

Applicant Name:	
Passport Number:	
Email Address: (VFS to confirm)	

The visa application checklist helps you check that you have included all of the necessary documentation that is needed by the department to process your visa application. **How to use the checklist**

1. Before you sign your visa application form, use this checklist to make sure that you have included all relevant documentation.
2. When you are satisfied that you have correctly completed your visa application form and all of the relevant documentation is included, you should sign and date your visa application form.
3. Include the completed visa application checklist when you lodge your visa application form and relevant documentation.

Important Information

Please be aware that the decision on your visa application may be decided on the information and documentation that you provide at the time of lodgment.

Delivery and courier charges

You are responsible for all costs of delivering information to the Australian Embassy by mail or courier, including any additional information that may be requested by the Australian Embassy. If you give additional information to the Australian Visa Application Centre, you may be charged a courier fee for delivery to the Australian Embassy.

For more information

See the Department of Immigration and Border Protection (DIBP) website www.immi.gov.au/visitors for more information on this visa.

Please ensure the latest versions of the application forms are used. See: www.immi.gov.au/allforms/application-forms

The Visa Application Charge will not be refunded if a decision is made to refuse to grant the visa because the applicant did not satisfy the criteria for grant of the visa.

You must provide original documents with your application including certified copies of the original documentation. Documents not in English must be accompanied by accredited English translations.

Complete this checklist and attach all documentation – in the order provided below. The checklist should be placed to the front of your application.

Necessary Visa Application Requirements	Tick the documents you are submitting	Official use only
A completed and signed Form 1400 – Application for a <i>Application for Temporary Work (Short Stay Activity) Visa</i>	<input type="checkbox"/>	<input type="checkbox"/>
Payment of the Australian Government Visa Application Charge. Advice on how to pay this charge can be found at www.vfsglobal.com/australia/cambodia/ OR if the Visa Application Charge has been paid at an office of the Department of Immigration and Border Protection in Australia, a copy of the receipt must be submitted.	<input type="checkbox"/>	<input type="checkbox"/>
Certified copies of valid passport or travel documents of all people included in the application. Passports must not have expired. If you are asked to attend a DIBP Office you must bring your passport.	<input type="checkbox"/>	<input type="checkbox"/>
One recent passport-sized photograph, no more than 6 months old. <input type="checkbox"/> These should be the head and shoulders only against a plain background. <input type="checkbox"/> Print the name of the person on the back of each photograph.	<input type="checkbox"/>	<input type="checkbox"/>
If you are employed: Letter from your employer – <i>stating your position, length of employment and confirming your intended role in conducting business in Australia.</i>	<input type="checkbox"/>	<input type="checkbox"/>
If you are self-employed: Certified copies of company documents. <i>For example: business registration license, import and export permit, bank statements.</i>	<input type="checkbox"/>	<input type="checkbox"/>

Evidence of your proposed business activity in Australia. <i>For example: letter of invitation from an Australian company, conference registration details, trade contract.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence that you have sufficient funds for your personal support during your stay in Australia.	<input type="checkbox"/>	<input type="checkbox"/>
If your visit is supported by your employer: Letter from Employer - the letter should include details of what travel costs your employer will cover	<input type="checkbox"/>	<input type="checkbox"/>
Applicants under the age of 18 – Necessary Requirements		
Any child under the age of 18 years who is traveling without either one or both of the parents, a statutory declaration from the non-traveling parent/s must be provided.	<input type="checkbox"/>	<input type="checkbox"/>
Any child under the age of 18 years who is traveling without either one or both of the parents, certified evidence demonstrating parent/s and child relationship must be provided.	<input type="checkbox"/>	<input type="checkbox"/>

Applicants over 75 years of age or older – Necessary Requirement		
You are required to undergo a health assessment by a panel doctor nominated by DIBP. For more information see form 1163i and Immigration Panel Doctors at www.immi.gov.au	<input type="checkbox"/>	<input type="checkbox"/>
You are required to submit a medical insurance that will cover your stay in Australia		

I acknowledge that:

- ☐ I have provided all necessary documentation as requested on this checklist, or
- ☐ I have not provided all the information requested in the checklist. I am aware that the Department of Immigration and Border Protection is not required to contact me to obtain further information. I am aware that a decision may be made based on the information I have provided.

I also acknowledge that I am responsible for any related mail, courier and document handling charges, including cost for providing any additional information that may be requested by the department.

Note: This must be signed by parent(s) or guardian if applicant is under 18.

Applicant name:

Signature:

Date:

.....

.....

...../...../.....

Visa Application Centre Use Only

Processing officer name:

Processing officer signature: