

30/05/2019

EOI Number 2264202  
Client Number 40032271

Prabhjot Kaur  
Via email: kaur.prabhjot6@gmail.com

### **Invitation to Apply for Residence**

Dear Prabhjot

We have assessed your Expression of Interest (EOI) under the Skilled Migrant Category and are pleased to invite you to apply for a New Zealand resident visa. This application may include you, your partner, and your child.

#### **Apply within four months**

Your residence application must be received by Immigration New Zealand (INZ) with all required documents within four months of the date of this letter. No extensions will be considered or granted under any circumstances. If you do not submit a complete application before the deadline, your invitation to apply will lapse and you will need to submit a new EOI to restart the process.

#### **Skilled Employment: how remuneration is calculated**

INZ will assess the remuneration based on your employment agreement or offer of employment, and may request further information about your pay and hours of work if this is required.

We will calculate remuneration based on payment per hour. Each hour of work must be paid above the applicable per hour remuneration threshold.

If your employment agreement specifies payment other than by hour (such as by salary), we will calculate the payment per hour by dividing the annual salary by 52 weeks, followed by the number of hours that will be worked each week.

If your employment agreement specifies a range of hours, the maximum hours will be used to calculate whether the remuneration threshold is met. If your employment agreement specifies payment by salary and the hours of work vary, we may request evidence of the range of hours to assess whether the different hours worked would result in the per hour rate of pay being below the remuneration threshold.

To work out if you meet the remuneration threshold, we will exclude employment-related allowances (for example tool or uniform allowances) and bonuses which are dependent on performance and include:

- the agreed value of any reasonable deduction from the your salary or wages for goods or services; and
- in the case of accommodation provided in connection with your employment: — the agreed value of any reasonable deduction from the your salary or wages for that accommodation; or
- if accommodation is provided by your employer, and there is no deduction from your salary or wages for that accommodation, the market rental value of the accommodation provided; or
- if an accommodation allowance is provided, the amount of that allowance.

This invitation has been issued on the basis of the information you have provided in your EOI. If you choose to apply for residence, we will verify this information. Your application will be declined if it fails to meet requirements or gain sufficient points. This invitation to apply does not guarantee you will get the points you have claimed, or that you will meet health, character, or English language requirements. We urge you to consider this step carefully given the significant time, cost, and effort associated with submitting a residence application. The fees and immigration instructions effective at the time you lodge your application will apply. You can check for any changes on our website [www.immigration.govt.nz](http://www.immigration.govt.nz).

### **Documents Required**

A Personalised Documents Checklist is provided at the end of this letter. When you submit your application, please ensure you include all of the documents specified in the checklist. This means that all relevant documents (for example, birth certificate, police certificate) are required for all applicants included in your application, not just the documents for yourself. If any of these documents are missing, your application will not be accepted and will be sent back to you. Please refer to the *Application for Residence Guide – Skilled Migrant Category (INZ 1105)* for details about the evidence you need to submit.

### **Next Steps**

Please send your complete application to:

Courier to: Immigration New Zealand  
DX Box: EP71514  
20 Fairfax Avenue  
Penrose, Auckland 1061  
New Zealand

**Please note that we cannot begin processing your application until we have received all of the documents set out below in your Personalised Documents Checklist. Please ensure that you only submit an application with all of the required documents included.**

If you have any questions, you can

- find answers to frequently asked questions or lodge an email enquiry online at [www.immigration.govt.nz/help](http://www.immigration.govt.nz/help)
- call our Immigration Contact Centre on 0508 55 88 55 or 09 914 4100, or for those outside of New Zealand +64 9 914 4100.

You will need to tell us your EOI and client numbers (see the top of this letter) if you contact us. Please be ready to quote them.

Congratulations on being invited to apply for residence in New Zealand. We look forward to receiving your application.

Immigration New Zealand



## Personalised Document Checklist

Ensure you include all of the following documents when you submit your application. If any documents are missing, your application will not be accepted. Original documents will be returned to you.

