

This checklist helps to ensure that you have included all of the necessary documentation that is needed by the Department of Immigration and Border Protection at the Australian High Commission Colombo to process your visa application.

The Department of Immigration and Border Protection encourages clients to lodge applications of this type online using [ImmiAccount](#). Alternatively, paper applications can be lodged by [appointment at the Australian Visa Application Centre \(AVAC\)](#). Current versions of the application forms can be found at <http://www.border.gov.au/allforms>.

How to use this checklist

1. Before you complete your visa application, use this checklist to ensure that you have included all necessary documentation to support your claims.
2. For paper applications, include this completed checklist when you lodge your visa application at the AVAC.

See the Department of Immigration and Border Protection website for more information on this visa at <http://www.border.gov.au/Trav/Brin/Part>.

Other important information

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

For more information

See the DIAC website for more information on this visa at <http://www.border.gov.au/Trav/Visa-1/401->

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.
- Original copies of police clearances are necessary. Please note police clearances are not returned to clients.
- Documents not in English must be accompanied by accredited English translations.

Temporary Work (Long Stay Activity) visa (Subclass 401)	Tick the documents you are including	Official use only
Complete the application form: Form 1401 <i>Application for a Temporary Work (Long Stay Activity) visa</i>	<input type="checkbox"/>	<input type="checkbox"/>
M67 Detail of Relatives form	<input type="checkbox"/>	<input type="checkbox"/>
Pay the visa application charge. See: http://www.border.gov.au/Trav/Visa/Fees	<input type="checkbox"/>	<input type="checkbox"/>
Evidence that the nomination application has been lodged or approved, such as: <ul style="list-style-type: none"> • nomination application ID number • nomination approval letter. 	<input type="checkbox"/>	<input type="checkbox"/>
Curriculum vitae/resume and/or qualifications	<input type="checkbox"/>	<input type="checkbox"/>
Registration or licence/s to allow you to undertake the nominated activity	<input type="checkbox"/>	<input type="checkbox"/>
Evidence that the sponsorship application has been lodged or approved, such as: <ul style="list-style-type: none"> • sponsorship application ID number • sponsorship approval letter. 	<input type="checkbox"/>	<input type="checkbox"/>
A written statement from the sponsor confirming that they will meet the sponsorship obligations for you and all your dependent family members whom you include in your application.	<input type="checkbox"/>	<input type="checkbox"/>
Exchange stream		
The staff exchange agreement between your sponsor and the reciprocating foreign organisation	<input type="checkbox"/>	<input type="checkbox"/>

Sports stream		
If the position is a contracted position, the contract between you and your sponsor	<input type="checkbox"/>	<input type="checkbox"/>
Domestic Worker (Executive stream)		
A signed employment declaration from your sponsor	<input type="checkbox"/>	<input type="checkbox"/>
If you intend to stay in Australia for longer than 12 months: Police checks for everyone included in the visa application who is older than 16 years of age: <ul style="list-style-type: none"> an Australian National Police Check for anyone who has spent a total of 12 months or more in Australia since turning 16 years of age; police certificates from each country in which anyone in your application has spent a total of 12 months or more in the past 10 years since turning 16 years of age; 	<input type="checkbox"/>	<input type="checkbox"/>

PERSONAL DOCUMENTS		
Identity		
Two certified copies of the bio-data and alterations page of current passport for each person included in the application Note: your passport must have at least six months validity	<input type="checkbox"/>	<input type="checkbox"/>
A certified copy of all stamped pages of all passports (current and previous) for each person included in the application	<input type="checkbox"/>	<input type="checkbox"/>
A recent passport size photograph for each person included in the application	<input type="checkbox"/>	<input type="checkbox"/>
A certified copy of your National Identity Card (NIC)	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>
Relationships		
M67 Detail of Relatives form	<input type="checkbox"/>	<input type="checkbox"/>
Certified copies of marriage certificate	<input type="checkbox"/>	<input type="checkbox"/>
If you are living in a de facto relationship: independent evidence that you have been in the relationship for at least six months (for example, joint bank account statements or billing accounts in joint names)	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>
Certified copies of birth certificates	<input type="checkbox"/>	<input type="checkbox"/>
If any dependent child included in the application is adopted: certified copies of the adoption papers	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of dependency for all dependants aged 18 or older (such as evidence of current studies): <ul style="list-style-type: none"> a certified copy of their birth certificate and proof of their relationship to you; proof that the relative lives in your household; proof that they have been financially dependent on you for at least the 12 months immediately before you lodge your application. 	<input type="checkbox"/>	<input type="checkbox"/>
If you want to bring a child under 18 years of age with you to Australia, and that child's other parent is not included in the application: documentary evidence that you have the legal right to include that child in your application, such as: <ul style="list-style-type: none"> certified copies of official legal documents, such as a court-issued custody, access or guardianship order Form 1229 <i>Consent form to grant an Australian visa to a child under the age of 18 years</i> (125 kB PDF file). If you use this form, you will have to attach a certified copy of the other parent's government issued identification document containing their photograph and a signature	<input type="checkbox"/>	<input type="checkbox"/>

Character requirement		
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	<input type="checkbox"/>	<input type="checkbox"/>
Financial support		
Evidence of your financial capacity to support yourself and your family while you are in Australia, such as: <ul style="list-style-type: none"> • bank statements; • a letter from your financial institution stating your financial position; • employment contracts; • documents showing allowances, accommodation, and stipends from your sponsor while you are in Australia. 	<input type="checkbox"/>	<input type="checkbox"/>
Health insurance		
Evidence of adequate health insurance for the duration of your stay in Australia.	<input type="checkbox"/>	<input type="checkbox"/>

Health requirement		
Every applicant and dependent applicant(s) must undergo a health assessment by a panel doctor nominated by Department of Immigration and Border Protection. To expedite processing of your application, My Health Declarations is a service which allows clients to complete their health examinations before lodging their visa application. For instructions, see: http://www.border.gov.au/Trav/Visa/Heal/meeting-the-health-requirement/health-examinations/my-health-declarations You must include your HAP ID number with the application to enable DIBP officers to track medical clearance.	<input type="checkbox"/>	<input type="checkbox"/>

Receiving assistance		
If someone gives you advice or lodges your application for you: <ul style="list-style-type: none"> • Form 956 <i>Advice by a migration agent/exempt person of providing immigration assistance</i> (the agent or exempt person completes the form and you must sign it) 	<input type="checkbox"/>	<input type="checkbox"/>
If you would like someone to receive correspondence from the department on your behalf: <ul style="list-style-type: none"> • Form 956A <i>Appointment or withdrawal of an authorised recipient</i> (the recipient completes the form and you must sign it) 	<input type="checkbox"/>	<input type="checkbox"/>

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:...../...../.....