

How to send **WORK VISA APPLICATION** request to employees or their immigration lawyer?

Under the new work visa rules, an employee requires to submit their work visa application through a link of REQUEST from their prospective employer. If you are an employer needing to send such links, please find out how to send one.

First Stage

Log on to your immigration portal online and then, go to “**My dashboard**”, and then click “**Employ migrants**”. After that, select “**View organisation**” which will take you to the second stage. Please see the screenshot below.

My accredited organisations

Displays your accredited organisations and organisations that have been shared with you. To get employer accreditation for a new organisation, select Get accreditation. If you wish to renew your employer accreditation for an existing organisation, go to the Organisation details page by selecting View organisation from the options dropdown.

GET ACCREDITATION

Organisation name ↑	NZBN	Accreditation type	Status	Expiry date	Options
[REDACTED]	[REDACTED]	Standard employer accreditation	Active	20 Jul 2023	<ul style="list-style-type: none">View organisationShare organisation
[REDACTED]	[REDACTED]	Standard employer accreditation	Active	10 Aug 2023	<ul style="list-style-type: none">View organisationShare organisation

Second Stage

Once you are on the View organisation, please scroll down to the “**Approved jobs**” and in the “Options” section, click on the “**Send request**”. It will take you to the third stage.

Approved jobs

A record will display here for each of the jobs included in an approved job check application. The requested candidate must have submitted their work visa application before the expiry date (six months from approval of the job check).

All Items ▾ 🔍

Job title	Application ID	Expiry date ↑	Candidate	Status	Options
Heavy Diesel Motor Mechanic / Workshop Lead	[REDACTED]	17 Feb 2023		Ready to Request	<ul style="list-style-type: none">Send request
Welder/Fabricator	[REDACTED]	02 Mar 2023		Ready to Request	<ul style="list-style-type: none">Send request

Third Stage

At this stage, please enter the name of the employee and their email or the email of their immigration lawyer if they are represented by lawyer or advisor.

Send request to candidate to apply for a visa

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Complete name and email address and select Send request. This will automatically send an email to the candidate with the details they need to apply for an Accredited Employer Work Visa for the selected job.

Name

This is the candidate's name that will display in your Approved jobs grid.

Email address

This email address will be used to communicate with your candidate. Please provide an email address that they use regularly and check that you have entered it accurately.

SEND REQUEST