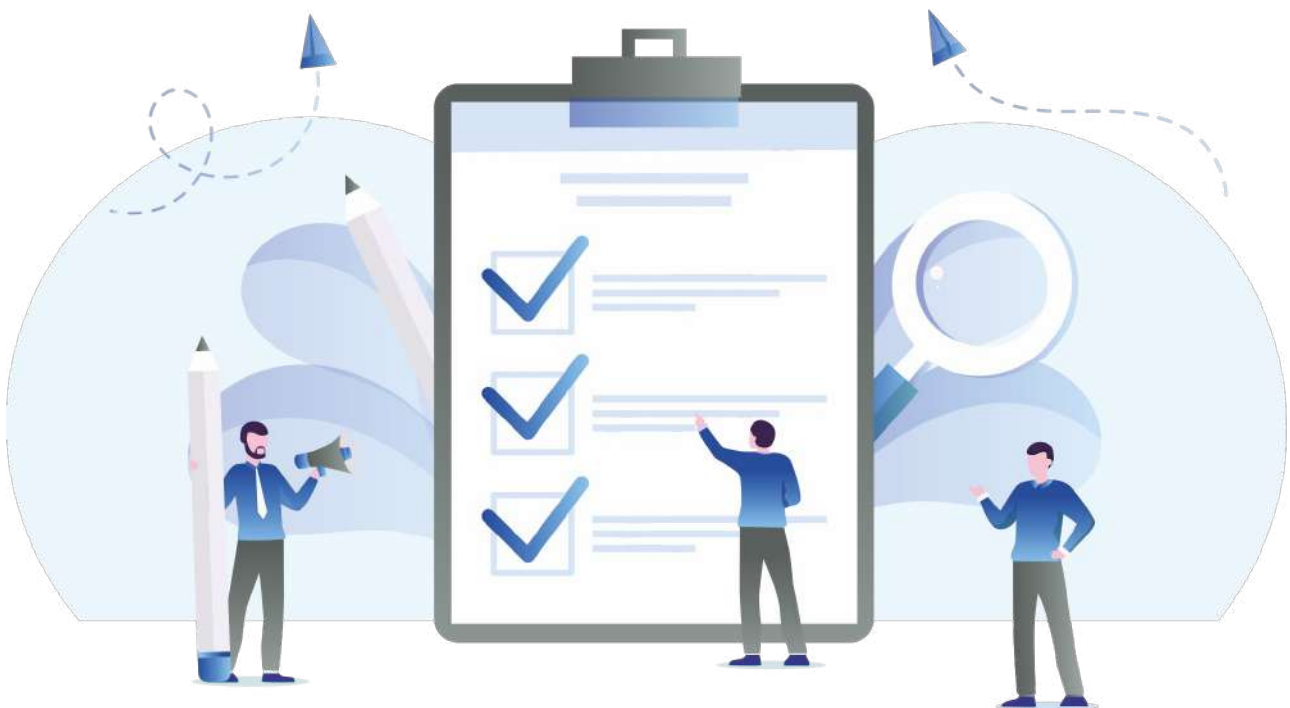




Visa Documents Checklist

Skilled Independent Visa - Subclass 189



Pathway Education & Visa Services

 suit 5.14, Level 5
365 Little Collins St,
MELBOURNE, VICTORIA - 3000, AUSTRALIA

 0401561481

 info@pathwayeducation.com.au

 www.pathwayeducation.com.au

Applicant's Personal Details

> Passport

 Required  Original

Submit the copy of the bio pages of your passport.

> Birth Certificate or Adoption Letter (if applicable)

 Required  Original

Provide a copy of your child's birth certificate showing the names of both parents. Alternatively, you can also provide copies of the family book showing the names of both parents of all your dependent children. You can also provide adoption papers, if applicable.

