

May 2019

INZ 1158



# Work Visa Application for China Skilled Work Instructions

China Special Work Instructions and China Skilled Worker Instructions

## Use the guide to help you complete the application form

Read the *Work Visa Guide (INZ 1016)* before you complete this application form. The guide will help you decide which visa you should apply for and contains helpful information about how to complete the application form. The guide also gives detailed information about the evidence and documents you need to send.

Use this form to apply for a visa under the China Skilled Workers Instructions or the China Special Work Instructions. To check if you are eligible under either of these instructions, read the *Guide to Special China Immigration Instructions (INZ 1157)*.

**Do not** use this form to apply for a visa under the China Working Holiday Scheme. If you wish to apply for a China Working Holiday Scheme visa, apply online at [www.immigration.govt.nz](http://www.immigration.govt.nz).

When you have completed the form, use the checklist at the end to make sure you have sent all the documents and information we need.

We will process your application only when we receive all the information and documents we need. If you do not send all the required information, we will return your application.

Your partner or other family members cannot apply on this application form. They must lodge separate applications for the type of visa they need.

### VisaView

It is an offence for an employer to employ a person who is not entitled to work for them in New Zealand. It is also an offence for an education provider to allow a person to undertake a course of study if that person is not entitled to do so.

VisaView is an online enquiry system that allows registered employers and education providers to check whether a person who is not a New Zealand citizen can work or study in New Zealand for them.

If you believe that an employer or education provider has been given the wrong information via VisaView you may contact the Immigration Contact Centre (0508 558 855) to request correction of that information.

### Immigration Advisers Licensing Act 2007

Under the Immigration Advisers Licensing Act 2007 it is an offence to provide immigration advice without being licensed or exempt. **If your immigration adviser is not licensed when they should be, Immigration New Zealand will return your application.**

For more information and to view the register of licensed advisers go to the Immigration Advisers Authority website [www.iaa.govt.nz](http://www.iaa.govt.nz) or email [info@iaa.govt.nz](mailto:info@iaa.govt.nz).

Lawyers provide immigration advice and are exempt from licensing under the Immigration Advisers Licensing Act 2007. For more information and to view the register of immigration lawyers, go to the New Zealand Law Society website [www.lawsociety.org.nz](http://www.lawsociety.org.nz).

**When filling in this form, write clearly in English using CAPITAL LETTERS.**

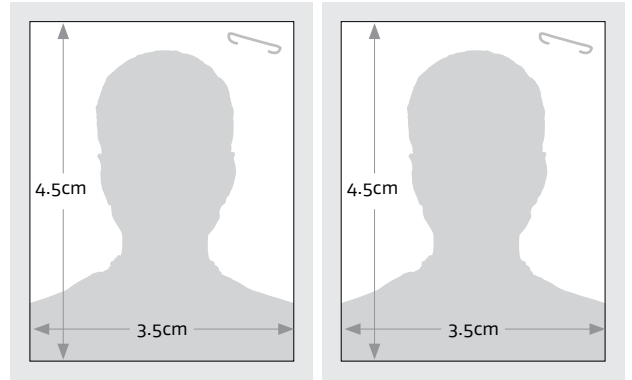
Which work instructions are you applying under?  China Special Work Instructions  China Skilled Worker Instructions

## Section A Personal details

All principal applicants must complete this section.

**i** For more information about the questions in this section, see 'Completing Section A: Personal details' in the *Work Visa Guide*.

Attach **two** passport-size photograph of yourself here. The photographs must be less than six months old. Write your full name on the back of the photographs.



**A1** Name as shown in passport

Family/last name

Given/first name(s)

**A2** Preferred title Mr  Mrs  Ms  Miss  Dr  Other (specify)

**A3** Other names you are known by or have ever been known by

**A4** Your name in ethnic script

**A5** Gender  Male  Female

**A6** Date of birth

**A7** Town/city of birth

Country of birth

**A8** Passport number

Country  Expiry date

**A9** Country of citizenship

**A10** Other citizenships you hold

**A11** Partnership status  Married/in civil union  Never married/never in civil union  Partner/De facto

Separated  Engaged  Widowed  Divorced

## Section B Contact details

All principal applicants must complete this section.

