

# Procedure Document

Applying for International Work Visa & Permit

A step-by-step process guide for employers

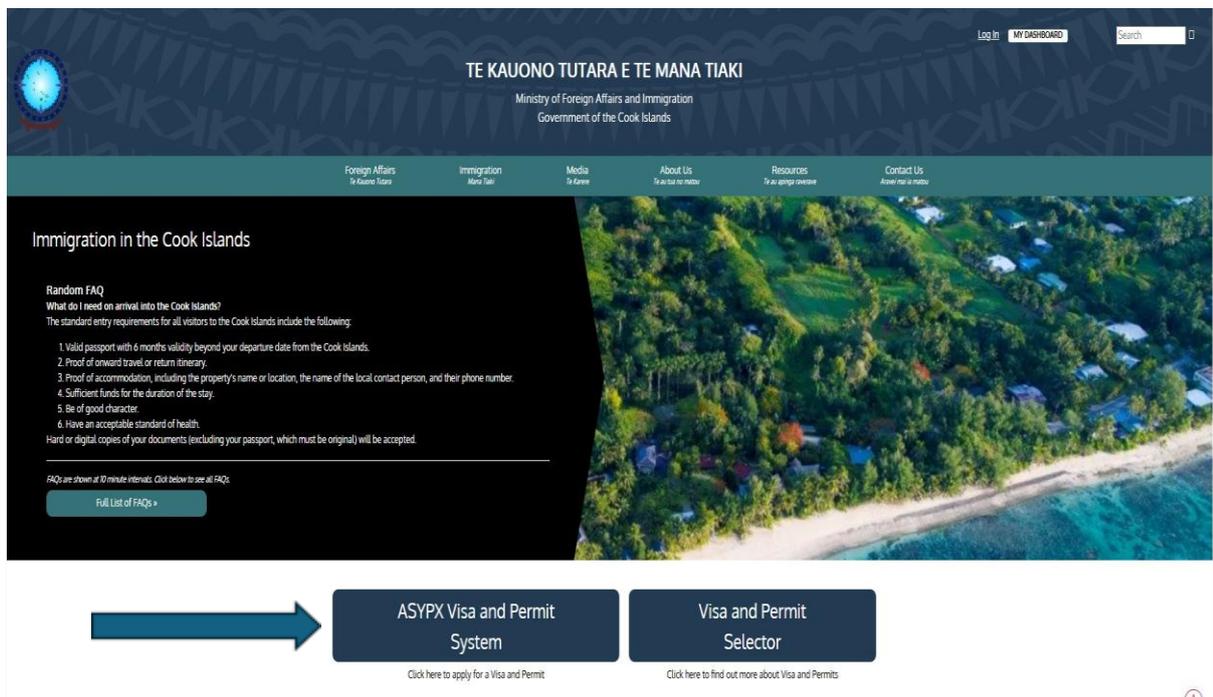


# The Application Process

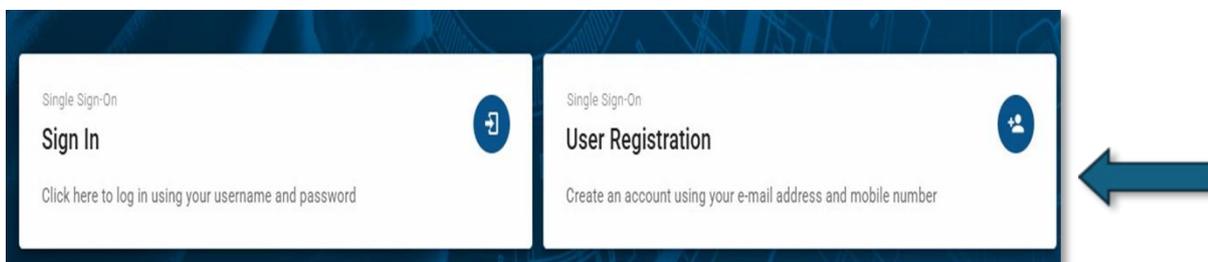
The Cook Islands Immigration introduced the online Visa and Permit system in January 2025. This procedure document details the steps required to complete your application.

