



VISITOR VISA: CONFERENCE DELEGATE CHECKLIST

Caveat: The information provided below does not constitute immigration advice and is publicly available on [Immigration New Zealand Pretoria Market Office webpage](#). Some information has been tailored to ensure that it is fit for purpose.

To save time you may apply for your visa online: www.immigration.govt.nz. The online facility ensures that the applications are received almost immediately once the fee is paid. If you choose to submit your application online, you will still have the option to submit all the necessary supporting documents, like your letter of invitation, a reference from the local association etc. It is also important to provide evidence of your personal circumstances as indicated below.

Paper-based applications are to be lodged at the New Zealand Visitor Application Centre (VAC). Contact information and details on lodging and payment requirements can be found on the VFS website: www.vfsglobal.com/newzealand/southafrica. [This is for applicants in the African region only – all other applicants can source the VAC details from the main website www.immigration.govt.nz]

IMPORTANT NOTE: If you do not provide all of the requirements as indicated below, your application will be decided based on the information submitted. Visa applications must be submitted by **01st April 2016** to ensure that there is sufficient time for Immigration New Zealand [INZ] to process and decide the applications.

GENERIC REQUIREMENTS FOR ALL APPLICANTS
A completed Visitor Visa Application (INZ1017) form. Please ensure that you complete the health and character sections in full. Failure to complete these sections will result in your application being returned un-actioned.
NB: You must also ensure that you complete the employment declaration section in full. Your application cannot be processed without this information. Your employment history for the last five years is essential. Please also declare periods of unemployment.
Immigration New Zealand Application fee: Please refer to our office and fees finder for the most up-to-date fee details.
Please note that in addition to the visa application fee, a VAC Service Fee in South African Rand is payable per application. Please refer here for all payment options and processes.
Your current Passport (original). Both paper-based and online applicants are required to submit their original passports.
2 recent passport-sized photos (of passport quality)
Evidence of your ability to fund your stay in New Zealand, and your outward travel from New Zealand such as: <ul style="list-style-type: none"><input type="checkbox"/> Bank statements for the previous 3 months<input type="checkbox"/> Credit card statements and limits<input type="checkbox"/> A completed Sponsorship Form for Temporary Entry (INZ 1025)
Please note: if you are funding your own visit, you must demonstrate you have at least NZ\$1,000 (per person) for each month you intend to be in New Zealand (or NZ\$400 per month if you have prepaid your accommodation).
Immigration New Zealand must be satisfied that you are a bona fide applicant with a genuine purpose

for visiting New Zealand. Please submit the following additional documents or information to demonstrate your personal, financial, employment or other commitments in your home country to demonstrate you are a bona fide visitor to New Zealand:-

- Your FIG invitation letter
- a letter from your employer
- salary advice slips
- a copy of your highest qualification
- evidence of your current registration with the local surveying organisation/association
- a list of immediate family (not accompanying you)
- evidence of other personal/financial commitments (evidence of fixed assets (land/property), business interests (business registration, business bank statements))
- Your previous passports to verify previous travel history
- Details of any FIG or other similar conferences you previously attended

HELPFUL HINTS:

With the exception of INZ forms, identity information (including passports) and medical and police certificates, you do not have to provide original documents when you lodge your application. If you choose to, please provide a copy along with the original.

All documents presented must be in **English** and/or **translated into English** by an accredited translation service/sworn-in-translator.

For further information please visit: [Visitor visas](#)