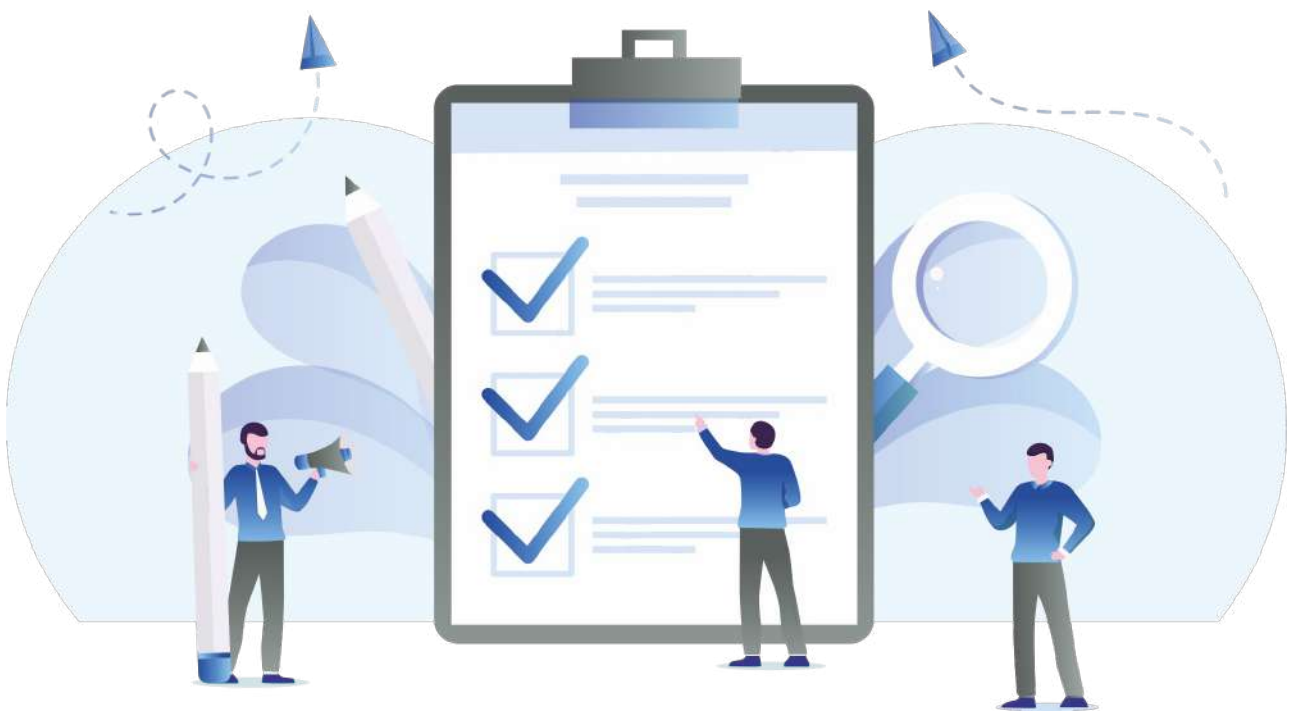




# Visa Documents Checklist

**Skilled Employer Sponsored Regional (Provisional) visa (subclass 494) – Employer Sponsored Stream**



## Pathway Education & Visa Services

 suit 5.14, Level 5  
365 Little Collins St,  
MELBOURNE, VICTORIA - 3000, AUSTRALIA

 0401561481

 [info@pathwayeducation.com.au](mailto:info@pathwayeducation.com.au)

 [www.pathwayeducation.com.au](http://www.pathwayeducation.com.au)

## MAIN APPLICANT

### Applicant's Personal Details

#### > Passport

 Required  Original

Submit the copy of the bio pages of your passport.

#### > National Identity Document

 Recommend  Original

Copy of National Identity Card (both sides) if you have one

#### > Change of Name documents

 Recommend  Original

Submit the documents that provides evidence of name change. Documents may serve as an evidence include: • a marriage or divorce certificate • change of name documents from an Australian Registry of Births, Deaths and Marriages, or the relevant overseas authority • documents that show other names you have been known by

### Evidence of Employment

#### > Evidence of Registration

 Required  Original

Provide evidence of any licence, registration or professional membership mandatory to perform the nominated occupation in the state or territory you intend to work in, if applicable. If you are a doctor, provide one of these certificates issued by the Australian Health Practitioner Regulation Agency as proof of full registration: • unconditional or general medical registration • conditional specialist registration which allows you to practise only in your particular specialty with no further training or supervision requirements If you are a barrister or solicitor, provide proof of admission to practise as a lawyer in the relevant state or territory.

