

# A guide to applying for a New Zealand visitor visa online

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## About this guide

The purpose of this document is to provide support to visitor visa applicants. It includes screenshots and instructions for submitting a decision-ready application. This document also contains some links to English language websites you might find helpful.

We have shown examples throughout the document as a guide only, please provide your own details. Answer the questions truthfully and accurately as not doing so may impact your visa outcome.

## About the New Zealand visitor visa

Use the visitor visa if you want to visit New Zealand as a tourist, see family and friends or study a short course. It can only be applied online.

You will need enough money to support yourself and everyone included in your application during your stay or have a sponsor who can support you. You cannot work on a visitor visa.

Please note that passport holders of Australia and some countries do not have to apply for a visa before they travel to New Zealand, but may need to hold an NZeTA (New Zealand Electronic Travel Authority).

The complete list of countries that do not need to apply for a visa but must hold an NZeTA are found here: [www.immigration.govt.nz/new-zealand-visas/preparing-a-visa-application/your-journey-to-new-zealand/before-you-travel-to-new-zealand/visa-waiver-countries](http://www.immigration.govt.nz/new-zealand-visas/preparing-a-visa-application/your-journey-to-new-zealand/before-you-travel-to-new-zealand/visa-waiver-countries)

## **Please have ready**

To complete an online application you will need:

- A RealMe account. To create one :  
[www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa/tools-and-information/general-information/how-to-create-a-realme-account](https://www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa/tools-and-information/general-information/how-to-create-a-realme-account)
- A valid credit or debit card – we accept Visa, Mastercard, Union Pay, AMEX, JCB or POLi. To check the fee you will need to pay:  
[www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa/tools-and-information/tools/office-and-fees-finder](https://www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa/tools-and-information/tools/office-and-fees-finder)
- A computer and reliable internet connection
- An acceptable visa photo in jpg (or jpeg) format:  
[www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa/tools-and-information/acceptable-photos](https://www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa/tools-and-information/acceptable-photos)
- Scanned copies of your important documents in Portable Document Format (PDF)
- If your documents are not in English, you need English translations of all medical and police certificates. If requested by an immigration officer to submit other documents in support of your application, it may require an English translation. An acceptable translation is discussed on 'Uploading PDFs' section below
- If you have a New Zealand person or organisation sponsoring your stay, they will need to create their own RealMe account (if they do not have one) and have their email address and sharing ID ready. This is discussed in detail on 'Proof of financial support' section below.

## **The online form is located here:**

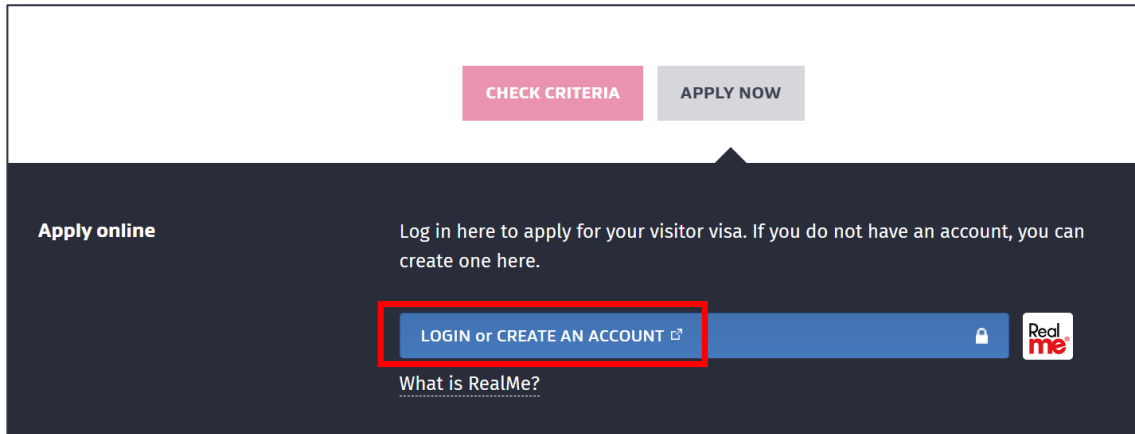
<https://www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa/about-visa/visitor-visa>

A family member can submit an online visitor visa application on your behalf. They will need to declare this on the online application form. Please note that the applicant and sponsor must have separate RealMe accounts.

## Step-by-step online process

### Log-in / Create RealMe account

**Step 1.** You will need to log-in using your RealMe account. If you don't have one, you need to create one on the Immigration website.



**Apply online**

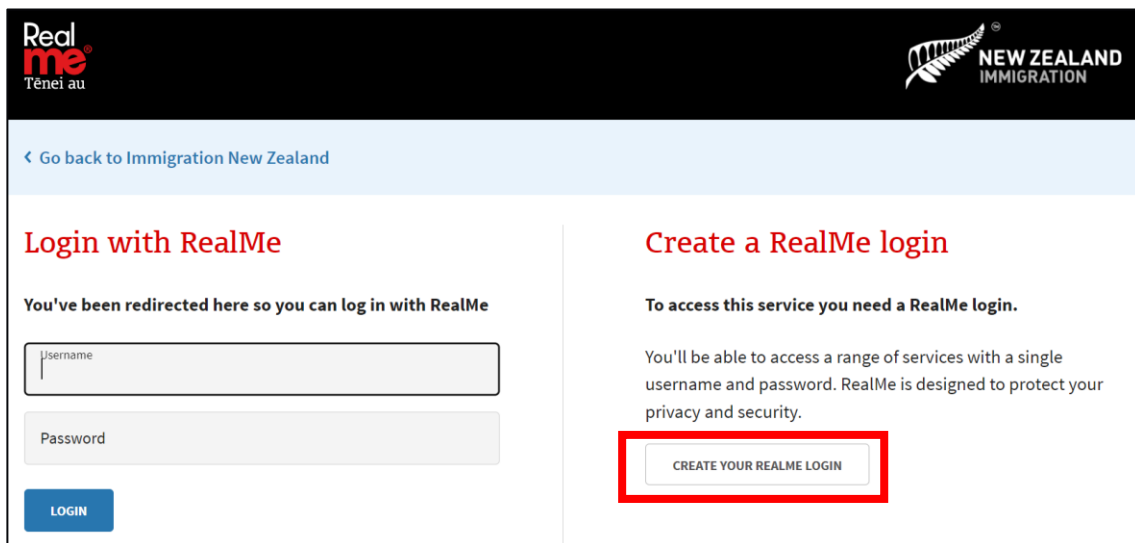
Log in here to apply for your visitor visa. If you do not have an account, you can create one here.

