

## BUSINESS (SHORT STAY) CHECKLIST (SUBCLASS 456)

Short Stay Business Visas are intended for genuine business visitors seeking entry to Australia for a stay of up to 3 months, to undertake business activities such as official visits, attending conferences, business meetings, training, building inspections or equipment installation of a one-off nature where the work cannot be done by an Australian citizen or permanent resident. The visa is not intended to be a work visa.

A single-entry or multiple-entry visa may be issued, depending on the needs and circumstances of the applicant. This is entirely at the discretion of the decision maker.

**Previous travelers to Australia** – If you have previously travelled to Australia and have abided with all visa conditions, weight may be given to your previous travel history in deciding a new application, however, you must still provide the documentation requested overleaf.

**Persons with no travel history to Australia** – If you have never travelled to Australia, you must provide all the additional documentation listed overleaf.

**Visa application charge** – Please contact VFS for their acceptable payment types and current immigration visa application charge amounts. VFS will charge a service fee above the visa application charge.

**Visa application charge exemption for EU passport holders** - If you are applying as the holder of a valid EU passport, you do not have to pay a visa application charge. Please refer to <http://www.immi.gov.au/allforms/990i/business-visits.htm> to see if your EU passport is exempt from paying the visa application charge. Please note that VFS will still charge a service fee to handle your application.

**If you are a crew member wishing to join a ship in Australia** – you must hold a valid Maritime Crew Visa ( MCV ) before applying for a transit visa to join your ship. For information on applying for a Maritime Crew Visa, please refer to <http://www.immi.gov.au/sea/mcv/>

Please note that your flight itinerary must show your onward travel as well as the duration of your stay in Australia for all transit periods. A paid flight ticket is not required. **There is no guarantee that you will be granted a transit visa so we recommend that you do not make unalterable or non-refundable travel arrangements.**

Applications can only be processed efficiently if ALL mandatory supporting documentation is provided at the time of lodgement. A decision may be made on the information available without requesting further documentation. **It is in your interest therefore to submit a complete application. If any additional documentation is subsequently requested from you by the Immigration decision-maker, or you provide extra documents of your own accord, you will be responsible for the costs of providing this additional information to the Post. If you choose to re-visit the Visa Application Centre to send this new information to the Post, you may be charged a courier fee for the additional handling and delivery of documents.**

**Note: All supporting documentation must be in English or accompanied by a certified translation.**

Attached is an application checklist to assist you in lodging your application. Please complete and submit this checklist along with a completed and signed application form. Please remember to include ALL mandatory supporting documentation.

Mandatory Requirements	Tick the documents you are submitting	Official use only
Form: 456 and Family Composition	<input type="checkbox"/>	<input type="checkbox"/>
Payment of the Australian Government Visa Application Charge. Advice on how to pay this charge can be found at <a href="http://www.vfs-au.co.za">www.vfs-au.co.za</a> OR if the Visa Application Charge has been paid at an office of the Department of Immigration and Citizenship in Australia, a copy of the receipt must be submitted.	<input type="checkbox"/>	<input type="checkbox"/>
Current valid passport with at least 6 months validity	<input type="checkbox"/>	<input type="checkbox"/>
One recent passport - size photo for each person included in the application	<input type="checkbox"/>	<input type="checkbox"/>
Have you previously travelled to Australia?(Please tick as appropriate)	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>
<b>Original or certified</b> letter from your employer /company in your country of usual residence detailing the duration and purpose of you travel to Australia. This letter must also include a	<input type="checkbox"/>	<input type="checkbox"/>

full business itinerary, training schedules, whether the employing company will be covering all costs and expenses for the trip. If you are personally covering the costs for the trip – 3 months of your original bank statements must be provided. See **below. <b>This letter must be signed by the author – not marked “PP”</b>		
<b>Original, faxed or e-mailed</b> invitation letter from the company in Australia indicating the purpose of your visit and the duration of stay. If you are attending a conference – proof of paid conference registration must be provided. <b>This letter must be signed by the author – not marked “PP”</b>	<input type="checkbox"/>	<input type="checkbox"/>
If you are self employed, the <b>ORIGINAL</b> or <b>CERTIFIED COPY</b> of your company registration showing your involvement in the business must be provided.	<input type="checkbox"/>	<input type="checkbox"/>
Itinerary from travel agent with proposed arrival and departure dates.	<input type="checkbox"/>	<input type="checkbox"/>
If you have been charged with or convicted of any offences in any country, an original police clearance from the police authorities of the relevant country (no longer than 12 months). If you have served in the armed forces (army, navy, air-force, reserves) in any capacity in the last 10 years, a discharge certificate indicating the period you served and the date of discharge.	<input type="checkbox"/>	<input type="checkbox"/>
If you are visiting a hospital/patients for any period, a chest x-ray and report from an Australian approved panel radiologist (see <a href="http://www.immi.gov.au/contacts/panel-doctors/index.htm">http://www.immi.gov.au/contacts/panel-doctors/index.htm</a> )	<input type="checkbox"/>	<input type="checkbox"/>
<b>IF YOU ARE 75 YEARS OF AGE OR OLDER:</b>		
An original assessment from an Australian approved panel doctor stating you are fit to travel. See <a href="http://www.immi.gov.au/contacts/panel-doctors/index.htm">http://www.immi.gov.au/contacts/panel-doctors/index.htm</a> for list of approved doctors. <i>Please note: A fit to travel assessment is valid for 6 months and therefore should only be obtained within 6 months of your proposed date of travel. The assessment is valid for one visa.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of travel or medical/health insurance that provides coverage in Australia. The evidence must include the name/s of the persons covered, period of coverage, which events are covered, the coverage amount and confirm that the coverage applies in Australia. The insurance needs to cover the full period of your intended visit to Australia.	<input type="checkbox"/>	<input type="checkbox"/>
If you are including family members in your visa application you will need to provide the following:	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• The original or certified copy of the <b>unabridged</b> birth certificate of any children under the age of 18; and</li> <li>• If either of the parents/guardians of a child under 18 is not travelling, a certified signed consent letter must be submitted from the non-travelling parent/guardian showing permission for the child to travel, including dates.</li> <li>• A certified copy of marriage certificate.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

\*\* For any original documents that are to be returned, please provide copies and place the originals in a separate envelope.

\*\* *Internet or ATM Bank Statements will not be accepted. Funds MUST be available and not held in term or investment accounts and holder's name, account number, and available balance.*

\*\* **If you are travelling with a family member who holds a valid visa, or is an ETA or e-Visitor eligible passport holder, a certified copy of their passport and visa is required.**

Note: The above is guide to the documents you should provide with your business (short stay) visa application. For a full list of all requirements and documents, please consult the website: <http://www.immi.gov.au/>

**I hereby acknowledge that:**

I have provided **all** mandatory documentation for a decision to be made on my visa application.

or

I have **not** provided information requested on this checklist and am aware that a decision may be made based on the information I have provided.

**I also acknowledge that where the Post requests submission of further supporting documentation, or I provide documents of my own accord, I am responsible for any courier and document handling charges.**

Note: Form 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:*