

**CHECKLIST
LONG TERM EMPLOYMENT VISA**

	Document	Check
1	Application Form (Form 5 – MUST fully completed and signed by applicant)	
2	Application Fee Receipt - \$400.00	
3	Passport Size photo	
4	Passport Biodata page	
5	Cover Letter <ul style="list-style-type: none"> • Details of person/Duration of engagement same as on Sponsorship Form • Proper company/organization address: phone/email • Must have the organization/company stamp 	
6	Sponsorship Form (Form 16) <ul style="list-style-type: none"> • Signed by senior personnel within the organization/company. Must be a registered organization/company in the Solomon Islands • Must have the organization/company stamp 	
7	Police Clearance/Report <ul style="list-style-type: none"> • MUST be original • MUST be recent • If in other foreign language, MUST be accompanied by an original English translation by an authorized authority 	
8	Medical report <ul style="list-style-type: none"> • Original or certified true copy • MUST recent • If in other foreign language, MUST be accompanied by an original English translation by an authorized authority 	
9	Marriage certificate if marriage <ul style="list-style-type: none"> • Certified copy • If in other foreign language, MUST be accompanied by an original English translation by an authorized authority 	
10	Work Permit	
	NB: Application Form and Sponsorship Form MUST be original filled and signed. Scanned or photocopy form will NOT be accepted	
	<ul style="list-style-type: none"> • Certification of documents to be done by Commissioner for oaths, Magistrate or Justice of Peace 	
	Correspondences to be addressed to: Director of Immigration, Ministry of Commerce, Industries, Labour and Immigration, Immigration Division, P.O.Box G26, Honiara, Solomon Islands	