

Dear Traveller,

Thank you for choosing Visa First to process your visa application. This is your Visa First Application Pack which contains:

- Useful information about the visa's terms and conditions
- Order form
- Visa application form

Make sure you read the information carefully. Please send us the completed application form as soon as possible so that the visa can be ready in time for your trip. If you have any questions don't hesitate to contact us back!

You can contact us by email on [info@visafirst.com](mailto:info@visafirst.com) or call us on +44(0) 207 659 9180 from the UK or on +353(0) 1 878 3329 from Ireland.

We are committed to processing your visa as quickly and easily for you as possible!

Sincerely,  
Visa First

## CONDITIONS

To be eligible for a New Zealand working holiday visa applicants must:

- Have a passport for Argentina, Belgium, Brazil, Canada, Chile, China, Czech Republic, Denmark, Estonia, Finland, France, Germany, Hong Kong, Ireland, Italy, Japan, Korea, Latvia, Malaysia, Malta, Mexico, Netherlands, Norway, Poland, Singapore, Slovenia, Spain, Sweden, Taiwan, Thailand, United Kingdom, Uruguay, or USA - valid for at least three months after your planned departure from New Zealand.
- Be at least 18 and not more than 30 years old. Please note that the age limit for Canadian passport holders only is between 18 and 35 years.
- Not bring children with you.
- Hold a return ticket, or sufficient funds to purchase such a ticket.\*
- Have sufficient funds (usually NZ\$4,200 min) to meet your living costs while you are in New Zealand.
- Be of good health and character.
- Not previously have been approved a visa or permit under a working holiday scheme .
- Hold medical and comprehensive hospitalization insurance for the length of your stay in New Zealand.
- Be aware that any employment undertaken is for the purpose of supplementing holiday funds, and that your main intention for travelling to New Zealand is to holiday. You may not undertake permanent employment.
- You must not work for the same employer for more than three months if you hold a passport from one of the following countries: Argentina, Brazil, Chile, China, Czech Republic, Denmark, Estonia, Finland, Hong Kong, Italy, Korea, Malta, Mexico, Poland, Slovenia, Spain, Taiwan, Thailand, and Uruguay.

The holder may work as part of a Working Holiday Scheme in any employment but not for more than 12 months in total.

- The holder shall not study for more than 6 months in total.

\* You are required to hold sufficient funds for the duration of your visit and for the purchase of an outward ticket from New Zealand. Such evidence may be requested on arrival at the border.

\* Should the immigration authorities need confirmation of your personal details, there may be a delay with your visa. We will call you immediately to ensure this delay is minimised. No additional fees will apply.

## VISA AND PASSPORT SERVICE

The issue of a New Zealand Working Holiday visa is discretionary and depends on examination of each individual case, including purpose of visit and intention to return. Though VISA FIRST have priority processing with NZIS (New Zealand Immigration Services) enabling finalising a visa application in 48 hours, processing periods may vary beyond this period.

All visas are issued at the discretion of the Immigration Department and Visa First bear no responsibility for the rejection of any application. The fees are not refundable regardless of the outcome of the application. Visa First advise against purchasing restricted or inflexible tickets prior to visa issuance.

Visa First reserve the right to return any application without the requested visa issued, provided the application details provided do not comply with the Immigration Department's requirements, or if there is insufficient time to obtain the visa.

### Terms and Conditions

By engaging the services of VisaFirst, you agree to our terms and conditions which you can view at:

<http://www.visafirst.com/terms.asp>

## ADDITIONAL REQUIREMENTS

### United Kingdom

- Usually be permanently living in the United Kingdom – this means you can be temporarily visiting another country but not for longer than 2 years.
- Have a minimum of NZ\$350 per month of stay available funds to meet your living costs while in New Zealand.
- Hold sufficient funds for the duration of your visit and for the purchase of an outward ticket from New Zealand.
- Such evidence may be requested on arrival at the border.
- You must not work for a period exceeding 12 months.
- Applicants from the UK can select either a 12-month or 23-month stay in New Zealand. Depending on the length of stay they chose they may be required to complete medical forms. Please contact Visa First for further details.

### USA

- usually be permanently living in the United States of America – this means you can be temporarily visiting another country but not for longer than 2 years
- have a passport from the United States of America that's valid for at least three months after your planned departure from New Zealand
- be at least 18 and not more than 30 years old
- not bring children with you
- hold a return ticket, or sufficient funds to purchase such a ticket\*
- have a minimum of NZ\$4,200 available funds to meet your living costs while you're here
- meet our health and character requirements
- hold medical and comprehensive hospitalisation insurance for the length of your stay
- be coming to New Zealand to holiday, with work or study being secondary intentions for your visit
- not have been approved a visa or permit under a Working Holiday Scheme before.

