The visa application checklist helps you check that you have included all of the necessary documentation required by the Department of Immigration and Border Protection (DIBP) to process your visa application.

**How to use the checklist**

1. **Before you sign your visa application form,** use this checklist to make sure your application is complete.
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 based on the information and documentation that you include at the time of lodgement. Applicants should not make arrangements to travel to Australia until advised that their visa has been approved. You may be asked to provide information in addition to that provided in your application. If this is the case, you will be given a date by which you will have to provide the information.

The provision of false or misleading information or documents may have an adverse effect on the outcome of the application and will delay processing.

**For more information**

See the DIBP website [http://www.immi.gov.au/Visas/Pages/600.aspx](http://www.immi.gov.au/Visas/Pages/600.aspx) for more information on this visa.


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 certified photocopies of each document that you submit. **Complete this checklist and attach all documentation – in the order provided below. The checklist should be placed to the front of your application.**

<table>
<thead>
<tr>
<th>Necessary Visa Application Requirements</th>
<th>Tick the documents you are submitting</th>
<th>Official Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>A completed and signed <strong>Form 1419 (Tourist Stream) or 1415 (Business Stream)</strong> – Application for general tourists to visit Australia for tourism and other recreational activities (Subclass 600). Please note that a separate application form must be completed for each person holding a separate passport.</td>
<td>☐</td>
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</tr>
<tr>
<td>Payment of the Australian Government Visa Application Charge <strong>OR</strong> if the Visa Application Charge has been paid at a DIBP office in Australia, a copy of the receipt must be submitted.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Certified copies of the biographical pages of the current passports or travel documents of all people included in the application (these are the pages with the holder's photo and personal details and the issue/expiry dates) and a copy of all other pages in your passport that contains a stamp and/or visa. <strong>Note:</strong> passport with at least six months left before the expiry date is recommended</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
One recent passport-sized photographs, (45 mm x 35 mm), no more than 6 months old, of you and any children included in your passport and travelling with you.

- These should be of the head and shoulders only against a plain background and should not be digitally altered.
- Print the name of the person on the back of each photograph.

| National registration card | □ | □ |

<table>
<thead>
<tr>
<th>Whichever is applicable, a completed and signed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form 956 - Advice by a migration agent/exempt person of providing immigration assistance or Form 956A - Appointment or withdrawal of Authorised Recipient</td>
</tr>
</tbody>
</table>

| A completed and signed Form 54 – Family Composition | □ | □ |

**Tourist Stream**

Evidence that you have sufficient funds for your intended stay (at least 6 months history of your personal bank statements, pay slips, audited accounts, taxation records or credit card limit). If you are providing a bankbook, you must provide the original bankbook; this will be returned to you.

You may also provide any of the following documents:

- If you are visiting relatives or friends, a letter of invitation from your relative or friend in Australia. If your relative or friend is paying for your visit, evidence that they have the necessary funds.
- If you are visiting under the Tourist stream: Your itinerary for your stay in Australia.
- Other information to show that you have an incentive and authority to return to your home country, such as:
  - a letter from your employer stating your intention to return to your job
  - evidence of enrolment at a school, college or university in your home country
  - evidence of immediate family members in your home country
  - evidence of your visa or residence status in your home country, and your right to return
  - evidence of property or other significant assets owned in your home country.
- Certified copies of military service record or discharge papers (if served in Armed Forces of any country).
- Certified copies of company documents. For example: valid business registration license, import and export permit, bank statements.
### Business Visitor Stream

**If you are employed:**

- A letter from your employer – stating your position, length of employment and confirming your intended role and reason for conducting business in Australia and educational qualifications and what travel costs your employer will cover.
- Your itinerary, with contact details of the business parties involved.
- A letter of invitation from host organisation in Australia.
- Conference registration details.
- Educational or professional qualifications.
- Your current employment and your role during your visit to Australia.
- Details of previous contacts with Australian businesspeople or organisations in Australia.
- Documents to show that the company you work for is an actively operating business, such as a business registration certificate or annual report.
- Evidence that you have sufficient funds for your personal support during your stay in Australia (if your employer is covering your costs, a letter of support stating that all of your travel costs are covered by the employer).

**If you are self-employed:**

Certified copies of company documents. For example: valid business registration, certificate of chamber membership, import and export permit, bank statements, evidence of recent business transactions, shipments, contracts…etc

### Applicants under the age of 18 – Necessary Requirements

If you are younger than 18 years of age, evidence that every person with a legal right to decide where you live consents to your travel to Australia on this visa. If you will not have one or both parents come with you, provide:

- A statutory declaration giving their permission.
- **Form 1229** – Completed by both parents. If you use this form, you will have to attach copy of your parent’s or guardian’s government issued identification document (such as passport or driver’s license) with their photograph and signature.

### Applicants under the age of 18 years must provide:

- **Form 1257, Undertaking declaration.**
- Evidence of enrolment at school, college or university.
- If travelling without both parents, a declaration signed by the person who will be responsible for you in Australia.
- Two forms of identification (with a signature) for any non-accompanying parent.
- Where one or both parents are deceased, proof that the remaining parent or the guardian has legal custody of the applicant.
- Where there are custody issues, further documentation may be requested.

### Applicants 75 years of age and over – Necessary Requirement

You are required to undergo a health assessment (Fitness to travel certificate to be completed) by a panel doctor nominated by DIBP. For more information see **Form 1163i** and Immigration Panel Doctors at [www.immi.gov.au](http://www.immi.gov.au)

You are required to submit International 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 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 document handling charges, including cost for providing any additional information which may be requested by DIBP.

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: ........................................