[LOGIN or CREATE AN ACCOUNT](#)

[What is RealMe?](#)



A RealMe account is a secure online identification service used by the New Zealand Government.



[Go back to Immigration New Zealand](#)

### Login with RealMe

You've been redirected here so you can log in with RealMe

Username

Password

[LOGIN](#)

### Create a RealMe login

To access this service you need a RealMe login.

You'll be able to access a range of services with a single username and password. RealMe is designed to protect your privacy and security.

[CREATE YOUR REALME LOGIN](#)

**Step 2. Once you are logged in, create a new application by clicking ‘My visas’, then ‘apply for a visa’ on the next page.**

### My visas

Apply for and manage your individual applications.

### Manage accreditation and job checks

Before you can employ migrants, you need to apply for employer accreditation. Select Employ migrants to create and manage accreditation and job check applications and to hire migrants.



[MY VISAS](#)[EMPLOY MIGRANTS](#)

[My dashboard](#) > [My visas](#)

## My visas

### Draft applications

Select the Apply for a visa button to create a new application or select Continue from Options dropdown to open and complete a draft application.



[APPLY FOR A VISA](#)

| Principal applicant    | Application ID | Application type | Created on ↓ | Modified on | Options |
|------------------------|----------------|------------------|--------------|-------------|---------|
| No draft applications. |                |                  |              |             |         |



**Step 3. On the next page, scroll down to ‘Your situation’ and choose ‘Temporary entry class visa’ from the drop-down menu.**

### Your situation

These questions ensure this is the right application form for you. Answers to these questions are retained by Immigration New Zealand as part of your application.

Are you applying for a temporary or resident class visa?

Temporary entry class visa

Residence class visa

**Step 4. You will be asked if you are outside New Zealand and the type of visa you want to apply for. If you are onshore applying on behalf of someone, please answer the questions from the applicant's perspective. On the drop-down menu, select 'Visitor'.**



Are you outside New Zealand?

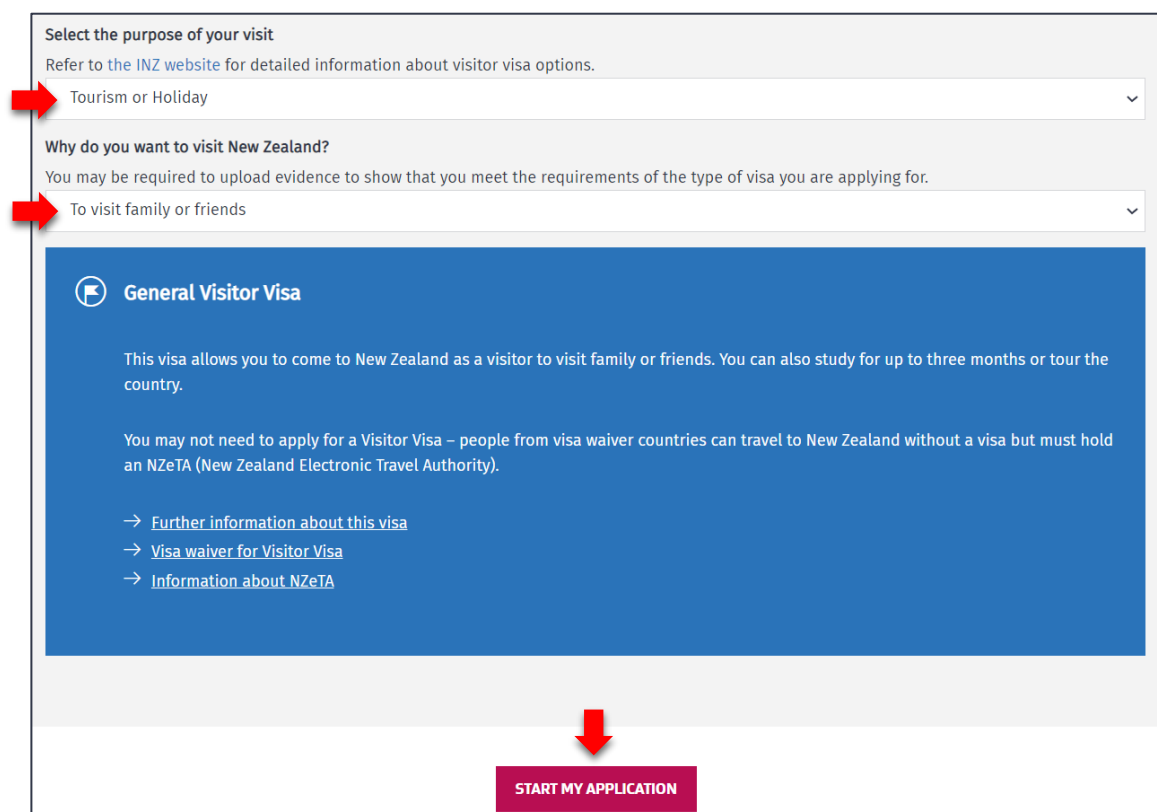
☒ Yes ☐ No

What type of visa do you want to apply for?

Group  
Partner or child of a New Zealand citizen, resident or visa holder  
Student  
**Visitor**  
Work

**Step 5. From the drop-down menus, please choose the purpose of your visit, then click 'start my application'.**

Note that answers shown below are an example only, please answer as best suited to your situation.



Select the purpose of your visit

Refer to [the INZ website](#) for detailed information about visitor visa options.

Tourism or Holiday

Why do you want to visit New Zealand?

You may be required to upload evidence to show that you meet the requirements of the type of visa you are applying for.

To visit family or friends

**General Visitor Visa**

This visa allows you to come to New Zealand as a visitor to visit family or friends. You can also study for up to three months or tour the country.

You may not need to apply for a Visitor Visa – people from visa waiver countries can travel to New Zealand without a visa but must hold an NZeTA (New Zealand Electronic Travel Authority).

→ [Further information about this visa](#)  
→ [Visa waiver for Visitor Visa](#)  
→ [Information about NZeTA](#)

**START MY APPLICATION**

## How to add another applicant

**Step 6.** You can include your partner and any dependent children up to the age of 19 in your application. If this is the case, click 'add another applicant' and select the type of applicant from the drop-down menu. You will need to provide their details. Any dependent children aged 20 and over will need to apply for their own visa separately.

