



AUSTRALIAN EMBASSY TOKYO  
VISA & CITIZENSHIP OFFICE

## **Temporary Work (International Relations) Visa (subclass 403)**

### **Application Document Checklist**

This document lists the information and supporting documents required for your Temporary Work (Short Stay Activity) visa. It also lists additional documents that you may need to provide depending on your individual circumstances.

You must provide copies of the original documents. Certified copies or original documents may be requested during the processing of the visa application. Documents not in English must be translated and notarised by a Notary Public.

You should ensure that you lodge a completed visa application. While you may be asked to provide more information in order to determine whether you meet the criteria for grant of the visa, a decision on the visa application may be made solely on the information provided at the time of application.

**Note:** The Visa Application Charge (VAC) 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 or if the applicant requests for withdrawal of the visa application.

**After completing this checklist, please attach it to the front of your application.**

<b>Application form and Visa application charge</b>	✓
<a href="#">Form 1403, Application for a Temporary Work (International Relations) visa</a> (required only when applying with paper application)	
<a href="#">Visa Application Charge</a>	
<b>Appointing an authorised recipient</b>	✓
<a href="#">Form 956, Advice by a migration agent/exempt person of providing immigration assistance</a> or <a href="#">Form 956A, Appointment or withdrawal of an authorised recipient</a>	
<b>Financial documents</b>	✓
Evidence of your financial capacity to support yourself and your family while you are in Australia, such as: <ul style="list-style-type: none"> <li>• Bank statements</li> <li>• A letter from your financial institution stating your financial position</li> <li>• Employment contracts</li> <li>• Documents showing allowance, accommodation and stipends from your sponsor while you are in Australia</li> </ul>	
<b>Personal documents</b>	✓
<ul style="list-style-type: none"> <li>• Copies or 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).</li> <li>• Recent passport-sized photograph (45 mm x 35 mm) of each person included in the application. <ul style="list-style-type: none"> <li>○ These photographs should be of the head and shoulders only against a plain background.</li> <li>○ Print the name of the person on the back of each photograph.</li> </ul> </li> <li>• A certified copy of your birth certificate showing both parents' names. If you do not have a birth certificate and are unable to get one, you must provide a certified copy of the identification pages of at least one of the following documents: <ul style="list-style-type: none"> <li>○ family book showing both parents' names</li> <li>○ identification document issued by the government</li> <li>○ court-issued documents that verify your identity.</li> </ul> </li> <li>• A national identity card if you have one.</li> <li>• 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.</li> </ul> <p>If you are unable to provide any of these documents, you must provide other acceptable evidence confirming your identity.</p>	

<p>If you are a holder of Taiwanese compatriot passport: Evidence of a right of re-entry to the country of origin or a third country</p> <p>See: <a href="#">Arrangements for Taiwanese passport holders</a></p>	
<p>If you are a holder of Chinese passport: A copy of National ID card</p>	
<p>Copy of alien registration certificate (both sides) if you are foreign national residing in Korea or Japan</p>	
<p><b>Your relationships (does not apply to Domestic worker or Seasonal Worker Program stream)</b></p>	✓
<ul style="list-style-type: none"> <li>• Copies or certified copies of marriage certificates or relationship registrations for you and anyone else included in your application, even if they are not joining you in Australia.</li> <li>• If you are living in a de facto relationship: independent evidence of your relationship (for example, joint bank account statements or billing accounts in joint names).</li> <li>• If you or anyone included in the application has been widowed, divorced or permanently separated: a certified copy of the death certificate, divorce documents, or <a href="#">statutory declaration</a> separation documents.</li> <li>• Evidence of financial dependency for all your family members aged 18 or older: <ul style="list-style-type: none"> <li>○ a certified copy of their birth certificate and proof of their relationship to you</li> <li>○ proof that they live in your household</li> <li>○ proof that they have been financially dependent on you for at least the 12 months immediately before you lodge your application.</li> </ul> </li> </ul>	
<p><b>Your children (does not apply to Domestic worker or Seasonal Worker Program stream)</b></p>	✓
<ul style="list-style-type: none"> <li>• Copies or certified copies of birth certificates or the family book showing the names of both parents of all your dependent children.</li> <li>• Evidence of financial dependency for all your family members aged 18 or older (such as evidence of current studies): <ul style="list-style-type: none"> <li>○ a certified copy of their birth certificate and proof of their relationship to you</li> <li>○ proof that they live in your household</li> <li>○ proof that they have been financially dependent on you for at least the 12 months immediately before you lodge your application.</li> </ul> </li> <li>• If any dependent child included in the application is adopted: certified copies of the adoption papers.</li> <li>• If you want to bring a child younger than 18 years of age with you to Australia, and that child's other parent is not included in the application, you will need documentary evidence that you have the legal right to bring that child to Australia, such as: <ul style="list-style-type: none"> <li>○ certified copies of official legal documents, such as a court-issued parental responsibility (custody), access or guardianship order</li> <li>○ a <a href="#">statutory declaration</a> giving their permission</li> <li>○ <a href="#">Form 1229 Consent form to grant an Australian visa to a child under the age of 18 years</a> (125 kB PDF) If you use Form 1229 or a statutory declaration,</li> </ul> </li> </ul>	

