

12-month Post-study Work Visa (open) Application Checklist

Apply to any Immigration branch in New Zealand (including Palmerston North Branch) and overseas branches:

*Palmerston North Branch: Level 5, 65 Rangitikei Street
(Monday-Friday 11am-2pm)*

You must apply no more than 3 months after the expiry of your student visa.

Document	Details
1) Work Visa Application (INZ 1015 form)	Must be completed, signed and dated
2) Application fee NZ\$318	EFTPOS (at counter only), bank cheque or credit card. NO CASH
3) Two photographs	Passport-sized, stapled to the application form
4) Evidence of course completion	<p>a) Letter of Graduation</p> <ul style="list-style-type: none"> Available upon request from Administration. Document fees apply. Please allow 3 to 5 working days to process your request. The letter will not be issued until your graduation is approved. <p style="text-align: center;">or</p> <p>b) A certified copy of your Graduation Certificate</p> <ul style="list-style-type: none"> Take a photocopy of your Graduation Certificate and have it certified by a Justice of the Peace (JP) or the Courthouse in town. The on-campus JP is Mike Charles (MCharles@ipu.ac.nz).
5) Evidence of a minimum of NZ\$4,200	Bank statement showing a minimum of two month's transactions and current balance.
6) Evidence that your application for a work visa has been lodged no later than three months after the end date of the student visa	A copy of your current student visa
7) Chest X-ray Certificate (INZ 1096 form) and General Medical Certificate (INZ 1007 form) <ul style="list-style-type: none"> Required every 3 years after the initial submission. Must be less than 3 months old once issued. 	<ul style="list-style-type: none"> Make appointment with Radius The Palms (445 Ferguson Street. Ph: 06 354 7737). Take your passport. The medical form and instruction are available at http://www.immigration.govt.nz/migrant/general/formsandfees/formsandguides/
8) Police Certificate Required every 2 years after the initial submission. Must be less than 6 months old once issued.	<ul style="list-style-type: none"> Contact the embassy or the police of your home country The certificate must be in English or with its translation.
9) Passport	Must be valid for 3 months longer than the period that your new visa will be issued for (usually 12 months)