Please note that if you hold a passport from one of the following countries, additional information/documentation may be required: Argentina, Brazil, Chile, China, Czech Republic, Estonia, Hong Kong, Japan, Korea, Latvia, Malaysia, Malta, Mexico, Poland, Singapore, Slovenia, Spain, Taiwan, Thailand, and Uruguay.

## Personal and Passport Details

1. Name as shown in passport:	2. Given Names:
3. Family Name:	4. Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
5. Date of birth: DAY / MONTH / YEAR	6. Other names known by:
7. Place and country of birth.	

## Contact Details

8. Postal Address:	
9. Home telephone:	10. Mobile telephone:
11. Email:	

## Passport Details\*

12. Citizenship:	13. Passport number:
14. Passport country of issue:	
15. Passport dates: Issue date DAY / MONTH / YEAR	16. Expiry date DAY / MONTH / YEAR
17. Second form of identification: (please select an alternative form of identification to prove your identity)	
Driving license: <input type="checkbox"/>	Birth certificate: <input type="checkbox"/> National ID: <input type="checkbox"/>
18. Document dates: Issue date DAY / MONTH / YEAR	19. Expiry date (Where applicable) DAY / MONTH / YEAR
20. Occupation – please enter details of the main occupation in which you are qualified or normally work.	

\*NB: You must travel to New Zealand with the same passport you hold at time of completing this application. If you obtain a new passport after your visa has been issued, please contact VISA FIRST Help Desk for advice. In this case Reallocation fee may apply.

## Health Details

21. Do you have a medical condition that requires, or may require, renal dialysis during your intended stay in New Zealand? Yes <input type="checkbox"/> No <input type="checkbox"/>	
22. Do you have active tuberculosis (TB)? Yes <input type="checkbox"/> No <input type="checkbox"/>	
23. Do you have any of the following medical condition(s):	
Cancer Yes <input type="checkbox"/> No <input type="checkbox"/>	Heart disease Yes <input type="checkbox"/> No <input type="checkbox"/> A mental, physical or intellectual disability: Yes <input type="checkbox"/> No <input type="checkbox"/>
24. Do you have any medical condition(s) that currently requires, or may require during your intended stay in New Zealand:	
Hospitalisation: Yes <input type="checkbox"/> No <input type="checkbox"/>	Residential care: Yes <input type="checkbox"/> No <input type="checkbox"/>
25. Are you pregnant? Yes <input type="checkbox"/> No <input type="checkbox"/>	

(residential care is long-term care provided in a live-in facility such as a facility for people with a physical or psychiatric disability and includes 24 hour supervision)

If you answered "Yes" to any of the questions above please provide details (you may be required to provide further information on your medical condition).

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26. In the five years prior to this application, have you spent (lived in and/or visited) a combined total of 3 months in any country or countries NOT considered to be low risk for TB*. Yes <input type="checkbox"/> No <input type="checkbox"/> (If Yes, please give details)

\*If you are a passport holder of a country NOT considered low risk for TB you may be required to submit an x-ray certificate when you submit this application.

### Countries, areas and territories with low incidence of tuberculosis (TB)

American Samoa, Andorra, Antigua and Barbuda, Australia, Austria, Barbados, Belgium, Bermuda, British Virgin Islands, Canada, Cayman Islands, Chile, Costa Rica, Cuba, Cyprus, Czech Republic, Denmark, Dominica, Finland, France, Germany, Greece, Grenada, Iceland, Ireland, Israel (including the Occupied Palestinian Territory, and including East Jerusalem), Italy, Jamaica, Jordan, Libya, Liechtenstein, Luxembourg, Malta, Monaco, Montserrat, Netherlands, Netherlands Antilles, New Zealand, Norway, Oman, Puerto Rico, Saint Kitts and Nevis, Saint Lucia, San Marino, Slovakia, Slovenia, Sweden, Switzerland, Trinidad and Tobago, Turks and Caicos, United Kingdom, United States of America, United States Virgin Islands, Vatican City

If you have lived in or visited a place/places not on the list above for a combined total of three months or more in the five years prior to your application, you must provide a Temporary Entry X-ray Certificate. Example:  
 You hold a British passport and you live in the United Kingdom, which is on the list above. However, in the last five years, you spent five weeks in Thailand and eight weeks in Fiji.  
 Thailand and Fiji are not on the list, therefore you have spent a total of at least three months in a place which is not on the list. You must complete a Temporary Entry X-ray Certificate.

You do not have to provide a Temporary Entry X-ray Certificate if:

- you normally live in one of the places on the list above, and
- you have not spent a total of three months or more in the past five years in a place/places not on the list above.

## Character Details

**27.** Have you ever been convicted of any offence for which you have been sentenced to a term of imprisonment of 5 years or more, or for an indeterminate period capable of running for 5 years or more? Yes  No  (If Yes, please give details)

**28.** Have you, in the 10 years preceding this application, ever been convicted of any offence for which you have been sentenced to imprisonment for a term of 12 months or more, or for an indeterminate period capable of running for 12 months or more? Yes  No  (If Yes, please give details)

**29.** Do you have a New Zealand removal order in force against you? Yes  No  (If Yes, please give details)

**30.** Have you ever been deported from New Zealand or any other country? Yes  No  (If Yes, please give details)

(If Yes, please advise the date of your deportation and the country from which you were deported:)

**31.** Have you been  Charged  Convicted  Under investigation, for any offence(s) against the law in any country; or  Excluded from or refused entry to  Removed from or asked to leave, any country? (Please give details)

## Travel Details

**32.** Have you been to New Zealand before? Yes  No

**33.** If you have visited New Zealand before, please specify period of stay: Yes  No

From: DAY / MONTH / YEAR To: DAY / MONTH / YEAR

**34.** Have you ever been issued a visa or permit under a New Zealand Working Holiday Scheme before? Yes  No

**35.** Do you have sufficient funds available for your Working Holiday in New Zealand? Yes  No

**36.** Do you have sufficient funds to purchase an outward ticket when you are due to leave New Zealand? Yes  No

**37.** Date you wish to travel to New Zealand (approx): DAY / MONTH / YEAR

**38.** Date you plan to depart New Zealand (approx): DAY / MONTH / YEAR

**39.** Where are you lodging this application from?  Outside New Zealand  Inside New Zealand

Please provide your postal address in New Zealand: ↓

## UK and Canada Passport Holders only:

**40.** What visa would you like to apply for?  12-month Working Holiday visa  23-month Working Holiday visa\*

I am represented by an immigration adviser - **Declan Clune License Number 201001109. Email address: [declune@visafirst.com](mailto:declune@visafirst.com)**

**I confirm that the above information is correct and Visa First can further process my New Zealand Working Holiday Visa application.**

Applicant Signature:

Date:

DAY / MONTH / YEAR

## AGREEMENT FOR SERVICES & FEES

<b>AGENT DETAILS</b>	<b>Name:</b> Declan Clune <b>Business Address:</b> IDA Business Park, Ring Road, Kilkenny, Ireland <b>Email:</b> <a href="mailto:declune@visafirst.com">declune@visafirst.com</a>	<b>Phone:</b> 01 878 3329 <b>Fax:</b> 1 679 3265 <b>Website:</b> <a href="http://www.visafirst.com">www.visafirst.com</a> <b>License Number:</b> 201001109
<b>CLIENT DETAILS</b>	Name:	
	Address:	
	Email:	
	Mobile:	
	Date of birth:	
<b>SERVICE TYPE</b>	<input type="checkbox"/> Visa Application: <b>New Zealand Working Holiday Visa</b>	
<b>FEES &amp; CHARGES</b>	The processing fee for the <b>New Zealand Working Holiday Visa</b> (including all embassy fees) is _____	

### **Terms and Conditions**

By signing this agreement you accept the terms and conditions listed on the terms section of our website located at <http://www.visafirst.com/en/terms.asp>.

Make sure you have read and understood the conditions before entering into the agreement. If you wish to seek independent legal advice about this agreement, you should do so before signing this agreement.

In addition to these terms and conditions, you acknowledge and to agree to the following:

### **Code of Conduct**

**Visa First** will act in accordance with the Code of Conduct ([www.themara.com.au](http://www.themara.com.au)) and will lodge your New Zealand Visa application in your best interest. We are a private company and we cannot guarantee a positive result on your visa application. The final decision on all Visa applications rests with the New Zealand Immigration Authorities.

### **Client information**

**Visa First** will use and rely on information provided by the applicant. **Visa First** will not independently verify or assume responsibility for the accuracy or completeness of such information.

**Visa First** will not be held responsible for any expense, delay and/or ineligibility arising from incomplete application forms, inaccurate/false information provided, inaccurate/false supporting documentation or non payment of service and/or immigration fees. **Visa First** will not begin work on a visa application until payment has been received in full.

### **Refund Policy**

As soon as payment is received, the client is deemed to have engaged the service of Visa First. Our service is our professional advice and expertise. Once the service fee is paid by the client, our service

begins and it cannot be returned, whether or not the client has changed his mind or no longer wishes to utilise it. If a client submits a refund request within 30 minutes of payment, they may be entitled to a partial refund, if the service has not been provided to them and/or work has not commenced on their file.

