



EMPLOYMENT VISA CHECKLIST

for New & Renewed Applications

- Application form must be appropriately and fully completed (Please note that one family can share one form)
- 2 recent passport photos for all applicants
- Signed declaration (page 3 of the application form)
- Application Fee of \$172.50 Tongan Pa'anga and any other required fee(s)¹
- Valid passport (valid for the period for which the visa is to be issued)
- A medical report (in accordance to the prescribed Health Form) issued within the past 6 months by a medical practitioner approved by Tonga Immigration or by any of the doctors specified below²
- A National Police Record issued in the past 3 months (for persons over age of 16) from country of ordinary residence³
- 2 character references from 2 individuals who have known the applicant for a significant period of time (referee's full contact details must be provided which will be later verified by the case/visa officer)
- Letter of support from Ministry of Labour, Commerce & Industries (MLCI) [please note that Immigration will not consider an application that is not supported by MLCI]⁴
- For renewed applications, a letter of support from Inland Revenue Department on history of tax payment(s) is required

Please also take note of the following:

1. An Employment Visa application may take up to one month of assessment and processing
2. The Immigration Division may also inspect the business/company for genuineness of operation
3. Applicants traveling to Tonga with intention of obtaining an Employment visa may enter the country on a Visitor's Visa but must advise Tonga Immigration of their intention in advance and in writing, otherwise a fee of \$1150.00 Tongan Pa'anga is to be paid
4. Please note that foreign documents may either be originals or certified copies issued by recognized authorities (please attach English translation)
5. Applicants should supply copies of their documents if they wish the originals to be returned to them
6. A BOND may be imposed if a repatriation clause is not included in the contract where the immigration officer is uncertain that either parties will be able to pay their return airfare
7. INCOMPLETE application(s) may result in a DELAY or REJECTION

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(Footnotes)

¹ Please note that a penalty fee of \$1150.00 Tongan Pa'anga is applied to those who have overstayed their visas or wish to adjust from a Visitor to Employment Visa.

² Doctors recommended by Immigration are Dr. 'Akanesi Makakaufaki, Dr. Seini Kupu and Dr. Malakai 'Ake for Vaiola Hospital, Ministry of Health, Nuku'alofa. As for applications lodged to Vava'u Office, Dr. 'Alani Tangitau is the recommended doctor.

³ The Immigration Division reserves the right to request a police record from the country of residence in the past 5 years.

⁴ An employment contract for all applicants is required, each contract must include the job specification of the applicant and a repatriation clause for conclusion/termination of the contract by either party (which places the burden of repatriation on the employer).