**Applicants**  
Some visa types allow more than one applicant in an application. If so, the Add another applicant button will display.



**ADD ANOTHER APPLICANT**

| Surname or family name ↓ | Given or first name | Applicant type | Action          | Status | Options |
|--------------------------|---------------------|----------------|-----------------|--------|---------|
| Principal applicant      |                     | Primary        | <b>CONTINUE</b> | Draft  |         |

Add applicant 

**Additional applicant type**



Partner

Dependent Child



**ADD APPLICANT**

Here is how we define partners: [www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa/tools-and-information/support-family/partnership](https://www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa/tools-and-information/support-family/partnership)

Here is how we define dependent children: [www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa/tools-and-information/support-family/dependent-children](https://www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa/tools-and-information/support-family/dependent-children)

**Step 7. Click 'continue' to enter the details for each applicant.**

| Surname or family name ↓ | Given or first name | Applicant type | Action                                                                                                 |
|--------------------------|---------------------|----------------|--------------------------------------------------------------------------------------------------------|
| Principal applicant      |                     | Primary        | <br><b>CONTINUE</b> |

**Step 8. Please provide your identity information. If you have a mononym (a single word official name), tick 'yes'. If you have a first name and a surname, tick 'no'.**

**Fill in your name(s) as shown exactly on your passport.**

**Identity information**

**Do you have a mononym?**  
This is when your official name is one name. Answer No if you have a first name and surname displayed in your passport.  
☐ Yes ☒ No

**Given or first name**  
As stated in your passport.

**Middle names**  
As stated in your passport. Leave blank if no middle name is displayed in your passport.

**Surname or family name**  
As stated in your passport.

If you have used other names, you will be asked to enter them. These might include your birth name, your name from marriage or from adoption, your English name or other names you are known by. If none, tick 'No' to this question.

**Have you ever used any other names?**  
This includes your birth name, your name from marriage or from adoption, your English name, or other names your are known by.  
☐ Yes ☒ No

**Step 9. Add the country you will be in when this application is submitted. Tick ‘yes’ or ‘no’ to a series of questions about your previous dealings with Immigration New Zealand and if you hold an Australian permanent resident visa.**

### New Zealand immigration history

What country or territory will you be in when this application is submitted?

Samoa

Have you previously applied for a New Zealand visa?  
This includes anyone applying for you on your behalf.

☐ Yes ☒ No

Have you previously requested an NZeTA (New Zealand Electronic Travel Authority)?  
This includes anyone requesting one for you on your behalf.

☐ Yes ☒ No

Do you hold an Australian Permanent Resident Visa?

☐ Yes ☒ No

Have you ever travelled to New Zealand?

☐ Yes ☒ No

**Step 10. Enter your passport details. Please ensure these are correct.**

|                                                                                     |    |      |                                                                                     |
|-------------------------------------------------------------------------------------|----|------|-------------------------------------------------------------------------------------|
| <b>Passport number</b>                                                              |    |      |                                                                                     |
| Generally found in the top right-hand corner of the identity page of your passport. |    |      |                                                                                     |
| ABC12345                                                                            |    |      |                                                                                     |
| <b>Country or territory of issue</b>                                                |    |      |                                                                                     |
| Find the field named 'Code', 'Issuing Country' or 'Country Code' in your passport.  |    |      |                                                                                     |
| Samoa                                                                               |    |      |                                                                                     |
| <b>Nationality as shown in passport</b>                                             |    |      |                                                                                     |
| Samoa                                                                               |    |      |                                                                                     |
| <b>Passport issue date</b>                                                          |    |      |                                                                                     |
| 02                                                                                  | 10 | 2019 |    |
| <b>Passport expiry date</b>                                                         |    |      |                                                                                     |
| 01                                                                                  | 10 | 2024 |    |
| <b>Gender as shown in passport</b>                                                  |    |      |                                                                                     |
| Male                                                                                |    |      |                                                                                     |
| <b>Date of birth as shown in passport</b>                                           |    |      |                                                                                     |
| 02                                                                                  | 02 | 1978 |  |

**Step 11. Type in your country of birth, the state/province/region, and the town/city.**

|                                             |
|---------------------------------------------|
| <b>Country or territory of birth</b>        |
| Samoa                                       |
| <b>State or province or region of birth</b> |
| Upolu                                       |
| <b>Town or city of birth</b>                |
| Apia                                        |

**Step 12. If you have a national identity number in your home country, please enter the details.**

**National identity details**

Do you have a national identity number?

☒ Yes ☐ No

National identity number

123456

Country or territory of issue

Samoa

**Step 13. If you are a citizen of another country, please provide details. You may click ‘add another country of citizenship’ if you have further countries to record.**

**Other citizenships**

Do you hold any other citizenships?

☒ Yes ☐ No

Enter details of all other countries you are a citizen of

Country of citizenship

Start typing and select a country from the list...

Do you hold a passport in this citizenship?

☐ Yes ☐ No

+ ADD ANOTHER COUNTRY OF CITIZENSHIP

## Uploading a photo

**Step 14. Upload your photo by clicking ‘Choose file’. If upload is successful, it will show ‘confirmed’ here.**

Your visa photo must be less than 6 months old and must meet our photo requirements: [www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa/tools-and-information/acceptable-photos](https://www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa/tools-and-information/acceptable-photos)

Please do not use the photo page of your passport.

### Upload photo

Your visa photo must be less than 6 months old and must meet [our photo requirements](#). Do not use the photo page of your passport.

When you upload your photo, it must be:

- a .jpeg or .jpg file
- between 500 KB and 3 MB
- between 900 x 1200 pixels and 2250 x 3000 pixels.

Upload your photo

No file chosen

**Step 15. Enter the details of where you are living when you submit this application. Type in your physical address, email address and preferred contact number or an optional alternative number. This will help us contact you.**

Current country or territory

Samoa

Your current physical address

Beach RD, Apia, WSM

Is your postal address the same as your physical address?

Select No if you want to receive mail at a different address from your current physical address.

☒ Yes
 ☐ No

Email address

We will use your online account as your primary contact address. Your nominated email address will be used to notify you when we have sent notices, documents and other communications to your online account. Please provide us with an email address you check regularly and where emails will be received without issue.

