

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 this checklist**

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

**Important information**

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

**Delivery and courier charges**

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

**For more information**

See the DIAC website [www.immi.gov.au/students/](http://www.immi.gov.au/students/) for more information on this visa.

For latest version of the application forms please see: <http://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.

Do not provide original documents unless requested. You should provide certified copies of 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
<p><b>Form 157A</b> –completed and signed. If applicant is under 18 years form must be signed by parent(s) or guardian. You may also be eligible to apply online See: <a href="http://www.immi.gov.au/e-visa/students.htm">http://www.immi.gov.au/e-visa/students.htm</a></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Payment of the Australian Government Visa Application Charge.</b> Advice on how to pay this charge can be found at <a href="http://www.vfsglobal.com/australia/malaysia">www.vfsglobal.com/australia/malaysia</a> OR if the Visa Application Charge has been paid at an office of the Department of Immigration and Citizenship in Australia, a copy of the receipt must be submitted.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>If applicable:</b> If you have engaged an agent, or have had assistance completing the form or wish to nominate an authorise recipient, whichever is applicable, a completed and signed: <b>Form 956</b> - Advice by a migration agent/exempt person of providing immigration assistance. <b>Form 956A</b> - If you wish to authorize other person to communicate with the Department.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Two recent passport-sized photographs</b>, no more than 6 months old, of you and any dependent included in the application. Print the name of the person on the back of each photograph.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Certified copies of passport or travel documents</b> (new and old showing any previous travels or visa grants) of all people included in the application. Passports must not have expired. If you are asked to attend a DIAC Office you must bring your passport.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Secondary applicants – Necessary Requirements</b></p>		
<p>You will need to list details of all members of your family unit on the application form whether they intend to travel with you or not. <b>A member of your family unit is your spouse or your unmarried</b></p>	<input type="checkbox"/>	<input type="checkbox"/>

<b>dependent child who is under the age of 18.</b> You should include evidence of your relationship e.g. marriage certificate and birth certificate for all dependents travelling with you.		
<b>(If you are married/with or without children)</b> Certified evidence of the relationship between the applicant and all members of their family unit (spouse and children only), including those who are not joining the applicant in Australia. <i>For example, family registration, marriage certificate, birth certificate of child, adoption certificate of a child, evidence of custody of child.</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>(If you are in a de facto relationship)</b> Certified evidence of de facto relationship. <i>For example: evidence of the applicant and de facto partner residing together, joint bank accounts, joint billing accounts.</i>	<input type="checkbox"/>	<input type="checkbox"/>
The <b>electronic Confirmation of Enrolment (eCOE) certificate(s)</b> issued by your education provider for the course(s) you are undertaking.	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of <b>Overseas Health Cover</b> for you and each person included in your application.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Financial requirement – Necessary Requirements</b>		
You will need to provide evidence of funds to cover the <b>minimum financial requirements for the first year of your course</b> . If your course is less than one year in duration, you will only need to provide evidence of funds for the duration of your course. Financial declaration part of the application form must be signed.  The required funds for student can be obtained from the internet. Example : For Higher Education subclass 573 see : <a href="http://www.immi.gov.au/students/students/573-2/financial.htm">http://www.immi.gov.au/students/students/573-2/financial.htm</a> For other subclasses, replace “573” with the relevant subclass.  Note: All members of the family unit should be declared and assessed for living costs and school fees, whether or not they are accompanying you.	<input type="checkbox"/>	<input type="checkbox"/>
<b>You must provide evidence of funds</b> to support you and your family members. <b>Please note: The total funds must be sufficient to cover the first year of your course.</b>  Evidence of funds can include: <ul style="list-style-type: none"> <li>• a <b>money deposit</b> with a financial institution held by you or any individual willing to provide financial support to you; or</li> <li>• a <b>loan</b> from a financial institution made to you or any individual willing to provide financial support to you or the government of your home country; or</li> <li>• <b>financial support</b> from: your proposed education provider; the Commonwealth of Australia or an Australian State or Territory government; the government of a foreign country; a provincial or state government of a foreign country that has the written support of the national government of the foreign country; an international corporation that employs you in a role to which your course of study is of direct relevance; or a multilateral agency e.g. United Nations, World Bank or Asian Development Bank.</li> </ul> <b>Please note:</b> If the funds are being provided by another person (for example your parents) you will need to provide a letter of authorization from them stating that you have access to these funds and a copy of the bio data (photo) page of their passport. If a business is providing the funds, you will need to provide business tax returns for the previous three years, profit and loss statements prepared by a registered accounting firm, bank statements, evidence of registration, Memorandum and Articles of Association to confirm ownership of the business, and a letter of authorization from all company directors giving permission for company funds to be used.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Source of funds</b> You will need to provide evidence that your regular income, or the regular income of any individual providing funds to you, is sufficient to accumulate the level of funding being provided. This can include income tax declarations or regular pay slips.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Education requirements - Necessary Requirements</b>		

<b>Evidence of education/qualification</b> and work history up to the date of application.	<input type="checkbox"/>	<input type="checkbox"/>
<b>If you are a student visa applicant under the age of 18 - Necessary Requirements</b>		
Any child under the age of 18 years who is traveling without either one or both of the parents, must provided <ul style="list-style-type: none"> <li><b>Form 1229</b> – Completed by both parents, including evidence of parents identity and signature.</li> <li><b>See:</b> <a href="http://www.immi.gov.au/allforms/pdf/1229.pdf">www.immi.gov.au/allforms/pdf/1229.pdf</a></li> </ul> Otherwise, evidence that one of the parents has no custodial rights. <i>For example: death certificate, court decision record.</i>	<input type="checkbox"/>	<input type="checkbox"/>
If you are under 18 years of age you must provide evidence of <b>either</b> (a), (b) or (c). <p>a) If you intend to reside in Australia with a parent, or a person who has custody of you, you must provide evidence of the relationship and that they have the right to remain in Australia for the period of your stay, or until you turn 18 years, whichever is the lesser period.</p> <p>b) If you intend to reside in Australia with a relative nominated by a parent or a person who has custody of you, you must provide evidence of the relationship, evidence that the relative is at least 21 years old, police clearances, and evidence that the relative has the right to remain in Australia for the period of your stay, or until you turn 18 years, whichever is the lesser period. Police clearances do not need to be submitted at the time you lodge your application but will need to be submitted before your visa can be granted. <i>For further information see: <a href="http://www.immi.gov.au/allforms/character-requirements/">http://www.immi.gov.au/allforms/character-requirements/</a></i></p> <p>c) If you will not be residing in Australia with one of the above-mentioned persons, you must provide a signed statement from your education provider confirming that appropriate arrangements have been made for your accommodation, support and general welfare during your stay in Australia.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<b>If there are minors included in the application</b>		
Evidence of enrolment in a school in Australia for each child (aged between 5 – 18 years old) included in the application.	<input type="checkbox"/>	<input type="checkbox"/>
(if under 18 years old) Consent form for biometrics collection.	<input type="checkbox"/>	<input type="checkbox"/>

I hereby acknowledge that:

I have provided **all** necessary documentation for a decision to be made on my visa application.

or

I have **not** provided all the information requested on this checklist and 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: Form must be signed by parent(s) or guardian if applicant is under 18.

**Applicant name:**

**Signature:**

**Date:**

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*Visa Application Centre Use Only*

*Processing officer name:*