

GUARDIANS OF STUDENTS CHECKLIST**學生監護人 文件審核清單**

Please submit this checklist with your application.

遞交您的簽證申請時 • 請附上本文件審核清單。

Immigration New Zealand reserves the right to request additional information in the course of assessing an application. 紐西蘭移民局有權在申請審理過程中要求申請人遞交補充文件。

From September 3, 2018, please prepare your documents in accordance with the following document specifications when submitting your visa application via New Zealand Visa Application Centre in Taipei (VAC). The VAC will scan all your documents to the New Zealand Immigration and keep all your documents for one month except original passport. Please retrieve your documents after one month. You may choose to submit only a copy of the document, but it is recommended that the original be submitted with the photocopy (the original will be returned immediately).

- **All documents must be A4 size.**
- **Any documents which are smaller or larger than A4 size, must be photocopied onto A4 sized paper. This includes the pages of any previous passports.**
- **All documents must be free from any staples, clips or pins before they are submitted.**
- **Torn, crumpled or heavily creased documents cannot be scanned and therefore must be photocopied onto A4 sized paper before they are submitted.**
- **Documents should not be laminated.**

自 2018 年 09 月 03 日起，在台灣遞交簽證申請者，請依照下列文件規格準備您的文件。台北簽證申請中心會將您的所有文件掃描上傳至紐西蘭移民局，並保留您的所有文件一個月，屆時請您取回所有文件。您可以選擇僅遞交文件的影本，但建議正本連同影本一併遞交（正本會立即歸還）。

- 所有文件必須為A4 尺寸，且為一般白色影印紙，不得使用廢紙。
- 所有大於或小於A4 尺寸的文件，皆須影印成A4規格，包括舊護照的每一頁（適用於欲提供舊護照者）。
- 所有文件不得使用訂書針，迴紋針或是圖釘裝訂。
- 撕裂、起皺或有摺痕的文件無法掃描，必須重新影印成A4規格。
- 文件不可護貝。

If you provide false or misleading information your application may be declined.

如您在申請中提供虛假或誤導性資訊，申請將可能被拒簽。

Any documents not in English must be translated by an official translator.

所有非英文文件必須有正式英文翻譯本。

MANDATORY REQUIREMENTS : FORM, FEE, PASSPORT, PHOTO 表格、申請費用、護照、照片	Applicant check 申請人打勾	VAC check 簽證申請中心 打勾	INZ check 紐西蘭移民局 打勾
Application Form for Visitor visa (INZ 1017) 訪客簽證申請表 (INZ 1017)			
Application fee: 申請費用 More information about fees can be found on the office and fees calculator . 更多申請費用資訊，請參閱： office and fees calculator			
Your current Passport (original), and <ul style="list-style-type: none"> • 1 copy of the bio data page of your passport • 1 copy of each page of your passport that has a visa label, or exit and entry stamp 			

<p>有效護照（正本），以及</p> <ul style="list-style-type: none"> 護照個人資訊頁影本一張 護照內所有簽證標籤或出入境章之影本一份 			
<p>2 recent passport-sized colour photographs, must be less than 6 months old 申請人 6 個月內簽證申請規格之照片 2 張</p>			
PERSONAL DOCUMENTS 個人資訊文件			
<p>Taiwan nationals: Your English household registration transcript 台灣國籍： 申請人英文戶籍謄本</p> <p>Citizens of other countries: Copy of your Alien Resident Certificate 其他國家公民： 在台居留證影本</p>			
FINANCIAL REQUIREMENTS 財力證明文件			
<p>Evidence of your ability to fund your stay in New Zealand, and your outward travel from New Zealand such as: 須提供資金證明，表明有能力負擔在紐西蘭期間的費用及返程機票，例如：</p> <ul style="list-style-type: none"> A completed Sponsorship Form for Temporary Entry (INZ 1025); or, 一份填寫完整的紐西蘭短期簽證擔保表(INZ 1025)；或 Bank deposit books showing a saving history 銀行存摺，顯示存款歷史 Bank statements or payslips for the previous 6 months 最近 6 個月的銀行對帳單或薪資單 Credit card statements and limits 信用卡對帳單，顯示信用額度 Personal Income tax returns 個人所得稅交稅回執單 Stock transaction reports 股票交易記錄 Other evidence of funds or assets 其他資金證明或固定資產 			
EMPLOYMENT DOCUMENTS 工作證明			
<p>If you are employed, a letter from your employer stating: 如有工作，須提供雇主證明信，須包含以下資訊：</p> <ul style="list-style-type: none"> Your position and salary 申請人的職位及薪資 The length of your employment 工作年限 Your leave approval 准假證明 Name and contact details of your employer 雇主姓名及聯絡資訊 			
<p>If you own your own company, we require the following: 如為私營業主，須提供以下文件：</p> <ul style="list-style-type: none"> Business licence with capital verification report 營業執照以及驗資報告 Statement about the business scope and the number of employees 情況說明一份，說明業務範圍及員工人數 Recent business tax returns with income statement 近期企業收入所得稅稅單 			

