## **NEW ZEALAND VISA CHECKLIST**



No	Documents Required
01	<ul> <li>Travellers Details</li> <li>Original passport required: Valid for at least 6 months from New Zealand departure with 2 blank pages.</li> <li>Include old passports in the application if any.</li> <li>High Resolution of all pages containing immigration stamps and visas on the current passport and two recent old passports, including the bio data page, observations page and back page of the passport.</li> <li>Digital photograph taken preferably within the last 3 months</li> <li>Clicked against a plain white background.</li> </ul>
02	Travel Details  • Copy of confirmed Arrival and Departure tickets
03	<ul> <li>If Employed</li> <li>Provide the following company letters on official letterhead, including the applicant's name, designation, and signature of the authorized signatory (Consulate general of New Zealand, Mumbai / Embassy of New Zealand, New Delhi):         <ul> <li>Leave Sanction letter (OR) No Objection Certificate.</li> <li>Payslips of last 3 months.</li> <li>Company Appointment Letter (if the applicant has recently switched the company).</li> <li>3 years' ITR or Form 16 (Part A &amp; Part B) is required.</li> <li>Personal bank statement should be for the last 6 months with the bank's sign &amp; seal or E-Statement showing healthy balance.</li> </ul> </li> </ul>
04	<ul> <li>If Self-employed</li> <li>Cover Letter on official business letterhead including the applicant's name, designation, and signature of the authorized signatory. (Consulate general of New Zealand, Mumbai / Embassy of New Zealand, New Delhi)</li> <li>○ Valid proof of Business Registration Certificate, such as GST certificate, Certificate of Incorporation, Partnership Deed, MOA, etc.</li> <li>○ For Partners, LLPs, or Directors: Business ITR for the last 3 years is required along with personal ITR</li> <li>○ For Self-Employed Individuals: 3 years' Personal / Company ITR</li> <li>○ Personal bank statement should be for the last 6 months with the bank's sign &amp; seal or E-Statement showing healthy balance.</li> </ul>
05	<ul> <li>If Student</li> <li>Any one of the below letter from the Institute containing the applicants name:</li> <li>Bonafide certificate (or) Leave letter from educational institution (or) Student identity card copy.</li> </ul>
06	If Retired  • Retirement Proof (OR)  • Pension slip for the last 3 months.
07	<ul> <li>Specific Mandates</li> <li>All documents should be in English. If a document is in any other language, an official translation of the same should be submitted.</li> <li>Embassy or Consulate may request additional documents or personal interview with the applicant on a case-by-case basis.</li> <li>If married &amp; name is not stated in passport then required marraige certificate.</li> </ul>
08	<ul> <li>Sponsor documents</li> <li>Sponsorship letter from the sponsor stating the applicant's details and particulars for the trip.</li> <li>Employment proof of the sponsor.</li> <li>Bank statement of the sponsor.</li> <li>Government ID proof (Passport, Driving license, PAN card) of the sponsor if the sponsor is from India.</li> <li>If the sponsor is from Australia, then a passport/driving license copy of the sponsor.</li> </ul>
09	Staying with friends and family  Invitation Letter In PDF format  Including the name/passport no.of the inviteesDuration/purpose of stay  Copy of ID/passport and VIsa of the inviting person  Permanent address and contact no.of the inviting person  Accomodation and Addess proof is also required
10	<ul> <li>If Visiting for Business Purpose</li> <li>Invitation letter for company on thier letter head with complete details of your trip.</li> <li>Bank statement of last 6 months with sign &amp; stamp, company registration certificate &amp; ITR of last 3 years of the company which will bare your travel expenses.</li> </ul>

## KINDLY CONSIDER THE FOLLOWING INFORMATION AS IMPORTANT BEFORE APPLYING FOR VISA:

- Visa fees & Service Charge are non refundable against any refusal or cancellation.
- Visa grant or refusal is at the sole discretion of the embassy.
- Visa processing time is decided by the Foreign Missions.