Firstname.LastName@YourEmail.com

ALERT

Please check that you have entered your email address accurately.

Applicant's preferred contact number

Enter country code, area code and phone number with no spaces e.g. +641239876544 (maximum of 16 characters)

+68512345

At the bottom of the page, click 'Save and continue'.

**Step 16. Tick 'yes' or 'no' if you are a premium loyalty member of a programme managed by one of our partner organisations.**

Do you have membership with one of Immigration New Zealand's tourism partners?

Please ensure you check that you are a premium loyalty programme member.

☐ Yes ☒ No

More information about this is on our website: [www.immigration.govt.nz/new-zealand-visas/preparing-a-visa-application/your-journey-to-new-zealand/special-visa-processing-arrangements](http://www.immigration.govt.nz/new-zealand-visas/preparing-a-visa-application/your-journey-to-new-zealand/special-visa-processing-arrangements)

## Proof of financial support

**Step 17. The following questions ask about your financial support during your intended travel to New Zealand.**

Tick 'yes' if you are able to financially support yourself during your stay, including onward travel. If 'no', you will need a sponsor to support you. The criteria and process are found here:

[www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa/tools-and-information/sponsorship/criteria-and-process-for-sponsors](http://www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa/tools-and-information/sponsorship/criteria-and-process-for-sponsors)

### Your financial support

Are you able to financially support yourself during your stay — including onward travel?

☐ Yes ☒ No

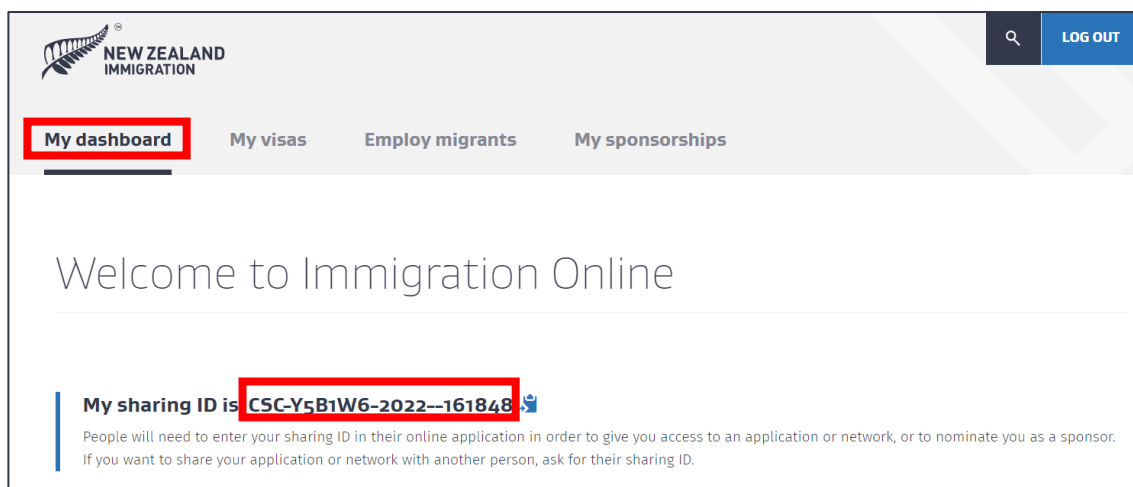
Do you have a New Zealand person or New Zealand organisation sponsoring your stay?

☒ Yes ☐ No

#### ALERT

Your sponsor will be required to complete an [online sponsorship form](#).

If a New Zealand person or organisation is sponsoring your stay, your sponsor must create their own RealMe account and provide you with their **sharing ID** found on 'My dashboard'.



**NEW ZEALAND IMMIGRATION**

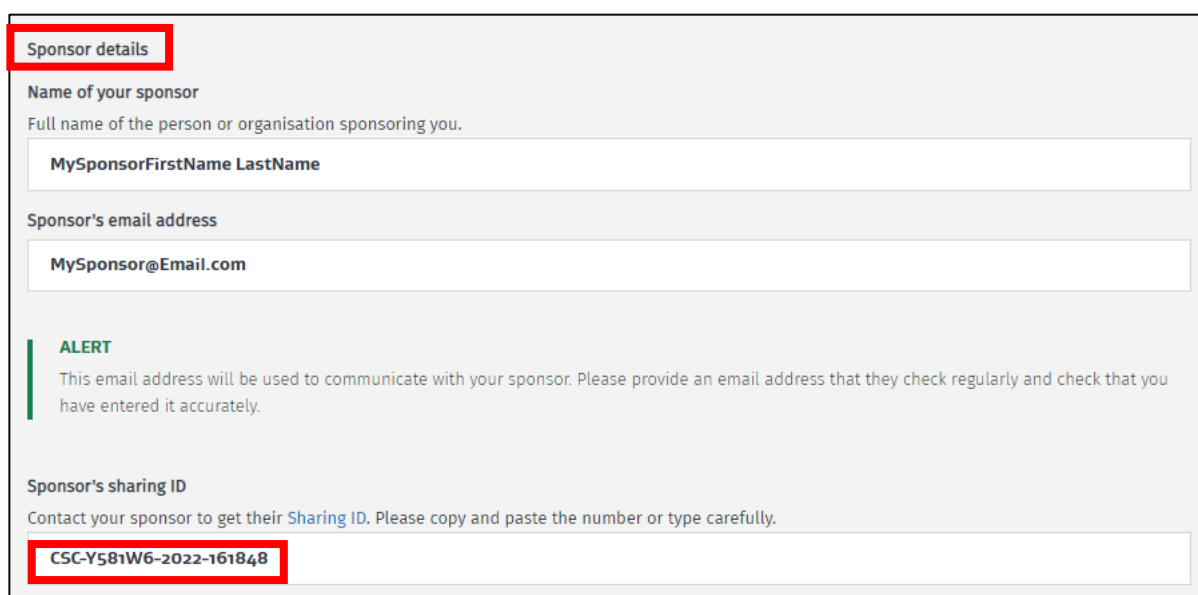
**My dashboard** My visas Employ migrants My sponsorships

Welcome to Immigration Online

**My sharing ID is** **CSC-Y5B1W6-2022-161848**

People will need to enter your sharing ID in their online application in order to give you access to an application or network, or to nominate you as a sponsor. If you want to share your application or network with another person, ask for their sharing ID.