> Change of Name documents

 Recommend  Original

Submit the documents that provides evidence of name change. Documents may serve as an evidence include: • a marriage or divorce certificate • change of name documents from an Australian Registry of Births, Deaths, and Marriages, or the relevant overseas authority • documents that show other names you have been known by Submit the documents that provide evidence of name change. Documents may serve as an evidence include: • a marriage or divorce certificate • change of name documents from an Australian Registry of Births, Deaths, and Marriages, or the relevant overseas authority • documents that show other names you have been known by

> Proof of Relationship

 Recommend  Original

Please provide a proof of your relationship. You must provide evidence that the relationship is genuine and continuing. Evidence may include: joint bank account statements billing accounts in joint names joint leases or mortgages documents that show your partner has lived at the same address as you For de facto relationships provide either: evidence that your relationship is registered by an Australian State or Territory enough documents to prove you have been in a de facto relationship with your partner for at least 12 months before you apply

Identity Document

> National Identity Document

 Required  Original



All applicants must provide a valid and current National Identity Card.

Other Documents

> Marriage Certificate or Deed Poll Certificate (Proof of change of name)

 Recommend  Original

Documents that prove a change of name include: 1) A marriage or divorce certificate 2) Change of name documents from an Australian Registry of Births, Deaths and Marriages, or the relevant overseas authority 3) Documents that show other names you have been known by

>  Recommend  Original
Marriage Certificate or Divorce Certificate or Separation Document or Statutory Declaration or Death Certificate


Evidence of your relationship with your spouse/de facto partner includes a copy of your marriage certificate, Death certificate, Divorce Certificate, Separation Document or Statutory Declaration or other evidence of family composition.

>  Required  Original
Educational Certificate (Degree, Diploma or Certificate)



A copy of your Educational Certificate (Degree, Diploma etc.)

>  Required  Original
Academic Transcripts (Degree, Diploma or Certificate)

A copy of an official transcript of (Degree, Diploma, etc.) received from the university/college

> **Employment Documents**  Recommend  Original


Proof that in the 10 years before you were invited to apply for the visa, you worked full time in your skilled nominated occupation: - Payslips that cover the period of employment claimed - Contracts, Tax Returns, Group certificates and Superannuation documents - Employment references - Any other documents relating to the employment history that you provided for your skills assessment.

>  Required  Original
Personal particulars for assessment including character assessment [Form 80]

For each person included in the application who is 16 years of age or older

>  Required  Original
Additional personal particulars information [Form 1221]


This is a supplementary form required to support your visa application and is to be completed by all applicants who are 18 years of age or over.

> **Medical Examination**  Required  Original

The results of your health assessment are usually valid for 12 months.

> **Professional Year Certificate (if applicable)**  Recommend  Original

In order to claim an extra 5 Points for Accounting and Engineering stream, the Approved Professional Year Program must be completed within 48 months immediately before the application is lodged with the Department of Home Affairs. Moreover, The professional Year Program must be either related to the applicant's Nominated Skilled Occupation or a Closely Related Skilled Occupation.

> **Curriculum Vitae or Resume**  Recommend  Original

Submit a latest copy of your curriculum vitae.

English Language Ability Test

> Evidence of English Ability

 Required  Original

Provide proof you have at least competent English at time of invitation for this visa.

Evidence of Suitable Skill Assessment

> Skill Assessment Outcome Letter

 Required  Original

You should have a suitable skills assessment at the time of invitation. - Provide a copy of this skills assessment with your application. - For medical and legal practitioners, the following as proof of a skills assessment is acceptable: 1) full or unconditional or general medical registration with the Australian Health Practitioner Regulation Agency 2) Conditional specialist registration with the Australian Health Practitioner Regulation Agency. This only allows you to practise in your speciality. You need no further training or supervision 3) Admission to practice law in the relevant state or territory - Skill assessment must have been obtained in the 3 years before the date of your invitation. If the assessment was for a shorter period, that period must not have passed.

