



# APPLICATION FOR A TEMPORARY RESIDENT PERMIT Information Sheet

## WHO SHOULD USE THIS FORM?

This form is for person applying to enter Samoa as a Temporary Resident for the following purposes:

- Business and Investment
- Employment
- Study
- Academic Research
- Cultural and Religious purposes
- Family Support or Reunion
- Visitor permit extensions

Visitors to Samoa can apply for a 60 day Visitor Permit on arrival in Samoa. No form is needed. Travellers must have onward tickets, visas for the next country, a passport valid for at least 3 months and sufficient funds to support themselves. Work is not permitted on a Visitor Permit. Visitors who are in Samoa and wish to apply for a further period of stay, as a visitor should use this form.

A Business Visitor Permit is for persons normally employed and paid offshore who are visiting Samoa to a company branch, to conduct business negotiations with a Samoan company or to attend a business conference.

For other business activity in Samoa a Temporary Resident Permit is required.

## REQUIREMENTS - LODGE WITH APPLICATION FORM

### Temporary Resident Permit for conduct of business in Samoa (to establish a business or invest in Samoa):

- Copy of Investment Certificate issued by Ministry of Commerce Industry and Labour.
- Medical and Police reports - see below
- Fee - WST\$600 plus WST\$300 for each dependant if lodged offshore, or WST\$1,200 plus WST\$300 per dependant if lodged while in Samoa (higher fees do not apply for further permits with the same business).

### Temporary Resident Permit for Employment:

- Your employer must complete an Employer Sponsorship form. The Sponsorship form should be lodged at Immigration with this form.
- Originals or certified copies of employment references, training, academic qualifications, or any other supporting information for Ministry of Labour consideration.
- Medical and Police reports -see below
- Fee - WST\$600 plus WST\$300 for each dependant if lodged offshore, or WST\$1,200 plus WST\$300 per dependant if lodged while in Samoa. (higher fees do not apply for further permits with the same employer).

### Temporary Resident Permit for Study in Samoa:

- Letter from education institution confirming enrolment (Medical Students - confirmation letter from Ministry of Health)
- Evidence of funds to support yourself (eg. bank statement)
- If studying under a scholarship - a letter confirming details of scholarship awarded.
- If a private student - evidence of accommodation arrangements
- Medical and Police reports - see below

- Fee: WST\$450 plus WST\$200 for each dependant

### Temporary Resident Permit for academic or scientific research in Samoa:

- Letter from your sponsoring academic institution to support research
- Letter from Tertiary Institution in Samoa supporting research
- Evidence of funds to support yourself, and onward travel (eg. bank statement and return ticket)
- Medical and Police reports- see below
- Fee - WST\$600 plus WST\$300 for each dependant
- Application MUST be lodged and decided before travel to Samoa

### Temporary Resident Permit for Cultural or Religious Purposes:

- Confirmation letter from church or organisers of the event.
- Letter from hosts indicating accommodation arrangements
- Evidence of funds to support yourself (eg. bank statement)
- Medical and Police reports - see below
- Fee - WST\$100 plus WST\$50 for each dependant

### Temporary Resident Permit for Family Reunion or Family Support:

- Statement describing the nature of the visit or confirmation letter from organisers of the event
- Letter from hosts indicating accommodation arrangements
- Evidence of funds to support yourself
- Medical and Police reports - see below
- Fee - WST\$100 plus WST\$50 for each dependant

### Visitors - Application for permit for further stay:

- Onward ticket out of Samoa
- Evidence of funds for support while in Samoa (eg. bank statement)
- Details of accommodation arrangements
- Fee - WST\$100 per person

## MEDICAL REPORTS

A medical report is required for **ALL** persons, over 16 years of age, intending to stay in Samoa **for 1 year or more**. (The report includes a physical examination, blood test and chest x-ray.)

Your doctor must make his report on Form MPMC102 for the physical examination and blood tests, and MPMC103 for the chest x-ray, available from Division of Immigration.

The permit decision will be delayed if the reports are not submitted.

