



MINISTRY OF FIJI IMMIGRATION

**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 based on 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 lodgment.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

NO.	APPLICATION FOR LONG TERM WORK PERMIT CHECKLIST	NEW	EXT
1.	<b>Completed and signed Application for Work Permit Form</b>		
2.	<ul style="list-style-type: none"> <li>Request letter from the employer (in Company Letter Head) include company profile.</li> </ul>		
3.	<b>Police Report of Principal applicant from country of citizenship/residence (resided for 12 months or more).</b>		
	<ul style="list-style-type: none"> <li>Police Report of Spouse from country of origin (if accompanied).</li> </ul>		
	<ul style="list-style-type: none"> <li>Local police report if applying for extension.</li> </ul>		
4.	<b>Medical Report for the Principal applicant.</b>		
	<ul style="list-style-type: none"> <li>Medical Report for the Spouse (if accompanied).</li> </ul>		
	<ul style="list-style-type: none"> <li>Medical Report for the Children(s) (if accompanied).</li> </ul>		
5.	<b>Certified copy of applicant's passport bio data page.</b>		
	<ul style="list-style-type: none"> <li>Certified copy of spouse's passport bio data page (if accompanied).</li> </ul>		
	<ul style="list-style-type: none"> <li>Certified copy of children(s) passport bio data page (if accompanied).</li> </ul>		
6.	<b>Curriculum Vitae [CV]</b>		
	<ul style="list-style-type: none"> <li>Certified copies of academic qualifications</li> </ul>		
	<ul style="list-style-type: none"> <li>Certified copies of references for proof of work experience</li> </ul>		
	<ul style="list-style-type: none"> <li>Seconded from Parent Company (Certified copy of the Secondment Letter)</li> </ul>		
	<ul style="list-style-type: none"> <li>Government Contract (Certified copy of Contract Agreement)</li> </ul>		
	<ul style="list-style-type: none"> <li>Family Business (Certified proof of relationship)</li> </ul>		
	<ul style="list-style-type: none"> <li>Summary of shortlisted local applicants (number applied/summary of qualification/work experience).</li> </ul>		
7.	<b>Original/Certified copy of the Position Advertisement All positions to advertised except</b>		
	<ul style="list-style-type: none"> <li>Seconded from Parent Company (Certified copy of the Secondment Letter)</li> </ul>		
	<ul style="list-style-type: none"> <li>Government Contract (Certified copy of Contract Agreement)</li> </ul>		
	<ul style="list-style-type: none"> <li>Family Business (Certified proof of relationship)</li> </ul>		
8.	<b>Analysis of all local applications (s) received</b>		
	<ul style="list-style-type: none"> <li>Summary of shortlisted local applicants (number applied/summary of qualification/work experience)</li> </ul>		

<b>9.</b>	<b>Company Registration (to be submitted only once).</b>		
	Valid FRCS Tax Compliance Certificate		
<b>10.</b>	<b>Contract of Employment –</b> <ul style="list-style-type: none"> <li>• Start and end date</li> <li>• Employer and employee to sign</li> </ul> <b>Refer to website for sample work contract</b>		
<b>11</b>	<b>Training Program (for the local understudy identified)</b>		
<b>12.</b>	<b>Endorsement from relevant authorities</b> <ul style="list-style-type: none"> <li>• Legal Practitioners Unit</li> <li>• Ministry of Education</li> <li>• Fiji Medical and Dental Association</li> </ul>		
<b>13.</b>	<b>Project agreement (if undertaking project work to include starts and end dates of the project)</b>		
<b>14.</b>	<b>Signed Terms and Conditions on the application form</b>		
<b>15.</b>	Application fees (\$475.35) + Issue Fee (\$189.15) <ul style="list-style-type: none"> <li>• If accompanied by family members a separate issue fee of \$189.15 per person to be paid.</li> <li>• If the accompanying child is over 18 yrs, a separate residence permit application to be lodged with the full fees (\$664.50).</li> </ul>		<b>\$664.50</b>
	<b>Email</b>		
	<b>Contact Details</b>		
<b>PLEASE ENSURE THAT ALL DOCUMENT SUBMITTED ARE IN ENGLISH ONLY</b>			