Character Documents

> Australian Federal Police Check

 Recommend  Original

Provide a copy of your Australian Federal Police check. This is generally required when you have spent a total of 12 months in Australia after turning 16 years of age.

> Overseas Police Clearance Certificate

 Required  Original

You may be required to provide a police certificate (also called a penal clearance certificate) from every country you lived in. It will usually be if you are over 17 and lived in any of the listed countries, including Australia, for at least 12 months in the past 10 years. Police certificates are valid for 12 months from the issue date. They must cover the time you turned 16 up to the issue date OR the whole time you were in the country.

> Military Certificate

 Recommend  Original

You may need to provide a military certificate with your visa application. If required, it will usually be when you served for more than 12 months in any country's military force. A military certificate can be a letter from your commanding officer. It should say you have not been convicted of any criminal offence while in the military. You may also need to provide a police certificate for every country you served in for over 12 months. This includes where you were stationed at a military base.

Education related documents

> Academic Qualification Certificate(s)

 Required  Original

Submit scanned copy of (all) your original qualification certificate(s), i.e. Diploma, Bachelors, Masters or PhD Award certificate.

> Academic Transcript(s)

 Required  Original

Submit scanned copies of the official academic transcripts. All the transcripts must be issued by the conferring institution or authority. Definition: An academic transcript is a list of all the units completed for the qualification, including the weighting of each unit (in credit points and/or contact hours) and the marks obtained by the applicant.

> Letter of completion

 Required  Original

Please arrange a letter of completion from your institution confirming that you have completed and passed all the requirements for the course and you are eligible to be qualified.

> Evidence of Registration

 Recommend  Original

If your occupation requires registration, submit the evidence of registration with an authorised body. You can provide certified copies of your licence to practice or registration certificate or registration number. Also provide the information about the facilities (if they exist) to verify the registration online.

> Professional Year Certificate

 Recommend  Original

Provide the copy of the professional year certificate completed within last 48 months.

🕒 Evidence of Employment

> Curriculum Vitae or Resume

 Required  Original

Submit a latest copy of your curriculum vitae.

> Written Professional References

 Required  Original

Provide copies of 2 written preferences.

> Skills Assessment Letter

 Recommend  Original

Provide a positive and valid skills assessment, if required. Department of Home Affairs don't accept a skills assessment obtained for a subclass 485 visa. Medical practitioners: One of these certificates issued by the Australian Health Practitioner Regulation Agency: unconditional or general medical registration conditional specialist registration – which allows you to practice only in your speciality with no further training or supervision requirements You must be registered at the time we invite you to apply. Barristers and Solicitors: Proof of admission to practice as a lawyer in the relevant state or territory. You must be admitted to practice at the time we invite you to apply.

> Employment references

 Required  Original

Submit the copies of the employment reference letter from your employer containing following details: - The position title within the organisation - Duration of employment (start and end dates) - Nature of employment (full time/part time and the number of hours completed per week) - A bullet point list of duties or an accompanying duty statement. Note: Reference letter must be on the organisation letter head and signed by the team leader, manager or employer. It must include contact details and qualifications of the referee.

> Position description (Job Description)

 Required  Original

Submit a certified copy of your job description on the organisational letter head. This letter must include all the key roles and responsibilities and tasks for the position held. Note: Submit separate job description letters for each position that you have held (at the same organisation).

> Employment contract

 Required  Original

Submit the certified copy(ies) of your employment contract(s). Also include all the letter of appointments and promotions along with the contracts while working in the same company.

> Payslips

 Required  Original

Submit the certified copy(ies) of your payslip(s).

> Tax Documents

 Required  Original

Submit a certified copy of your taxation documents as a proof of income from your employment.

> Bank Statements

 Required  Original

Provide a copy of your bank statements as a proof of income from your employer as a salary or payment for your work (as a freelancer).

> Organisational Structure

 Recommend  Original

Provide a copy of organisational structure for relevant managerial positions.

