

**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 47612990  
Fax: +91 11 42596301  
Enquiry Email Id : [NZISNewDelhi@dol.govt.nz](mailto:NZISNewDelhi@dol.govt.nz)  
Web address: [www.immigration.govt.nz](http://www.immigration.govt.nz)



## **VISITOR 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 for Visiting New Zealand" and the supplementary visitor information form must be fully completed in English. Answer each question on the form and continue that question on a separate sheet if necessary.

#### **2. APPLICATION FEE:**

You have a choice of paying either in Indian Rupees or in US Dollars. The details for each are given below:

The current application fee is Indian Rupees INR 4,200. We do not accept CASH, credit cards or have EFTPOS. The fee must be paid by bank draft drawn at any bank in **"New Delhi"** and drawn in the name of **"Immigration New Zealand"**. We do not accept drafts payable to New Zealand High Commission or Embassy.

**OR**

The current application fee in US dollars is **US\$ 85.00**. Please note the fee must be paid by bank draft in US dollars only **drawn on any bank in "USA"** and made payable to the **"Immigration New Zealand"**. We do not accept drafts payable to 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. EVIDENCE OF SUPPORT WHILE VISITING NEW ZEALAND:**

**Either**, evidence of funds to support yourself which must be a minimum of **NZ\$1,000.00** per month of stay. This can be in the form of bank records, copy of available credit card or other forms of financial background.

**OR**

"Sponsoring Form" for visiting, completed by your sponsor in New Zealand, along with evidence your sponsor has supplied of their ability to support you while you are in New Zealand. The Sponsoring Form should be submitted in original.

However, nothing prevents a visa officer from asking for additional financial documents from an applicant to arrive at a fair decision on an application.

#### **6. ADDITIONAL SUPPORTING INFORMATION:**

If travelling on business or attending a conference, evidence of business dealings or business contacts in New Zealand such as invitations or correspondence with New Zealand business parties must be provided. This information is not required if you have travelled previously to New Zealand on business.

To enable us to make an informed decision, please provide any additional information which proves you will be a genuine short-term visitor to New Zealand, and shows you have incentive to return to your home country after visiting New Zealand such as:

- A letter of leave from your employer. Letters from an employer should include annual income (including bonus), length of employment and position held. Also, it must be on company letterhead, bearing the stamp of the company and the signature of the head of the company or the responsible person of the personnel department. If you are self-employed, business or company registration certificate showing proof of ownership and company bank statements must be submitted.
- Personnel Bank statement for the last six months.
- Evidence of any previous overseas travel i.e. clear copy of visas on passport.
- Your travel/flight bookings/itinerary/tickets if applying for a Limited Purpose Visa or Transit visa.
- Completed supplementary information sheet (page 4 of this check-list).

#### **7. X-RAY FOR TUBERCULOSIS SCREENING IF YOUR INTENDED STAY IN NEW ZEALAND IS FOR MORE THAN 6 MONTHS.**

Applicants for temporary entry to New Zealand must have an acceptable standard of health, unless they have been issued or granted a visitor's visa for the purpose of obtaining medical treatment or have been granted a medical waiver.

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 the 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.

Pregnant women and children below the age of 11 years are not required to have a chest x-ray.

## **8. 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.

## **9. PROCESSING TIMES:**

Processing times are:

Positive Profile applications – 4 working days

Applications based on partnership – 10 weeks for allocation and further 7-9 months for processing

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



**Supplementary Information which must accompany Visitors 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 – 080 41122448  
Collection Timings: 0900AM – 1500 Hours  
Collection days: Monday – Friday  
Email – [inzbangalore@ttepl.com](mailto:inzbangalore@ttepl.com)

### Kolkata

8/1, Little Russell Street  
4<sup>th</sup> Floor,  
Kolkata – 700071  
Telephone – 033 22834230  
Collection Timings: 9:00 am – 3 pm  
Collection days: Monday – Friday  
Email – [inzkolkata@ttepl.com](mailto:inzkolkata@ttepl.com)

### Ahmadabad

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)