

## Subclass 103 Visa Applicant Documents Required

Please provide the following **original** documents (**certified copies** of the originals are also acceptable, unless otherwise indicated), which will be used to support your application for a subclass 103 visa. Please note that you will need to provide acceptable English translations for any documents that are not in English.

*Please tick the boxes on this check sheet to show what documents you have provided. We have stated 'N/A' where you do not need to provide documents for an applicant.*

DOCUMENTS REQUIRED	Primary Applicant	Spouse/ Partner	Dependent Applicants
<b>IDENTITY</b>			
<p><i>If you do NOT hold a Temporary Contributory Parent or Contributory Aged Parent visa: FOUR</i> recent passport-sized photographs</p> <p><i>If you DO hold a Temporary Contributory Parent or Contributory Aged Parent visa: ONE</i> recent passport-sized photograph</p> <p><b>NOTE:</b> Photographs must be 45mm x 35mm, head and shoulders only against a plain background, facing the camera &amp; taken during the last 12 months. The person's name must be printed on the back of the photograph.</p>			
Current <b>passport(s)</b> (certified copies <b>must</b> include the identity details page AND all pages showing visas and stamps)			
<b>Birth certificate</b> (or family register) showing full birth details, including both parents' names			
<i>If married, divorced or widowed:</i> Marriage certificate(s), divorce certificate(s), death certificate(s) from previous relationships (as applicable)			



<p><b><i>If in a de facto relationship:</i></b> Evidence that your relationship is genuine and continuing e.g. joint bank account statements, evidence of joint ownership of assets, joint utilities accounts</p>			
<p><b><i>If previously changed legal name:</i></b> Evidence of the legal name change e.g. name change deed</p>			



**Head Office:** Level 1, 233 Canley Vale Road, Canley Heights NSW 2166 Australia

**Sydney:** Level 10, 580 George Street Sydney NSW (**Appointment only**)

Tel: (+61 2) **9138 0688** Hotline: (+61) **0468 836 899** Email:

[admin@dojolegal.com.au](mailto:admin@dojolegal.com.au)

Website: [www.DojoLegal.com.au](http://www.DojoLegal.com.au)

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CHILDREN			
Birth certificate(s) or family book for ALL of your children, showing the names of both parents <b>NOTE:</b> This applies regardless of whether or not the relevant child is joining you in Australia		N/A	N/A
<b><i>If any of your children are adopted:</i></b> Adoption papers for that child		N/A	N/A
OTHER			
Evidence that <b>each applicant</b> aged 18 years or older <b>lives in your household</b>	N/A		N/A if under 18 years old
Evidence that each dependent <b>applicant aged 18 years or older</b> (EXCLUDING your spouse/de facto partner) has been <b>financially dependent</b> upon you for at least the last 12 months	N/A	N/A	N/A if under 18 years old
<b><i>If one/both parents of a dependent applicant aged UNDER 18 are not included in this application:</i></b> custody/guardianship documents and written consent of other parent(s) to child being included in the application	N/A	N/A	N/A if 18 years or older
<b>NOTE: ALL applicants will also need to undergo health examinations UPON REQUEST</b> (Please see below for further details)			

## WE CAN HELP YOU OBTAIN YOUR DOCUMENTS

Please let us know if you require assistance in obtaining any of these documents, including:

- **English translations of any documents that are not in English:** We can obtain quotes from translators accepted by the Department of Home Affairs (DOHA).
- **Health examinations:** When you are asked to undergo health examinations, we can complete the relevant health declarations on your behalf, generate the required referral forms, and provide information about where to have your examinations.
- **Certified copies of documents:** We are able to make certified copies of your documents if you send us the originals. Alternatively, please refer to the 'Frequently Asked Questions' section of this document for further details on how to obtain certified copies.

## WHERE TO SEND YOUR DOCUMENTS



THE LAW SOCIETY  
OF NEW SOUTH WALES

**Head Office:** Level 1, 233 Canley Vale Road, Canley Heights NSW 2166  
Australia

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Scanned copies should be sent by **email** to [admin@dojolegal.com.au](mailto:admin@dojolegal.com.au) **as soon as practicable**. As mentioned above, scanned copies are acceptable in the first instance; however you may need to send hard copies of some of your documents to us before we lodge your visa application.

Hard copies of your documents can be provided either by post or in person, as follows:

- **by post:**  
PO BOX 91  
Canley Heights NSW 2166
- **in person:**  
Level 1  
233 Canley Vale Road  
Canley Heights NSW 2166

## Contact:

### Dojo Legal Australia

Alan Nguyen | Senior Lawyer

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