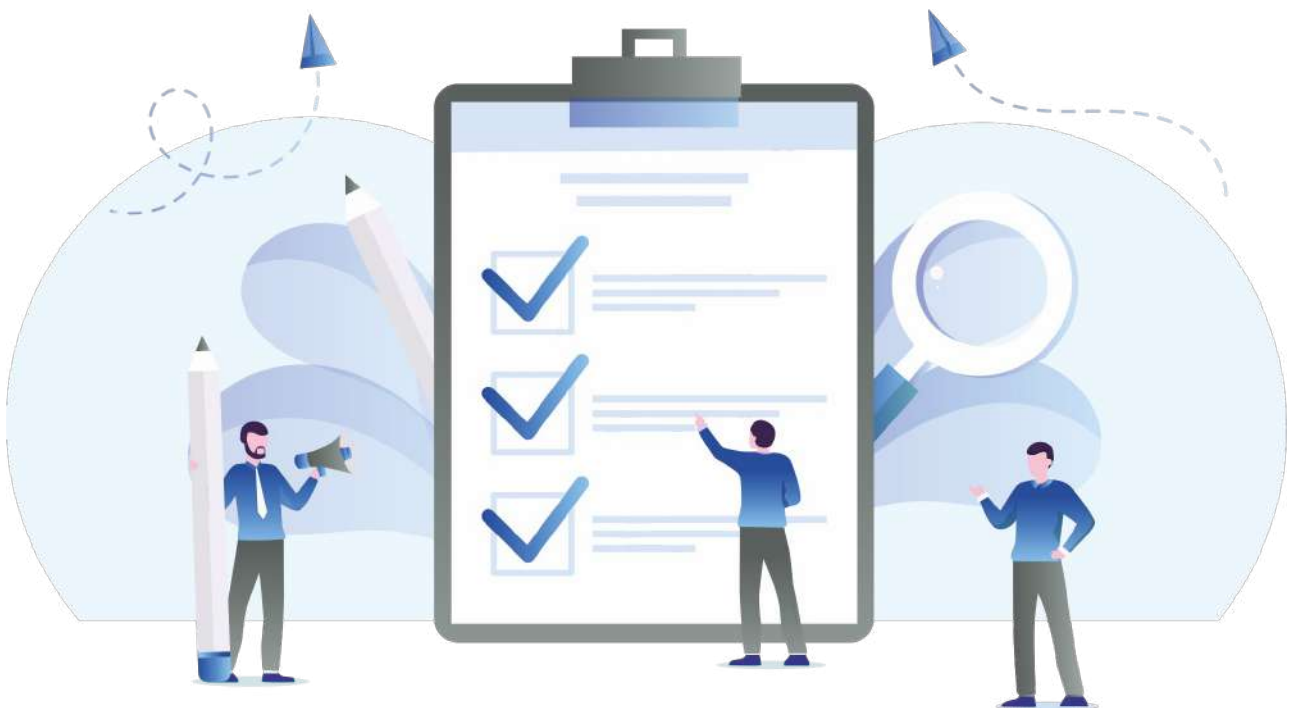




# Visa Documents Checklist

**Temporary Skill Shortage visa (subclass 482) – Labour Agreement 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)

## Applicant's Personal Details

### > Passport

 Required  Original

Provide colour copies of the pages of your current passport showing your photo, personal details, and passport issue and expiry dates. It is best to submit all the pages of the current 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

## 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.

### > Academic Transcript(s)

 Required  Original

Submit scanned copies of the official academic transcripts. All the transcripts must be issued by the conferring institution or authority. Definition: An academic transcript is a list of all the units completed for the qualification, including the weighting of each unit (in credit points and/or contact hours) and the marks obtained by the applicant.

### > Evidence of Registration

 Recommend  Original

Where relevant, you must provide evidence from the relevant Australian registration or licensing authority (in the state or territory in which you will be working) that you hold or will be able to meet necessary registration or licensing requirements. The information relating to registration or licensing required must specify the type of registration or licensing held and the name and contact details for the registering or licensing authority. Your approved sponsor should be able to provide you with the necessary licensing and registration information.

## Employment related documents

### > Curriculum Vitae or Resume

 Required  Original

Submit a latest copy of your curriculum vitae.

## 🕒 Evidence of Employment

### ➤ Work Reference Letter

👍 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.

## 🕒 English Language Ability Test

### ➤ English Proficiency

👍 Required 👤 Original

Provide proof you have at least competent English at time of invitation for this visa.

## 🕒 Health Insurance

### ➤ Health Insurance

👍 Required 👤 Original

You will need to provide evidence of adequate health insurance for you and any secondary applicants for the duration of your stay in Australia. Reciprocal healthcare agreements: Some countries have a reciprocal healthcare agreement with Australia. Find out more from Services Australia about reciprocal healthcare agreement.

## 🕒 Character Documents

### ➤ Australian Federal Police Check

👍 Recommend 👤 Original

Provide an Australian police certificate (AFP) if you have spent a total of 12 months or more in Australia in the last 10 years since you turned 16. Only complete disclosure National Police Certificates issued by the Australian Federal Police is accept. Standard disclosure certificates or national police certificates issued by Australian state or territory police will not be Acceptable. For immigration purposes, Australian police certificates are valid for 12 months from the date of issue.

