

CHECKLIST FOR

VISITOR VISA APPLICATION - SINGAPORE

TOURIST & BUSINESS Category

You must lodge your application at the New Zealand Visa Application Centre (VAC) in Singapore. For more information about the VAC, visit: www.vfsglobal.com/newzealand/singapore. It's important you provide all the relevant information requested below so we can process your application promptly. Application forms are available from our website: www.immigration.govt.nz/forms.

Alternatively you may be able to apply on-line for some visa types. You can access our On-line visa application service through our website www.immigration.govt.nz/

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.

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

All forms must be properly completed and each signature section signed. Mark N/A to question(s) not applicable to you

If your partner is included in the application you need to be living together in a genuine and stable partnership. The definition of 'living together' does **not** include:

- time spent in each other's homes while still maintaining individual residences; or
- shared accommodation during holidays together; or
- flatmate arrangements.

- A fully completed application form
 - A Visitor's Visa Application form (INZ 1017) or
 - 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
- Two recent identical passport-sized color photographs, (must be less than 6 months old) of each person included in the application
- Valid passport(s) or certified true copy of the passports of each person included in the application
- Refer to the Visa fee finder [Visa fee finder](#).
(one fee for one family which includes: husband, wife and children aged 20 years old or younger)
Fees are payable in Singapore Dollars and NON-REFUNDABLE regardless of the outcome of the application
- VAC Service Fee and courier fee (if applicable): refer to www.vfsglobal.com/newzealand/singapore. Payment of a return courier fee is not required if passport is self-collected from the VAC
- Evidence of funds of at least NZ\$ 1,000 per month for maintenance and accommodation, or NZ\$ 400 per month if your accommodation has been prepaid. In the form of bank statements, saving books or fixed deposit certificates, or
Completed and signed sponsorship form 1025 if your visit is being sponsored by a NZ citizen/resident
- Onward travel from New Zealand
 - Written confirmation from an airline or travel agency that onward travel has been booked
 - Travel arrangements to be confirmed subject to payment, provided the applicant has sufficient funds to confirm the arrangements
- Dependent child's birth certificate showing parents' names

- Letter of Consent from the non-travelling parent for dependent child included in your application to travel

General Visit – Tourist/Visiting Family, Friends - Additional Documents

- Valid residence status for the country currently living in, evidence such as Permanent Residence visa, employment pass, work permit, dependant pass, long-term visit pass or student pass if you are living outside your home country of each person included in the application
- If you are employed, a Work Reference letter and leave approval from the employer
 - If you are self-employed, evidence of company's ownership, company latest income tax statement and company registration (eg. ACRA business profile, company registration)
- If you are a student, a letter from your school stating the course you are attending, start and end date of your course and leave approval dates granted
 - If you are a student travelling on a school organised trip, a letter from your school confirming the trip and payment of the 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
- Consent letter for child under 16 years old not accompanied by both parents and copy of parents' passport ; copy of student's birth certificate

Business Visit - Additional Documents

- Valid residence status for the country currently living in, evidence such as Permanent Residence visa, employment pass, work permit, dependant pass, long-term visit pass or student pass if you are living outside your home country of each person included in the application
- 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.

A letter of invitation from the New Zealand company.

Apply for a Work visa - specific purpose or event (see relevant checklist for application requirements) if you are visiting New Zealand to

- conduct ship inspection
- conduct training
- working as a tour leader

Additional information request

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.



Processing time

Approximately 15 working days. This is an estimate only and is subject to change depending on the type of visa application and/or whether more information is needed to support an application. However, we commit to keep in touch with you throughout the processing of your application.

PLEASE DO NOT PURCHASE AIRLINE TICKET BEFORE OBTAINING YOUR VISA

(NZ-150617)