

The following are the items required to be submitted when a COST student applies for a (temporary) Work Visa for entry into New Zealand for their school placement. Placements in school for practicum courses are considered to be work experience under NZ Immigration Service rules. I was assisted in the preparation of these notes by a staff member of the New Zealand Immigration Service Office in Washington (October 2005). The application form and guide notes are available from the NZIS website at:

<http://www.immigration.govt.nz/migrant/stream/work/worktemporarily/>

Who is eligible for a student and trainee work visa or permit?

Students in their home country who wish to fulfill a course requirement by undertaking practical work experience in New Zealand, if an immigration or visa officer is satisfied that they have:

- i the support of their educational institution; and
- ii an offer of work from a New Zealand educational institution or employer.

The applicant must send his/her passport and all the following items in order for their application for entry to New Zealand to be considered by the NZIS.

- the completed work visa application form. Make sure you complete the health and character section and sign and date the form.
- 1 passport sized photo (NZIS is pretty relaxed about the photo specifications).
- flight itinerary – showing **return flight dates**. This defines the dates for the visa which can include dates before and/or after the school placement when the student may be completing tourist activities.
- credit card or bank statement in the applicant's name showing they have access to about US\$700 for each month they intend to be in NZ.
- a brief covering letter from COST – this is a letter from Liz Jenkins, COST Coordinator in Auckland.
- letter from the student's US university confirming that this placement is part of their course requirement. This letter comes from the COST Coordinator at the sending institution.
- a pre-paid, self addressed, courier envelope for the return of their passport. It is suggested that the applicant visits a FedEx office and picks up a FedEx Airbill which they can fill out with their home address and credit card details. They can then include this Airbill with their application and we will then use it to return the passport and visa by FedEx 3 Day Delivery. The cost is usually about US\$9. They can also use other courier services - but regular mail in and out of DC is very unreliable.