



FIJI 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 lodgment.

Signature: _____ Date: _____

NO.	APPLICATION FOR LONG TERM WORK PERMIT CHECKLIST	NEW	EXT
1.	Completed and signed Application for Work Permit Form		
2.	<ul style="list-style-type: none"> • Request letter from the employer (in Company Letter Head) include company profile. 		
3.	Police Report of Principal applicant from country of citizenship/residence (resided for 12 months or more).		
	<ul style="list-style-type: none"> • Police Report of Spouse from country of origin (if accompanied). • Local police report if applying for extension. 		
4.	Medical Report for the Principal applicant.		
	<ul style="list-style-type: none"> • Medical Report for the Spouse (if accompanied). • Medical Report for the Children(s) (if accompanied). 		
5.	Certified copy of applicant's passport bio data page.		
	<ul style="list-style-type: none"> • Certified copy of spouse's passport bio data page (if accompanied). • Certified copy of children(s) passport bio data page (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.	Original/Certified copy of the Position Advertisement All positions to be advertised except: (NOT APPLICABLE TO QE AND ALL WORK PERMIT EXTENSION DUE FOR RENEWAL IN 2024).		

	<ul style="list-style-type: none"> • Seconded from Parent Company (Certified copy of the Secondment Letter) 		
	<ul style="list-style-type: none"> • Government Contract (Certified copy of Contract Agreement) 		
	<ul style="list-style-type: none"> • Family Business (Certified proof of relationship) 		
8.	Analysis of All local application(s) Received (NOT APPLICABLE TO QE AND ALL WORK PERMIT EXTENSION DUE FOR RENEWAL IN 2024).		
	<ul style="list-style-type: none"> • Summary of shortlisted local applicants (number applied/summary of qualification/work experience). 		
9.	Company Registration (to be submitted only once).		
	Valid FRCS Tax Compliance Certificate		
10.	Contract of Employment – <ul style="list-style-type: none"> • Start and end date • Employer and employee to sign Refer to website for sample work contract		
11.	Training Program (for the local understudy identified). (NOT APPLICABLE TO QE AND ALL WORK PERMIT EXTENSION DUE FOR RENEWAL IN 2024).		
12.	Endorsement from relevant authorities <ul style="list-style-type: none"> • Legal Practitioners Unit • Ministry of Education • Fiji Medical and Dental Association 		
13.	Project Agreement (if undertaking project work to include starts and end dates of the project). (NOT APPLICABLE TO QE AND ALL WORK PERMIT EXTENSION DUE FOR RENEWAL IN 2024).		
14.	Signed Terms and Conditions		
15.	Application fees (\$475.35) + Issue Fee (\$189.15) <ul style="list-style-type: none"> • If accompanied by family members a separate issue fee of \$189.15 per person to be paid. • If accompanying child is over 18 yrs, a separate residence permit application to be lodged with the full fees (\$664.50). 		\$664.50
	Email		
	Contact Details		
PLEASE ENSURE THAT ALL DOCUMENT SUBMITTED ARE IN ENGLISH ONLY			

