

Skilled Employer Sponsored (subclass 494) Applicant Documents Checklist

Please provide **high quality, colour scanned copies** of the following **original** documents, which will be used to support your application. Please note that you will need to provide acceptable English translations for any documents that are not in English.

DOCUMENTS REQUIRED	Primary Applicant	Spouse/ Partner	Dependent Applicants
IDENTITY			
Current passport(s) (this includes the identity details page AND all pages showing visas and stamps)			
Recent passport photo NOTE: The photographs must be 45mm x 35mm, head and shoulders only against a plain background, facing the camera & taken during the last 12 months. The person's name must be printed on the back of the photograph.			
Birth certificate (or family register) showing full birth details, including parents' names			
If married, divorced or widowed: Marriage certificate(s), divorce certificate(s), death certificate(s) (as applicable)			
If in a de facto relationship: Evidence that you have been in this relationship for at least 12 months			
If previously changed legal name: Evidence of the legal name change e.g. name change deed			
SKILLS			
Evidence of English language ability e.g. acceptable test results dated within the last 3 years Please refer to the 'FAQ' section of this document for further details.		N/A	N/A
Skills assessment for your nominated occupation, completed by the relevant assessing authority (if required) Please refer to the 'FAQ' section of this document for further details		N/A	N/A

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

Sydney: 580 George Street Sydney NSW (**Appointment only**)

T: (+61 2) 9138 0688 Hotline/WhatsApp: 0468 836 899

E: support@dojolegal.com.au **W:** www.DojoLegal.com.au

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DOCUMENTS REQUIRED	Primary Applicant	Spouse/ Partner	Dependent Applicants
Up-to-date resume/CV (in Word format if possible), covering at least the three years of full-time employment experience being considered for the visa application and all post-qualification experience NOTE: This must show dates and positions held, and the names, titles and contact details of any referees			N/A
Certificates and academic transcripts for ALL formal qualifications		N/A	N/A
Written and signed work references for the three years of relevant, skilled, full time employment being considered for the visa application NOTE: Each reference should be on the employer's letterhead, and include details of your position and dates of service, as well as the name, title and contact details of the referee		N/A	N/A
<i>If licensing/registration is required for your occupation:</i> Documents from the relevant Australian licensing/registration authority showing that you hold (or will be able to meet) the necessary registration/licensing requirements NOTE: The documents must specify the type of registration/licensing held, as well as the name and contact details of the registration/licensing authority		N/A	N/A
CHARACTER			
If you have lived here for more than 12 months during the last 10 years: Australian Federal Police (AFP) National Police Certificate dated within the last 12 months. Must be a 'Complete Disclosure' NOTE: If you would like us to apply for an AFP National Police Certificate on your behalf, please provide: <ul style="list-style-type: none"> • your Australian driver's licence OR • TWO of the following documents: recent utility bill, tax assessment notice, bank statement, current debit or credit card, Medicare card (note that at least one of these documents must show your current residential address) 			
Police clearance certificates for ALL other countries in which you have lived for more than 12 months during the last 10 years (dated within the last 12 months)			
<i>If served in the armed forces of any country:</i> Military service records or discharge papers			

OTHER			
Evidence that you have an adequate health insurance policy for your intended period of stay in Australia			
<i>If one/both parents of a dependent applicant are not included in this application:</i> custody/guardianship documents and written consent of other parent(s) to child being included in the application			
<i>If dependent applicant is 18 years or older:</i> evidence that they are living with you and have been financially dependent on you for at least the last 12 months			
NOTE: Applicants MAY also be required to undergo certain health examinations (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).
- **AFP National Police Certificate:** We can apply for this document on your behalf. The AFP currently charges a fee for each certificate. See attached fact sheet for further details.
- **Police clearance certificates for overseas countries:** The DOHA only accepts very specific police clearances from overseas countries. We can advise you which document to apply for, and help you with the application process if needed. See attached fact sheet for further details.
- **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. See attached fact sheet for further details.

WHERE TO SEND YOUR DOCUMENTS

High quality, colour scanned copies should either be provided through the **Client Portal**, or sent by **email** to support@dojolegal.com.au, **as soon as practicable**. As mentioned above, scanned copies of your documents will generally be sufficient to support your application.

Should we require hard copies of your documents for any reason, or should the DOHA request hard copies during the processing of your application, we will notify you and provide instructions on how to send us these documents.

THANK YOU!



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