#### > Employment references

 Required  Original

Submit the copies of the employment reference letter from your employer containing following details: - The position title within the organisation - Duration of employment (start and end dates) - Nature of employment (full time/part time and the number of hours completed per week) - A bullet point list of duties or an accompanying duty statement. Note: Reference letter must be on the organisation letter head and signed by the team leader, manager or employer. It must include contact details and qualifications of the referee.

### Employment related documents

#### > Skills Assessment Letter

 Recommend  Original

Provide a positive and valid skills assessment, if required. Department of Home Affairs don't accept a skills assessment obtained for a subclass 485 visa.

## > Curriculum Vitae or Resume

 Required  Original

Submit a latest copy of your curriculum vitae.

## 🕒 Education related documents

### > Academic Qualification Certificate(s)

 Required  Original

Submit scanned copy of (all) your original qualification certificate(s), i.e. Diploma, Bachelors, Masters or PhD Award certificate.

## 🕒 English Language Ability Test

### > English Proficiency

 Required  Original

Provide documents that show you have Competent English.

## 🕒 Character Documents

### > Australian Federal Police Check

 Required  Original

Provide a copy of your Australian Federal Police check. This is generally required when you have spent a total of 12 months in Australia after turning 16 years of age.

### > Overseas Police Clearance Certificate

 Required  Original

You may be required to provide a police certificate (also called a penal clearance certificate) from every country you lived in. It will usually be if you are over 17 and lived in any of the listed countries, including Australia, for at least 12 months in the past 10 years. Police certificates are valid for 12 months from the issue date. They must cover the time you turned 16 up to the issue date OR the whole time you were in the country.

### > Military Certificate

 Recommend  Original

You may need to provide a military certificate with your visa application. If required, it will usually be when you served for more than 12 months in any country's military force. A military certificate can be a letter from your commanding officer. It should say you have not been convicted of any criminal offence while in the military. You may also need to provide a police certificate for every country you served in for over 12 months. This includes where you were stationed at a military base.

## 🕒 Partner Documents

## > Proof of Relationship



Required



Original

Please provide a proof of your relationship. You must provide evidence that the relationship is genuine and continuing. Evidence may include: • joint bank account statements • billing accounts in joint names • joint leases or mortgages • documents that show your partner has lived at the same address as you For de facto relationships provide either: • evidence that your relationship is registered by an Australian State or Territory • enough documents to prove you have been in a de facto relationship with your partner for at least 12 months before you apply

## ◎ Dependents under 18 years of age

### > Birth Certificate or Adoption Letter (if applicable)



Required



Original

Provide a copy of your birth certificate showing the names of both parents. Alternatively, you can also provide copies of the family book showing the names of both parents of all your dependent children. You can also provide adoption papers, if applicable.

### > Parental responsibility documents



Required



Original

All the applicants under 18 years of age must have a consent to migration to Australia from anyone who has a legal right to decide where the child lives AND is not coming to Australia with the child. Consent can be given by: Form 1229 Consent form to grant an Australian visa to a child under the age of 18 years (168KB PDF) OR a statutory declaration giving their consent for the child to visit Australia on this visa Alternatively, you can provide an Australian court order that allows your child to migrate to Australia, OR that the laws of your home country allow them to migrate Include an identity document that shows the signature and photo of the person who completed the form or declaration, such as a passport or driver's licence AND adoption papers or other court documents if applicable.

## ◎ Other Documents

### > Additional information



Required



Original

There are age exemptions for certain occupations. You must provide evidence to claim to be eligible for the exemption. To get more information about it, please contact a migration agent. They can guide you about the documents that you might need to be eligible for the exemptions.

## SECONDARY APPLICANT

## ◎ Applicant's Personal Details

### > Passport



Required



Original

Submit the copy of the bio pages of your passport.

### > National Identity Document



Recommend



Original

Copy of National Identity Card (both sides) if you have one

## > Change of Name documents

 Recommend  Original

Submit the documents that provides evidence of name change. Documents may serve as an evidence include: • a marriage or divorce certificate • change of name documents from an Australian Registry of Births, Deaths and Marriages, or the relevant overseas authority • documents that show other names you have been known by

## 🕒 English Language Ability Test

### > English Proficiency

 Required  Original

Provide documents that show you have Competent English.