You will be asked later at the 'Supporting documents' section to enter this **sharing ID** including the sponsor's name and email address. Please ensure these details are correct as we will email your sponsor to ask them to complete a sponsorship form online.



**Sponsor details**

**Name of your sponsor**  
Full name of the person or organisation sponsoring you.  
MySponsorFirstName LastName

**Sponsor's email address**  
MySponsor@Email.com

**ALERT**  
This email address will be used to communicate with your sponsor. Please provide an email address that they check regularly and check that you have entered it accurately.

**Sponsor's sharing ID**  
Contact your sponsor to get their [Sharing ID](#). Please copy and paste the number or type carefully.  
**CSC-Y5B1W6-2022-161848**

Tick 'yes' if you have prepaid accommodation or staying with family/friends and please enter the full address if you know where it is. You must have at least NZD \$400 available for each person, for each month of stay.

If you don't have prepaid accommodation, you or your sponsor must have at least NZD \$1000 available for each person, for each month of stay.

**Do you have prepaid accommodation?**  
☒ Yes ☐ No

**Full address of accommodation - if known**  
If you are staying at more than one address, enter the first address.  

Start typing and select the complete address from the list, select 'Enter manually...' if not found

**Do you have at least NZD \$400 available for each person, each month?**  
☒ Yes ☐ No

From the drop-down menu, select what evidence of your onward travel you will be able to provide. If you choose 'other', please provide further details.

**What evidence of onward travel will you provide?**

Other

I have evidence of a pre-paid booking

I have sufficient funds to purchase travel

Other

**Step 18. Tick 'yes' or 'no' if you require a multiple journey visa. Enter your estimated date of arrival in New Zealand and when you will depart.**

### Your stay in New Zealand

**Do you require a multiple journey visa?**  
Select Yes if you intend on travelling in and out of New Zealand with this visa.  
☐ Yes ☒ No

**Estimated date of arrival in New Zealand**

|           |           |             |                                                                                   |
|-----------|-----------|-------------|-----------------------------------------------------------------------------------|
| <i>dd</i> | <i>mm</i> | <i>yyyy</i> |  |
|-----------|-----------|-------------|-----------------------------------------------------------------------------------|

**Estimated date of departure from New Zealand**

|           |           |             |                                                                                   |
|-----------|-----------|-------------|-----------------------------------------------------------------------------------|
| <i>dd</i> | <i>mm</i> | <i>yyyy</i> |  |
|-----------|-----------|-------------|-----------------------------------------------------------------------------------|

**Step 19. If anyone included in this application is under 16 and planning to stay for more than 12 months, they must have permission to travel with just one parent. Evidence of sole custody or permission from the other parent must be provided. Choose which option applies to this application.**

This application includes:

No one under 16

At least one applicant is under 16 and staying in NZ for 12 months or less

At least one applicant is under 16, staying in NZ for more than 12 months and travelling with both parents

At least one applicant is under 16, staying in NZ for more than 12 months and travelling with their sole custody parent

At least one applicant is under 16, staying in NZ for more than 12 months and travelling with just one of their parents

At the bottom of the page, click "Save and continue".

## Character & Health Sections

**Step 20.** This section has four questions to determine whether you meet the character requirements for this visa. If you tick 'yes' to any of these questions, you will need to provide further details. Please answer these questions honestly as non-disclosure may affect your visa status.

**Character details**

**Have you ever been convicted at any time of any offence, including any driving offence?**  
You must include all overseas convictions. You do not need to include New Zealand convictions covered by the [New Zealand Criminal Records \(Clean Slate\) Act 2004](#).

☐ Yes ☐ No

**Are you currently under investigation, wanted for questioning, or facing charges for any offence in any country including New Zealand?**

☐ Yes ☐ No

**Have you ever been expelled, deported, excluded, removed from or refused entry to any country?**

☐ Yes ☐ No

**Have you ever been refused a visa or permit by any country excluding New Zealand?**

☐ Yes ☐ No

At the bottom of the page, click "Save and continue".

**Step 21.** The information you provide in the health section of the online form will determine if your health meets the requirements for this visa. If you tick 'yes' to any of these questions, you will need to provide further details. Please answer these questions honestly as non-disclosure may affect your visa status.

**Tuberculosis**

**Do you have tuberculosis?**

☐ Yes ☐ No

**Medical care during your stay in New Zealand**

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

**Renal dialysis**  
Renal dialysis is a medical treatment required by people who have experienced kidney failure.

☐ Yes ☐ No

**Hospital care**

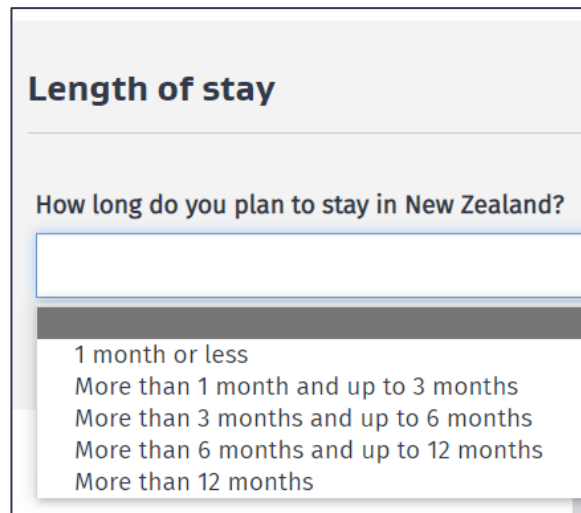
☐ Yes ☐ No

**Residential care**  
Residential care is long-term care provided in live-in facilities for the aged or for people with physical, sensory, intellectual or psychiatric disabilities.

☐ Yes ☐ No

You may be required later to provide medical certificates. Once you submit this form, we will check any previously provided certificates and advise you if you need to obtain one.

**Step 22. From the drop-down menu, please choose your length of stay in New Zealand.**



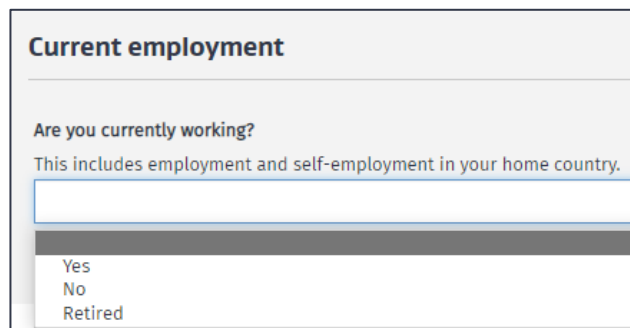
**Length of stay**

How long do you plan to stay in New Zealand?

