

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 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.

Important information

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

The Visa Application Charge will not be refunded if your application is refused.

About the documentation that you include:

- Documentation provided will depend on your personal circumstances. The documents listed below are examples only. Documentation required based on your personal circumstances may not be limited to the examples below.
- Only certified copies of all original documents (except Police Clearance Certificates) must be included with your application. Copies should be certified by VFS where possible.
- Documentation must be either in English or a certified translation must be included with the original or certified copy.

Necessary Visa Application Requirements – For all applicants of subclass 101, 102, 117 and 445	Tick the documents you are submitting	Official use only
1. For applicants of subclass 101, 102 and 117 visas: a. A completed and signed Form 47CH - <i>Application for migration to Australia by a child</i> b. A completed and signed Form 40CH - <i>Application of Sponsorship for a child to migrate to Australia</i>	<input type="checkbox"/>	<input type="checkbox"/>
2. For applicants of subclass 445 visa: A completed and signed Form 918 - <i>Application for a subclass 445 (temporary) visa by a dependent child</i>	<input type="checkbox"/>	<input type="checkbox"/>
3. Where applicable, a completed and signed: Form 956 - <i>Advice by a migration agent/exempt person of providing immigration assistance</i>	<input type="checkbox"/>	<input type="checkbox"/>
4. Payment of fee (if fee has been paid in Australia, copy of receipt of payment).	<input type="checkbox"/>	<input type="checkbox"/>
5. Form 80 <i>Personal Particulars for Assessment Including Character Assessment</i> to be completed by the applicant if they are over 16 years of age. See: www.immi.gov.au/allforms/pdf/80.pdf	<input type="checkbox"/>	<input type="checkbox"/>
6. Certified copies of current passport/travel document for the applicant and certified copies of the bio data and alterations pages of the passport/travel document.	<input type="checkbox"/>	<input type="checkbox"/>

7. A certified copy of the applicant's official birth registration showing both parents' names.	<input type="checkbox"/>	<input type="checkbox"/>
8. If the applicant is under 18 years of age, one of the following must be provided: a) evidence that the law of the country in which the applicant resides supports the applicant's migration to Australia. <i>For example: a court order.</i> b) a statutory declaration from each person with a legal responsibility to the applicant stating that they have no objection to the applicant's migration Note: where a non-migrating parent/guardian has the legal right to determine where the applicant can live, please provide a statutory declaration from the non-migrating parent/ guardian granting permission for the applicant to migrate to Australia, together with a certified copy of the non-migrating parent's/guardian's identification. <i>For example, passport or driver's licence.</i>	<input type="checkbox"/>	<input type="checkbox"/>
9. If the applicant is 18 years of age or over, evidence of the following: a) if the applicant is a full time student, evidence of their enrolment b) the applicant's financial dependency on the sponsor for a minimum period of 12 months. <i>For example: dependency on their sponsor for the basic needs of food, shelter and clothing, and how long this support has been provided, bank statements, money transfers, rent receipts etc.</i> c) if the applicant has a disability, evidence from a qualified medical practitioner that the child has total or partial loss of bodily or mental functions and this stops them working.	<input type="checkbox"/>	<input type="checkbox"/>
10. Photocopies of the following documents to show your sponsor's current employment: a) Australian income and/or overseas tax assessment notice and b) a letter from their employer confirming length of employment and annual salary c) If your sponsor is self-employed or self-funded from other sources, business documents or a letter from your sponsor's accountant.	<input type="checkbox"/>	<input type="checkbox"/>
11. If the applicant is under 18 years of age, their sponsor and his/her partner must provide the following: Valid original police clearance certificates from each country in which they have lived in for more than 12 months or more (cumulatively) in the last 10 years. See: AFP National <u>Police Checks</u> : http://www.afp.gov.au/what-we-do/police-checks/national-police-checks.aspx Sponsor Eligibility: http://www.immi.gov.au/migrants/family/child/101/eligibility-sponsor.htm Character Requirements Penal Clearance Certificates : http://www.immi.gov.au/allforms/character-requirements/character-penal.pdf	<input type="checkbox"/>	<input type="checkbox"/>
12. If the applicant is above 16 years of age, they must provide the following: Valid original police clearance certificate from each country where the applicant has lived for 12 months or more in the last 10 years. See: Character Requirements Penal Clearance Certificates : http://www.immi.gov.au/allforms/character-requirements/character-penal.pdf	<input type="checkbox"/>	<input type="checkbox"/>
Necessary Requirements – specific to Adoption visa applicants – subclass 102		
1. Certified copy of the adoption papers or compliance certificate (for signatories to the Hague Convention on Inter-country Adoptions) including evidence that the competent authority permits the child to migrate to Australia.	<input type="checkbox"/>	<input type="checkbox"/>
2. Letter from the Australia State/Territory adoption authority supporting the adoption.	<input type="checkbox"/>	<input type="checkbox"/>
3. Evidence of the adoptive parent(s)' residence outside Australia for more than 12 months at the time of application.	<input type="checkbox"/>	<input type="checkbox"/>

Necessary Requirements – specific to Orphan Relative applicants – subclass 117		
1. If one or both parents are deceased, a death certificate or other official documentation to verify this.	<input type="checkbox"/>	<input type="checkbox"/>
2. If one or both parents' whereabouts are unknown, evidence of how long they have been missing and what efforts have been made to contact or find them.	<input type="checkbox"/>	<input type="checkbox"/>
3. If one or both parents are permanently incapacitated, evidence showing why they are unable to care for the child. <i>For example, if a parent has a physical or mental illness which stops them from being able to care for the child, provide a medical report to verify this.</i>	<input type="checkbox"/>	<input type="checkbox"/>
4. Documents to show the child's relationship to the sponsor. <i>For example: Birth certificate of the child's parents and birth certificate of sponsor would indicate siblings' relationship.</i>	<input type="checkbox"/>	<input type="checkbox"/>

Necessary Requirements – specific to Extended Eligibility applicants – subclass 445		
1. Evidence to show that applicant's parent has been granted either of the following visa: a) a temporary Partner class visa in Australia; OR b) a provisional Partner class visa overseas.	<input type="checkbox"/>	<input type="checkbox"/>

For more information

See: DIAC website <http://www.immi.gov.au/migrants/family/family-visas-child.htm> for more information on this visa.

See: About this Visa and Booklet 2 *Child Migration* <http://www.immi.gov.au/allforms/booklets/1128.pdf>

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

You are required to undergo a health assessment by a panel doctor nominated by DIAC. For more information see form 1071i www.immi.gov.au/allforms/health-requirements/ and Immigration Panel Doctors at <http://www.immi.gov.au/contacts/overseas/i/india/panel-doctors.htm>

I hereby acknowledge that:

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

or

I have **not** provided information requested on this checklist and I am aware that either:

- i. an adverse decision may be made based on the information I have provided or
- ii. there may be significant delays to the processing of my application.

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 lodged:**...../...../.....

<p><i>Visa Application Centre Use Only</i></p> <p>Processing officer name:</p>
