

Skilled Migrant Category: Evidence Checklist

DECEMBER 2023

You can use this printable checklist to help you on track as you prepare your Skilled Migrant Category Resident Visa application.

Print this checklist and tick items off as you complete them. You should use it with our guide on preparing the evidence we need to see for a Skilled Migrant Category Resident Visa application.

You can find the guide on our website: www.immigration.govt.nz/smc-evidence-guide/

Preparing your application

Make sure you complete everything in this section before you submit your application.

If you have any supporting documents that are not in English:

- Find a translator who can create certified English translations.
- Get certified English translations made of all documents that are not in English.

If you are applying based on your qualifications

- Make sure you have your qualification certificate.
 - If not, ask your education provider for it.
- Check whether your qualification is recognised.

If your qualification is not recognised:

- Make sure you have an International Qualifications Recognition Statement from the New Zealand Qualifications Authority.

Health

Do this for everyone in your application.

- Check whether you need to have a medical examination or chest X-ray.
- If you do, find an INZ panel physician and book an appointment.

If there is no INZ panel physician in your country:

- Book an appointment (no more than 3 months before you will submit your application) with a licensed, registered medical practitioner.
- Bring 3 passport-sized photographs and a copy of the General Medical Certificate form to your appointment.

Character

Do this for everyone in your application aged 17 or older.

- Make a list including:
 - all your countries of citizenship.
 - every country you have lived in for at least 12 months over the last 10 years (you do not need to have spent all 12 months in 1 visit).
- Make sure you have a police certificate from each country on your list.

Skilled employment

- Check that you have a copy of the signed employment agreement and job description for your job or job offer in New Zealand.
- If you do not, ask your employer for them.
- If you have not started your job yet, check that you have a signed written offer of employment.
- If you do not, ask the employer for it.

If you are applying based on your New Zealand occupational registration

- Check that you have evidence of your occupational registration.
- If you do not, ask your registration licensing or certification body for it.

If you are applying based on your skilled work experience in New Zealand

- Make a list of roles you are claiming points for.
 - Check that you have copies of your employment agreements and job descriptions for all the roles on your list.
 - Request a summary of earnings or tax statement from Inland Revenue.
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Identity

Do this for everyone in your application.

- Read our requirements for photos.
 - Check that you have an acceptable photo. If not, arrange to have new photos taken.
 - Check that you have a valid passport or certificate of identity. If not, apply for one.
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English language

Do this for everyone in your application aged 16 or older.

- If you took an English language test, check that you have your final test result.
- If you have a qualification from an accepted English-speaking country:
 - Check that you have evidence of your qualification. If not, ask your education provider for it.
 - Check whether your qualification is on the List of Qualifications exempt from Assessment (LQEA).
 - If your qualification is not on the LQEA, make sure you have an International Qualifications Recognition Statement.

If you are including family on your application

Partnership

If you are including a partner on your application:

- Make a list of the evidence you have of your partnership.
- Request any documents you may not have, like bank statements.

Children

If you are including dependent children on your application:

- Check that you have their birth certificates.
- If your child is adopted, check that you have evidence of the adoption.
- If you are separated and your child is aged 16 or younger, check that you have evidence of your right to bring the child to New Zealand.

Getting ready to submit your application

Once you have gathered all your evidence, do a final check of your application and supporting documents.

Application form

Make sure you have:

- checked that the information from your expression of interest is correct
- matched names on the form to names in passports
- included all dates of birth in the day/month/year format
- provided details of all direct family members you are not including in your application.

Supporting documents

- Make sure you have certified English translations of all supporting documents that are not in English.
- Scan copies of all original documents.
- Make sure all scanned copies are clear and readable.

Final documents

You should have:

- your completed application form
- scanned copies of all supporting documents
- your visa photos
- your passport or identity document
- police certificates
- medical certificates, if these have not been submitted already to INZ
- evidence of your job or job offer in New Zealand
- evidence of your English language ability.

If these apply to you, you must also include evidence of your:

- skilled work experience
- training and qualifications, including any NZQA assessments
- occupational registration
- partnership
- relationship to your child
- child's adoption
- child's custody arrangements
- family member's English language ability.