### ➤ 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 service records or discharge papers if you served in the armed forces of any country

## SECONDARY APPLICANT

## 🕒 Applicant's Personal Details

## > Passport

 Required  Original

Provide colour copies of the pages of your current passport showing your photo, personal details, and passport issue and expiry dates. It is best to submit all the pages of the current 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

# 🕒 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

# 🕒 English Language Ability Test

## > English Proficiency

 Required  Original

Provide proof you have at least competent English at time of invitation for this visa.

# 🕒 Health Insurance

## > Health Insurance

 Required  Original

You will need to provide evidence of adequate health insurance for you and any secondary applicants for the duration of your stay in Australia. Reciprocal healthcare agreements: Some countries have a reciprocal healthcare agreement with Australia. Find out more from Services Australia about reciprocal healthcare agreement.

# 🕒 Character Documents

## > Australian Federal Police Check

 Recommend  Original

Provide an Australian police certificate (AFP) if you have spent a total of 12 months or more in Australia in the last 10 years since you turned 16. Only complete disclosure National Police Certificates issued by the Australian Federal Police is accept. Standard disclosure certificates or national police certificates issued by Australian state or territory police will not be Acceptable. For immigration purposes, Australian police certificates are valid for 12 months from the date of issue.

## > 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 service records or discharge papers if you served in the armed forces of any country

## CHILD APPLICANT

### 🕒 Applicant's Personal Details

#### > Passport

 Required  Original

Provide colour copies of the pages of your current passport showing your photo, personal details, and passport issue and expiry dates. It is best to submit all the pages of the current 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 proof you have at least competent English at time of invitation for this visa.

### 🕒 Health Insurance

You will need to provide evidence of adequate health insurance for you and any secondary applicants for the duration of your stay in Australia. Reciprocal healthcare agreements: Some countries have a reciprocal healthcare agreement with Australia. Find out more from Services Australia about reciprocal healthcare agreement.

## Character Documents

### > Australian Federal Police Check

 Recommend  Original

Provide an Australian police certificate (AFP) if you have spent a total of 12 months or more in Australia in the last 10 years since you turned 16. Only complete disclosure National Police Certificates issued by the Australian Federal Police is accept. Standard disclosure certificates or national police certificates issued by Australian state or territory police will not be Acceptable. For immigration purposes, Australian police certificates are valid for 12 months from the date of issue.

### > 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 service records or discharge papers if you served in the armed forces of any country

## 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.

## Dependents above 18 years of age

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

**> Applicant's employment contract** Required  Original

A copy of the employment contract signed and dated by both parties, unless the occupation is exempt. The contract must indicate: • the base salary - if the worker will earn less than AUD250,000 a year, their salary must not be less than the annual market salary rate • the total remuneration and terms and conditions of employment - these conditions must not be less favourable than the conditions that would apply to an Australian citizen or permanent resident • that the position is full-time, ongoing and available for at least 2 years

**> Proof you have a genuine need for a paid employee** Required  Original

Provide: a detailed organisational structure chart the name of the occupation and its ANZSCO code a detailed position description including specified tasks and duties of the position Also provide these where applicable: evidence that the position has existed and been previously occupied but has become vacant through attrition evidence that the position is currently occupied by a temporary resident evidence of an increase in business activity (e.g. new contracts won) requiring workers in the nominated occupation evidence of overtime work or increase in overtime work for employees currently in the nominated occupation if your business is diversifying, evidence of appropriate market research, business plans detailing proposed expansion and timelines, financial budgets covering expenditure and anticipated revenue and evidence of availability of funding (such as own funds or bank loans) a Health Workforce Certificate from a Rural Workforce Agency for the occupations of: General Practitioner (ANZSCO 253111) Medical Practitioners nec (ANZSCO 253999) Resident Medical Officer (ANZSCO 253112).

**> 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.

Caveats apply to some occupations for the subclass 186 visa. These caveats exclude the occupation from eligibility under the employer nomination scheme in some circumstances. Where Department of Home Affairs might assess the occupation you are nominating as ineligible due to a caveat, provide evidence that it is eligible. For example, one caveat applied to the occupation of chef is that the nominated position can't be in a fast food or takeaway food service. Provide evidence to show the caveat does not apply to the position so that Department of Home Affairs don't assess it as ineligible, such as: a detailed position description an explanatory statement and evidence that describes the core activities of your business a copy of the menu a link to your website a floor plan photographs of the premises that show the size and type of your establishment details of food preparation done on the premises details of table service provided and the volume of in-restaurant dining any other evidence you consider relevant You can also ask us to consider the broader circumstances when Department of Home Affairs assess caveats - for example, the turnover and salary caveats, including those of an overseas parent company. Submit your request to us in writing. Department of Home Affairs list any caveats that apply to occupations on the skilled occupations list .

> Proof that the position is genuine

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

**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.