

**ESSENTIAL SKILLS WORK VISA CHECKLIST****一般工作 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。

<b>MANDATORY REQUIREMENTS : FORM, FEE, PASSPORT, PHOTO</b> 表格、申請費用、護照、照片	<b>Applicant check</b> 申請人打勾	<b>VAC check</b> 簽證申請中心 打勾	<b>INZ check</b> 紐西蘭移民局 打勾
<a href="#">Application Form for Work Visa (INZ 1015)</a> <a href="#">工作簽證申請表 (INZ 1015)</a>			
Application fee: 申請費用 More information about fees can be found on the <a href="#">office and fees calculator</a> . 更多申請費用資訊，請參閱： <a href="#">office and fees calculator</a>			
Your current Passport (original), and <ul style="list-style-type: none"> <li>• 1 copy of the bio data page of your passport</li> <li>• 1 copy of each page of your passport that has a visa label, or exit and entry stamp</li> </ul>			

<p>有效護照（正本），以及</p> <ul style="list-style-type: none"> <li>護照個人資訊頁影本一張</li> <li>護照內所有簽證標籤或出入境章之影本一份</li> </ul>			
<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>			
<b>PERSONAL DOCUMENTS 個人資訊文件</b>			
<p><b>Taiwan nationals:</b> Your English household registration transcript 台灣國籍： 申請人英文戶籍謄本</p> <p><b>Citizens of other countries:</b> Copy of your Alien Resident Certificate 其他國家公民： 在台居留證影本</p>			
<b>OFFER OF EMPLOYMENT AND QUALIFICATIONS 工作合約</b>			
<ul style="list-style-type: none"> <li>A written offer of employment 工作合約</li> <li>Job Description 工作內容</li> <li>A letter of invitation from a New Zealand business/organisation which explains the purpose of your trip to New Zealand and states the duration of your stay 紐西蘭公司或機構出具的邀請函，說明訪問紐西蘭的目的和預計在紐西蘭停留的時間。</li> </ul>			
<p>INZ Approval in Principal (AIP) letter for your employer (if applicable) 原則批准函（如適用）</p>			
<p>A completed <a href="#">Employer Supplementary Form (INZ 1113)</a> <a href="#">雇主補充表 (INZ 1113)</a></p>			
<b>QUALIFICATIONS AND EXPERIENCE 學歷及工作經歷</b>			
<ul style="list-style-type: none"> <li>Evidence of relevant qualification/s 相關學歷證明</li> <li>Evidence of relevant work experience 相關的工作經歷證明</li> </ul>			
<b>CHARACTER REQUIREMENTS 品行要求</b>			
<p>Applicants aged 17 and above intending to remain in New Zealand for more than 24 months are required to supply <a href="#">police certificates</a> from every country of their citizenship AND each country that they have lived in for five years or more since turning 17. See <a href="#">how to obtain a Police Certificate</a> for more information. 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 歲後在任任何一個國家住滿 5 年以上的他國無刑事犯罪證明書 <a href="#">police certificates</a>。更多資訊請參閱 <a href="#">how to obtain a Police Certificate</a>（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. 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			
<p>I have completed an eMedical and provide NZER number. 我已完成 eMedical 及提供 NZER 號碼。</p>			
<p>If you intend to be in New Zealand for <b>more than six months but less than one year</b>, you must complete a Chest X-ray Exam. 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 <b>more than one year</b>, you must complete a General Medical Exam and Chest X-ray Exam. 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> 胸部 X 光表在以下情況下無需遞交：</p> <ul style="list-style-type: none"> <li>• 如已在此申請之前 36 個月之內遞交過胸部 X 光表，並且</li> <li>• 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。</li> </ul> <p>Certificates must be less than 3 months old when the application is submitted. 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 <a href="#">panel doctor</a>. 備註：所有體檢須由紐西蘭移民局 <a href="#">指定醫師</a> 完成。</p>			
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：