



IMMIGRATION AND CITIZENSHIP SERVICE

WORKING RESIDENT EMPLOYMENT LONG TERM / SHORT TERM ENTRY PERMIT CHECKLIST

Name of Employer _____ Date _____

Name of Applicant _____
(surname) (given name)

Contact person _____ Tel# _____ (off) _____ (mob)

Email# _____ Fax# _____

Please complete the following checklist for the application;

Check [X] if completed.

Office use only

1		Sponsorship letter from the employer. (refer notes at the back page)		
2		Receipt of Migration Service Fee (MSF).		
3		Copy of Work Permit Approval Letter from Department of Labour and Industrial Relations (DLIR).		
4		Maintenance Guarantee Bond (original).		
5		Copy of bio-data page of passport.		
6		Copy of IPA certifications (Form 4 & Form 5)		
7		Copy of Employment Contract		
8		Copy of IELTS Certificate (if applicable)		
9		Copy of Curriculum Vitae (CV)		
10		Copy of Residency Entry Permit. (refer notes at the back page)		

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Date received ____/____/____ Custody / MSF # _____
 Date processed ____/____/____ Issuing Officer _____
 Date Of Transmission ____/____/____ Destination _____ VARN# _____
 Verification of transmission (Yes / No) Processing Officer _____

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.

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.