## Step 1 - Accessing The online system

To access the online system, log on to their official website [www.mfai.gov.ck/immigration](http://www.mfai.gov.ck/immigration)

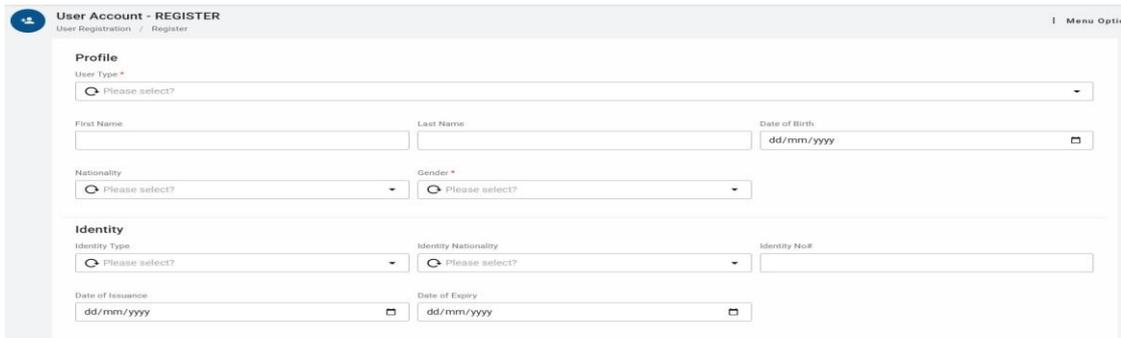


Click ASYPX Visa and Permit System



From here you will need to complete the "User Registration" page and to obtain your username and password.

### Fill in your details



**User Account - REGISTER**  
User Registration / Register

**Profile**

User Type\*  
Please select?

First Name: [ ] Last Name: [ ] Date of Birth: dd/mm/yyyy

Nationality: Please select? Gender\*: Please select?

**Identity**

Identity Type: Please select? Identity Nationality: Please select? Identity No#: [ ]

Date of Issuance: dd/mm/yyyy Date of Expiry: dd/mm/yyyy

**Profile**

User Type\*

Please select?

Applicant

Sponsor

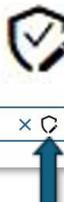
**User Login**

Login Identifier (lower case)\*: edna

Email Address\*: edna@gmail.com

Primary Mobile No\*: [ ]

Click on the shield icon to get confirm code through email provided



Indicate your login identifier, email address, and password. To obtain confirmation code click  for password confirmation. The confirmation code will be forwarded to your email or mobile number. Once received, type in the box below and click 

 Please enter the confirmation code

<forms.challenge.messages.sent>

Confirmation code will be validated upon submission of the form.  
An email will be sent to the email address provided.



**cookislandsimmigration@asycuda.org**

to me ▾

2025-01-15 08:44:50

Dear Sir, Madam,

The confirmation code for \_\_\_\_\_ is 751893.

Best regards,

Cook Islands Immigration

(c) ASYPX

Copy the confirmation code and paste. The email field will turn green if the confirmation code is valid.



Submit

Click Submit and Confirm to proceed.

The system will successfully register, and an email will be sent for confirmation of your registration.



**cookislandsimmigration@asycuda.org**

to me ▾

2025-01-15 09:00:11

Dear \_\_\_\_\_,

The account \_\_\_\_\_ has been registered, please login via the website.

