

## Subclass 400 - Temporary Work (Short Stay Activity) Visa: Highly Specialised Work Stream Applicant Documents Checklist

Please provide **high quality, colour scanned copies** of the following **original** documents, which will be used to support your application for a subclass 400 - Temporary Work (Short Stay Activity) visa in the Highly Specialised Work stream. Please note that you will need to provide acceptable English translations for any documents that are not in English.

**NOTE:** All information provided in relation to your overseas employer and the Australian business will be treated confidentially, and will only be used for the purpose of meeting the evidentiary requirements requested by the Department of Home Affairs' (the DOHA's) for your visa application.

*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 &amp; CHARACTER</b>			
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 parents' names			
<b><i>If married, divorced, separated or widowed:</i></b> Marriage certificate(s), divorce certificate(s), death certificate(s), statutory declaration separation documents (as applicable)			
<b><i>If in a de facto relationship:</i></b> Relationship registration document (if applicable), and evidence that your relationship is genuine and continuing			
<b><i>If previously changed legal name:</i></b> Evidence of the legal name change e.g. name change deed			
<b>National identity card</b> (if you have one)			
<b><i>If served in the armed forces of any country:</i></b> Military service records or discharge papers			
<b>SKILLS &amp; EXPERIENCE</b>			
Up-to-date <b>resume/CV</b> listing your skills, and experience; and Registration / Licensing / Professional memberships, current occupation, and start date with current employer		N/A	N/A

<b>DOCUMENTS REQUIRED</b>	<b>Primary Applicant</b>	<b>Spouse/ Partner</b>	<b>Dependent Applicants</b>
Certificates for (or other equivalent evidence of) your formal <b>qualifications</b> , and (if relevant) evidence of your professional registration		N/A	N/A
<b>Evidence of your current employment</b> (e.g. employment contract, payslips, etc)		N/A	N/A
<b>OVERSEAS EMPLOYER &amp; AUSTRALIAN BUSINESS INFORMATION &amp; DOCUMENTS</b>			
<b>Letter of job offer or your employment contract</b> showing: <ul style="list-style-type: none"> <li>• details of your position, duties, or project of work you will undertake</li> <li>• the duration of your work</li> <li>• the reason why you are required to work in Australia</li> <li>• support for your visa application</li> <li>• your employment conditions and wages</li> <li>• the Australian workplace standards or Industry Award that applies to your position (if applicable)</li> </ul>		N/A	N/A
<b>Legal registered name; trading name; and business registration number</b> of your current overseas employer		N/A	N/A
<b>Legal registered name; trading name; and business registration number of the Australian business</b> (ABN; ACN; ARB, ASX code, as applicable)		N/A	N/A
<b>Certificate of Incorporation</b> of the Australian Business		N/A	N/A
<b>Street address</b> of the Australian Business		N/A	N/A
<b>Full Contact details</b> of the Australian organisation's contact person		N/A	N/A
<b>Street address of where work will be undertaken</b>		N/A	N/A
<b>Proposal documents or "contract"</b> between the overseas business and the Australian business customer (if applicable)		N/A	N/A
<b>SUFFICIENT FUNDS</b>			
Evidence that you have <b>sufficient funds</b> to cover your costs (including any accompanying family members) during your stay in Australia (please see FAQ section below for further details)			
<b>OTHER</b>			
Travel and Stay Itinerary			
<b>NOTE: You MAY also need to undergo police checks and/or health examinations and you may be requested to provide evidence of adequate health insurance for your intended period of stay in Australia. (Please see below for further details).</b>			

## 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:** If you are required to undergo a health examination, we can complete the relevant health declaration on your behalf, generate the referral form, and provide information about where to have your examination.
- **Health insurance:** If you are required to obtain health insurance, we can apply on your behalf for an insurance policy that satisfies the DOHA's requirements, or provide you with guidance on what policies meet these requirements, if needed.

## 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](mailto: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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GIVING OUR BEST

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