**B1** Your residential address and telephone number in your home country.

Address

Telephone (daytime)  Telephone (evening)

Fax  Email

**B2** Your New Zealand residential address and telephone number (if you are already in New Zealand).

Address

Telephone (daytime)  Telephone (evening)

Fax  Email

**B3** Name and address for communication about this application.

Same as address at **B1**, or  Same as address at **B2**, or  as below

Name of contact person

Organisation name (if applicable) and address

New Zealand Business Number (for New Zealand businesses only)

For help search: [www.nzbn.govt.nz](http://www.nzbn.govt.nz)

Telephone (daytime)  Telephone (evening)

Fax  Email

**B4** Do you authorise the person stated at **B3** to act on your behalf?  Yes  No

**B5** Do you authorise all other licensed immigration advisers or persons exempt from licensing who work for the organisation named at **B3** to act on your behalf (if applicable)?

Yes *Note: the person identified at **B3** will receive all communication from Immigration New Zealand.*

No *Only the person indicated at **B3** may act on my behalf.*

**B6** Have you received immigration advice on this application?

**i** You can find a definition of immigration advice at [www.immigration.govt.nz/advice](http://www.immigration.govt.nz/advice).

Yes *Make sure that your immigration adviser completes Section J: Immigration adviser's details. Go to **B6***

No *Go to **B7***

**B7** Would you like us to email you instructions for registering to check online how your application is progressing?

Yes  No

**B8** Names and addresses of any friends, relatives, or contacts you have in New Zealand (if applicable).

Name

Address

Relationship

.....

Name

Address

Relationship

## Section C Your health

### All applicants must complete this section.

**i** For more information about the questions in this section, see 'Completing Section C: Your health' in the *Work Visa Guide*.

**C1** Do you have tuberculosis (TB)?

Yes *Provide details.*

No

**C2** Do you have any medical condition that requires, or may require, one of the following during your stay in New Zealand?

• Renal dialysis  Yes  No

• Hospital care  Yes  No

• Residential care  Yes  No

*Residential care is defined as in-patient care for people with psychiatric, sensory or intellectual disabilities or live-in facilities for the aged.*

**C3** If you have answered Yes to any of the questions in **C2**, provide details.

**C4** Are you pregnant?  Yes  No

### Medical certificates you must provide

**C5** Do you intend to stay in New Zealand for less than six months? If you are in New Zealand, this includes time you have already spent here.

Yes You do not need to provide a medical certificate. Go to **C8**.

No Go to **C6**.

**C6** How long do you intend to stay in New Zealand? If you are in New Zealand, this includes time you have already spent here.

More than six months but not more than 12 months. You must provide a Chest X-ray Certificate (INZ 1096). Go to **C8**.

More than 12 months. You must provide a General Medical Certificate (INZ 1007) and a Chest X-ray Certificate (INZ 1096). Go to **C8**.

*Note:*

- You do not need to provide a General Medical Certificate (INZ 1007) if you have submitted a General Medical Certificate with another Immigration New Zealand application in the last 36 months, unless your health has deteriorated since your previous medical certificate was issued.
- You do not need to provide a Chest X-ray Certificate (INZ 1096) if you have submitted a chest X-ray certificate with another Immigration New Zealand application in the last 36 months, unless your health has deteriorated since your previous chest X-ray certificate was issued, or unless you have spent six consecutive months since your previous application in China or another place not listed as having a low incidence of TB (refer to: *Completing Section C: Your health in the Work Visa Guide*).

**C7** Tick the option(s) which applies to you below:

I do not have to provide a medical certificate or chest X-ray certificate at this stage because I am intending to stay in New Zealand for less than six months. Go to **C8**.

I am required to provide both a Chest X-ray Certificate (INZ 1096) and a General Medical Certificate (INZ 1007). Go to **C8**.

I am only required to provide a Chest X-ray Certificate (INZ 1096). Go to Section D: Your character.

I am only required to provide a *General Medical Certificate (INZ 1007)*. Go to [C8](#)

- I do not have to provide a General Medical Certificate (INZ 1007) or Chest X-ray Certificate (INZ 1096) at this stage because:
- I have previously submitted a medical certificate and chest X-ray certificate with another Immigration New Zealand application made in the last 36 months; and
- my health has not deteriorated; and
- I have not spent six consecutive months in China or another place which is not listed as having a low incidence of TB since my previous application.