## 🕒 Character Documents

### > Australian Federal Police Check

 Required  Original

Provide a copy of your Australian Federal Police check. This is generally required when you have spent a total of 12 months in Australia after turning 16 years of age.

### > Overseas Police Clearance Certificate

 Required  Original

You may be required to provide a police certificate (also called a penal clearance certificate) from every country you lived in. It will usually be if you are over 17 and lived in any of the listed countries, including Australia, for at least 12 months in the past 10 years. Police certificates are valid for 12 months from the issue date. They must cover the time you turned 16 up to the issue date OR the whole time you were in the country.

### > Military Certificate

 Recommend  Original

You may need to provide a military certificate with your visa application. If required, it will usually be when you served for more than 12 months in any country's military force. A military certificate can be a letter from your commanding officer. It should say you have not been convicted of any criminal offence while in the military. You may also need to provide a police certificate for every country you served in for over 12 months. This includes where you were stationed at a military base.

## CHILD APPLICANT

## 🕒 Applicant's Personal Details

### > Passport

 Required  Original

Submit the copy of the bio pages of your passport.

## 🕒 English Language Ability Test



Provide documents that show you have Competent English.

## Character Documents

### > Overseas Police Clearance Certificate



Required



Original

You may be required to provide a police certificate (also called a penal clearance certificate) from every country you lived in. It will usually be if you are over 17 and lived in any of the listed countries, including Australia, for at least 12 months in the past 10 years. Police certificates are valid for 12 months from the issue date. They must cover the time you turned 16 up to the issue date OR the whole time you were in the country.

### > Military Certificate



Recommend



Original

You may need to provide a military certificate with your visa application. If required, it will usually be when you served for more than 12 months in any country's military force. A military certificate can be a letter from your commanding officer. It should say you have not been convicted of any criminal offence while in the military. You may also need to provide a police certificate for every country you served in for over 12 months. This includes where you were stationed at a military base.

## Dependents above 18 years of age

### > Proof of financial dependency



Required



Original

Provide evidence that all the dependents aged 18 years or older are financial dependent on you. Evidence may include bank statements, money transfers and rent receipts. If the child is aged 23 or is likely to turn 23 while your application is being processed, you must also provide a report from a qualified medical practitioner that states they are dependent on you or your partner due to the total or partial loss of their bodily or mental functions

## SPONSOR APPLICANT

## Sponsors



### Identification of employee and the employment location



Required



Original

Provide the nominee's: • full name • date of birth • Transaction Reference Number (TRN), Application ID or Visa Grant Number for all visas they already hold or have applied for • the postcode relating to the location of the nominated occupation. The location provided should be where the position is actually going to be performed, not the head office location of the sponsoring company • names of all known members of the family unit who will accompany them.

## > Applicant's employment contract

 Required  Original

A copy of the employment contract signed and dated by both parties, unless the occupation is exempt.

## > Proof that the position is genuine

 Required  Original

Show that the nominated position exists and that it is what you say it will be. This could include evidence that:

- the nominee will spend most of their time on tasks of the nominated occupation
- the business needs those skills to operate

Documents you could provide include:

- a duty statement of the responsibilities of the nominated position (duties should not just be copied from ANZSCO, although they should substantially align with the tasks listed in ANZSCO)
- a structure chart showing how the position fits into the business and the full names of current employees and details of any visas held
- a brief description of the nature of the business and how the nominated position fits within it
- proof that the position existed before you lodged the nomination or if the position is new, any related plans for expansion that may have created the new position
- information about who used to perform the tasks of the position
- evidence that the position has gone through a transparent recruitment process including the number of candidates interviewed and why they were not suitable

## 🕒 Employer Documents



### Proof you will pay the Annual Market Salary Rate (AMSR)

 Required  Original

If the employee will earn less than AUD250,000 a year, see how to prove you will pay them the annual market salary rate (AMSR) for their occupation. Clearly identify and explain your evidence. If you provide unlabelled salary surveys or vague details on how you determined the AMSR, Department of Home Affairs might refuse your nomination. Where there is a difference between the determined AMSR and the nominee's proposed salary, explain why.

**Disclaimer:** The information contained in this document is provided for informational purposes only, and should not be construed as legal advice on any subject matter.