1 month or less  
More than 1 month and up to 3 months  
More than 3 months and up to 6 months  
More than 6 months and up to 12 months  
More than 12 months

At the bottom of the page, click “Save and continue”.

**Step 23. From the drop-down menu, choose if you are currently working, not working or retired. This includes employment or self-employment in your home country.**



**Current employment**

Are you currently working?

This includes employment and self-employment in your home country.

Yes  
No  
Retired

If you are working, you will be asked details of your current employment. If you are retired, you will be asked to provide details of your last paid work.

**Current employment**

Are you currently working?  
This includes employment and self-employment in your home country.

Yes

Provide details of your current work

Start date  
Enter month and year.

9 2009

Role or job title  
If you can't find your role try entering your industry and locate an nec (not elsewhere classified) option.

221111 - Accountant (General)

Country or territory of work

Samoa

State or province or region

Apia

At the bottom of the page, click 'Save and continue'.

## Step 24. From the drop-down menu, choose the option that best describes your current partnership status.

Immigration New Zealand's definition of partnership is on our website:

<https://www.immigration.govt.nz/about-us/site-information/glossary#partner>

**Relationship status**

What is your partnership status?

You must choose the option that best describes your current partnership status. [Definition of partner.](#)

Single  
Married / in civil union  
Partner / de facto  
Engaged  
Separated  
Divorced  
Widowed

**Step 25. If you have any contacts in New Zealand, please provide their details. Contacts may include close friends and family members. Click ‘add another contact’ to add more contacts if required.**

**New Zealand contacts**

Do you have any contacts in New Zealand?  
☒ Yes ☐ No

Provide the name, address and contact details of any friends, relatives or contacts you have in New Zealand  
It is not necessary to list all acquaintances. Contacts could include close friends and family.

Contact's given or first name

ContactFirstName

Contact's middle names

ContactMiddleName

Contact's surname or family name

ContactLastName

Contact's relationship to you

Family

Contact's date of birth

2

2

1978

Enter their address

21 Compton Crescent, Taita, Lower Hutt, Wellington, 5011, NZL

Enter their contact number

Enter country code, area code and phone number separated by spaces e.g. +64 123 9876544

+642112345678

Enter their email address

MyContact@Email.com

+ ADD ANOTHER CONTACT

At the bottom of the page, click ‘Save and continue’.

## Completing form on behalf

**Step 26. If you are completing this form on behalf of someone else, tick ‘yes’ to this question and choose in the drop-down menu in what role. You will be asked to provide your name, address, and contact details.**

**Person completing form**

**Are you completing this form on behalf of someone else?**  
 You are only completing this form on behalf of someone else if you are not included in the application. Select No if you are applying for a visa for yourself and have included additional people in the same application.  
☒ Yes ☐ No

**In what capacity are you completing this form?**

▼

Licensed immigration adviser  
 Person exempt from licensing  
 Parent or guardian of a dependent child who is under 18 years of age  
 Assisting by recording information on the form

**Provide the name, address and contact details of the person completing the form.**

**Given or first name**

Charlotte

**Surname or family name**

Wilson

**Company or organisation name — if applicable**

Aroha Advisors Ltd.

Some people giving immigration advice may need to be licensed. For more information, visit [www.immigration.govt.nz/assist-migrants-and-students/advise-migrants/regulations-and-licensing/licensing](http://www.immigration.govt.nz/assist-migrants-and-students/advise-migrants/regulations-and-licensing/licensing)

Tick 'no' to this question if you are completing this form for yourself and any additional people you have included in this application. If you have received assistance or immigration advice, you must describe the nature of the advice and provide the assisting person's details.

**Person completing form**

**Are you completing this form on behalf of someone else?**  
 You are only completing this form on behalf of someone else if you are not included in the application. Select No if you are applying for a visa for yourself and have included additional people in the same application.  
☐ Yes ☒ No

**Advice**

Section 7 of the Immigration Advisers Licensing Act 2007 defines immigration advice as 'using, or purporting to use, knowledge of or experience in immigration to advise, direct, assist, or represent another person in regard to an immigration matter relating to New Zealand, whether directly or indirectly and whether or not for gain or reward'.  
 → [Adviser licensing information](#)

**Have you received assistance or immigration advice relating to this application?**  
☐ Yes ☒ No

At the bottom of the page, click "Save and continue".

## Uploading PDFs

**Step 27. Based on the information you have provided, you must upload the following documents to support your visa application.**

The size of each document must be in PDF (Portable Document Format) and not exceed 10MB. If you have multiple documents to upload as evidence for the same requirement, combine these together into a single PDF file before you upload them.

For help uploading documents, visit [www.immigration.govt.nz/about-us/our-online-systems/applying-for-a-visa-online/immigration-online/how-to-use-immigration-online/uploading-documents-photographs](http://www.immigration.govt.nz/about-us/our-online-systems/applying-for-a-visa-online/immigration-online/how-to-use-immigration-online/uploading-documents-photographs)

### English or translations

You must tick 'yes' to this question if all the documents you intend to upload are in English.

Are all the documents you intend to upload in English?

☒ Yes ☐ No

Tick 'no' if your documents are not in English. If that is the case, you must upload English translations of all medical and police certificates. If requested by an immigration officer to submit other documents in support of your application, it may require an English translation.

You must also upload the original or certified copies of those documents.

For more information on what translations we accept, please visit [www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa/tools-and-information/general-information/translating-supporting-documents-into-english](http://www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa/tools-and-information/general-information/translating-supporting-documents-into-english)

To upload your documents, click 'browse' then open the file in your computer. The file name will show here if it was uploaded successfully.

### Identity evidence

In this section, you must upload the relevant pages of your:

- passport or travel document
- national identification card – if available
- a visa if you are living in a country that is not your country of citizenship. If you have the right to reside without a visa, upload a document explaining the circumstances.

## Identity evidence

Upload the relevant pages of the passport or travel document you will be travelling on

### Your passport or travel document

Include any pages with your photo, personal details, details of your family, name change endorsement or extensions to expiry date.

BROWSE



### Your national identification card – if available

Providing your identification card can help us process your application. If you have more than one identification card, scan all into one document and upload.

