

## 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](http://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](http://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/](http://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](http://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**