SECONDARY APPLICANT

🕒 Applicant's Personal Details

> Passport

 Required  Original

Submit the copy of the bio pages of your passport.

> Birth Certificate or Adoption Letter (if applicable)

 Required  Original

Provide a copy of your child's birth certificate showing the names of both parents. Alternatively, you can also provide copies of the family book showing the names of both parents of all your dependent children. You can also provide adoption papers, if applicable.

> Change of Name documents

 Recommend  Original

Submit the documents that provides evidence of name change. Documents may serve as an evidence include: • a marriage or divorce certificate • change of name documents from an Australian Registry of Births, Deaths, and Marriages, or the relevant overseas authority • documents that show other names you have been known by Submit the documents that provide evidence of name change. Documents may serve as an evidence include: • a marriage or divorce certificate • change of name documents from an Australian Registry of Births, Deaths, and Marriages, or the relevant overseas authority • documents that show other names you have been known by

> Proof of Relationship

 Recommend  Original

Please provide a proof of your relationship. You must provide evidence that the relationship is genuine and continuing. Evidence may include: joint bank account statements billing accounts in joint names joint leases or mortgages documents that show your partner has lived at the same address as you For de facto relationships provide either: evidence that your relationship is registered by an Australian State or Territory enough documents to prove you have been in a de facto relationship with your partner for at least 12 months before you apply

Identity Document

> National Identity Document

 Required  Original

All applicants must provide a valid and current National Identity Card.

Other Documents

> Marriage Certificate or Deed Poll Certificate (Proof of change of name)

 Recommend  Original

Documents that prove a change of name include: 1) A marriage or divorce certificate 2) Change of name documents from an Australian Registry of Births, Deaths and Marriages, or the relevant overseas authority 3) Documents that show other names you have been known by

> Marriage Certificate or Divorce Certificate or Separation Document or Statutory Declaration or Death Certificate



 Recommend  Original

Evidence of your relationship with your spouse/de facto partner includes a copy of your marriage certificate, Death certificate, Divorce Certificate, Separation Document or Statutory Declaration or other evidence of family composition.

> Employment Documents

 Recommend  Original


Proof that in the 10 years before you were invited to apply for the visa, you worked full time in your skilled nominated occupation: - Payslips that cover the period of employment claimed - Contracts, Tax Returns, Group certificates and Superannuation documents - Employment references - Any other documents relating to the employment history that you provided for your skills assessment.

> **Personal particulars for assessment including character assessment [Form 80]**  Required  Original



For each person included in the application who is 16 years of age or older

> **Additional personal particulars information [Form 1221]**  Required  Original

This is a supplementary form required to support your visa application and is to be completed by all applicants who are 18 years of age or over.


> **Medical Examination**  Required  Original

The results of your health assessment are usually valid for 12 months.

> **Curriculum Vitae or Resume**  Recommend  Original


Submit a latest copy of your curriculum vitae.

English Language Ability Test



> **Evidence of English Ability**  Required  Original

Provide proof you have at least competent English at time of invitation for this visa.



Character Documents

> **Australian Federal Police Check**  Recommend  Original

Provide a copy of your Australian Federal Police check. This is generally required when you have spent a total of 12 months in Australia after turning 16 years of age.

> **Overseas Police Clearance Certificate**  Required  Original

You may be required to provide a police certificate (also called a penal clearance certificate) from every country you lived in. It will usually be if you are over 17 and lived in any of the listed countries, including Australia, for at least 12 months in the past 10 years. Police certificates are valid for 12 months from the issue date. They must cover the time you turned 16 up to the issue date OR the whole time you were in the country.

> **Military Certificate**  Recommend  Original

You may need to provide a military certificate with your visa application. If required, it will usually be when you served for more than 12 months in any country's military force. A military certificate can be a letter from your commanding officer. It should say you have not been convicted of any criminal offence while in the military. You may also need to provide a police certificate for every country you served in for over 12 months. This includes where you were stationed at a military base.

