodgement your police certificate must not be more than six months old from date of issue. Police certificates that are older than six months from the date of issue at lodgement of any application will NOT be accepted.

D7 If you are applying for a work to residence visa under the accredited employer, long term skills shortage list or arts, sport and culture instructions, you must provide police certificates.

If you are applying for any other type of visa and you intend to stay in New Zealand for 24 months or longer, you must provide a police certificate from your country of citizenship and any country you have lived in for five years or more since you turned 17. The only exception to this is if you have provided police certificates with a previous visa application, and that certificate was issued less than 24 months ago when you lodge your current visa application, or if you are younger than 17. If you are under 17 you do not need to provide police certificates.

F3 ANZSCO occupation code

ANZSCO is the Australian and New Zealand Standard Classification of Occupations. Most New Zealand occupations are listed on the ANZSCO, with a six-digit occupation code and a skill level. For more information see www.immigration.govt.nz/anzsco.

Assessing your application: bona fides

When we assess your application and the information you provide, we ensure that it meets all the requirements of the visa you are applying for. This includes the requirement to be 'bona fide', which means you intend a genuine temporary stay to work.

When we assess if you are a bona fide worker, we consider all of the information that we have. For example, we will consider:

- your personal circumstances, such as:
 - your family ties in your home country and New Zealand;
 - personal, financial, employment or other commitments in your home country and New Zealand;
 - any circumstances that might mean you may not want to return to your home country when any visa expires,
- information that we have about previous applications, such as whether you have previously overstayed or breached visa conditions.
- whether you have dependants who are unlawfully in New Zealand.
- your ability to leave or be deported from New Zealand to your country of citizenship.

INZ will consider all of the information you provide in support of your application but is not obliged to ask you for more. So, with evidence that you meet the particular requirements for the type of visa you are applying for, you should provide any evidence that you think demonstrates that you are a bona fide applicant.

For more information

If you have questions about any of the information in this guide:

- see our website www.immigration.govt.nz/contactus
- telephone our call centre on 0508 558 855 (within New Zealand).