BROWSE



Are you living in a country that is not your country of citizenship?

☒ Yes ☐ No

What country are you living in?

### Evidence of the visa that entitles you to live in that country

If you have the right to reside without a visa, upload a document explaining the circumstances.

BROWSE



## Purpose of visit evidence

In this section, you must upload your:

- travel itinerary or a document detailing your plans
- travel itinerary or a document detailing your plans of intended multiple journeys (if applicable)
- any other information or evidence that supports your reason of travel

## Purpose of visit evidence

### Evidence of your plans in New Zealand

This could be a travel itinerary or a document detailing your plans.

BROWSE

### Evidence of multiple journeys to New Zealand

This could be a travel itinerary or a document that details your intended multiple journeys in and out of New Zealand .

BROWSE

## Evidence of genuine intent

In this section, you must upload:

- letter from your employer showing that your leave from work is approved and the date you are expected to return
- letter of leave from school for children who attend school
- a copy of your Australian visa if you plan to travel to Australia immediately before or after your visit (if applicable)
- other additional evidences that will help us assess your intentions. More information can be found at: [www.immigration.govt.nz/new-zealand-visas/preparing-a-visa-application/character-and-identity/bona-fide/evidence-genuine-visitor](http://www.immigration.govt.nz/new-zealand-visas/preparing-a-visa-application/character-and-identity/bona-fide/evidence-genuine-visitor)

### Evidence of genuine intent

**Evidence from your employer showing that your leave from work is approved**

An optional upload to confirm your intent to return to work in your home country

BROWSE

**Evidence of your Australian visa – if applicable**

If you plan to travel to Australia immediately before or after your visit to New Zealand, uploading evidence of it here will assist us in processing your application.

BROWSE

**Other evidence of genuine intent**

In addition to the evidence provided above, additional evidence will help with assessing whether you genuinely intend to stay in New Zealand temporarily and will comply with the conditions of your visa.

→ [Genuine intentions to visit, study or work in New Zealand](#)

**Do you want to upload other evidence of your genuine intent in support of your application?**

☒ Yes ☐ No

**Provide details of the other evidence you wish to upload**

Type

Cover letter  
Family declaration  
Home country government evidence  
Letter from employer - (genuine Intent)  
Other country immigration status  
Other genuine intent evidence  
Personal circumstances

+ ADD ANOTHER DOCUMENT

## Evidence of funds

In this section, please upload:

- bank or financial statements in your name, or in the name of one of the additional applicants, and these must show at least a 6 month history. Combine all pages and upload as one document
- evidence of Tourism Industry Partnership membership, if applicable
- evidence of prepaid accommodation for all people included in this application
- evidence you have paid onward travel for all people included in this application

**Type of statement**  
For example: bank savings, current account, credit card, term deposit, loan statement, or a combination.

**Bank savings**

**Bank or organisation name**  
**National Bank of Samoa**

**Bank or organisation branch**  
**Apia**

**Bank or organisation manager**  
**Fetu Smith**

**Value of funds reflected by these documents**  
NZD \$3,000 - \$4,199

**Statements**

**BROWSE**

**Evidence of your Tourism Industry Partnership membership**  
Check the [INZ website](#) for evidence where required. Where you are required to provide multiple documents, combine them into one PDF for upload.

**BROWSE**

**Evidence of pre-paid accommodation for all applicants in this application**

**BROWSE**

**Evidence you have paid for onward travel for all applicants in this application**

**BROWSE**

## Other evidence

If you have other evidence to support your application, please upload it.

### Other evidence

Do you have any other evidence to support your application that you want to upload?

☒ Yes
 ☐ No

ALERT

You should only add one document per type. If you have multiple pages for the same category, combine them into one PDF.

Enter details of the other evidence you want to upload

Type

Academic transcript  
Additional passport  
Birth certificate  
Cover letter  
Driver's licence  
Evidence of character  
Household registration  
IELTS certificate  
Medical insurance confirmation  
Other document, not listed  
Other evidence of English language  
Other evidence of identity  
Other financial information  
Other medical information  
Police certificate  
Qualification - (Work History)

Once you have uploaded all of the required documents, please tick the box to declare that they accurately represent the statements you have made in this form. Click 'save and continue'.

### Declaration

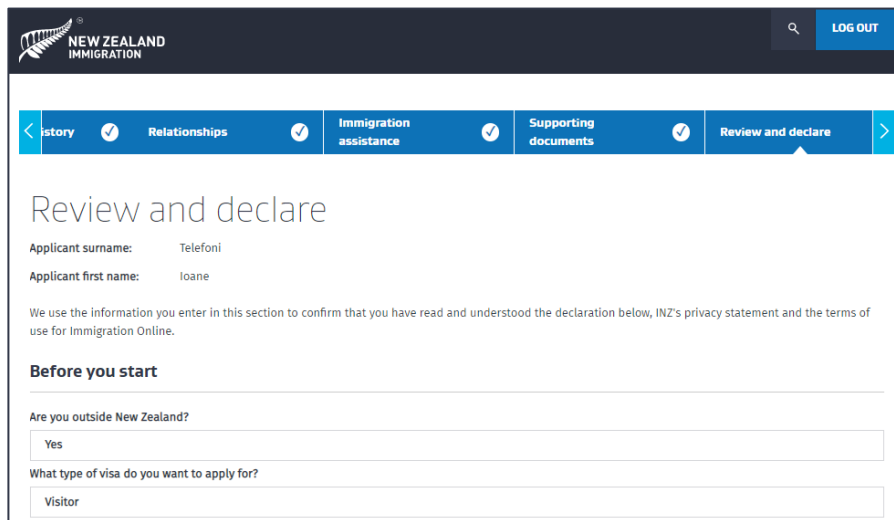
☒ I have checked that the documents I have uploaded accurately represent the statements made in this form

BACK

SAVE AND EXIT

SAVE AND CONTINUE

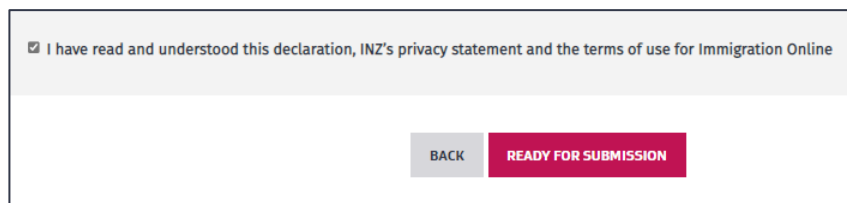
**Step 28.** Please review all of the information you have supplied. If you need to change anything, you can do this by clicking 'back' at the bottom of the page.