🕒 Evidence of Employment

> Skills Assessment Letter

 Recommend  Original

Provide a positive and valid skills assessment, if required. Department of Home Affairs don't accept a skills assessment obtained for a subclass 485 visa. Medical practitioners: One of these certificates issued by the Australian Health Practitioner Regulation Agency: unconditional or general medical registration conditional specialist registration – which allows you to practice only in your speciality with no further training or supervision requirements You must be registered at the time we invite you to apply. Barristers and Solicitors: Proof of admission to practice as a lawyer in the relevant state or territory. You must be admitted to practice at the time we invite you to apply.

CHILD APPLICANT

🕒 Applicant's Personal Details

> Passport

 Required  Original

Submit the copy of the bio pages of your passport.

> Birth Certificate or Adoption Letter (if applicable)

 Required  Original

Provide a copy of your child's birth certificate showing the names of both parents. Alternatively, you can also provide copies of the family book showing the names of both parents of all your dependent children. You can also provide adoption papers, if applicable.

🕒 Identity Document

> National Identity Document

 Required  Original

All applicants must provide a valid and current National Identity Card.

🕒 English Language Ability Test

> Evidence of English Ability

 Required  Original

Provide proof you have at least competent English at time of invitation for this visa.

🕒 Character Documents

> Australian Federal Police Check

 Recommend  Original

Provide a copy of your Australian Federal Police check. This is generally required when you have spent a total of 12 months in Australia after turning 16 years of age.

> Overseas Police Clearance Certificate

 Required  Original

You may be required to provide a police certificate (also called a penal clearance certificate) from every country you lived in. It will usually be if you are over 17 and lived in any of the listed countries, including Australia, for at least 12 months in the past 10 years. Police certificates are valid for 12 months from the issue date. They must cover the time you turned 16 up to the issue date OR the whole time you were in the country.

> Military Certificate

 Recommend  Original

You may need to provide a military certificate with your visa application. If required, it will usually be when you served for more than 12 months in any country's military force. A military certificate can be a letter from your commanding officer. It should say you have not been convicted of any criminal offence while in the military. You may also need to provide a police certificate for every country you served in for over 12 months. This includes where you were stationed at a military base.

⊙ Other Documents

> Medical Examination

 Required  Original

The results of your health assessment are usually valid for 12 months.

⊙ Dependents under 18 years of age

> Parental responsibility documents

 Required  Original

All the applicants under 18 years of age must have a consent to migration to Australia from anyone who has a legal right to decide where the child lives AND is not coming to Australia with the child. Consent can be given by: Form 1229 Consent form to grant an Australian visa to a child under the age of 18 years (168KB PDF) OR a statutory declaration giving their consent for the child to visit Australia on this visa. Alternatively, you can provide an Australian court order that allows your child to migrate to Australia, OR that the laws of your home country allow them to migrate. Include an identity document that shows the signature and photo of the person who completed the form or declaration, such as a passport or driver's licence AND adoption papers or other court documents if applicable.

⊙ Dependents above 18 years of age

> Proof of financial dependency

 Required  Original

Provide evidence that all the dependents aged 18 years or older are financial dependent on you. Evidence may include bank statements, money transfers and rent receipts. If the child is aged 23 or is likely to turn 23 while your application is being processed, you must also provide a report from a qualified medical practitioner that states they are dependent on you or your partner due to the total or partial loss of their bodily or mental functions.

SPONSOR APPLICANT

Applicant's Personal Details

> Birth Certificate or Adoption Letter (if applicable)

 Required  Original

Provide a copy of your child's birth certificate showing the names of both parents. Alternatively, you can also provide copies of the family book showing the names of both parents of all your dependent children. You can also provide adoption papers, if applicable.

Disclaimer: The information contained in this document is provided for informational purposes only, and should not be construed as legal advice on any subject matter.