## POLICE REPORTS

A police report is required for **ALL** persons over 18 years of age coming to Samoa **for 1 year or more**.

- Get a report from police authority of every country you have lived for more than 1 year in the last 5 years
- Lodge the reports with your application.

## HOW TO LODGE YOUR APPLICATION:

1. Complete all relevant parts of the form and sign it,
2. Attach all required documents (originals, or certified copies)
3. Attach 2 recent passport-sized photographs of the main applicant and each dependent
4. Pay the fee in currency of the country in which you lodge the application and should be equivalent to the amount in our fee schedule approved under the Immigration Act 2004. (do not send cash by mail)

## ADDRESSES

All applications are processed at the Immigration Division in Apia. Applications can be lodged at any of the following addresses.

Please allow sufficient time for processing - applications should be lodged 30 days before your intended travel date.

**SAMOA:** Immigration Division  
Ministry of Prime Minister & Cabinet  
PO Box L 1861  
Apia, SAMOA  
Phone (685) 20291 or 20292  
Fax (685) 22243  
E-mail: [immigration@samoa.ws](mailto:immigration@samoa.ws)

**NEW ZEALAND:** Samoa High Commission  
1A Wesley Road (PO Box 1430)  
WELLINGTON  
Phone (04) 472 0953  
Fax (04) 471 2479

Samoa Consulate General  
283 Karangahape Road  
(PO Box 68147)  
AUCKLAND  
Phone (09) 303 1012  
Fax (09) 302 1168

**AUSTRALIA:** Samoa High Commission  
13 Culgoa Circuit  
O'Malley ACT 2606  
(PO Box 3274 Manuka ACT 2603)  
CANBERRA  
Phone (02) 6286 5505  
Fax (02) 6286 5678

**UNITED STATES:** Samoa Mission to UN  
800 Second Avenue, Suite 400J  
NEW YORK NY 10017  
Phone (212) 599 6196  
Fax (212) 599 0797

**BELGIUM:** Embassy of Samoa  
20 Avenue de l'Oree  
1000 Brussels  
Belgium  
Tel: +322 660 8454  
Fax: +322 675 0336  
Email: [samoaembassy@skynet.be](mailto:samoaembassy@skynet.be)

## Note on Employment:

It is an offence for a non-citizen to undertake employment in Samoa unless their Entry Permit specifically authorises such employment.

As part of the application process, applicants for a Temporary Resident Permit for Employment purposes will be considered for permission to work. Information from this application form and the Employer Guarantee form will be forwarded to the Ministry of Commerce, Industry and Labour for their assessment.

Where a Temporary Resident Permit for Employment Purposes is granted, the holder is permitted to work for the employer nominated in the application. If this employment ceases for any reason, the Permit is subject to cancellation and the person must leave the country or apply for a new permit to remain in Samoa.

Visitors and Academic Researcher Temporary, Cultural and Religious personnel or Resident Permit holders are not permitted to work in Samoa. Students may work part time, if authorised. Dependents of permit holders may seek authority to undertake employment in Samoa during the validity period of the principal applicant's permit. Applications for permission to work may be made on this form and lodged at Immigration Division - see Section 4 for details.

## Note for Investors:

Investors need to register with Ministry of Commerce, Industry and Labour and have obtained a business licence from Ministry of Revenue and registration confirmation from Ministry of Justice before applying for a Temporary Entry Permit.



# TEMPORARY RESIDENT - APPLICATION FORM

Please read the attached information sheet BEFORE completing this form  
Please attach a separate sheet if there is insufficient room for your response to any question

## SECTION 1. PERSONAL DETAILS

For principal applicant

Spouse of applicant

1. Surname/family name	<input type="text"/>	<input type="text"/>
2. First/given name(s)	<input type="text"/>	<input type="text"/>
3. Gender	<input type="text"/>	<input type="text"/>
4. Date of birth	<input type="text"/>	<input type="text"/>
5. Town and country of birth	<input type="text"/>	<input type="text"/>
6. Passport number (to be used for travel to Samoa)	<input type="text"/>	<input type="text"/>
7. Country of citizenship	<input type="text"/>	<input type="text"/>
8. Marital status	<input type="text"/>	<input type="text"/>
9. Occupation	<input type="text"/>	<input type="text"/>

