



FIJIAN IMMIGRATION DEPARTMENT

Applicant Declaration

1. I declare the information given is complete, correct and up-to-date.
2. I understand that a decision on this application will be made on the basis of the documentation I have provided to the Fijian Immigration Department.
3. I am aware this Application may be unsuccessful if all required documentation is not provided at time of lodgement.

Signature: _____ Date: _____

NO.	APPLICATION FOR NEW WORK PERMIT -EDUCATION CHECKLIST	NEW	
		YES	NO
1.	Completed and signed APPLICATION FOR A PERMIT TO WORK Form		
2.	Certified copy of applicant's bio-data page of passport		
	<ul style="list-style-type: none"> • Two [2] certified photographs 		
	If accompanied by family members [Proof of relationship to be submitted]		
	<ul style="list-style-type: none"> • Marriage Certificate [If legally married] • Birth Certificate [Children] 		
3.	Request letter from the employer		
	<ul style="list-style-type: none"> • Company profile/ background • Position Description • Roles of the position • Special requirements for the position • Detailed justification for the need of the position 		
4.	Police Report for principal applicant [from country of citizenship]		
	Police Report for spouse if applicable [from country of citizenship]		
5.	Medical Report for principal applicant		
	Medical Report for spouse (if accompanied)		
	Medical Report for child (if accompanied)		
6.	Curriculum Vitae [CV]		
	<ul style="list-style-type: none"> • Certified copies of academic qualifications • Certified copies of references for proof of work experience 		
7.	Advertisement: ALL positions must be advertised (recently), except:		
	<ul style="list-style-type: none"> • Government Contract [Certified copy of Contract Agreement] 		
8.	Contract of Employment		
	<ul style="list-style-type: none"> • [to include Employment period, position and remunerations] 		
9.	Endorsement from relevant Authorities		
	<ul style="list-style-type: none"> • Ministry of Education • Fiji Higher Education Commission 		
10.	Copy of Vaccination Card		

11.	Application fees	\$452.00
12.	Email	
13.	Contact Details	
<i>For official use only</i>		
i.	CSO - Name:	Date:
ii.	Customer - Name/Phone/E-mail:	Date:
iii.	CSO's comments on pending documents (First Vetting):	Date:
	CSO's comments on pending documents (Second Vetting):	Date:
Final checks and endorsement		
iv.	CSO Name:	Date Received:
PLEASE ENSURE THAT ALL DOCUMENT SUBMITTED ARE IN ENGLISH ONLY AND INCOMPLETE APPLICATION WILL NOT BE ACCEPTED.		