

Applicant Name:			
Passport Number:			
Email Address:		Phone No:	
VLN: <i>(Office use only)</i>			

The visa application checklist helps you check that you have included all of the necessary documentation required by the Australian Department of Immigration and Border Protection (DIBP) to process your visa application. For detailed information about visas and citizenship please consult the following websites:

www.immi.gov.au

www.southafrica.embassy.gov.au

www.australia.tpcontact.co.uk

How to use the checklist

1. Before you sign your visa application form, use this checklist to make sure your application is complete.
2. When you are satisfied that you have correctly completed your visa application form and all of the relevant documentation is included, you should sign and date your visa application form.
3. Include the completed visa application checklist when you lodge your visa application form and relevant documentation at the Visa Application Centre. See www.australia.tpcontact.co.uk

Important information

Please be aware that the decision on your visa application may be based on the information and documentation that you include at the time of lodgement. Applicants should not make arrangements to travel to Australia until advised that their visa has been approved. You may be asked to provide information in addition to that provided in your application. If this is the case, you will be given a date by which you will have to provide the information.

The provision of false or misleading information or documents may have an adverse effect on the outcome of the application and will delay processing.

You must provide a certified copy of the documents, not the originals. Please be aware that any original documents you choose to provide may not be returned to you. If an original is required, the Immigration processing office will request this from you. All documents must be certified by the relevant authority. Documents not in English must be accompanied by accredited English translations.

Delivery and courier charges

Applications can be lodged at one of four Visa Application Centres in South Africa operated by Teleperformance. To make an appointment and find the location go to:

Teleperformance South Africa website: www.australia.tpcontact.co.uk

You are responsible for all costs of delivering information to the Immigration processing office by mail or courier, including any additional information that may be requested by this office. If you give additional information to the Australian Visa Application Centre, you may be charged a courier fee for delivery to the Immigration processing office.

For more information

See the DIBP website www.immi.gov.au/Visas/Pages/600.aspx for more information on this particular visa.

Please ensure the latest version of the application form is used. See: www.immi.gov.au/allforms/application-forms/index.htm

The Visa Application Charge will not be refunded if a decision is made to refuse to grant the visa because the applicant did not satisfy the criteria for grant of the visa.

Complete this checklist and attach all documentation – in the order provided below. The checklist should be placed to the front of your application.

SUPPORTING DOCUMENTS	Tick the support document you are submitting	Official Use Only
Form and Fees		
A completed and signed Form 1419 – Application for general tourists to visit Australia for tourism and other recreational activities or A completed and signed Form 1415 – application for Visitor visa - Business Visitor stream <i>Please note - a separate application form must be completed for each person holding a separate passport.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Payment of the Australian Government Visa Application Charge at the Visa Application Centre or if the Visa Application Charge has been paid at a DIBP office in Australia, a copy of the receipt.	<input type="checkbox"/>	<input type="checkbox"/>
Whichever is applicable, a completed and signed: Form 956 - <i>Advice by a migration agent/exempt person of providing immigration assistance or</i> Form 956A - <i>Appointment or withdrawal of Authorised Recipient</i> See: www.immi.gov.au/allforms/booklets/index.htm	<input type="checkbox"/>	<input type="checkbox"/>
Your Identity		
Certified copies of the biographical pages of the current passports or travel documents of all people included in the application (these are the pages with the holder's photo and personal details and the issue/expiry dates). Include copies of all pages that contain visas and stamps. <i>Note: your passport must have at least six months left before the expiry date.</i>	<input type="checkbox"/>	<input type="checkbox"/>
One recent passport-sized photographs, (45 mm x 35 mm), no more than six months old, of you and any children included in your passport and travelling with you. <ul style="list-style-type: none"> • <i>This should be of the head and shoulders only against a plain background and should not be digitally altered.</i> • <i>Print the name of the person on the back of each photograph.</i> 	<input type="checkbox"/>	<input type="checkbox"/>
A certified copy of your birth certificate	<input type="checkbox"/>	<input type="checkbox"/>
If your name has changed, formal evidence of the name change.	<input type="checkbox"/>	<input type="checkbox"/>