10. Present address

<b>Attach 2 passport-sized photos of each person included in the application.</b>	Street	<input type="text"/>
	Town/City	<input type="text"/>
	Country	<input type="text"/>
	Telephone number	<input type="text"/>
	Email address	<input type="text"/>

11. Intended date of arrival in Samoa	<input type="text"/>
12. Proposed address in Samoa (if known)	<input type="text"/>
13. Any relatives/friends in Samoa (state names and village/address)	<input type="text"/>

## SECTION 2. HEALTH AND CHARACTER REQUIREMENTS

	Yes	No
14. Do you plan to be in Samoa for more than 1 year? (If yes you must attach a medical report and police report)	<input type="checkbox"/>	<input type="checkbox"/>
15. Have you or your spouse ever had any chronic medical condition (eg Diabetes, Hypertension) that requires treatment? if yes, please provide details <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Do you or your spouse suffer from any communicable illness or disease (eg HIV, T.B., Leprosy, STD)? if yes, please provide details <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Have you or your spouse previously travelled to Samoa? if yes, please provide date of arrival, date of departure and purpose of visit <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Have you or your spouse ever been deported, refused entry, or required to leave any country? if yes, please provide details <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Yes No

19. Have you ever been convicted of a crime?

if yes, please provide details of all convictions and sentences imposed

20. Please provide addresses where you have lived for more than 1 year in the last 5 years

(Please attach a separate sheet if more space is required)

Note: for each person over 18 years of age in this application, planning to stay in Samoa for more than one year, must provide a Police Report from every place in which they lived for more than 1 year in the past 5 years.

**SECTION 3. DEPENDENT CHILDREN**

21. Please provide details of any dependent children who will be accompanying the main applicant. (If you have dependants other than a spouse and children please contact the Immigration Office for advice.)

	Child 1	Child 2	Child 3	Child 4
Given name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Family name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Place of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Passport number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Passport country	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**SECTION 4. PURPOSE OF APPLICATION**

22. Please indicate the reason for your travel to Samoa (tick the appropriate box)

- Visitor - application for an extension of a visitor permit while in Samoa - *please turn to Section 5.*
- Conduct of business (to conduct business, establish a business or invest in Samoa) - *please turn to Section 6.*
- Employment - *please turn to Section 7.*
- Study - *please turn to Section 8.*
- Academic or scientific research - *please turn to Section 9.*
- Cultural or religious purposes - *please turn to Section 10.*
- Family re-union or family support purposes - *please turn to Section 10.*
- Permission to work (only for persons already in Samoa on a Temporary Resident Permit which does not include permission to work - e.g. dependents of a permit holder) - *complete Sections 1, 7 and 11.*

**SECTION 5. APPLICATION FOR AN EXTENSION OF A VISITOR PERMIT  
(CAN ONLY BE LODGED WHILE IN SAMOA)**

23. What tourism or business activity have you engaged in during your stay in Samoa?

24. What do you intend to do during your stay in Samoa?

25. How long do you propose to stay in Samoa? (Please attach your onward ticket from Samoa)

26. What is your address in Samoa?  
(state the name of the hotel, or name, address and contact telephone number of family/friends if staying in a community)

27. How much money do you have to support yourself while in Samoa?  
(NOTE: You must attach evidence of transfer of funds during your period of stay in Samoa, such as bank statements, credit card statement, internet banking sheet etc)

*Now turn to Section 11 to complete your application,*

**SECTION 6. APPLICATION FOR TEMPORARY RESIDENT PERMIT FOR CONDUCT OF BUSINESS IN SAMOA**

28. Have you been granted an Investment Permit or Business License by the Ministry of Commerce, Industry and Labour (If yes, please attach a copy)

Yes

No

29. How long do you propose to stay in Samoa?

30. Please provide contact details in Samoa (name and address of business partner, your address and phone number (if known))

