

# Certificate of Eligibility (CoE) Visa Application

Incomplete documents will cause of you to re-visit

## 1) Valid New Zealand Passport (Original)

**For non-NZ passport holders:** (except AUS passport)

- print out your valid NZ visa (Resident / Work / Student / Guardian)  
**OR** print out your valid "E-VISA" (Resident / Work / Student / Guardian)
- transfer your NZ visa when you renew your passport, otherwise we can't accept your visa application
- [contact us first](#) if you are in NZ on **any types** of "VISITOR VISA"

## 2) One passport photograph

- USE A PROFESSIONAL SERVICE (we may reject if it's not acceptable quality)
- NZ standard passport size OR 45mm x 35mm size
- must be taken within the **last SIX months**
- DO NOT scan and print onto paper  
attach with staple or tape  
use the filters/photoshop

## 3) One completed original visa application form

- write "n/a" if it doesn't apply to you or leave a section blank if you are unsure
- **DO NOT** use digital signature (hand written signature only)
- Tick "single" box if you are not legally married
- Non-schooling age minor, parent or legal rep can sign a form but indicate the relationship (e.g. signed by mother)

## 4) Certificate of Eligibility - CoE (please bring one of following)

- Original CoE
- Readable scanned copy of CoE (both side)
- Digital CoE (printed copy of the email)

## 5) [Visa fee](#) (if applicable)

- due when the visa has been issued (cash payment only)