<input type="checkbox"/>	Fee	The total cost for this application is \$2710 which includes the application fee and immigration levy. You can pay by credit card (MasterCard or Visa) or cheque.
<input type="checkbox"/>	Application for Residence in New Zealand under the Skilled Migrant Category	This is the populated form that is attached to the invitation email. Please answer all questions fully. In particular, please double check the following sections: Other Family, Photographs, Declaration and Payment Details.  You may record any changes or updated information in the Amendments or New Information section of the form.
<input type="checkbox"/>	Birth certificate(s)	An original or certified copy for each person included in the application. Each must be a full birth certificate which states the names of both parents. For applicants from India, please follow the instructions detailed in the attached Guidelines on Acceptable Birth Certificates for India.
<input type="checkbox"/>	Passport	Certified copy of biographical page.
<input type="checkbox"/>	Medical certificate(s)	Medical and/or X-ray certificates for each applicant, as required. Please read the 'Health' section of the <i>Application for Residence Guide - Skilled Migrant Category (INZ 1105)</i> to determine if you need to complete these forms.  If you obtain a medical certificate from an eMedical enabled clinic, your doctor will submit the certificate on your behalf and you will be given an eMedical reference number to submit with your application.
<input type="checkbox"/>	Police certificate(s)	Each applicant who is aged 17 years and over must provide police certificates from all countries they hold citizenship for, regardless of whether they have been to that country or not.  Each applicant who is aged 17 years and over must provide police certificates from all countries where they spent 12 months or more in the last 10 years (excluding New Zealand), regardless of their age when they were in those countries.  We require original police certificates that are less than 6 months old at the time you submit your residence application. This applies regardless of whether you have been back to that country since your last police certificate was issued.  Please check <a href="http://www.immigration.govt.nz/policecertificate">www.immigration.govt.nz/policecertificate</a> to ensure you obtain the police certificate that meets our requirements. If you have ever been known by another name, you need to demonstrate that you have requested the police certificate in every name you have been known by. On most occasions we require national police certificates rather than provincial or state police certificates.  Please note that police certificates from certain countries may take longer than four months to obtain. Please apply for them as soon as you receive this invitation to ensure you can obtain them before your four month period expires. We are not able to process your application until all required police certificates have been provided.
<input type="checkbox"/>	English language	Each applicant aged 16 years and over will need to provide evidence that

	evidence	they meet the minimum standard of English, as claimed in your EOI (e.g. English language test results, evidence of citizenship and length of time spent in work or education in one or more of the acceptable countries, recognised qualifications).  <a href="http://www.immigration.govt.nz/skilledmigrant">www.immigration.govt.nz/skilledmigrant</a>
<input type="checkbox"/>	Evidence of partnership	Evidence that you and your partner have been living together in a genuine and stable relationship for at least 12 months. Please see the instructions detailed in the attached <i>Partnership Information leaflet</i> to see what evidence is acceptable.
<input type="checkbox"/>	Employment agreement	An original or certified copy of your full employment agreement and job description, and contact details of your employer. The employment agreement must be signed by both parties.
<input type="checkbox"/>	Employer Supplementary Form Skilled Migrant Category (INZ 1235)	This form must be completed by your employer. <a href="http://www.immigration.govt.nz/documents/forms-and-guides/inz1235.pdf">www.immigration.govt.nz/documents/forms-and-guides/inz1235.pdf</a>
<input type="checkbox"/>	Qualification(s)	Original or certified copies of your qualification certificate and academic transcript. If your qualification is not on the <i>List of Qualifications Exempt From Assessment</i> (see <a href="#">Appendix 3 of the Operational Manual</a> ) and has not been assessed by an Occupational Registration Body as comparable to a New Zealand qualification on the List of Qualifications Exempt From Assessment, you must also submit a full NZQA International Qualifications Assessment. See also: <a href="http://www.immigration.govt.nz/recognisedqualifications">www.immigration.govt.nz/recognisedqualifications</a>  Please note that a full NZQA International Qualification Assessment can take several weeks to obtain. Please apply to NZQA ( <a href="http://www.nzqa.govt.nz">www.nzqa.govt.nz</a> ) as soon as you receive this invitation to ensure you can obtain your assessment before your four month period expires.
<input type="checkbox"/>	Work experience evidence	Original or certified copies of work references for each period of work experience you have stated in your EOI. Work references must state your start and finish dates, your position, average number of hours you worked per week, and the name, address and contact details of the employer. References can only be provided by a person authorised to issue work reference letters on behalf of that organisation.  If you were self-employed, please provide as much evidence as possible, such as business registration, taxation records, financial statements, and reference letters from your accountant, suppliers and/or clients. The evidence should cover the duration of your self-employment.

#### Things to note:

- Certified copies must be endorsed as being true copies of the originals by a person authorised by law to take statutory declarations in your country or in New Zealand. Examples: a lawyer, notary public, Justice of the Peace, or court official in New Zealand. If the endorsement was written in a foreign language, it needs to be translated into English.
- All documents not in English must be accompanied by acceptable English translation. Please refer to the Application for Residence Guide - Skilled Migrant Category (INZ 1105) for requirements of English translation.