

Verification Services for Immigration New Zealand (INZ)

Guide for Applicants from Sri Lanka

As per the initiatives taken by INZ to ensure that entry of ONLY bonfide applicants into New Zealand, all Sri Lankan visa applicants to New Zealand are required to have the authenticity of documents submitted to INZ verified by the International Organization for Migration.

Submission Procedure:

- IOM verification application and related forms can be obtained through email nzdvsl@iom.int / by visiting IOM or can be downloaded through <http://srilanka.iom.int/iom/?q=facilitated-migration-services-and-operations>
- Prior to submission of documents, the applicant is required to pay the verification fee of 100 USD per application (equivalent in local currency as per monthly IOM / USD conversion rate) as follows:

Bank:	Standard Chartered Bank
Branch:	Fort
Currency:	LKR
Account Name:	International Organization for Migration
Account Number:	01 3362167 01

Payments can also be made at the IOM office on any working day between 0900 to 1400hrs only.

- Payment slip from the bank / IOM will be considered as proof of payment and IOM will commence verification only upon the receipt of it. The USD / LKR rate will change monthly, please contact IOM on 0115-933333 for information on the applicable verification fee or refer the IOM website indicated above.
- The IOM verification form, cover letter and verifiable documents should be addressed to:
Chameera De Silva
Head – Operations & Migrant Services
Operations & Migrant Services Center
International Organization for Migration
No 53 C, Green Path, Colombo 03
- Document submission will be strictly between 0900hrs to 1200hrs & 1330hrs to 1600hrs on any working day excluding public holidays.
- Upon completion, IOM will contact the applicant through phone or email and confirm the transmission of verification report to INZ. Please ensure that the applicant contact details are stated on the IOM verification application.

- Verification will be conducted only on documents issued in Sri Lanka.
- Only verifiable documents should be submitted (please refer check list for exact type of documents), any other documents including land deeds, civil status documents (birth / marriage / death), photo albums, business registration certificates, share market certificates etc. **should not be submitted.**
- Ensure that all documents including relevant forms are placed systematically in a file or pouch, failure to do so may result in IOM not accepting the application, please refer check list for order of file submission.
- Except for bank balance confirmations / bank statements **no other original documents should be submitted for verification.**

Verifiable documents for applicable visa categories:

Student

- **Academic Certificates:** Any academic certificate issued by the Examinations Department has to be attested by the Consular division of the Ministry of Foreign Affairs prior to submission to IOM. Photo copies of the original documents has to be submitted to IOM for verification which should also include copies of the corresponding attestation.
- **Professional Certificates:** Certified copies of certificates and transcripts issued through institutions can be submitted. Note: Relevant verification service fees should be paid beforehand to the following institutions which are SLIIT, CIM, along with the payment these institutions should be requested to share the verification results directly with IOM.
- **Employment:** Employment reference letters including current employment reference. (certificates issued during the past ten years)
- **Financial:** Original balance confirmation letter issued by any financial institution approved by the Central Bank of Sri Lanka, balance confirmations should be addressed to:
 - Operations & Migrant Services
 - Operations & Migrant Services Center
 - International Organization for Migration
 - No 53 C, Green Path, Colombo 03

Applicant must submit to IOM a bank statement showing the past six month's transactions

Employment:

- Previous & current employment reference letters (certificates issued during the past ten years)
- Academic & Professional Qualification certificates
- Copy of the offer letter from NZ (if applicable)
- If available, evidence of salary accounts should be submitted.

Visit:

- Confirmation of leave by the applicant's employer

Financial: Original balance confirmation letter issued by any financial institution approved by the Central Bank of Sri Lanka, balance confirmations should be addressed to:

Operations & Migrant Services
Migrant Health & Operations Center
International Organization for Migration
No 53 C, Green Path, Colombo 03

Applicant must submit to IOM a bank statement showing the past six month's transactions

- Any other relevant documents

Mandatory documents to be included with the application:

- IOM checklist and cover letter
- Completed IOM verification form with passport size photograph affixed
- Financial Information form, letter of authorization from applicant and sponsor (when applicable)
- Copies of academic Certificates and corresponding attestation copies (if applicable)
- Employment history (service letters), including contact details of employer. (Whenever applicable)
- Proof of financial solvency: (whenever applicable)
 - If applicant intends to personally finance his/her education: Balance confirmation letters and signed letter from applicant acknowledging that he/she will finance his / her educational and related costs
 - If the applicant's education / visit are financed by a sponsor: Recent balance confirmation letters issued by the banks
- Proof of payment of IOM verification fee (bank deposit slip / IOM payment slip)
- Please note that the above requirements / guidance are applicable to IOM document verification only and do not relate to INZ requirements.

Important:

- Immigration New Zealand (INZ) has the unquestionable right and is the sole authority in the issuance or rejection of visas.
- If fraudulent documents are found the applicant maybe be penalized in accordance with national and international laws for which IOM bears no responsibility
- For further information or clarifications are required please contact:
Operations & Migrant Services
Operations & Migrant Services Center
International Organization for Migration
No 53 C, Green Path, Colombo 03

Tel: 0115933333

Fax: 0112 565433

Email: nzdvsl@iom.int