

## APPROVAL IN PRINCIPAL (“AIP”) ESSENTIAL SKILLS WORK VISA



QUEEN CITY LAW

An Approval in Principle under the Essential Skills Work Visa category allows a New Zealand employer to temporarily recruit overseas workers to work in New Zealand.

Upon securing AIP status, an employer will be able to assist an overseas migrant with obtaining an Essential Skills work visa that is compliant with the conditions for which the employer’s AIP is granted for. The main benefit with AIP is that employees of employers who have AIP status is assessed to have satisfied the labour market test. Accordingly, the processing times for each application is significantly reduced.

### SUMMARY OF PROCESS:

#### Step 1: Pre-assessment and planning

- Verify if the employer has been complaint with tax, employment and immigration law;
- Assess whether the employer has the financial capacity to recruit further workers;
- Assess if the required migrant support roles are in areas of demand;
- Assess whether role substantially matches and ANZSCO code;
- Undertake advertising with national recruitment platforms e.g. Seek and Trademe; and
- Gather evidence of attempts to training New Zealand citizens and residents.

#### Step 2: Prepare and submit Employer’s AIP application

- Collect the required documents for AIP application, which includes but is not limited to:
- Companies certificate of incorporation;
  - GST number;
  - Details of current employees;
  - Companies end of year financial records;
  - Completed INZ 1112 form;
  - Evidence of advertising the role in New Zealand;
  - Evidence of attempts to train New Zealanders; and
  - Letters of support.

#### Step 3: Employee application

- Collect the required documents for the work visa application, which include but is not limited to:
- Evidence of work experience in the recruited role;
  - Police certificates;
  - Medical certificates;
  - Completed online or physical application forms;
  - Completed INZ 1113 form;
  - Passport;
  - Passport-sized photos (x2);
  - Employment agreement and letter of offer;
  - Address character issues if present; and
  - Submit employee work visa applications within the validity of the AIP.

### DISCLAIMER

We have taken care to ensure that the information given is accurate, however it is intended for general guidance only and should not be relied upon in individual cases. Professional advice should be sought before any decision or action is taken as Immigration New Zealand Instructions change on a regular basis.