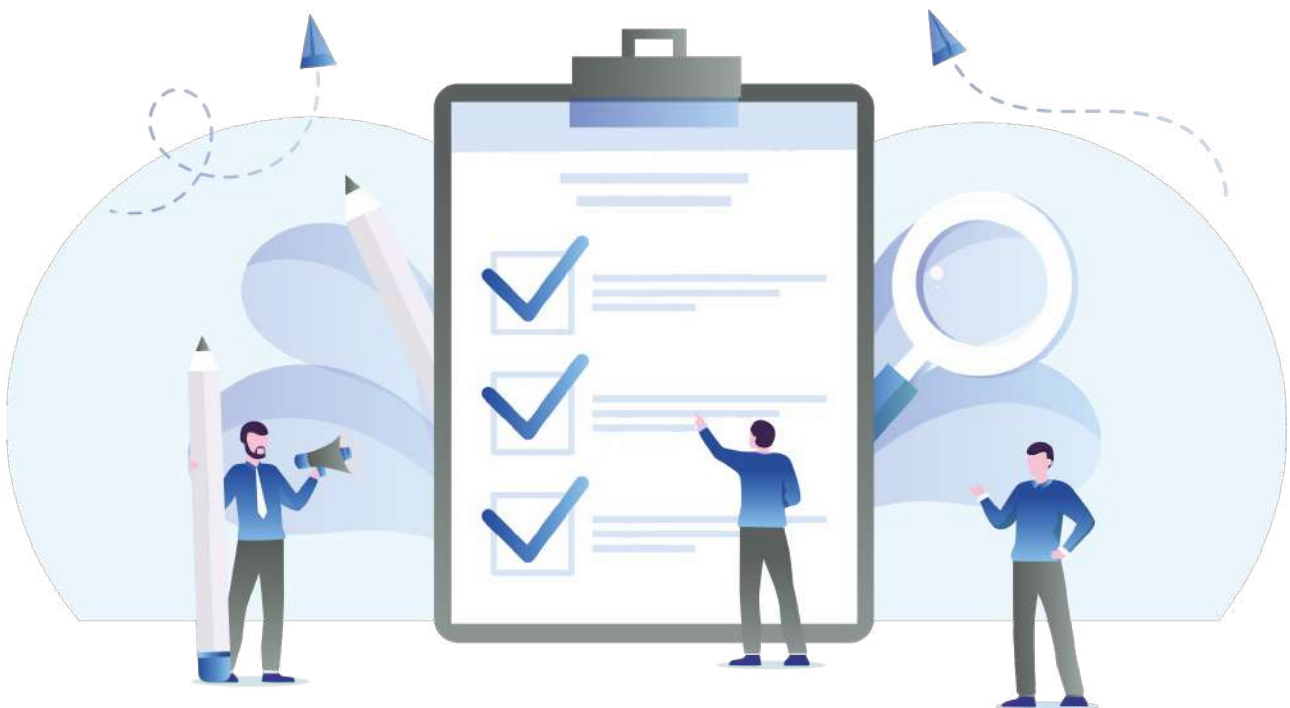





Visa Documents Checklist

Skilled Nominated visa - subclass 190



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

Passport all pages also add the previous passport/s (if applicable)

> National Identity Document

 Recommend  Original

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

> 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

> Proof of Relationship

 Required  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

🕒 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.

🕒 Employment related documents

> Curriculum Vitae or Resume

 Required  Original

Submit a latest copy of your curriculum vitae.

> 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

 Recommend  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

 Recommend  Original

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

> Tax Documents

 Recommend  Original

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

> Bank Statements

 Recommend  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.

🕒 Evidence of Employment

> Written Professional References

 Required  Original

Two recent (dated) written professional references

> Skills Assessment Letter

 Required  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.

> Work Reference Letter

 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.

Character Documents

> Australian Federal Police Check

 Recommend  Original

Provide an Australian police certificate (AFP) if you have spent a total of 12 months or more in Australia in the last 10 years since you turned 16. Only complete disclosure National Police Certificates issued by the Australian Federal Police is accept. Standard disclosure certificates or national police certificates issued by Australian state or territory police will not be Acceptable. For immigration purposes, Australian police certificates are valid for 12 months from the date of issue.

> 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 service records or discharge papers if you served in the armed forces of any country

English Language Ability Test

> English Proficiency

 Required  Original

Provide proof you have at least competent English at time of invitation for this visa. Provide proof of the points claimed in the EOI.

Visa Application Forms

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

 Required  Original

Provide Personal particulars for assessment including character assessment for all applicants above 18 years of age.



Additional personal particulars information [Form 1221]

Required Original

Provide Additional personal particulars information for all applicants above 18 years of age.

SECONDARY APPLICANT

Applicant's Personal Details

Passport

Required Original

Passport all pages also add the previous passport/s (if applicable)

National Identity Document

Recommend Original

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

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

Partner Documents

Proof of Relationship

Required 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

Employment related documents

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.

Character Documents

> Australian Federal Police Check

 Recommend  Original

Provide an Australian police certificate (AFP) if you have spent a total of 12 months or more in Australia in the last 10 years since you turned 16. Only complete disclosure National Police Certificates issued by the Australian Federal Police is accept. Standard disclosure certificates or national police certificates issued by Australian state or territory police will not be Acceptable. For immigration purposes, Australian police certificates are valid for 12 months from the date of issue.

> 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 service records or discharge papers if you served in the armed forces of any country

English Language Ability Test

> English Proficiency

 Recommend  Original

You don't have to provide any documents to prove functional English if your partner is a citizen of and holds a valid passport from: • the United Kingdom • the Republic of Ireland • the United States • Canada • New Zealand Otherwise, provide proof your partner has functional English. If you can't show your partner has functional English, you will need to pay the second instalment of the visa application charge when Department of Home Affairs ask you to.

Visa Application Forms

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

 Required  Original

Provide Personal particulars for assessment including character assessment for all applicants above 18 years of age.

> Additional personal particulars information [Form 1221]

 Required  Original

Provide Additional personal particulars information for all applicants above 18 years of age.

CHILD APPLICANT

Applicant's Personal Details

> Passport

 Required  Original

Passport all pages also add the previous passport/s (if applicable)

> National Identity Document

 Recommend  Original

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

Character Documents

> Australian Federal Police Check

 Recommend  Original

Provide an Australian police certificate (AFP) if you have spent a total of 12 months or more in Australia in the last 10 years since you turned 16. Only complete disclosure National Police Certificates issued by the Australian Federal Police is accept. Standard disclosure certificates or national police certificates issued by Australian state or territory police will not be Acceptable. For immigration purposes, Australian police certificates are valid for 12 months from the date of issue.

> 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 service records or discharge papers if you served in the armed forces of any country

Dependents under 18 years of age

> Birth Certificate or Adoption Letter (if applicable)

 Required  Original

Provide a copy of your 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.

> 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

◎ Visa Application Forms

> Parental Consent Form [Form 1229]

 Required  Original

If you have a child under the age of 18 included in the visa application and one or both parents (or legal guardians) are not applying for an Australian visa, both parents will need to complete and sign the Form 1229 - Consent form to grant an Australian visa to a child under the age of 18 years. If you have sole custody of the child/ren, provide evidence such as a court order.

> Details of a child or other dependent family member aged 18 years or over [Form 47a]

 Required  Original

Provide Details of a child or other dependent family member aged 18 years or over

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

 Required  Original

Provide Personal particulars for assessment including character assessment for all applicants above 18 years of age.

> Additional personal particulars information [Form 1221]

 Required  Original

Provide Additional personal particulars information for all applicants above 18 years of age.

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.