

## **New Delhi Branch**

C/o T T Services,  
P-23/90 Rai House  
Connaught Circus  
(Opp Shivaji Stadium)  
New Delhi-110001, INDIA.  
Contact Centre: +91 11 4259 6300  
Fax: +91 11 4761 2990  
Enquiry Email Id : [NZISNewDelhi@dol.govt.nz](mailto:NZISNewDelhi@dol.govt.nz)  
Web address: [www.immigration.govt.nz](http://www.immigration.govt.nz)



## **WORK VISA CHECKLIST**

### **A guide for applicants**

It is important that you provide all the relevant information requested below so we can accept and process your application promptly.

All documents not in English must be translated by a translation service. A Translation Service may **NOT** certify documents as original.

Application forms can be downloaded and other relevant information may be found on our website [www.immigration.govt.nz](http://www.immigration.govt.nz)

### **Submission of Application**

TT Services collect visa applications on behalf of Immigration New Zealand New Delhi Branch, hence all applications / documents should be sent directly to TT Services. Contact details of TT Services collection centres across India is given on the last page.

### **1. APPLICATION FORM**

An "Application to work in New Zealand" and the supplementary work information form (page 4 of this guide) must be fully completed in English (put N/A- not applicable, where appropriate). Answer each question on the form and continue that question on a separate sheet if necessary, do not just attach sheets and say see separate sheet.

### **2. APPLICATION FEE**

**For applicants applying from within India to the New Delhi Branch:**

#### **Indian Rupees**

The current fee for Work Visa Partnership is **INR 9,000** and **all other work visa categories is INR 6,400.**

The current fee for **Work to residence Category is INR 7,700**

**We do not accept CASH, credit cards or have EFTPOS.** The fee must be paid by bank draft **drawn on a New Delhi bank**, made payable to the **"Immigration New Zealand"**. Please do not make the draft out to New Zealand High Commission or Embassy.

**For applicants applying from outside India to the New Delhi Branch:**

#### **US Dollars**

The current fee for Work Visa Partnership is **USD 185** and **all other work visa categories is USD 130.**

The current fee for **Work to residence Category is USD 160.**

The fee must be paid by bank draft in U.S. dollars only, **drawn on a U.S. bank**, made payable to the **"Immigration New Zealand"** and not to the New Zealand High Commission or Embassy.

**Note: The application fee is not refundable if your application is unsuccessful  
Due to currency fluctuations, fees are subject to change without notice.**

### **3. PHOTO**

One recent passport sized photo (less than 6 months old) of each person included in the application must be attached to the application form. If the photo provided is older than 6 months, you will be requested to provide a recent photo and this can result in delays in the processing of the application.

### **4. PASSPORT OR TRAVEL DOCUMENT**

Passports must be valid for 3 months beyond intended date of departure from New Zealand. All the applicants are required to provide a photocopy of first & last page of their passports.

### **5. ADDITIONAL PAGES IN PASSPORTS**

In view of the passport fraud in this region, we **DO NOT** accept passports with additional pages inserted into them. If you have a passport with additional pages you will be asked to obtain a new passport if a visa for New Zealand is to be issued.

### **6. ONWARD TRAVEL REQUIREMENTS**

You will be required to show evidence of the travel arrangement made to leave New Zealand at the end of your stay.

### **7. EVIDENCE OF QUALIFICATIONS AND WORK EXPERIENCE:**

You must submit evidence that you are suitably qualified by training and experience to do the job you have been offered and that you can meet any New Zealand certification or registration requirements if these are required to carry out the job in New Zealand.

Please note that these documents will be subject to verification.

### **8. OFFER OF EMPLOYMENT:**

You must submit an offer of employment for which there is no suitably qualified and experienced New Zealand citizen available. The employment offer must be tested against the New Zealand labour market unless otherwise specified and give details of wages or salary; the number of working hours; accommodation and repatriation.

Please note that we may require further information from your prospective employer.

### **9. REQUESTS FOR APPROVAL IN PRINCIPLE:**

Requests for approval in principle to recruit temporary workers from overseas may be made by the New Zealand employer before lodgement of applications. Requests of this nature must include a case for the recruitment of workers from overseas. The employer should contact the nearest NZIS Branch in New Zealand for requesting an approval in principle.

### **10. LENGTH OF PERMITTED STAY:**

Work visas may be issued to authorise work for the full period for which employment is offered, up to a maximum of three years. If the original period of employment was for less than three years, a further work permit may be granted authorising employment for up to three years from the date of arrival in New Zealand.

### **AND WHERE YOUR OFFER OF EMPLOYMENT IS MORE THAN 24 MONTHS**

- A **police clearance certificate** for persons **over 17 years** of age. Certificates must be less than 6 months old when the application is lodged. For applicants in India police clearance certificates issued from the Regional Passport Office of the Ministry of External Affairs or Deputy Commissioner/Superintendent of Police for area of residence are acceptable for immigration purposes. Applicants in other countries should contact the local police authorities.
- Completed **medical and chest x-ray certificates** less than 3 months old when the application is lodged.

### **AND WHERE YOUR OFFER OF EMPLOYMENT IS MORE THAN 12 MONTHS**

- Completed **medical and chest x-ray certificates** less than 3 months old when the application is lodged.