Best regards,

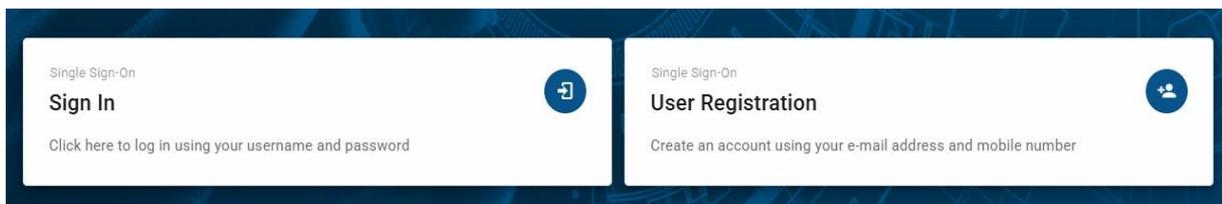
Cook Islands Immigration

(c) ASYPX

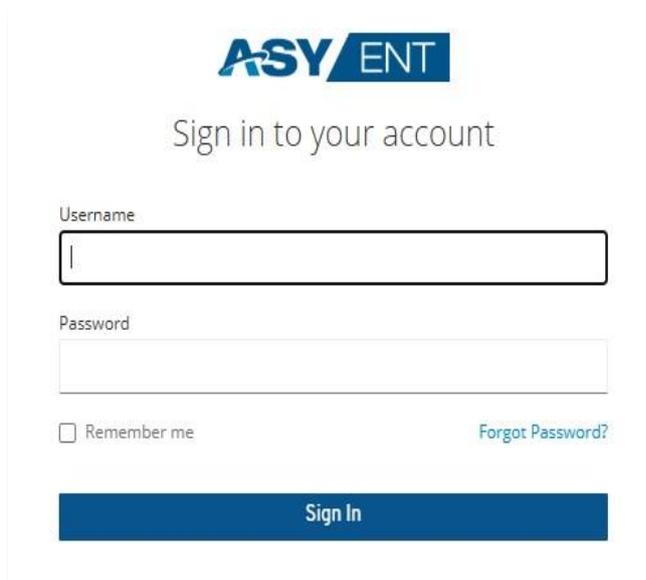
# Log into the System



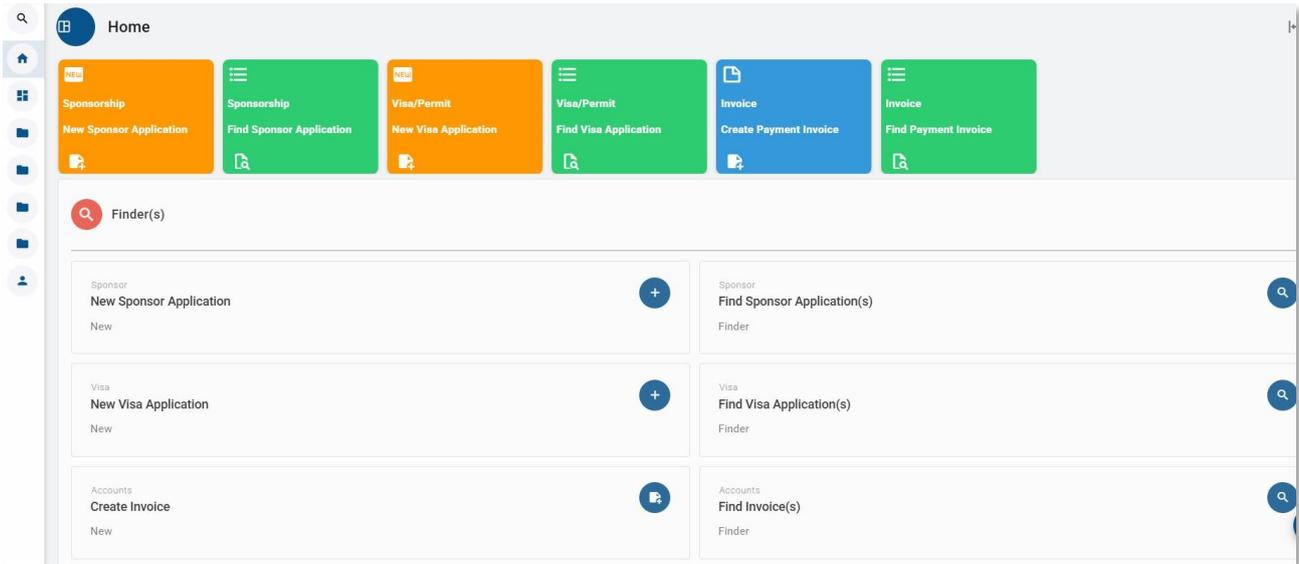
## Choose ASYPX Visa and Permit System



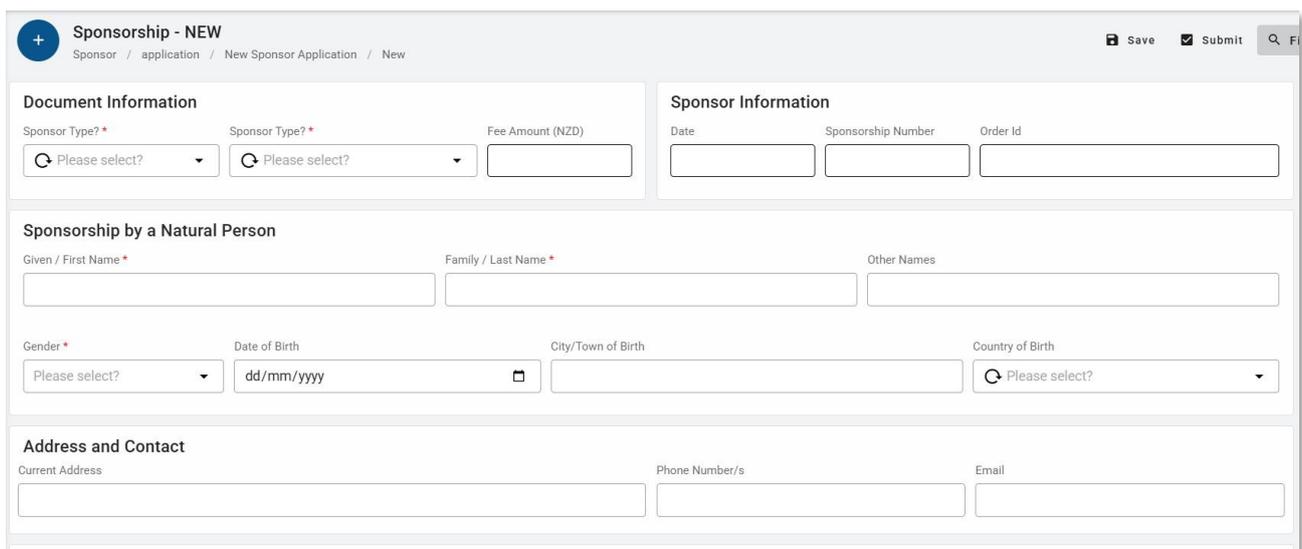
Click Sign-in ↑



Enter your Username" and "Password".



If you need to apply as a Sponsor click New Sponsor Application



The screenshot shows the 'Sponsorship - NEW' form. It has a breadcrumb trail: 'Sponsor / application / New Sponsor Application / New'. There are 'Save' and 'Submit' buttons. The form is divided into four sections:
 

- Document Information:** Includes 'Sponsor Type?' (two dropdown menus with 'Please select?' and refresh icons) and 'Fee Amount (NZD)' (text input).
- Sponsor Information:** Includes 'Date', 'Sponsorship Number', and 'Order Id' (text inputs).
- Sponsorship by a Natural Person:** Includes 'Given / First Name', 'Family / Last Name', and 'Other Names' (text inputs); 'Gender' (dropdown with 'Please select?'); 'Date of Birth' (text input with 'dd/mm/yyyy' format and calendar icon); 'City/Town of Birth' (text input); and 'Country of Birth' (dropdown with 'Please select?').
- Address and Contact:** Includes 'Current Address', 'Phone Number/s', and 'Email' (text inputs).

If you or the company is already registered as a sponsor send your username to [immigration.visapermit@cookislands.gov.ck](mailto:immigration.visapermit@cookislands.gov.ck) (do not include your password).

Immigration will create your sponsorship number linked to the username you have provided and will send it to your email.

Once you have your Sponsorship number log-in on the website and choose visa application.

**Visa/Permit - NEW** Save ✓

Visa / Application / New Visa Application / New

### Application Information

Applying For? \*

Visa Type \*

Fee Amount (NZD)

Maximum Duration

Period

Length of Stay

### Visa Information

Date

Visa Number

Order Id

Valid From

Valid To

