

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.

**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 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 DIAC website [www.immi.gov.au/visitors/](http://www.immi.gov.au/visitors/) 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
Form 876 – completed and signed.	<input type="checkbox"/>	<input type="checkbox"/>
<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.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Two recent passport-sized photographs</b> , no more than 6 months old Print the name of the person on the back of each photograph.	<input type="checkbox"/>	<input type="checkbox"/>
<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.	<input type="checkbox"/>	<input type="checkbox"/>
<b>If you are employed:</b> Letter from your employer – stating your position and length of employment and employment contract.	<input type="checkbox"/>	<input type="checkbox"/>
<b>If you are self-employed:</b> Certified copies of company documents. For example: evidence of company registration, shareholder certificates, import and export permit, company bank statements.	<input type="checkbox"/>	<input type="checkbox"/>
<b>If applicable</b> , evidence of visa or other entry documentation for the final destination.	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of travel arrangement, confirmed airline bookings showing departure from Australia within 72 hours of arrival.	<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"/>
<b>Applicants 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 <b>Form 1229</b> – Completed by both parents, including evidence of parents identity and signature. <b>See:</b> <a href="http://www.immi.gov.au/allforms/pdf/1229.pdf">www.immi.gov.au/allforms/pdf/1229.pdf</a> Otherwise, evidence that one of the parents has no custodial rights. For example: death certificate,	<input type="checkbox"/>	<input type="checkbox"/>

court decision record.		
Any child under the age of 18 years who is traveling without either one or both of the parents, certified copy of the child's birth certificate must be provided.	<input type="checkbox"/>	<input type="checkbox"/>
<b>(if applicable)</b> consent form for biometrics collection.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Applicants over 75 years of age or older – Necessary Requirement</b>		
You are required to undergo a health assessment by a panel doctor nominated by DIAC. For more information see form 1163i and Immigration Panel Doctors at <a href="http://www.immi.gov.au">www.immi.gov.au</a> You are required to submit a medical insurance that will cover your stay in Australia See: <a href="http://www.privatehealth.gov.au">www.privatehealth.gov.au</a>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Necessary Requirements – Transit applicants (seafarers)</b>		
<b>Form 876</b> – completed and signed.	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Two recent passport-sized photographs</b> , no more than 6 months old Print the name of the person on the back of each photograph.	<input type="checkbox"/>	<input type="checkbox"/>
Original and current passport <b>for each person included in the application</b> Note: your passport must have at least six months left before the expiry date	<input type="checkbox"/>	<input type="checkbox"/>
Original seaman's book and letter from the shipping company/agency.	<input type="checkbox"/>	<input type="checkbox"/>
Letter from shipping company/agency confirming the following: The applicant is required to attend vessel as crew The details of the vessel and its itinerary The port and date, the applicant is expected to join vessel If the agent is not the vessel's owner, a copy of the request for crew from the vessels agent in Australia. The request should contain the details of the crew members applying for visas.	<input type="checkbox"/>	<input type="checkbox"/>

**I acknowledge that:**

I have provided all necessary documentation as requested on this checklist.

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: This 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:*