### **Complaints Process**

At Visa First we do everything we can to make sure you receive the best possible service. If you feel that we have not achieved this goal we have set up a complaints handling process:

Where an official complaint is received by Visa First, the company will record the nature of the complaint and issue an acknowledgement email to the client within 5 business days of receiving the complaint. The acknowledgement will provide the client with the contact name who is responsible for dealing with the complaint. The official complaint must be made by email (you may also write, although this will slow down the process), and confirm that the client wishes to enter this process. Please email your complaint to [complaints@visafirst.com](mailto:complaints@visafirst.com).

**Visa First** will investigate the complaint as swiftly as possible and where applicable, the complainant will receive a regular written update on the progress of the investigation at intervals of not more than 20 business days.

**Visa First** will try to resolve the complaint within 40 business days of having received the complaint. If the complaint cannot be resolved within 40 business days, the Firm will write to the complainant notifying them of the anticipated timeframe for the conclusion of the investigation.

Within 5 business days of the conclusion of the investigation of the complaint, Visa First will issue a resolution letter detailing the outcome of the investigation. This letter will include, if applicable, an explanation of the terms of any offer that the company is prepared to make in settlement of the complaint.

## DECLARATION

I certify that:

**I have read and agree to the terms and conditions stated at <http://www.visafirst.com/en/terms.asp> and those listed above.**

**I agree to the fees set out in the Section "Fees & Charges" above.**

**I agree to be bound by this agreement.**

**I agree to the information stated on the Application form.**

Applicant's Name: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## DECLARATION

- SIM Pack:** You will need a New Zealand Ready To Go SIM Pack before you leave for New Zealand so that you can provide your New Zealand contact number to your friends and family before departing, and to employment agencies when you get there. You will receive your New Zealand SIM Card along with instructions for unblocking your current mobile handset before you go.
- Taxsaver Pack:** You need an IRD tax number in order to work in New Zealand. Without an IRD Number you will need to be taxed at an emergency rate of 45%. Get your IRD number now to ensure you pay as little tax as possible and have more money to spend each week.
- Kickstart Arrival Pack:** Kickstart New Zealand is an arrival pack designed to provide you everything you need when you first arrive in New Zealand. Sign up for Kickstart and ensure you have a smooth landing in New Zealand. Includes accommodation, information orientation and more.

Method of payment:	Credit Card <input type="checkbox"/>	Postal Order <input type="checkbox"/>	Bank Draft <input type="checkbox"/>
↓			
Type of Credit Card:	Visa <input type="checkbox"/>	Master <input type="checkbox"/>	Lasers <input type="checkbox"/> Maestro/ Solo <input type="checkbox"/>
Name of Card Holder:			
Card Number:			
Card Expiry Date:	DAY / MONTH / YEAR	SECURITY CODE:	
Registered Card Address:			
Mailing Address /If different/:			

If you are paying by credit card simply fill out your credit card details and return this application to us. All postal order and bank draft payments should be returned with this application to:

Visa First, 14 St. Stephen's Green, Dublin 2, Ireland

**NB:** Please make postal order and bank draft payments payable to InterPay Ltd.  
For all payments made by a credit or debit card there is a 2.5% transaction fee.

Signature of Card Holder:

Date: DAY / MONTH / YEAR

Please choose the service you are paying for:

- 1 year Working Holiday Visa (48 hours service): €205       2 year Working Holiday Visa (48 hours service): €205
- 1 year Working Holiday Visa (2 weeks service): €195       2 year Working Holiday Visa (2 weeks service): €195

**NB:** The 2 year visa options are available for UK and Canadian passport holders only.

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Starter Pack 1: €244.98    | <input type="checkbox"/> Starter Pack 2: €264.97    | <input type="checkbox"/> Starter Pack 3: €394.97    |
| • Working Holiday Visa (48 hours service)           | • Working Holiday Visa (48 hours service)           | • Working Holiday Visa (48 hours service)           |
| • Opening a New Zealand Bank Account                | • New Zealand SIM Card                              | • New Zealand SIM Card                              |
| • Assistance in setting up a New Zealand IRD Number | • Opening a New Zealand Bank Account                | • Opening a New Zealand Bank Account                |
|   | • Assistance in setting up a New Zealand IRD Number | • Assistance in setting up a New Zealand IRD Number |
|   |   | • Kickstart Arrival Pack                            |

\* Should the immigration authorities need confirmation of your personal details, there may be a delay with your visa. We will call you immediately to ensure this delay is minimised. No additional fees will apply.

If your passport is lost or stolen during your trip to New Zealand, we will cover the expenses you will make to issue a new one and we will reallocate the visa to your new passport at no additional cost. There is an additional fee of €49 for passport cover which is recommended to all clients. Check this box only if you do not wish to have the passport cover.