

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

The Department of Home Affairs 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 <https://www.homeaffairs.gov.au/about/corporate/information/forms>.

### 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. When you are satisfied that you have all of the necessary documentation, submit your complete visa application for processing.
3. For paper applications, include this completed checklist when you lodge your visa application at the AVAC.

See the HA website for more information on this visa at <https://www.homeaffairs.gov.au/trav/visa-1/600->

### Other important information

Please be aware that the decision on your visa application will 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.

### Family Groups

If you are travelling with family, please advise VFS and ensure you submit your application as a group so that your application can be assessed as a group. Family groups lodging online applications, can also be linked via ImmiAccount.

### 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.

Visitor Visa (Subclass 600) (Tourist and Business stream)	Tick the documents you are including	Official use only
Completed application form (1415, 1418, 1419 depending on your circumstances)	<input type="checkbox"/>	<input type="checkbox"/>
Pay the visa application charge. See: <a href="https://www.homeaffairs.gov.au/trav/visa/fees">https://www.homeaffairs.gov.au/trav/visa/fees</a>	<input type="checkbox"/>	<input type="checkbox"/>
Two certified copies of the bio data and alterations page of current passport for each person included in the application (must be high resolution, in colour) Note: your passport must have at least six months validity remaining	<input type="checkbox"/>	<input type="checkbox"/>
A certified copy of all <b>marked</b> pages of all passports (current and previous passport) 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"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>
If you are visiting your child, parent or sibling in Australia, please provide evidence of your relationship by way of birth certificates for yourself and your family member.	<input type="checkbox"/>	<input type="checkbox"/>
M67 Details of Relatives form	<input type="checkbox"/>	<input type="checkbox"/>

If you are employed: Letter from your employer – <i>stating your position, pay, length of employment and confirming your leave of absence.</i>	<input type="checkbox"/>	<input type="checkbox"/>
If you are self-employed: Certified copies of company documents – <i>for example: business registration license, import and export permit, bank statements.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of sufficient funds, such as personal bank statements, pay slips, audited accounts, taxation records or credit card limit.	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of emergency medical or funeral attendance if relevant	<input type="checkbox"/>	<input type="checkbox"/>
Travel itinerary	<input type="checkbox"/>	<input type="checkbox"/>
Other information to show that you have an incentive and authority to return to your home country, such as: <ul style="list-style-type: none"> <li>• a letter from your employer confirming approval for your leave dates;</li> <li>• evidence of enrolment at a school, college or university in your home country;</li> <li>• evidence of immediate family members in your home country;</li> <li>• evidence of your visa or residence status in your home country, and your right to return;</li> <li>• evidence of property or other significant assets owned in your home country.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
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"/>

<b>Applicants under the age of 18 if travelling without parents</b>		
<p>If an applicant under 18 years of age intends to stay in in Australia:</p> <ul style="list-style-type: none"> <li>• without either or both parents or guardians</li> <li>• will be staying with a person in Australia who is not a relative and</li> <li>• is not a member of an organised tour for whom adequate maintenance and support arrangements have been made for the total period of stay in Australia</li> </ul> <p>Then either of the following must be provided:</p> <ul style="list-style-type: none"> <li>• Form 1257 Undertaking Declaration, or</li> <li>• A statutory declaration from a person in Australia who will be responsible for the minor's welfare during their stay in Australia</li> </ul> <p>If you will not have one or both parents accompany you, please provide:</p> <ul style="list-style-type: none"> <li>• a statutory declaration giving their permission for your travel or Form 1229 Consent form to grant an Australian visa to a child under the age of 18 years (See: <a href="https://www.homeaffairs.gov.au/forms/documents/1229.pdf">https://www.homeaffairs.gov.au/forms/documents/1229.pdf</a>);</li> <li>• 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 <b>##the signature on the consent form must match the signature on the identity document ##</b></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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</p> <ul style="list-style-type: none"> <li>• Form 1257 <i>Undertaking declaration</i> (125 kB PDF).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of enrolment at school, college or university.	<input type="checkbox"/>	<input type="checkbox"/>

<b>Additional documents for the Business Stream</b>		
<p>Evidence of why you need to visit Australia on business, such as:</p> <ul style="list-style-type: none"> <li>• a letter of invitation from the host organisation in Australia;</li> <li>• conference registration details;</li> <li>• a letter from your employer stating the reasons for your visit;</li> <li>• your itinerary, with contact details of the business parties involved.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

Your educational or professional qualifications.	<input type="checkbox"/>	<input type="checkbox"/>
Your current employment and your role during your visit to Australia.	<input type="checkbox"/>	<input type="checkbox"/>
Details of previous contacts with Australian business people or organisations Australia.	<input type="checkbox"/>	<input type="checkbox"/>
Documents to show that the company you work for is an actively operating business, such as a business registration certificate or annual report.	<input type="checkbox"/>	<input type="checkbox"/>

<b>Health Requirements</b>		
<b>Applicants 75 years of age and older</b>		
You are required to undergo a health assessment by a panel doctor nominated by Department of Home Affairs <b>before</b> lodging your visa application. For a list of approved Panel Doctors see: <a href="https://www.homeaffairs.gov.au/busi/Pane/Pane">https://www.homeaffairs.gov.au/busi/Pane/Pane</a>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Applicants who intend to visit for 6 months or longer or visit a hospital or child care centre</b>		
You are required to undergo a health assessment by a panel doctor nominated by Department of Home Affairs <b>before</b> lodging your visa application. For more information see : <a href="https://www.homeaffairs.gov.au/trav/visa/health/meeting-the-health-requirement/health-examinations/my-health-declarations">https://www.homeaffairs.gov.au/trav/visa/health/meeting-the-health-requirement/health-examinations/my-health-declarations</a>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Receiving assistance</b>		
If someone gives you advice or lodges your application for you: <ul style="list-style-type: none"> <li>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)</li> </ul>	<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"> <li>Form 956A <i>Appointment or withdrawal of an authorised recipient</i> (the recipient completes the form and you must sign it)</li> </ul>	<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:...../...../.....