Issued

1 General 2 Information & Contact 3 N/A 4 Health 5 Character 6 N/A 7 Assisting Applicant 8 Review

[Continue](#)

### Applying from & Previous Visa/Permit Details

Applying from outside the Cook Islands \*

Previously held a Cook Islands Visa/Permit? \*

### Sufficient Funds / Sponsorship

Sufficient fund means having the access to enough funds to provide for yourself for the duration of your stay in the Cook Islands. i.e. pay for accommodation, food, and leisure activities. You already have a sponsor? Please enter reference below

Sponsorship Number

Sponsor Name

Sponsor Type

### Attach and Upload all Required Documents

Allowed file format : pdf | Maximum file size : 680K

[Upload](#)

Code	Name	File Name	Size	Actions
No data available				

Fill-out the forms with the necessary information and upload all required documents. Please take note that the maximum file size is only 680k.

The following page contains a list of documents that are needed to upload

## Document List

Description ↑

Copy of Curriculum Vitae or Resume

Copy of Passport or Travel Document

Employment Contract

Evidence of English Language Proficiency (if required)

Evidence of Job Advertisement (advertised minimum 3 times in the last 3 months)

Evidence of Sufficient Funds

Letter of Offer / Support from Employer

National Police Certificate

Sponsorship Transfer Form (if applicable)

TMO Medical Clearance

After uploading the documents, continue filling out the necessary information. The final part of the application process is the payment of fees. Using your debit/credit card you can do your electronic payment. Electronic receipt will be sent to your email address.

It is important to check the portal from time to time for future queries from immigration officers. You will receive messages of different queries, notification of visa granted to the portal and to your email address so check regularly. The Visa approval letter will also be sent to your provided email address.