



FIG Working Week
Christchurch
New Zealand
2–6 May 2016



Visa and transit questions

The FIG 2016 Working Week Local Organising Committee wants to make travelling to New Zealand (NZ) to attend the Working Week as easy as possible. For that reason we have assembled a fact sheet that should answer any questions you may have with regard to problem free travel to New Zealand in May of 2016.

Q: *Does everyone need a Visa to go to NZ.*

A: No. The following is a complete list of all of the countries who do not require a Visa to visit NZ. Visa-waiver Countries (as at April 2015) are:

Andorra, Argentina, Austria, Bahrain, Belgium, Brazil, Brunei, Bulgaria, Canada, Chile, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hong Kong, Hungary, Iceland, Ireland, Israel, Italy, Japan, Korea (South), Kuwait, Latvia, Liechtenstein, Lithuania, Luxembourg, Macau, Malaysia, Malta, Mexico, Monaco, Netherlands, Norway, Oman, Poland, Portugal, Qatar, Romania, San Marino, Saudi Arabia, Singapore, Slovak Republic, Slovenia, South Africa, Spain, Sweden, Switzerland, Taiwan, United Arab Emirates, United States of America, Uruguay and Vatican City.

Q: *My country is not on this list. What do I need to do?*

A: There are two steps and both take a minimum of 20 business days. The first is an application for a NZ visa. The second only applies if you need to transit through Australia (you can avoid travel through Australia via Singapore, which has direct flights to Christchurch, or other countries that fly directly to NZ. Refer the Star Alliance travel flight discount codes and travel options at url: <http://www.fig.net/fig2016/flightstochristchurch.htm>

The whole NZ Visa application process is explained at url:

<http://www.immigration.govt.nz/NR/rdonlyres/AC468617-95B4-48ED-9CBA-586A97836AFE/0/INZ1018.pdf> but much of the information relates to immigration so we

suggest you work through the following steps **(For all African countries refer to appendix 1 at the end of this document):**

1. Passport - ensure you hold a valid passport that will not expire in 2016.
2. Evidence of support - obtain a letter from your employer and your National FIG Corporate Member or the FIG office in Copenhagen, Denmark and have sufficient funds to support your stay in NZ.
3. Proof of the event - use a letter from FIG confirming the FIG Working Week 2016 dates and location.
4. Go to url: <http://www.immigration.govt.nz> then click on:
<http://www.immigration.govt.nz/migrant/stream/visit/visitors/specialvisitors.htm#biz>
5. Scroll down to Business Visitor (third category down) or use the url link:
<http://www.immigration.govt.nz/migrant/stream/visit/visitors/process/>

6. The process from this point is as outlined on the website and relates to individual information and lodgement of documentation at the closest NZ embassy. Make an online application is recommended but you need to have all the paperwork scanned and ready to go.

*Note: Any application takes a minimum of 20 business days from lodgement to process so the last date for lodgement would be early April **if your application has no complications**. The fee for each country for the NZ Visa varies but is stated as part of the application process. It cannot be paid by cash.*

Q: I have attended other FIG events. Is that information helpful?

A: Yes. If you have attended previous events then proof of that (entry/exit endorsements in your passport; registration documentation; confirmation by your national body – or similar) would be helpful to your application.

Q: I can't avoid going through Australia. What do I have to do to ensure I can transit?

A: Firstly, if you intend stopping over, not just transiting, then you will require a visa if you are not visa exempt. If you are simply passing through then the following countries don't need any form of visa to transit Australia:

Andorra, Argentina, Austria, Belgium, Brunei, Bulgaria, Canada, Chile, Cyprus, Czech Republic, Denmark, Estonia, Federated States of Micronesia, Fiji, Finland, France, Germany, Greece, Hungary, Iceland, Indonesia, Ireland, Italy, Japan, Kiribati, Latvia, Liechtenstein, Lithuania, Luxembourg, Malaysia, Malta, Marshall Islands, Mexico, Monaco, Nauru, Netherlands, New Zealand, Norway, Oman, Palau, Papua New Guinea, Philippines, Poland, Portugal, Qatar, Samoa, San Marino, Singapore, Slovakia, Slovenia, Solomon Islands, South Africa, South Korea, Spain, Sweden, Switzerland, Thailand, Tonga, Tuvalu, United Arab Emirates, United Kingdom (including its colonies), United States of America, Vanuatu and Vatican.

Those that do need a transit visa (i.e. every country not listed) needs to go to this url page: <http://www.immi.gov.au/faqs/Pages/do-i-need-a-visa-to-transit-through-australia.aspx> then <http://www.immi.gov.au/Visas/Pages/771.aspx> We understand that with very few exceptions the actual cost to apply is zero but **a minimum of 20 business days is still required for processing.**

In summary

In order for you to come to NZ to attend the FIG Working Week in 2016 and you are not from a Visa-waver country you need to:

- Apply for a NZ Visa (follow the instructions above) at least 20 working days prior to travel.

If you need to travel through Australia to get to NZ then you will need to:

- Apply for a Australian Transit Visa (at no cost - by following the instructions above) at least 20 working days prior to travel.

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Note: This guide is written by the Pretoria based NZ Immigration Service and is aimed at African applicants but may be just as applicable to other non-visa waived countries.

VISITOR VISA: FIG WW 2016 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

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.
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](#)

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