**C8** Tick the option that applies to you: Is a physician submitting your medical and/or chest X-ray certificate to Immigration New Zealand on your behalf?

Yes *Has your physician supplied you with an eMedical Reference Code (NZER)?*

Yes Enter your eMedical Reference Code here:

No Enter the name of the clinic that is submitting your health information:

No *If the physician has returned the medical and/or chest X-ray certificate to you, then you will need to submit these with your visa application.*

## Section D Your character

All applicants must complete this section.

**i** For more information about the questions in this section, see 'Completing Section D: Your character' in the *Work Visa Guide*.

**D1** Have you been convicted at any time of any offence, including any driving offence? *Please note that this includes any conviction(s) outside of New Zealand subsequently cleared or wiped by 'clean slate' legislation.*

Yes  No

**D2** Are you currently:

- under investigation  Yes  No
- wanted for questioning  Yes  No
- facing charges  Yes  No

for any offence in any country?

**D3** Have you ever been:

- excluded  Yes  No
- refused entry  Yes  No
- removed or deported  Yes  No

from any country, excluding New Zealand?

**D4** Have you ever been refused a visa/permit to visit, work, study or reside in any country, excluding New Zealand?

Yes  No

**D5** Have you ever been a member of, or adhered to, any terrorist organisation?

Yes  No

**D6** Have you had (or currently have) an association with, membership of, or involvement with, any government, regime, group or agency that has advocated or committed war crimes, crimes against humanity and/or other gross human rights abuses?

Yes  No

If you have answered yes to any of the questions above give full details. This includes full details of any charges, convictions and the sentence or penalty imposed. Continue on a separate piece of paper if necessary.

## Police certificates you must provide

**D7** Do you intend to work in New Zealand for 24 months or longer? This includes any time you have already spent in New Zealand.

Yes

No *You do not need to provide any police certificates at this stage. Go to Section E: Additional details*

**D8** Are you 17 years of age or over?

Yes

No *You do not need to provide evidence about your character. Go to Section F: Employment and qualifications.*

**D9** Have you sent a police certificate to Immigration New Zealand in the last 24 months?

No *Go to **D10***

Yes *Provide details. We will tell you if we need any further information about your character. Go to Section E: Additional details.*

Type of application  Date of application

**D10** You must provide evidence about your character. Tick to confirm what evidence you have provided.

I have attached police certificates from my country or countries of citizenship, and

I have attached police certificates from all countries I have lived in for five years or more since the age of 17.

**D11** If you have not provided all of the police certificates required, explain why.

## Section E Additional details

**Complete this section if you are 17 years of age or over. If you are under 17 years of age, go to Section F: Employment and qualifications.**

**E1** Do you have a national identity number, or other unique identifier that was issued to you by any government?

Yes *National identity number/unique identifier*

No

**E2** Have you completed military service in any country?

No

Yes. *Provide information about your military service including the dates of your military service, your position and rank, the unit or units that you served in, and your role within each unit.*

Date from (DD/MM/YY)	Date to (DD/MM/YY)	Rank	Unit name or number	Role
/ /	/ /			
/ /	/ /			
/ /	/ /			
/ /	/ /			
/ /	/ /			
/ /	/ /			
/ /	/ /			

List any military identity numbers you were given.

**E3** Are you presently subject to military service obligations in any country?  Yes  No

If you have answered **No**, and you are a citizen of a country in which compulsory military service exists, give details.

**E4** Have you been associated with any intelligence agency or group, or law enforcement agency?

Yes *Describe how you were involved.*

No

**E5** Have you been associated with any group or organisation that has used or promoted violence to further their aims?

Yes *Describe how you were involved.*

No

## Section F Employment and qualifications

All applicants must complete this section.

**F1** What is your main occupation?

**i** For more information about this question, see 'Completing Section F: Employment and qualifications' in the *Work Visa Guide*.

