Australian Government
Department of Home Affairs

check twice submit once

Guide to Submitting a Decision-Ready Employer Sponsored Visa Application

This guide is designed to help you to submit complete and fully documented, decision-ready visa applications for the:

- Employer Nomination Scheme (ENS) (subclass 186) visa,
- Skills in Demand (SID) (subclass 482) visa, and
- Skilled Employer Sponsored Regional (SESR) (Provisional) (subclass 494) visa.

The following information outlines key matters to minimise processing delays:

- As there is no legislative requirement for a decision maker to request further information, we strongly encourage you to lodge a **decision-ready** application, including all supporting documentation and evidentiary requirements, at the time of lodgement.
- If information is missing, your application may be delayed or decided based on the information available at the time of assessment. If there is any information you cannot provide, clearly identify what is missing, explain the reason, specify when it will be available, and include an estimated timeframe.
- Under legislation, certain criteria must be met at the time of lodgement. Where applicable, ensure you have included relevant, current, and valid information to prevent an unfavourable decision.
- Your application may be delayed if any documents expire before a decision is made and they are not updated. Ensure your documents remain valid throughout the assessment process.
- To support efficient processing and outcomes, the Department continues to encourage the simultaneous lodgement of decision-ready nomination **and** visa application(s).
- Due to the high volume of applications, please do not request status updates, as this can slow down processing. Instead, check the Department's Skilled visa processing priorities for guidance on the order of processing and Global visa processing times for an estimate of how long assessments are currently taking.

VISA APPLICATION CHECKLIST:

- As the information you need to provide will depend on your individual circumstances, refer to the relevant visa subclass stream webpage on the Department of Home Affairs website.
- Assess your individual circumstances against the requirements outlined in the *'Eligibility'* tab. If eligible, ensure your application is decision-ready by:
  - Referring to the Applying for a skilled visa webpage,
  - Following the instructions under the *'Step by Step'* tab,
  - Providing all the required information and documents listed under the *'Gather your documents'* section, and
  - Ensuring you Check twice, submit once

The following information is general guidance on the documentation required for visa applications:

PRE-LODGEMENT

- You must have an approved Sponsor and an employer nominating you for a position in their business.
- Some occupations require a positive skills assessment at the time of application. Before applying for your visa, check if this applies to you via Skills assessment and Skilled occupation list.
- **Valid** English language requirements results may be required at the time you apply for your visa. Check the *'Eligibility'* tab for your visa subclass and stream on the Home Affairs website. Your English test results must have been issued within three years **before** the date you apply.
- Meet the Health requirements. Health examination results are usually valid for 12 months.
  - For some visa applications, the My Health Declarations (MHD) service enables you to complete your health examinations prior to submitting your visa application. See: When to have health examinations
  - If you have completed a health assessment before submitting your visa application, please ensure you provide the Health Assessment Program (HAP) ID of your completed health assessment with your application.

    - For ENS visas, where processing times may extend beyond 12 months, please check which applications are currently being allocated for assessment and ensure that all health requirements for family members are completed at the appropriate time.
- Meet the Character requirements
    - Police clearance certificates are required for every country where each applicant has lived for a cumulative 12 months or more in the last 10 years, since turning 16, including Australia. You must include details of all the names you have been known by.
        - **Australian police certificate:** You must submit an Australian Federal Police National Police Check application form. You **must** select Code 33 - Immigration/Citizenship – for Supply to the Department of Home Affairs. This code includes all Commonwealth offences, and other state/territory offences.
        - **Offshore police clearance certificates:** See how to apply for an overseas police certificate in the relevant countries – Select a country under the heading Find a service outside Australia.
            - Ensure correct police certificates are submitted for each country. Some countries have more than one type of police certificate, including certificates issued at a local, state, or district level. **Submitting incorrect police certificates or not attaching them at time of lodgement, will significantly delay your visa application.**

IDENTITY

- Provide a clear colour copy of your current **passport** biodata pages, including your photo, personal details, issue and expiry dates, and any amendment pages.
- If you have **changed your name** at any time, provide proof, such as a marriage certificate or an official change of name document.

DEPENDENT APPLICANTS

- **For dependants over 18 years,** either include evidence of meeting Functional English or request an invoice if you intend to pay for the second instalment of the Visa Application Charge (VAC). Note that English test results for secondary applicants are only valid for 12 months.
- If applying with a **spouse or de facto partner**, include evidence of the relationship (for example, a marriage certificate, joint financial statements, or joint lease).
- Also provide identity and relationship evidence for **children** (for example, passports and birth certificates). Non-accompanying parent(s) or guardian(s) must submit Form 1229 and evidence of their identity. For child dependants aged 18 or over, include additional documents such as Form 47A.
- **Secondary sponsorship confirmation:** For SID and SESR visas, where dependent(s) were not included in the associated nomination application, provide written confirmation from the sponsor that they agree for those dependent(s) to be included as secondary sponsored persons.

SKILLS, QUALIFICATIONS and EXPERIENCE

- If claiming an exemption from the Skills assessment requirement, submit evidence to support that you satisfy one of the exemption categories.
- You must meet the qualification requirements set out in ANZSCO for the occupation, noting that in some cases experience cannot replace formal qualifications.
- Curriculum vitae (CVs) or résumés must detail your employment and education for at least the past five years, including dates and positions held. Provide evidence (e.g. payslips or payment summaries) to support your employment claims.
- Employment references should be on official letterhead and include employment and role details, skill level, dates of service, and the referee's name, title and contact details.
- Where required, submit evidence from the relevant Australian registration or licensing authority (in the state/territory where you'll work) that you hold or will be able to meet necessary registration or licensing requirements. Medical practitioners must provide their AHPRA registration number.

HEALTH EXAMINATIONS and INSURANCE

- Where you are unable to complete your health checks before lodging your application you will receive a request via ImmiAccount following lodgement to complete health examinations.
- **Polio vaccination:** If you have spent time in, or travelling from a country considered to be of polio risk (refer to Threats to public health page) provide evidence of a current polio vaccination.
- Check whether you are required to provide evidence of adequate health insurance for yourself and any secondary/dependent applicants for the duration of your stay in Australia.

AGE EXEMPTION DOCUMENTS

- For ENS and SESR applicants, if you are aged 45 or older:
  - provide documents to show you are exempt from the age eligibility criteria. Check the *'Eligibility'* tab for your visa subclass and the stream you are applying under on the Home Affairs website, or
  - if your application is under a Labour Agreement stream with an age concession, additional information is generally not required.

DATA ENTRY

- Check the spelling of your name and date of birth matches your passport and declare all names you have ever been known by.
- On the visa application form, list each applicant's full residential and travel history for the past 10 years or since turning 16, including any country where they have spent a total of 12 months or more.
- Correctly enter the **Transaction Reference Number (TRN)** of the nomination application your employer has lodged for you so that it is linked correctly. You can lodge your visa application while the nomination is being processed.
- **Declare all criminal matters** in the visa application form, including charges that are still pending and any convictions, in any country.
- **Accurately declare all residential address history,** in the visa application form, for all countries where each visa applicant has spent a total period that adds up to 12 months or more in the past 10 years, since turning 16 years of age.

MORE INFORMATION

For more information, scan the relevant QR code below:

Skills assessment

English language visa requirements

Applying online in ImmiAccount

Check twice, submit once

Applying for a skilled visa

Who can help you with your application?

Working in Australia