Recent bank documents showing daily business transactions 近期企業銀行對帳單，顯示每日交易內容			
If you are retired, evidence of your Retirement 如退休，須提供退休證明。			
CHARACTER REQUIREMENTS 品行要求			
<p>Applicants aged 17 and above intending to remain in New Zealand for more than 24 months are required to supply police certificates from every country of their citizenship AND each country that they have lived in for five years or more since turning 17. See how to obtain a Police Certificate for more information.</p> <p>年齡在 17 歲以上的申請人如計畫在紐西蘭停留超過 24 個月以上，須提供其本國籍以及 17 歲後在任何一個國家住滿 5 年以上的他國無刑事犯罪證明書 police certificates。更多資訊請參閱 how to obtain a Police Certificate（如何取得無刑事犯罪證明）。</p> <p>Certificates must be no more than 6 months old on the date your application is lodged.</p> <p>無刑事犯罪證明書須於簽證申請遞交前六個月內有效。</p>			
MEDICAL REQUIREMENTS 健康要求			
I have completed an eMedical and provide NZER number. 我已完成 eMedical 及提供 NZER 號碼。			
<p>If you intend to be in New Zealand for more than six months but less than one year, you must complete a Chest X-ray Exam.</p> <p>如計畫在紐西蘭停留時間超過 6 個月但少於 12 個月，須完成短期入境簽證胸部 X 光檢查。</p> <p>If you intend to be in New Zealand for more than one year, you must complete a General Medical Exam and Chest X-ray Exam.</p> <p>如計畫在紐西蘭停留時間超過 1 年，須完成普通體格檢查以及短期入境簽證胸部 X 光檢查。</p> <p><i>Please note that a chest x-ray certificate is NOT required if you have provided it to INZ within the 36 months preceding this application AND you have not spent six consecutive months in Taiwan or another country that is not a low-incidence country for tuberculosis (TB).</i></p> <p>胸部 X 光表在以下情況下無需遞交：</p> <ul style="list-style-type: none"> 如已在此申請之前 36 個月之內遞交過胸部 X 光表，並且 在前次簽證申請之後，未曾在台灣或其他肺結核高風險國家連續停留超過六個月。 <p>Certificates must be less than 3 months old when the application is submitted.</p> <p>體格檢查表須在此申請遞交前 3 個月內完成。</p> <p>Note: All medical certificates must be completed by an INZ appointed panel doctor.</p> <p>備註：所有體檢須由紐西蘭移民局指定醫師完成。</p>			

SUPPORTING DOCUMENTS 支援文件			
Evidence that you are the legal guardian of the student you are accompanying. 作為合法監護人陪伴此學生的證明。			
OTHER DOCUMENTS 其他文件			

Declaration by Applicant/申請人聲明:

I confirm that I have supplied the documents listed above & I acknowledge that failure to submit all necessary documents may result in my application being refused or may result in a delay in the processing of my application, if further documents need to be requested by INZ.

我確認我遞交了以上清單中列出的文件，並且我知道如果我沒有遞交所有所需文件而致使紐西蘭移民局要求我進一步遞交其他文件時，可能會導致我的申請被拒簽或延遲受理。

I have chosen to proceed with the application.

我選擇繼續申請。

Date/日期：

Name of Applicant 申請人姓名	Passport No. 護照號碼	Signature 簽名

Signature of the Processing Officer:

文件審核員簽名：