



About this form

Important – Please read this information carefully before you complete your sponsorship application. Once you have completed your sponsorship application we strongly advise that you keep a copy for your records.

All forms are available from the Department of Immigration and Citizenship (the department) website www.immi.gov.au/allforms/. Forms are available in PDF file format and can be filled in on screen, printed and mailed to the department.

Who should use this form

This form should be used by organisations or individuals who want to be approved as a sponsor for one of the following temporary residence sponsor classes.

Sponsor class	Allows you to sponsor/nominate persons who intend to apply for
Exchange Sponsor	Exchange (subclass 411) visa
Foreign Government Agency Sponsor	Foreign Government Agency (subclass 415) visa
Special Program Sponsor	Special Program (subclass 416) visa
Visiting Academic Sponsor	Visiting Academic (subclass 419) visa
Entertainment Sponsor	Entertainment (subclass 420) visa or Media and Film Staff (subclass 423) visa
Sport Sponsor	Sport (subclass 421) visa
Domestic Worker Sponsor	Domestic worker (Executive) (subclass 427) visa
Religious Worker Sponsor	Religious Worker (subclass 428) visa
Occupational Trainee Sponsor	Occupational Trainee (subclass 442) visa

Sponsorship arrangement NOT covered by this form

If you want to sponsor a skilled person for long stay temporary business employment (subclass 457) in Australia, you should complete form 1196S *Sponsoring overseas employees to work temporarily in Australia*.

If you want to sponsor a person participating in a Professional Development Program, you should complete form 1226 *Application for approval as a Professional Development Sponsor*.

If you want to sponsor a person to work in Australia as a superyacht crew member on a superyacht, you should complete form 1366 *Application for approval as a Superyacht Crew sponsor*.

If you intend to sponsor a medical practitioner to work in Australia, you should complete form 1381 *Sponsoring a medical practitioner*.

Forms 1196S, 1226, 1366 and 1381 are available from the department's website www.immi.gov.au/allforms/

Sponsorship arrangement

A sponsor may be approved for up to 3 years. There will not be a limit on the number of people you can sponsor while you are approved as a sponsor. You can apply to vary (extend) your sponsorship.

For most subclasses of visa a nomination stage will be required to match the person you wish to sponsor to the proposed position or activity. Requirements for each subclass of visa are provided on pages 8 and 9.

It is important to ensure that nominations and visa applications are lodged well before the expiry of the sponsorship approval as a visa can only be granted when the sponsorship or nomination approval is valid. If the sponsorship period ceases you will need to reapply and be approved as a sponsor to nominate further visa applicants.

Special Program Sponsors may only sponsor the total number of people specified in the approved Special Program agreement.

Domestic Worker Sponsors may only sponsor a maximum of 3 domestic workers at any one time.

Who can be an approved sponsor?

To be approved as a sponsor, an organisation or eligible individual (as the case requires) must be:

- a lawfully established and actively operating entity in Australia (ie. a corporation, incorporated body, government agency or foreign government agency);
- an organisation operating under the auspices of an international organisation recognised by Australia; or
- an Australian citizen, Australian permanent resident or eligible New Zealand citizen usually resident in Australia (for Entertainment sponsors only).

In addition, an organisation and individual applying to be a sponsor must have:

- signed the Sponsor's declaration at Part G; and
- the capacity to comply with sponsorship obligations; and
- a satisfactory record of compliance with laws of Australia.

Note: Further criteria in respect of the type of organisation or individual that can be approved as a sponsor are detailed on pages 8 and 9.

Sponsorship obligations

Note: A **primary sponsored person** is the person the sponsor nominates to employ or engage in the nominated occupation or activity. **Secondary sponsored persons** are members of the primary sponsored person's family unit.

The obligations apply to all sponsors unless otherwise indicated.

Obligation to cooperate with inspectors

The sponsor must cooperate with inspectors appointed under the *Migration Act 1958* in determining whether:

- a sponsorship obligation is being, or has been, complied with; or
- circumstances, in which the department may take administrative action, exist or have existed (see page 4).

This obligation starts to apply on the day the sponsorship is approved.

This obligation ends 5 years after the day on which the approved sponsorship ceases.

Obligation to keep records

The sponsor must keep records of their compliance with the obligations. All records must be reproducible and some must be capable of verification by an independent person. For a complete list of the records that must be kept, including the manner in which the records should be kept, see www.immi.gov.au/skilled/sponsor-obligations-list.htm

This obligation starts to apply on the day the sponsorship is approved.

This obligation ends 2 years after the concurrence of the following 2 events:

- the approved sponsorship ceases; and
- there are no sponsored persons in relation to the sponsorship.

However, no records need be kept for more than 5 years under this obligation.

Obligation to provide records and information

The sponsor must provide records or information relating to the administration of sponsorship requested by written notice if the sponsor is required to keep the records or information:

- under a law of the Commonwealth or a state or territory; or
- the obligation to keep records.

The records and information must be provided in the manner, and within the timeframe, requested in the written notice.

This obligation starts to apply on the day the sponsorship is approved.

This obligation ends 2 years after the concurrence of the following 2 events:

- the approved sponsorship ceases; and
- there are no sponsored persons in relation to the sponsorship.

Obligation to provide information to the department when certain events occur

The sponsor must provide certain information to the department when certain events occur. This information must be provided by registered post or e-mail, to a specified address and within 10 working days of the event occurring. For a complete list of the information and events see www.immi.gov.au/skilled/sponsor-obligations-list.htm

This obligation starts to apply on the day the sponsorship is approved.

This obligation ends on the day after the concurrence of the following 2 events:

- the approved sponsorship ceases; and
- there are no sponsored persons in relation to the sponsorship.

Obligation not to recover certain costs from a sponsored person

The sponsor must not recover, or seek to recover, from the sponsored person, all or part of the costs (including migration agent costs):

- in relation to the recruitment of the primary sponsored person;
- in association with becoming or being a sponsor or former approved sponsor.

In addition to the above, if the sponsor is a Domestic Worker Sponsor or Religious Worker Sponsor, the sponsor must not recover, or seek to recover, from the sponsored person, expenditure by the sponsor in relation to financial support of the sponsored person in Australia.

This obligation starts to apply on the day the sponsorship is approved.

This obligation ends on concurrence of the following 2 events:

- the approved sponsorship ceases; and
- there are no sponsored persons in relation to the sponsorship.

Obligation to pay costs incurred by the Commonwealth to locate and remove an unlawful non-citizen

The sponsor must pay costs incurred by the Commonwealth in locating and/or removing a sponsored person from Australia, if requested by written notice. The sponsor is liable to pay the Commonwealth the difference between the actual costs incurred by the Commonwealth (up to a maximum of AUD10,000) and any amount already paid under the obligation to pay travel costs to enable a sponsored person to leave Australia (see below).

This obligation starts to apply on the day on which the sponsored person becomes an unlawful non-citizen.

This obligation ends 5 years after the sponsored person leaves Australia. However, the sponsor is only liable for costs up to the time the sponsored person leaves Australia.

Exchange Sponsor, Visiting Academic Sponsor, Entertainment Sponsor, Sport Sponsor, Domestic Worker Sponsor, Religious Worker Sponsor and Occupational Trainee Sponsor

Obligation to ensure primary sponsored person works or participates in the nominated occupation, program or activity

The sponsor must ensure that the primary sponsored person works or participates in the nominated occupation, program or activity. If a sponsor wants to employ or engage a primary sponsored person in a different occupation, program or activity, the sponsor must lodge a new nomination in respect of that occupation, program or activity for the primary sponsored person.

This obligation starts to apply on the day on which the primary sponsored person is granted a visa, unless he or she already holds a visa in which case the obligation starts to apply on the day the sponsor's nomination for the primary sponsored person is approved.

This obligation ends on the day (whichever is the earliest):

- on which a nomination by another sponsor in relation to the primary sponsored person is approved; or
- on which the primary sponsored person is granted a substantive visa of a different subclass to the one they last held (if the primary sponsored person is granted another substantive visa of the same type they last held in order to continue to work for the sponsor, the obligation continues); or
- the person has left Australia and the relevant visa (and any subsequent bridging visa) is no longer in effect.

Special Program Sponsor, Entertainment Sponsor, Sport Sponsor, Religious Worker Sponsor and Occupational Trainee Sponsor

Obligation to secure an offer of a reasonable standard of accommodation

Where the primary sponsored person is not receiving a salary or wages, the sponsor must secure an offer of a reasonable standard of accommodation for the sponsored persons while they are in Australia. For a guide to what is 'a reasonable standard' see

www.immi.gov.au/skilled/sponsor-obligations-list.htm

This obligation starts to apply:

- if the sponsored person holds a subclass 416 visa – on the day the person is granted the visa;
- if the sponsored person holds a subclass 420, subclass 421, subclass 428 or subclass 442 visa – on the day on which a nomination by the sponsor of an occupation or activity for the primary sponsored person is approved;
- if the sponsored person does not hold a subclass 420, subclass 421, subclass 428 or subclass 442 visa on the day the nomination is approved – on the day the person is granted a subclass 420, subclass 421, subclass 428 or subclass 442 visa.

This obligation ends on the day (whichever is the earliest):

- on which a nomination by another sponsor in relation to the sponsored person is approved;
- on which the sponsored person is granted a substantive visa of a different subclass to the one last held (if the sponsored person is granted another substantive visa of the same type they last held in order to continue to work for the sponsor, the obligation continues); or
- the sponsored person has left Australia and the relevant visa (and any subsequent bridging visa) is no longer in effect.

Religious Worker Sponsor and Special Program Sponsor

Obligation to pay travel costs to enable sponsored persons to leave Australia

The sponsor must pay reasonable and necessary travel costs to enable the sponsored person to leave Australia if the costs have been requested in writing by the department or the sponsored person, and the costs have not already been paid by the sponsor in accordance with this obligation.

The costs will be considered reasonable and necessary provided they:

- include travel from the primary sponsored person's usual place of residence in Australia to the place of departure from Australia;
- include travel from Australia to the country (for which the person holds a passport) specified in the request to pay travel costs;
- are for economy class air travel or, where unavailable, a reasonable equivalent; and
- are paid within 30 days of receiving the request (note however, the obligation to pay costs continues beyond the 30 days as specified below).

This obligation starts to apply on the day the sponsored person is granted a subclass 428 or 416 visa, unless he or she already holds a visa of the same subclass, in which case the obligation starts to apply on the day the nomination for the primary sponsored person is approved.

This obligation ends on the day (whichever is the earliest):

- on which a nomination by another sponsor in relation to the primary sponsored person is approved;
- on which the sponsored person is granted a substantive visa other than a subclass 428 or 416 visa (if the primary sponsored person is granted another visa of the same subclass in order to continue to work for the sponsor, the obligation continues);
- the sponsored person has left Australia and the relevant visa (and any subsequent bridging visa) is no longer in effect.

Exchange Sponsors only

Obligation to make same position available to Australian exchange participants

Immediately on completion of the exchange, the Exchange Sponsor must make available to the Australian citizen or Australian permanent resident who is a participant in the exchange, the same position or equivalent position in Australia that was held by the Australian participant at the time the exchange was entered into.

This obligation starts to apply on the day on which the nomination made by the Exchange Sponsor in relation to the exchange is approved.

This obligation ends 30 days after completion of the exchange.

Domestic Worker Sponsors only

Obligation to pay travel costs

The Domestic Worker Sponsor must pay the travel costs of the sponsored person(s) to enable the sponsored person(s) to travel to Australia and to leave Australia, if the costs have not already been paid in accordance with this obligation.

The costs will be considered reasonable and necessary if they:

- include the sponsored person's direct travel to Australia;
- include direct travel to the sponsored person's usual place of residence in Australia from the place of arrival in Australia;
- include direct travel from the sponsored person's usual place or residence in Australia to the place of departure from Australia;
- include direct travel from Australia to the country from which the sponsored person came to Australia; and
- are for economy class air travel or, where unavailable, a reasonable equivalent.

This obligation starts to apply on the day the sponsored person is granted a subclass 427 visa, unless he or she already holds a subclass 427 visa in which case the obligation starts to apply on the day the nomination for the primary sponsored person is approved.

This obligation ends on the day (whichever is the earliest):

- on which a nomination by another sponsor in relation to the primary sponsored person is approved;
- on which the sponsored person is granted a substantive visa other than a subclass 427 visa (if the primary sponsored person is granted another subclass 427 visa in order to continue to work for the sponsor, the obligation continues);
- the sponsored person has left Australia and the relevant visa (and any subsequent bridging visa) is no longer in effect.

Sanctions for failing to satisfy sponsorship obligations

If the sponsor fails to satisfy a sponsorship obligation, the Minister may take one or more of the following actions:

Administrative

- bar the sponsor, for a specified period, from sponsoring more people under the terms of one or more existing approvals as a sponsor for different kinds of visas;
- bar the sponsor, for a specified period, from making future applications for approval as a sponsor in relation to one or more classes of sponsor;
- cancel one or all of the sponsor's existing approvals as a sponsor;

Civil

- apply to a Court for a civil penalty order of up to AUD33,000 for a corporation and AUD6,600 for an individual for each failure; or
- issue an infringement notice of up to AUD6,600 for a body corporate and AUD1,320 for an individual for each failure.

Other reasons why administrative action may be taken

There are a number of other circumstances (besides failure to satisfy a sponsorship obligation) in which the administrative actions described in the dot points above may be taken:

- provision of false or misleading information to the Department of Immigration and Citizenship or the Migration Review Tribunal;
- the sponsor no longer satisfies the criteria for approval as a sponsor or for variation of a term of that approval;
- the sponsor has been found by a court or competent authority to have contravened a Commonwealth, state or territory law;
- a primary sponsored person is found to have contravened a law relating to the licensing, registration or membership required in order to work in the nominated occupation;
- an unapproved change to a special program; or
- failure to comply with certain terms of a special program agreement.

Monitoring

If you are approved as a sponsor you must comply with the sponsorship obligations (as outlined above). The department will monitor compliance with the sponsorship obligations and whether associated visa holders are abiding by their visa conditions.

Routine monitoring is conducted from time to time and monitoring may also be initiated based on information provided to the department. This may take place during the approved sponsorship period and for up to 5 years after the sponsorship ceases.

The department conducts monitoring in 3 main ways:

- exchanging information with other Commonwealth, state and territory government agencies, including the Department of Education, Employment and Workplace Relations and the Australian Taxation Office;
- written requests to the sponsor to provide information in accordance with the obligation to provide records and information;
- site visits, usually to the sponsored business premises, with or without notice.

Monitoring may include investigations being conducted by Commonwealth officers called inspectors. Inspectors have certain investigative powers under the *Migration Act 1958*. Failure to cooperate with inspectors is a breach of the sponsorship obligations and the department may take action against the sponsor. For details on the actions the department may take refer to *Sanctions for failing to satisfy sponsorship obligations* in this form.

All written communication about the department's monitoring requirements will be sent directly to you, unless you have authorised another person, including migration agents, to act and receive information on your behalf. The sponsorship obligations (including the obligations to cooperate and provide information to the department) will remain with you as the sponsor even if you have authorised another person to act and receive information on your behalf.

Integrity of the sponsorship application

The department is committed to maintaining the integrity of the visa and citizenship programs. Please be aware that if you provide us with fraudulent documents or claims, this may result in processing delays, your sponsorship application being refused and imposition of one or more of the sanctions listed.

Fees

An application fee is required when lodging this sponsorship application. Payment of the fee **must** accompany your sponsorship application. Payment of the fee does not guarantee sponsor approval and is not refundable.

Fees may be subject to adjustment at any time.

To check the sponsorship fee, see form 990i *Charges* available from the department's website

www.immi.gov.au/allforms/990i.htm or check with the nearest office of the department.

Method of payment

To make a payment, please pay by credit card, debit card, bank cheque or money order made payable to the Department of Immigration and Citizenship. Debit card and credit card are the preferred methods of payment.

How to fill in this form

Use a black or blue pen, and write neatly in English using BLOCK LETTERS.

If you need more space to answer questions or wish to provide additional relevant information, attach a signed and dated sheet with these details.

Use the Checklist at **Part F** to make sure you have answered all the questions and provided everything required.

Any alterations made before you lodge the form must be dated and initialled.

Lodgement of this form

To lodge your sponsorship application you must provide the completed sponsorship application, payment and any attachments, if required.

You can only apply for one sponsor class on each sponsorship application. If you want to apply for more than one sponsor class you will need to complete a separate sponsorship application for each class.

Please see the following instructions for lodgement details for each sponsor class. You should lodge your sponsorship application at the address listed for the sponsor class that relates to your sponsorship application, otherwise the processing of your sponsorship application may be delayed.

Special Program Sponsor class only

If applying for approval as a Special Program Sponsor, you should lodge in person, by a representative or send by mail or fax. Your sponsorship application should be lodged at one of the following addresses:

Street address:

Hobart Special Program Processing Centre
Department of Immigration and Citizenship
188 Collins Street
HOBART TAS 7000

Mail address:

Hobart Special Program Processing Centre
Department of Immigration and Citizenship
GPO Box 794
HOBART TAS 7001

Fax: + 61 3 6281 9579

Pre-lodgement enquiries:

hobart.special.program@immi.gov.au

Entertainment Sponsor class only

If applying for approval as an Entertainment sponsor, you should lodge in person, by a representative or send by mail or fax. Your sponsorship application should be lodged at one of the following addresses:

Mail address:

Sydney Entertainment Processing Centre (SEPC)
Department of Immigration and Citizenship
GPO Box 9984
SYDNEY NSW 2001

By courier or by hand:

Sydney Entertainment Processing Centre (SEPC)
Department of Immigration and Citizenship
26 Lee Street
SYDNEY NSW 2000

OR

9 Wentworth Street
PARRAMATTA NSW 2150

Fax: +61 2 8861 4301

Pre-lodgement enquiries: entertainment.visas@immi.gov.au

Occupational Trainee Sponsor class only

If applying for approval as an Occupational Trainee Sponsor, you should lodge in person, by a representative or send by mail. Your sponsorship application should be lodged at one of the following addresses:

Street address:

Department of Immigration and Citizenship
Level 3
55 Currie Street
ADELAIDE SA 5000

Courier address:

Department of Immigration and Citizenship
Level 4 (West)
55 Currie Street
ADELAIDE SA 5000

Mail address:

Adelaide Occupational Trainee Processing Centre
Department of Immigration and Citizenship
GPO Box 2399
ADELAIDE SA 5001

Pre-lodgement enquiries: otv.adelaide@immi.gov.au

Other sponsor classes

An application for one of the following sponsor classes:

- **Exchange Sponsor**
- **Sport Sponsor**
- **Religious Worker Sponsor**

should be lodged in person, by a representative or sent by mail or fax. Your sponsorship application should be lodged at one of the following addresses:

Street address:

Department of Immigration and Citizenship
26 Lee Street
SYDNEY NSW 2000

OR

Department of Immigration and Citizenship
9 Wentworth Street
PARRAMATTA NSW 2150

Mail address:

Department of Immigration and Citizenship
GPO Box 9984
SYDNEY NSW 2001

An application for the following sponsor class:

- **Visiting Academic Sponsor**

should be lodged in person, by a representative or sent by mail to one of the following addresses:

Street address:

Department of Immigration and Citizenship
188 Collins Street
HOBART TAS 7000

Mail address:

Department of Immigration and Citizenship
GPO Box 794
HOBART TAS 7001

Fax: 03 6281 9454

An application for the following sponsor class:

- **Foreign Government Agency Sponsor**
- **Domestic Worker Sponsor**

should be lodged in person, by a representative or sent by mail to one of the following addresses:

Street address:

Department of Immigration and Citizenship
3 Lonsdale Street
BRADDON ACT 2612

Mail address:

Department of Immigration and Citizenship
GPO Box 717
CANBERRA ACT 2601

Fax: 02 6195 6104

What happens next?

It is important that you lodge your sponsorship application with all the documents necessary to assess your sponsorship application. Lodging a complete sponsorship application assists case officers in making a fair and complete assessment of your claims and results in faster processing times. You may be asked to provide additional information to enable a decision to be made.

You will be advised in writing whether or not your sponsorship application has been approved. If your sponsorship application has not been approved, you will be given a reason for the decision as well as information about your review rights.

If you are approved for a sponsor class, you should provide a copy of the approval letter to any person you intend to sponsor.

The primary person and any secondary persons may lodge a visa application at the same time as, or subsequent to, the approval of your sponsorship arrangement and/or nomination. However, their visas will not be granted until the sponsorship is in place and a nomination, if required, relating to the primary person is approved.

About the information you give

The department is authorised to collect information provided on this form under Part 2 of the *Migration Act 1958* 'Control of Arrival and Presence of Non-Citizens'. Information provided will be used for assessing your sponsorship application, and for other purposes relating to the administration of the Migration Act.

To ensure the integrity of the visa program, the department has a thorough monitoring process to assist in ensuring compliance with all program requirements and all relevant Australian laws.

The department will disclose your information to other Commonwealth, state and territory government departments and agencies for the purposes of administering migration legislation, and when it may assist another agency to perform a regulatory function. These departments and agencies include the Fair Work Ombudsman, Department of Foreign Affairs and Trade, Department of Education, Employment and Workplace Relations, Australian Taxation Office and Commonwealth, state and territory departments and agencies responsible for health, workplace safety, public safety, industrial relations, law enforcement, taxation, superannuation, fair trading and trade practices legislation.

The collection, access, storage, use and disclosure by the department of the information you provide in this form is governed by the *Privacy Act 1988* and, in particular, by the 11 Information Privacy Principles. The information form 993i *Safeguarding your personal information*, available from the department's offices, gives details of agencies to which your personal information will be disclosed. Form 993i is also available from the department's website

www.immi.gov.au/allforms/

Immigration assistance

A person gives immigration assistance to you if he or she uses, or claims to use, his or her knowledge or experience in migration procedure to assist you with your visa application, request for ministerial intervention, cancellation review application, sponsorship or nomination.

In Australia a person may only lawfully give immigration assistance if he or she is a registered migration agent or is exempt from being registered. Only registered migration agents may receive a fee or reward for providing immigration assistance.

If an unregistered person in Australia, who is not exempt from registration, gives you immigration assistance they are committing a criminal offence and may be prosecuted.

Migration agents in Australia

Migration agents in Australia must be registered with the Office of the Migration Agents Registration Authority (Office of the MARA) unless they are exempt from registration.

Migration agents outside Australia

Migration agents who operate outside Australia do not have to be registered. The department may give some overseas agents an ID number. This number does not mean that they are registered.

Note: Some Australian registered migration agents operate overseas.

Migration agent information

A migration agent is someone who can:

- advise you on the visa that may best suit you;
- tell you the documents you need to submit with your application;
- help you fill in the application and submit it; and
- communicate with the department on your behalf.

If you appoint a migration agent, the department will assume that your migration agent will be your authorised recipient, unless you indicate otherwise.

Your migration agent will be the person with whom the department will discuss your application and from whom it will seek further information when required.

You are not required to use a migration agent. However, if you use a migration agent, the department encourages you to use a registered migration agent. Registered agents are bound by the Migration Agents Code of Conduct, which requires them to act professionally in their clients' lawful best interests.