<p>you will have to attach a certified copy of the other parent's government-issued identification document (such as a passport or driver's licence) with their photograph and signature.</p>	
<p><b>Character requirements</b></p>	<p>✓</p>
<ul style="list-style-type: none"> <li>• For each person included in the application who is 16 years of age or older: Form 80 – Personal particulars for assessment including character assessment</li> <li>• Evidence that everyone included in the visa application has applied for an <a href="#">Australian Federal Police National Police Check</a> if they are at least 16 years of age and have spent a total of 12 months or more in Australia since turning 16 years of age. The AFP National Police Check Application Form is available from the <a href="#">Australian Federal Police website</a>. Visa applicants should tick Code 33 in Section 8 of the form. Fingerprints are not required. You will be issued with a 'National Police Check' certificate which will have 'Complete Disclosure' in the heading if your AFP police check application is successful.</li> <li>• Police certificates from each country in which anyone in your application has spent a total of 12 months or more in the past 10 years since turning 16 years of age. Provide the original certificates and keep a copy for yourself. <ul style="list-style-type: none"> <li>◦ See <a href="#">Character requirements</a> - How to obtain police certificates</li> </ul> </li> <li>• If anyone included in the application has served in the armed forces of any country: certified copies of their military service record or discharge papers.</li> </ul>	
<p><b>Health</b></p>	<p>✓</p>
<ul style="list-style-type: none"> <li>• you are required to undergo health examinations, you must organise your health examinations upfront before lodging a visa application and include your health identifier (HAP ID) when completing your visa application form .</li> <li>• If you have confirmed that you do not need to undergo health examinations by using <i>My Health Declarations</i>, please indicate on your online application form that you have organised your health examinations when lodging your visa application (as you are considered to have met this requirement).</li> <li>• Evidence that everyone included in your application has adequate health insurance in Australia. Provide any one of the following: <ul style="list-style-type: none"> <li>◦ a signed letter from a health insurance provider</li> <li>◦ a Medicare card or receipt of enrolment with Medicare</li> <li>◦ evidence of adequate health insurance (including travel insurance)</li> <li>◦ if you are from a country with a <a href="#">reciprocal health care agreement</a> with Australia and will be eligible for Medicare when you arrive here, evidence of adequate health insurance (including travel insurance) to cover you until you enrol in Medicare</li> <li>◦ evidence that you hold a passport from the Republic of Ireland</li> <li>◦ a statement in the Temporary Activities sponsor's invitation letter that health insurance has been arranged for you while you are in Australia.</li> </ul> </li> </ul>	
<p><b>Government Agreement stream</b></p>	<p>✓</p>
<ul style="list-style-type: none"> <li>• Evidence that you meet the terms and conditions of the relevant agreement and that your stay in Australia has been agreed to by both the Australian and foreign</li> </ul>	

<ul style="list-style-type: none"> <li>signatories to the agreement</li> <li>If not stated in the agreement: evidence that the Australian signatory is satisfied that you will be employed or engaged in accordance with Australian labour laws and practices</li> <li>Evidence that the Australian signatory is satisfied that you will be employed or engaged in accordance with Australian labour laws and practices</li> <li>Copies of your qualifications and curriculum vitae (CV) and, if required, a copy of registrations or licences required for your employment or engagement.</li> </ul>	
<b>Foreign Government Agency stream</b>	✓
<ul style="list-style-type: none"> <li>A letter of support from your government ministry or agency, covering you and family members coming with you to Australia</li> <li>If not included in the letter of support: a statement from your government ministry or agency that your employment in Australia would benefit Australia</li> <li>If you are applying as a foreign language teacher: a letter of support from the Australian school</li> <li>A copy of your qualifications and curriculum vitae (CV)</li> <li>Copies of any registrations or licences required for your employment or engagement.</li> </ul>	
<b>Privileges and Immunities stream</b>	✓
<ul style="list-style-type: none"> <li>Written statement from the Department of Foreign Affairs and Trade (DFAT) recommending that you and any family members coming with you to Australia be granted the visa</li> <li>A copy of your qualifications and curriculum vitae (CV)</li> <li>Copies of any registrations or licences required for your employment or engagement.</li> </ul>	
<b>Domestic Worker (diplomatic or consular) stream</b>	✓
<ul style="list-style-type: none"> <li>A letter of support from the Department of Foreign Affairs and Trade.</li> <li>A signed employment agreement between you and your employer.</li> <li>A copy of personal information page of your employer's passport or travel documents.</li> <li>A copy of your qualifications and curriculum vitae (CV).</li> <li>Copies of any registrations or licences required for your employment or engagement.</li> <li>Travel itinerary if available.</li> </ul>	
<b>Seasonal Worker Programme stream</b>	✓
<ul style="list-style-type: none"> <li>Evidence that the sponsorship application has been approved, such as the sponsorship application ID number or the sponsor approval letter.</li> <li>A copy of your letter of invitation from an approved temporary activities sponsor.</li> </ul>	