**F2** Are you currently employed?

Yes *Provide details.*

No *Go to* **F3**

New Zealand Business Number

For help search: [www.nzbn.govt.nz](http://www.nzbn.govt.nz)

Employer's name

Employer's address

Telephone  Fax

Email

**F3** List all periods of previous employment, including self-employment.

Date from (DD/MM/YY)	Date to (DD/MM/YY)	Name of employer	New Zealand Business Number	Location	Type of work/ occupation/job title
/ /	/ /				
/ /	/ /				
/ /	/ /				
/ /	/ /				
/ /	/ /				
/ /	/ /				

The New Zealand Business Number (NZBN) is for New Zealand businesses only. For help search: [www.nzbn.govt.nz](http://www.nzbn.govt.nz)

**F4** Give details of all qualifications you hold. If you have no qualifications, write 'No qualifications'.

Name of qualification	Date obtained (DD/MM/YY)	Institution where gained
	/ /	
	/ /	
	/ /	
	/ /	
	/ /	
	/ /	
	/ /	

**Section G Job offer**

All applicants must complete this section.

**G1** Name and address of employer who has offered you a job.

Same as name and address at **F2**, or  Other

Employer's name

Employer's address

New Zealand Business Number

For help search: [www.nzbn.govt.nz](http://www.nzbn.govt.nz)

Telephone  Fax

Email

Name of position offered

**Evidence of job offer, qualifications, work experience, and registration you must provide**

See the *Guide to Special China Immigration Instructions (INZ 1157)* for more information about the requirements for job offers, qualifications, and work experience under the China skilled work instructions.

**G2** You must have a full-time job offer in New Zealand to apply under the China skilled worker instructions. Tick to confirm that you have provided the evidence we require.

I have attached evidence of my job offer.

**G3** You must have qualifications relevant to your job offer to apply under the China skilled worker instructions. Tick to confirm that you have provided the evidence we require.

I have attached evidence of qualifications relevant to my job offer.

**G4** Do you have work experience relevant to your job offer?  Yes  No

If you have answered Yes, tick the box below to confirm you have provided the evidence we require.

I have attached evidence of work experience relevant to my job offer.

**G5** Do you have to meet any New Zealand registration requirements to take up your job offer?  Yes  No

If you have answered Yes, tick the box below to confirm you have provided the evidence we require.

I have attached evidence that I have met or am able to meet any New Zealand registration requirements necessary to take up my offer of employment.

**i** For more information about this question, see 'Completing Section G: Job offer' in the *Work Visa Guide*



## Section H Your visa

All applicants must complete this section.

**H1** Tick one of the boxes below to show the type of visa you are applying for and provide the details required.

**i** For more information about this question, see 'What is a visa?' in the *Work Visa Guide*.

Applying for a work visa while outside New Zealand. *Provide details.*

\_\_\_\_\_

Date you will arrive in New Zealand

Applying for a work visa while inside New Zealand. *Provide details.*

\_\_\_\_\_

Date you arrived in New Zealand

## Section I Declaration by applicant

All applicants must complete this section.

I understand that if I make any false statements or provide any false or misleading information, or have changed or altered this form in any material way after it has been signed, my application for a work visa may be declined and I may become liable for deportation. I may also be committing an offence and I may be imprisoned.

I will inform Immigration New Zealand of any relevant fact or change of circumstances that may (i) affect the decision on my application for a visa, or (ii) affect the decision to grant entry permission based on the visa for which I am applying.

I agree to leave New Zealand before my visa expires. If I remain in New Zealand after my visa has expired, I may be liable for deportation by Immigration New Zealand.

I agree that if I am not entitled to free health care in New Zealand, I will pay for any health care or medical assistance I may require in New Zealand.

I understand that Immigration New Zealand may provide information about my entitlement to work to potential employers via the online VisaView system. If I undertake a course of study while in New Zealand, I authorise Immigration New Zealand to provide information about my immigration status to my education provider, including via VisaView.

I understand that if I have received immigration advice from an immigration adviser and if that immigration adviser is not licensed under the Immigration Advisers Licensing Act 2007 when they should be, Immigration New Zealand will return my application.

I authorise Immigration New Zealand to provide information about my health and my immigration status to any health service agency. I authorise any health service agency to provide information about my health to Immigration New Zealand.

I authorise Immigration New Zealand to make any necessary enquiries about information on this form and/or accompanying documentation, so that they can:

- make a decision on this application
- answer enquiries about my immigration status once my application has been decided.

I authorise any agency whether in New Zealand or overseas, including but not limited to border or immigration agencies, education providers, financial institutions, foreign embassies, government authorities, healthcare providers, police or other law enforcement agencies, that holds information (including personal information) related to information on this application form and/or accompanying documentation to disclose that information to Immigration New Zealand.

Signature of principal applicant  Date

Signature of parent or guardian if principal applicant is under 18 years of age

Date

## Section J Immigration adviser's details

This section must be completed by the applicant's immigration adviser. If the applicant has authorised all advisers within an organisation to act on their behalf at **B5**, only the person named at **B3** must complete this section. If the applicant does not have an immigration adviser, this section does not have to be completed.

**J1** Tick the one option that applies to you.

- I am a licensed immigration adviser under the New Zealand Immigration Advisers Licensing Act 2007. Go to **J2**
- I am exempt from licensing under the New Zealand Immigration Advisers Licensing Act 2007. Go to **J3**

*If you are unlicensed when you should be licensed under the Immigration Advisers Licensing Act 2007, Immigration New Zealand will return your client's application. It is an offence to provide immigration advice without holding a licence, unless you are exempt.*

**J2** Licensed advisers. Provide your licence details.

Licence type  full  provisional  limited *List conditions specified in the register.*

Licence number  *Go to Section K: Declaration by person helping the applicant to complete this form.*

**J3** Exempt from licensing. Tick one box below to show why you are exempt from licensing.

- I provided immigration advice in an informal or family context only, and I did not provide the advice systematically or for a fee.
- I am a New Zealand member of Parliament or member of their staff and I provided immigration advice as part of my employment agreement.
- I am a foreign diplomat or consular staff.
- I am an employee of the New Zealand public service and I provided immigration advice within the scope of my employment agreement.
- I am a lawyer and I hold a current practising certificate as a barrister or as a barrister and solicitor of the High Court of New Zealand.
- I am employed by, or I am working as a volunteer for, a New Zealand community law centre where at least one lawyer is on the employing body of the community law centre or is employed by or working as a volunteer for the community law centre in a supervisory capacity.
- I am employed by, or I am working as a volunteer for, a New Zealand citizens advice bureau.

*Go to Section K: Declaration by person helping the applicant to complete this form.*

## Section K Declaration by person helping the applicant to complete this form

This section must be completed and signed by the applicant's immigration adviser, or by any person who has assisted the applicant by providing immigration advice, explaining, translating, or recording information on the form for the applicant. If the applicant does not have an immigration adviser, and no one helped the applicant to fill in this form, this section does not have to be completed.

*If you are unlicensed when you should be licensed under the Immigration Advisers Licensing Act 2007, Immigration New Zealand return your client's application. It is an offence to provide immigration advice without holding a licence.*

*For more information, go to the Immigration Advisers Authority website [www.iaa.govt.nz](http://www.iaa.govt.nz), or email [info@iaa.govt.nz](mailto:info@iaa.govt.nz).*

Name and address of person assisting applicant.  Same as name and address given at **B3**, or  as below.

Family/last name

Given/first name(s)

Organisation name (if applicable) and address

New Zealand Business Number (for New Zealand businesses only)

For help search: [www.nzbn.govt.nz](http://www.nzbn.govt.nz)

Telephone (daytime)  Telephone (evening)

Fax  Email

I understand that after the applicant has signed this form it is an offence for me to change or add further information, or change or add any documents attached to the form, without making a statement identifying what information or material has been changed, added or attached and by whom. If I make these changes or additions, I must state on the form what they were, who made them and the reason they were made.

I understand that the maximum penalty for this offence is a fine of up to NZ\$100,000 and/or a term of imprisonment of up to seven years.

I certify that the applicant asked me to help them complete this form and any additional forms. I certify that the applicant agreed that the information provided was correct before signing the declaration.

I have **assisted** the applicant as an interpreter/translator

I have **assisted** the applicant with recording information on the form

I have **assisted** the applicant in another way. *Specify*

I have **provided immigration advice** (as defined in the Immigration Advisers Licensing Act 2007) and my details in Section J: Immigration adviser's details are correct.

Signature of person assisting

Date

## Application checklist

Office use only	Information and documents you must supply	Check list
<input type="checkbox"/>	I have completed the application form.	<input type="checkbox"/>
<input type="checkbox"/>	I have signed the form.	<input type="checkbox"/>
<input type="checkbox"/>	I have provided the application fee and immigration levy	<input type="checkbox"/>
<input type="checkbox"/>	I have attached passports or travel documents*.	<input type="checkbox"/>
<input type="checkbox"/>	I have attached two recent passport-size photographs.	<input type="checkbox"/>
<input type="checkbox"/>	I have provided evidence of my job offer.	<input type="checkbox"/>
<input type="checkbox"/>	I have provided evidence of qualifications relevant to my job offer.	<input type="checkbox"/>
<input type="checkbox"/>	I have provided evidence of work experience relevant to my job offer.	<input type="checkbox"/>
<input type="checkbox"/>	I have provided evidence that I have met or am able to meet any necessary New Zealand registration requirements.	<input type="checkbox"/>
Office use only	Additional information and documents you may need to supply	Check list
<b>Health</b>		
<input type="checkbox"/>	I have provided evidence about my health.	<input type="checkbox"/>
<input type="checkbox"/>	I do not have to provide this evidence.	<input type="checkbox"/>
<b>Character</b>		
<input type="checkbox"/>	I have provided evidence about my character.	<input type="checkbox"/>
<input type="checkbox"/>	I do not have to provide this evidence.	<input type="checkbox"/>

\*While you can provide a certified copy of your passport(s) with your application, we highly recommend you provide your original passport(s). This will enable us to process your application faster and it may be needed to complete your application. Please note during the processing of an application an immigration officer may request any document, including your original passport(s).

## Other documents we may need

Sometimes we may ask for additional documents or information so that we can consider it with this application.

## Other documents you may wish to send

You may wish to send other documents or information so that we can consider it with this application. Please send photocopies only (not original documents), as these documents will not be returned to you. If we need to see an original document, you will be asked to produce it later.

## Returning your documents

Please return documents to me by secure post at the address given at:

- B1
- B2
- B3

## About the information you provide

### Deciding whether you are eligible for a visa

Immigration New Zealand collects the information about you on this form to decide whether you are eligible for a work visa. We may also use the information to contact you for research purposes or to advise you on immigration matters.

Collecting the information is authorised by the Immigration Act 2009 and the Immigration Regulations made under that Act. You do not have to provide the information, but if you do not we are likely to decline your application.

### Deciding whether you are eligible to board a flight to New Zealand

The information we collect may also be used to determine whether you are allowed to board a flight to New Zealand. We will not share your personal information with airline check-in agents; however, we will send a boarding message to the airline check-in agent based on the information you have provided in this form.

Immigration New Zealand may also share the information you have provided with other government agencies that are entitled to it by law, or with other agencies (as you have agreed in the declaration).

You are able to ask for the information we hold about you and have any of it corrected if you think it is necessary. The address of Immigration New Zealand is PO Box 1473, Wellington 6140, New Zealand. **This is not where your application should be sent.**

### For more information

If you have questions about completing the form:

- see our website  
[www.immigration.govt.nz/contactus](http://www.immigration.govt.nz/contactus)
- telephone our call centre on 0508 558 855  
(within New Zealand).

## Section L

## Paying your application fee and immigration levy

To find out how much to pay, where to send your application, and how long a decision may take, see [www.immigration.govt.nz/fees](http://www.immigration.govt.nz/fees).

### Your application fee and immigration levy

Amount you are paying:

Amount

Currency

(e.g. NZD, USD, RMB)

Application number

(office use only)

### Preferred methods of payment

We recommend that you use one of the following methods of payment for better security and faster processing:

Bank cheque/bank draft

Credit card (choose one)

Mastercard  Visa

SWITCH card (UK only)  SWITCH card issue number

Name of cardholder

Card number

CVC/CVV number

Note: Your CVC/CVV number is the three-digit number found on the signature strip on the back of your credit card.

Expiry date

Signature of cardholder

Date

### Other methods of payment

Personal cheque. Note that we will hold your application for 10 working days to allow the cheque to be cleared.

Cash. Our New Zealand offices do not accept cash. Most of our offices outside New Zealand do not accept cash.

**We do not accept money orders.**



When filling in this form, please write clearly using CAPITAL LETTERS.

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