This checklist helps to ensure that you have included all of the necessary documentation that is needed by the Australian High Commission Colombo 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 all necessary documentation.

Other 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 lodgment. It is in your interest to provide as much information as possible with your application.

Delivery and courier charges

You are responsible for all of the costs of delivering information to the Australian High Commission Colombo by mail or courier, including any additional information that may be requested by the Australian High Commission Colombo. If you give this requested additional information to the Australian Visa Application Centre, you may be charged a courier fee for delivery to the Australian High Commission Colombo. If you submit additional documents without a request from the Australian High Commission Colombo at the Australian Visa Application Centre, you are responsible for all delivery and courier charges.

Applications lodged in Sri Lanka should be submitted to the Service Delivery Partner VFS. See: www.vfsglobal.com/australia/srilanka/

Note: 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.

For more information

See the DIAC website for more information on this visa at www.immi.gov.au/visitors/ or www.srilanka.embassy.gov.au

About the documentation that you include:

Documentation provided will depend on your personal circumstances. Below are examples only and not exhaustive.

- You must provide certified copies of original documents. Do not include original documents unless specifically requested by the department.

- Documents not in English must be accompanied by accredited English translations.

<table>
<thead>
<tr>
<th>Subclass 600 Visa Application and Supporting Documents</th>
<th>Tick the documents you are including</th>
<th>Official use only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed application form (1415, 1418, 1419 depending on your circumstances)</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Pay the visa application charge. See: <a href="http://www.immi.gov.au/allforms/990i.htm">www.immi.gov.au/allforms/990i.htm</a></td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>2 certified copies of the bio data and alterations page of current passport for each person included in the application</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Note: your passport must have at least six months left before the expiry date</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>1 certified copy of all stamped pages of all passports (current and previous passports) for each person included in the application</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>2 recent passport size photographs for each person included in the application</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>1 certified copy of your National Identity Card (NIC)</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>If your name has changed or the name of anyone included in your application has changed: a certified copy of evidence of the name change.</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
Certified copies of birth certificates for you and any other person included in the application. The certificates must show the names of both parents of everyone included in the application.

M67 Details of Relatives form

If you are employed: Letter from your employer – stating your position, length of employment and confirming your leave of absence.

If you are self-employed: Certified copies of company documents – for example: business registration license, import and export permit, bank statements.

Evidence of sufficient funds, such as personal bank statements, pay slips, audited accounts, taxation records or credit card limit.

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. Evidence of your relationship and the immigration status of your relative. If the purpose of travel is for daughter (in-laws)’s confinement provide a letter from the doctor confirming this.

For emergency medical or funeral attendance, details of this from the Australian based authority.

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.

If you or anyone included in the application has served in the armed forces of any country: certified copies of military service record or discharge papers.

Applicants under the age of 18 if travelling without parents

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 Consent form to grant an Australian visa to a child under the age of 18 years (See: www.immi.gov.au/allforms/pdf/1229.pdf).
- Attach a certified copy of your parent’s or guardian’s government-issued identification document (such as a passport or driver’s licence) with their photograph and their signature

If you are younger than 18 years of age and you will stay in Australia with someone other than a parent, legal guardian or relative: a declaration signed by the person who will be responsible for you Australia
- Form 1257 Undertaking declaration (125 kB PDF).

Evidence of enrolment at school, college or university.

Additional documents for the Sponsored Family Stream

Certified copies of marriage certificates or relationship registrations for you, your partner or anyone else included in your application, even if they are not joining you in Australia.

If you are living in a de facto relationship: independent evidence that you have been in the relationship for at least 12 months (for example, joint bank account statements or billing accounts in joint names).

If you or anyone included in the application has been widowed, divorced or permanently separated: a certified copy of the death certificate, divorce decree absolute, or statutory declaration/separation certificate.
Evidence of dependency for all dependants aged 18 or older (such as evidence of current studies):
- a certified copy of their birth certificate and proof of their relationship to you
- proof that the relative lives in your household
- proof that your relative has been dependent on you for at least the 12 months immediately before you lodge your application.

### Additional documents for the Business Stream

Evidence of why you need to visit Australia on business, such as:
- a letter of invitation from the host organisation in Australia
- conference registration details
- a letter from your employer stating the reasons for your visit
- your itinerary, with contact details of the business parties involved.

Your educational or professional qualifications.

Your current employment and your role during your visit to Australia.

Details of previous contacts with Australian businesspeople or organisations Australia.

Documents to show that the company you work for is an actively operating business, such as a business registration certificate or annual report.

### Health Requirements

#### Applicants 75 years of age and older


#### Applicants who intend to visit for over 3 months, visit a hospital or child care centre or going to be placed in a classroom situation for 12 weeks or more


### Receiving assistance

If someone gives you advice or lodges your application for you:
- Form 956 *Advice by a migration agent/exempt person of providing immigration assistance* (the agent or exempt person completes the form and you must sign it)

If you would like someone to receive correspondence from the department on your behalf:
- Form 956A *Appointment or withdrawal of an authorised recipient* (the recipient completes the form and you must sign it)
I acknowledge that:

☐ I have provided all supporting documentation as requested on this checklist.

or

☐ I have not provided information requested on this checklist that is relevant to my visa application 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 lodged:…../……/…….

__________________________________________________________________________

Visa Application Centre Use Only

Processing officer name:………………….. Signature:…………………………. Date received:…../……/…….