Your activities in Australia	Tick the support document you are submitting	Official Use Only
Tourist Stream Evidence that you have sufficient funds for your intended stay (recent personal bank statements, pay slips, audited accounts, taxation records or credit card limit). You may also provide any of the following documents: <ul style="list-style-type: none"> • 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. • Your itinerary for your stay in Australia. • 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"> ○ a letter from your employer stating your intention to return to your job ○ evidence of enrolment at a school, college or university in your home country ○ evidence of immediate family members in your home country ○ evidence of your visa or residence status in your home country, and your right to return ○ evidence of property or other significant assets owned in your home country. • Certified copies of company documents. <i>For example: valid business registration license, import & export permit, bank statements.</i> • If you are not staying at a friend/relative's house, a hotel reservation is required. • Certified copies of military service record or discharge papers (if served in Armed Forces of any country). • If you are unemployed, a signed letter from your relative or any person confirming their support. Please provide evidence that your supporter has funds. 	<input type="checkbox"/>	<input type="checkbox"/>

<p>Business Visitor Stream</p> <p>If you are employed:</p> <ul style="list-style-type: none"> • A letter from your employer – <i>stating your position, length of employment and confirming your intended role and reason for conducting business in Australia and educational qualifications and what travel costs your employer will cover.</i> • Your itinerary, with contact details of the business parties involved. • A letter of invitation from host organisation in Australia. • Conference registration details. • Educational or professional qualifications. • Your current employment and your role during your visit to Australia • Details of previous contacts with Australian business people or organisations in Australia. • Documents to show that the company you work for is an actively operating a business, such as a business registration certificate or annual report. • Evidence that you have sufficient funds for your personal support during your stay in Australia. <p>If you are self-employed:</p> <p>Certified copies of company documents. <i>For example: valid business registration, certificate of chamber membership, import & export permit, bank statements, evidence of recent business transactions, shipments, contracts or other relevant documents.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
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Applicants under the age of 18		
<p>If you are younger than 18 years of age, evidence that every person with a legal right to decide where you live consents to your travel to Australia on this visa. If you will not have one or both parents come with you, provide:</p> <ul style="list-style-type: none"> • A statutory declaration giving their permission. • Form 1229 – Completed by both parents. If you use this form, you will have to attach copy of your parent's or guardian's government issued identification document (such as passport or driver's license) with their photograph and signature. <p>Please note that any of the above documents should be signed before a Notary Public.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Applicants under the age of 18 years must provide:</p> <ul style="list-style-type: none"> • Form 1257, Undertaking declaration. • Evidence of enrolment at school, college or university. • If travelling without both parents, a declaration signed by the person who will be responsible for you in Australia • Two forms of identification (with a signature) for any non-accompanying parent. • Where one or both parents are deceased, proof that the remaining parent or the guardian has legal custody of the applicant • Where there are custody issues, further documentation may be requested 	<input type="checkbox"/>	<input type="checkbox"/>
Applicants 75 years of age and over		
<p>You are required to undergo a health assessment (Fitness to travel certificate) to be completed by a panel doctor nominated by DIBP. For more information see Form 1163i www.immi.gov.au/allforms/pdf/1163i.pdf and Immigration Panel Doctors at www.immi.gov.au/contacts/panel-doctors/index.htm</p> <p>You are required to submit International medical insurance that will cover your stay in Australia.</p>	<input type="checkbox"/>	<input type="checkbox"/>
Applicants entering a hospital or a classroom		
<p>You may be required to undergo a chest x-ray (form 160) by a panel doctor nominated by DIBP. For more information see Form 1163i www.immi.gov.au/allforms/pdf/1163i.pdf and Immigration Panel Doctors at www.immi.gov.au/contacts/panel-doctors/index.htm</p> <p>You may undertake a medical prior to lodging your application. To find out if you are eligible see: www.immi.gov.au/allforms/health-requirements/my-health-declarations.htm</p>	<input type="checkbox"/>	<input type="checkbox"/>

I acknowledge that:

- I have provided all necessary documentation as requested on this checklist. Or
- I have not provided all the information requested on this checklist 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 which may be requested by DIBP.

Note: This must be signed by parent(s) or guardian if applicant is under 18.

Applicant name:

Signature:

Date:

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Visa Application Centre Use Only

TP Agent name:

TP Agent signature: