

NEW ZEALAND VISA ASSISTANCE (35-40 calendar days)

RATE PER APPLICANT	P7,500
INCLUSIONS	
<ul style="list-style-type: none"> ✓ VISA CONSULTANCY ✓ NON-APPEARANCE ✓ Submission and Collection of your Files to embassy 	

VISA REQUIREMENTS CHECKLIST (Files to be emailed only – no need for hard copy)

STEPS IN NEW ZEALAND VISA PROCESSING (NON-APPEARANCE)

1. Pay the visa assistance fee, email the proof of payment and soft copy of all supporting documents
2. We will forward the application to New Zealand Embassy, processing time is up to 15 working days. Once approved we will send a copy of your E-VISA

CHECKLIST (put ✓)	Primary Requirements
	Philippine Passport with at least 6 months validity (make sure Page 3 is signed)
	Picture of the Passport's Bio Page (Page 2)
	Photocopy of passports stamps to non-visa country and previous and valid visas to the ff: USA, CANADA, UK, SCHENGEN, JAPAN, AUSTRALIA, NEW ZEALAND, KOREA
	Soft Copy of Passport Sized Colored Photo (4.5cm x 3.5cm) Must be taken from a photo studio and should have white background
	Accomplished Questionnaire (Please refer on the page 2 & onwards)
	Original PSA Birth Certificate should be not more than 1 year old
	Original PSA Marriage Certificate (if applicable) should be not more than 1 year old
	Download and sign https://www.immigration.govt.nz/documents/forms-and-guides/inz1224.pdf
	Day to Day Itinerary, Hotel reservation and Airline Ticket reservation Optional: Add P1,000/applicant if you want us to prepare for you
	Medical/Travel Insurance (we can provide for you)
CHECKLIST (put ✓)	Financial Requirements
	Original Bank Certificate (Ideal amount for the current balance is P100,000) Including type of account, opening date, average daily balance and current balance
	Original or Photo Copy of Latest 3 months Bank Statement (Ideal amount for the Average Daily Balance is P50,000)

If applicable (put ✓)	Additional Requirements if Business Owner
	Photo Copy of DTI or SEC Permit (includes Names & signatories of the corporation)
	Photo Copy of Mayor's Permit
	Photo Copy of BIR company registration
If applicable (put ✓)	Additional Requirements for Professionals
	Photo Copy of PRC Card or IBP Card
If applicable (put ✓)	Additional Requirements for students
	Original Copy of School Certificate
	School ID
	ITR (Income Tax Return) Form 2316 for individual / Form 1701 or Form 1702 to for companies <i>NOTE: If No ITR – kindly provide a notarized affidavit explaining why there's no ITR</i>
If applicable (put ✓)	Additional Requirements if Employed
	Original Signed Certificate of Employment (indicate applicant's position, date hired, compensation, office address, HR landline number & HR email address)
	Photocopy of Company ID
	Letter from your employer showing that your leave from work is approved

Important Notes:

1. For sponsored applicants, proof of relationship / connection should be established. Sponsor will provide financial requirements. We will also provide a letter of sponsorship to be filled-up by the sponsor 2. Visa approval is at the discretion of the Visa officers. We cannot guarantee 100% approval.
3. In case we found the documents insufficient, we will return the documents and charge P500/applicant as assessment fee including the courier fee. Remaining payment will be refunded to you.
4. Visa submission is within 3 working days after the receipt of complete documents and if there are no additional requirements needed. We strongly suggest applying at least 1 month prior to travel date because there are times where the visa officer is requesting for additional documents.
5. For denied application, you can re-apply after 6 months. No Refunds for the Visa Assistance fee.

STEPS IN NEW ZEALAND VISA PROCESSING (NON-APPEARANCE)

1. Accomplish the questionnaire.
2. Gather the required documents for visa application.
3. Email/Submit Accomplished Questionnaire and Scanned Copy of Passport and other documents for Free Assessment (we will advise the chances of approval) thru this link <https://getformly.app/RooKhO>
4. Pay the visa assistance fee, email the proof of payment and soft copy of all supporting documents
5. We will forward the application to New Zealand Embassy; processing time is up to 35-40 calendar days. Once approved we will send a copy of your E-VISA

NOTE: Ensure that the submitted documents are complete and ready for filling. We will charge an additional fee of PHP 100.00 per applicant for the re-assessment fee if submitted documents are incomplete and need to be returned for completion.

VISA INQUIRIES

Email: visa@gladextours.com
Gladex Visa Hotline - 09811735417