31. How much money will you have for business and personal support while in Samoa (please attach evidence of funds, such as bank statement)

*Now turn to Section 11 to complete your application,*

**SECTION 7. APPLICATION FOR TEMPORARY RESIDENT PERMIT FOR EMPLOYMENT IN SAMOA**

32. What is the name and address of proposed employer in Samoa?

33. What is your proposed occupation?

34. What are your qualifications?

Provide employment references, copies of training and academic qualifications, or any information that you wish to offer in support of this application. (Please attach originals or certified copies of documentation)

35. Category of worker?

Visiting business-person

Short term contract/  
consultant

Long-term contract  
(more than 3 years)

Other

- please specify:

36. How long is the term of the proposed employment?

37. Has your employer completed the Employer Sponsorship form?

Yes

No

If yes, please attach the Guarantee to your application, or ensure it is lodged direct to the Immigration Office in Apia. This application form and the Employer Guarantee form will be forwarded by Immigration to the Labour Ministry who will decide if employment of a non-citizen is approved. If Labour approves your employment, a decision will then be made on your Entry Permit. Your application will be delayed if the Employer Guarantee is not lodged promptly.

Please also attach Employment References, Copies of training and academic qualifications and any additional information that may support this application

*Now turn to Section 11 to complete your application.*

## SECTION 8. APPLICATION FOR TEMPORARY RESIDENT PERMIT AS A STUDENT

38. (A) What school/university/college are you enrolled at? (Attach a copy of a letter from your educational institution confirming your enrolment.)

(B) If you are doing an internship/practical experience, who is the employer/sponsor? (Attach a letter from the employer/sponsor giving details.)

39. How long is your course?  (months)  (years).

40. Have you won a scholarship or sponsorship for your studies? Yes  No   
If yes, Please attach a copy of the letter awarding you the scholarship.

If no, please advise:

(A) Where do you plan to live?

(B) Who will provide funds to support you?

(C) How much money do you intend bring to Samoa to support yourself?

*Now turn to Section 11 to complete your application.*

## SECTION 9. APPLICATION FOR TEMPORARY RESIDENT PERMIT AS AN ACADEMIC OR SCIENTIFIC RESEARCHER

41. What academic institution outside of Samoa is supporting your research? (Please attach a letter from the institution giving details of the proposed research)

42. Have you arranged for a Samoan academic institution to support your research? (If yes, please attach a letter from the institution setting out the details) Yes  No

43. How long do you propose to stay in Samoa to conduct your research?

44. Please indicate the nature of your financial support during your proposed stay in Samoa (eg research grant, salary, savings) and attach evidence.

*Now turn to Section 11 to complete your application.*

## SECTION 10. APPLICATION FOR TEMPORARY RESIDENT PERMIT FOR CULTURAL, RELIGIOUS, FAMILY RE-UNION OR FAMILY SUPPORT PURPOSES

45. What is the purpose of your visit? (Please describe the event and attach any letters/notices about the event/activity)

46. How long do you propose to stay in Samoa?

47. How will you support yourself while in Samoa? (Please provide evidence of funds (eg bank statement) or sponsorship for the event/activity)

*Now turn to Section 11 to complete your application.*

## SECTION 11. DECLARATION (must be signed by main applicant and all dependants over 18 years of age.)

I declare that the information I have provided in this form and on any attachments is complete and correct in every detail. I understand that the provision of false or misleading information is a basis for cancellation of any entry permit granted. I acknowledge that I have read the notes at the front of this application and that I am required to abide by the conditions that apply to any permit that may be granted. If my circumstances change, I will notify the Immigration Office. I undertake to leave Samoa when my permit expires or is cancelled.

	Day	Month	Year
Principal applicant signature <input type="text"/>	date <input type="text"/>	<input type="text"/>	<input type="text"/>
Spouse signature <input type="text"/>	date <input type="text"/>	<input type="text"/>	<input type="text"/>
Adult dependant signature <input type="text"/>	date <input type="text"/>	<input type="text"/>	<input type="text"/>