### **X-RAY FOR TUBERCULOSIS SCREENING FOR YOUR INTENDED STAY OF MORE THAN 06 MONTHS BUT LESS THAN 12 MONTHS.**

As of 15<sup>th</sup> November 2004, all applicants, from a high incidence TB country, intending to be in New Zealand for **more than 6 months** have to undergo TB screening and provide a certificate & x-ray of chest issued by a panel doctor. Please click on the link <http://www.immigration.govt.nz/Migrate/Doctors/Panel+Doctors.htm> for details of the Panel Doctor nearest to you.

People who have spent a combined total of 3 months or more (in the five years before the application) in any high incidence TB country will also need to be tested for TB.

#### **11. ORIGINALS OF DOCUMENTS:**

We require the **originals** of **all** documents. Please submit these together with a photocopy (A4 size only) of each document with your application. This will help to speed up the processing time.

#### **12. INTERVIEWS:**

You may be required to attend an interview at our Office. We will write and advise you of the interview date.

#### **13. PROCESSING TIMES:**

Processing times as on 22 July 2009 are:

Positive Profile applications – 4 working days

Other work visa applications – 9 - 11 weeks for allocation and further 8-12 weeks for processing

All applications are subject to verification checks and the average processing times are as given above. However, the processing time may differ across different applications depending on the level of verifications deemed necessary.

#### **14. Contact Centre Hours :**

From 2 March all general e-mail and telephone queries to the New Delhi Branch will be received by the Contact Centre staff who will reply to all general queries related to visa applications. Telephone enquiries will be answered from 9.00am to 3.00pm from Monday to Friday. All e-mail queries will be responded to within 72 hours.

**E-mail is the preferred mode of communication:**

The general queries can be sent to [NZISNewDelhi@dol.govt.nz](mailto:NZISNewDelhi@dol.govt.nz) and we would aim to reply to you within 48 hours.

Note: All passports are returned by registered mail or courier, unless other arrangements are made by the applicant. Passports are sent by courier within India, only at places, where courier service is available. You will need to indicate collection details on your application form.



**Supplementary Information which must accompany Work Visa applications for New Zealand**

**Please complete the following questions:**

Please provide us with <b>FULL</b> list of ALL your family members (parents, brothers, sisters, spouse and children including deceased or adopted members)						
Name	Date of birth	Relationship to you	Country of Birth	Passport Number	Date of expiry of passport	Nationality

Do you have any friends in New Zealand? Yes/No      If yes, please provide full details as follows:

Name	Date of birth	Address in New Zealand



## TT Services

The contact details of TT Services collection centres across India are as follows –

### New Delhi

P-23/90 Rai House  
Connaught Circus  
(Opp Shivaji Stadium)  
New Delhi-110001  
Ph: 011-43631301  
Collection Timings: 0900AM – 1500 Hours  
Collection days: Monday – Friday  
Email – [inzdelhi@ttepl.com](mailto:inzdelhi@ttepl.com)

### Chennai

Raheja Towers (facing GP Road),  
S003 Omega Wing113-124,  
Anna Salai,  
Chennai - 600002  
Telephone - 044-42027225  
Collection Timings: 0900AM – 1500 Hours  
Collection days: Monday – Friday  
Email – [inzchennai@ttepl.com](mailto:inzchennai@ttepl.com)

### Hyderabad

D.No.5-9-88/1  
Saphire Complex,Chapel Road,  
Hyderabad-500001  
Telephone - 040-23210874  
Collection Timings: 0900AM - 1500 Hours  
Email – [inzhyderabad@ttepl.com](mailto:inzhyderabad@ttepl.com)

### Chandigarh

First Floor, SCO 84-85, Sector 8 C,  
Chandigarh - 160018  
Telephone - 0172-4615634  
Collection Timings: 0900AM - 1500 Hours  
Email - [inzchandigarh@ttepl.com](mailto:inzchandigarh@ttepl.com)

### Cochin

39/4130, 1st Floor,  
Mareena Building,  
Ravipuram, M.G.Road,  
Cochin - 682 016.  
Telephone - # 0484 – 4029660  
Collection Timings: 0900AM - 1500 Hours  
Email - [cochin@ttepl.com](mailto:cochin@ttepl.com)

### Mumbai

21 C Mittal Towers 'C' Wing,  
Nariman Point,  
Mumbai – 400021  
Telephone – 022-66303738  
Collection Timings: 0900AM – 1500 Hours  
Collection days: Monday – Friday  
Email – [inzmumbai@ttepl.com](mailto:inzmumbai@ttepl.com)

### Bangalore

219 Raheja Chambers,  
12 Museum Road,  
Bangalore – 560001  
Telephone – 41122448  
Collection Timings: 0900AM – 1500 Hours  
Collection days: Monday – Friday  
Email – [inzbangalore@ttepl.com](mailto:inzbangalore@ttepl.com)

### Kolkata

22 Camac Street  
Kolkata – 700017  
Telephone – 033 22834230  
Collection Timings: 9:00 am – 3 pm  
Collection days: Monday – Friday  
Email – [inzkolkata@ttepl.com](mailto:inzkolkata@ttepl.com)

### Ahmedabad

Second Floor, Chandan House,  
Mithakhali Six Roads, Opp. Pantaloons,  
Ahmadabad, 380006.  
Telephone - # 079 40047735  
Fax # 079 40047734  
Collection Timings: 0900AM - 1500 Hours  
Email - [inzahmedabad@ttepl.com](mailto:inzahmedabad@ttepl.com)