



ICA
PAPUA NEW GUINEA
PROTECTING BORDERS & PROMOTING PROSPERITY

IMMIGRATION & CITIZENSHIP AUTHORITY

CHANGE OF STATUS (CONDITION 1) PERMIT CHECKLIST

EXT 9

Name of Sponsor (If applicable) : _____
Name of Applicant : _____
Name of Agency (if applicable) : _____
Name of Person Lodging : _____
Contact Person: _____ Landline #: _____ Mobile #: _____
Email: _____

Please complete the following checklist for the application. Place a Tick in Column four below:

Description	Issue of a new entry visa to a legally dependent spouse with teaching, medical or other essential qualifications		
Condition	Must be a holder of a valid Dependent visa in line with Principal Applicants entry visa expiry		
No.	Requirements	Comments	Tick (v)
1	Undertaking Letter from Employer (Clear & Signed Addressed to CMO & Attention DCMO)		
2	Duly completed Extension Form MUST be clear, signed and dated by applicant	For Dependents Unable to sign then Guardian Authorized	
3	Original Migration Service Fee (MSF) of K1500	Quote MSF: _____	
4	Evidence of Educational Qualifications		
5	i. Copy of Work Permit Approval Letter & ID – Original to be sighted at Counter ii. Government Contract		
6	ICA Maintenance Guarantee Bond	Applicable to Section 5(i)	
7	Passport (Validity of 6 months or more)		

If Applicable:

ICA Maintenance Guarantee Bond	For Working Resident Employment & Dependent (s) Visa	
Contractual Letter (Government Employment)	DPM or Institution	
Copy of Principal's Visa page, Work Permit, Contract	If Dependent Visa Transfer lodged Individually	
Letter of Explanation	Late Application / Overstayers	

Over Stayer Fee if Applicable:

	Original Receipt of Migration Service Fee (MSF)	Quote MSF _____
(i)	K3000.00 (29-60 DAYS)	Quote MSF _____
(ii)	K5000 (61 DAYS-1 YEAR)	Quote MSF _____
(iii)	K10 000 (FROM 1 YEAR ONWARDS)	Quote MSF _____