

IMMIGRATION AND CITIZENSHIP SERVICE AUTHORITY

WORKING RESIDENT EMPLOYMENT LONG TERM / SHORT TERM ENTRY PERMIT CHECKLIST

Name of Emplo	yer		Date			
Name of Applic	ant(surname)		(given names)			
Contact person		_Tel#	(off)		(mob)	
Email#			Fax#_			
Do you consent	t to communication by em	nail?	Yes	No		
Please complete the following checklist for the application;						
Check [X] if completed.			Office	e use only		
 Sponsorship letter from the employer. (refer notes on the next page) 						
2. R	eceipt of Migration Service Fee	e (MSF).				
	opy of Work Permit Approval L abour and Industrial Relations		n Department of			
4. M	aintenance Guarantee Bond (original).				
5. C	opy of bio-data page of passpo	of bio-data page of passport.				
6. C	opy of IPA certifications (Form	of IPA certifications (Form 4 & Form 5)				
7. C	opy of Employment Contract	/ of Employment Contract				
8. C	opy of IELTS Cetificate (if applic	of IELTS Cetificate (if applicable)				
9. C	opy of Curriculum Vitae (CV)	of Curriculum Vitae (CV)				
10. C	opy of Residency Entry Permit	t. (refer not	es on the next page)			

Note: it is a criminal offence to provide false or misleading documents or information in an entry permit application.

Office Use Only

Date received//	Custody / MSF #			
Date processed/_/_	Issuing Officer			
Date Of Transmission//	DestinationVARN#			
Verification of transmission (Yes / No) Processing Officer				
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Notes for question 1

The Sponsorship letter from the employer must state;

- a. the applicant's surname and given name.
- b. the position offered.
- c. the Work Permit approval number & expiration date.
- d. the Passport number and expiry date.
- e. the PNG's overseas mission to collect the Employment Entry Visa.
- f. that the employer to provide guarantee of accommodation and welfare with the eventual repatriation of the employee to country of origin.

Notes for question 10

Please provide a copy of foreign Residency Entry Permit if you want the PNG Entry Permit/Visa to be issued in a foreign country other than the country of nationality of the applicant. To qualify for this provision, the applicant must have resided in the foreign country for **SIX** months or more.

If the residency in the foreign country is less than **SIX** months, the applicant can **ONLY** obtain the PNG Entry Permit/Visa from the country of nationality.