The screenshot shows the 'Review and declare' page of the New Zealand Immigration online application system. At the top, there is a dark blue header with the New Zealand Immigration logo and a 'LOG OUT' button. Below the header is a progress bar with five steps: 'History', 'Relationships', 'Immigration assistance', 'Supporting documents', and 'Review and declare'. The 'Review and declare' step is currently active. The main content area is titled 'Review and declare' and contains the following information:

- Applicant surname: Telefoni
- Applicant first name: Ioane
- A statement: 'We use the information you enter in this section to confirm that you have read and understood the declaration below, INZ's privacy statement and the terms of use for Immigration Online.'
- A section titled 'Before you start' with two questions:
  - 'Are you outside New Zealand?' with a 'Yes' button.
  - 'What type of visa do you want to apply for?' with a 'Visitor' button.

**Step 29.** Once you are satisfied that the information you have given us is accurate, you will need to make a declaration. Please read this carefully and tick the box if you understand. Then click 'Ready for submission'. At the point, you will be taken back to the starting page.



The screenshot shows the declaration step of the application process. It features a checkbox with the text 'I have read and understood this declaration, INZ's privacy statement and the terms of use for Immigration Online'. Below the checkbox, there are two buttons: a grey 'BACK' button and a red 'READY FOR SUBMISSION' button.

**Step 30.** If you have included your partner and/or dependent children in your application, please make sure you have completed the form for them, including uploading evidence of your relationship. Once their statuses all show 'Ready for submission', you can click 'pay & submit application' to go to the final step.

## Application summary

Application name

VV00218562 Ioane Smith Telefoni Visitor Visa - General

Application ID

VV00218562

Status

Draft

PAY & SUBMIT APPLICATION

## Applicants

Some visa types allow more than one applicant in an application. If so, the Add another applicant button will display.

ADD ANOTHER APPLICANT

| Surname or family name ↓ | Given or first name | Applicant type | Action   | Status               | Options |
|--------------------------|---------------------|----------------|----------|----------------------|---------|
| Telefoni                 | Marian              | Secondary      | CONTINUE | Ready for submission | ▼       |
| Telefoni                 | Ioane               | Primary        | CONTINUE | Ready for submission |         |

## Payment

**Step 31. Finally, please review all application costs. From the drop-down menu, select your payment method and click 'next' at the bottom of the page.**

## Review application costs

You must pay the application fee online with a credit or debit card (Visa, Mastercard, JCB or AMEX), Union Pay or POLI. Immigration New Zealand will begin processing your application once the payment is received and cleared. There is no refund regardless of the application result.

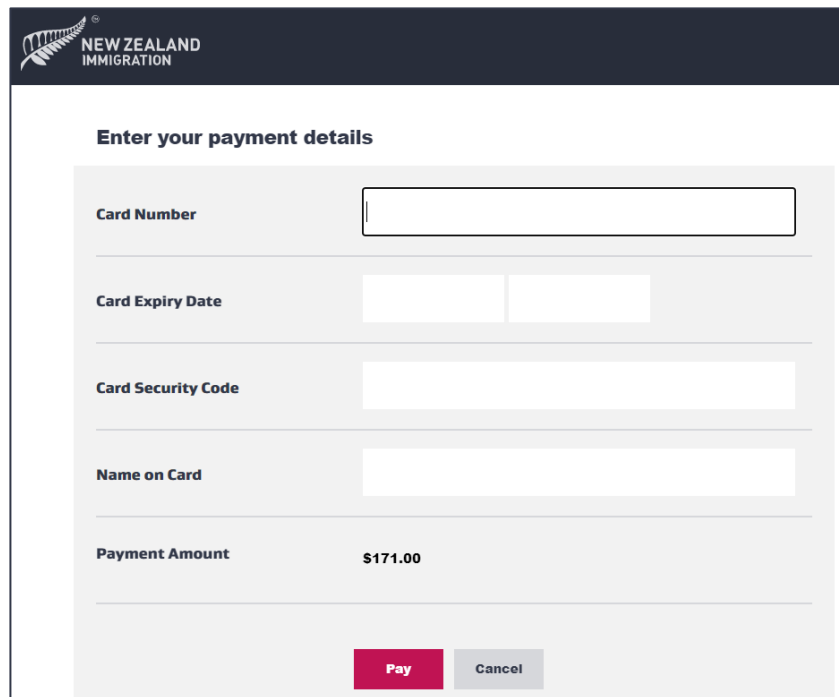
| Item                                                                     | Base     | Tax amount | Waived/Exempt amount | Total cost |
|--------------------------------------------------------------------------|----------|------------|----------------------|------------|
| Ioane Smith Telefoni - Visitor - General - Application fee - VV00218562  | \$150.00 | \$0.00     |                      | \$150.00   |
| Ioane Smith Telefoni - Visitor - General - Immigration levy - VV00218562 | \$21.00  | \$0.00     |                      | \$21.00    |
| Visitor - General - International Visitor Levy (IVL)                     | \$0.00   | \$0.00     |                      | \$0.00     |
| Visitor - General - International Visitor Levy (IVL)                     | \$0.00   | \$0.00     |                      | \$0.00     |

Payment method

▼

POLI  
Credit or debit card  
UnionPay

**Step 32. You will be guided to the payment section of the online form to add your card details or bank details for POLi. You will see a confirmation message when this has been done.**



The screenshot shows the 'Enter your payment details' section of the New Zealand Immigration online form. The form is titled 'NEW ZEALAND IMMIGRATION' at the top. Below the title, the heading 'Enter your payment details' is displayed. The form contains several input fields: 'Card Number' (a single text box), 'Card Expiry Date' (two separate text boxes for month and year), 'Card Security Code' (a single text box), and 'Name on Card' (a single text box). Below these fields, the 'Payment Amount' is displayed as '\$171.00'. At the bottom of the form, there are two buttons: a red 'Pay' button and a grey 'Cancel' button.

**Thank you for applying for this visa, and we will contact you when we have made a decision or if we need to request more information from you. For information on how long it may take to process your application visit the INZ website.**

**[www.immigration.govt.nz/processingtimes](http://www.immigration.govt.nz/processingtimes)**