Information on migration agents, including a list of registered migration agents, is available on the Office of the MARA website www.mara.gov.au

You can also access information about migration agents on the department's website www.immi.gov.au

Exempt persons

The following people do not have to be a registered migration agent in order to provide immigration assistance, but they must not charge a fee for their service:

- a close family member (spouse, de facto partner, child, parent, brother or sister);
- a member of parliament or their staff;
- an official whose duties include providing immigration assistance (eg. a Legal Aid provider);
- a member of a diplomatic mission, consular post or international organisation.

Appointing a migration agent/exempt person

To appoint a migration agent/exempt person you should complete Part D *Options for receiving written communications*.

Your migration agent/exempt person should complete form 956 *Advice by a migration agent/exempt person of providing immigration assistance*.

Form 956 is available from the department's website www.immi.gov.au/allforms/

Options for receiving written communications

If you do not appoint a migration agent/exempt person you may still authorise another person, in writing, to receive written communications on your behalf. This person is called the authorised recipient.

Authorised recipient information

All written communication about your application will be sent to your authorised recipient, unless you indicate that you wish to have health and/or character information sent directly to you.

The department will communicate with the most recently appointed authorised recipient as you may only appoint one authorised recipient at any time for a particular application.

You will be taken to have received any documents sent to that person as if they had been sent to you.

To appoint an authorised recipient you should complete:

- Part D *Options for receiving written communications*; and
- form 956A *Appointment or withdrawal of an authorised recipient*.

Note: Migration agents/exempt persons do not need to complete form 956A.

Form 956A is available from the department's website www.immi.gov.au/allforms/

Consent to communicate electronically

The department may use a range of means to communicate with you. However, electronic means such as fax or e-mail will only be used if you indicate your agreement to receiving communication in this way.

To process your application the department may need to communicate with you about sensitive information, for example, health, police checks, financial viability and personal relationships. Electronic communications, unless adequately encrypted, are not secure and may be viewed by others or interfered with.

If you agree to the department communicating with you by electronic means, the details you provide will only be used by the department for the purpose for which you have provided them, unless there is a legal obligation or necessity to use them for another purpose, or you have consented to use for another purpose. They will not be added to any mailing list.

The Australian Government accepts no responsibility for the security or integrity of any information sent to the department over the internet or by other electronic means.

If you authorise another person to receive documents on your behalf and they wish to be contacted electronically, their signature is required on form 956 or 956A to indicate their consent to this form of communication.

Note: Electronic communication is the fastest means of communication available and the department prefers to communicate electronically because this results in faster processing.

Home page

www.immi.gov.au

General enquiry line

Telephone **131 881** during business hours in Australia to speak to an operator (recorded information available outside these hours). If you are outside Australia, please contact your nearest Australian mission.

SUBCLASS	PURPOSE	SPONSOR CLASS AND NOMINATION REQUIREMENTS
411 Exchange	<p>Temporary stay of skilled people wanting to come to Australia to broaden their work experience and skills under reciprocal arrangements which allow Australian residents similar opportunities overseas.</p> <p>Where the person is seeking to enter Australia under the terms of a bilateral agreement, the Government Agreement (subclass 406) visa may be more appropriate.</p>	<p>Sponsor class – Exchange Sponsor</p> <p>Eligibility – must be an Australian organisation, government agency or foreign government agency operating in Australia that has an exchange arrangement with an overseas organisation.</p> <p>Nomination – The sponsor is required to complete form 1378 <i>Nomination for a temporary position</i>.</p>
415 Foreign Government Agency	<p>Temporary stay of employees and other representatives of foreign governments and foreign government agencies who do not have diplomatic or official status in Australia.</p> <p>Where the person is seeking to enter Australia under the terms of a bilateral agreement, the Government Agreement (subclass 406) visa may be more appropriate.</p>	<p>Sponsor class – Foreign Government Agency Sponsor</p> <p>Eligibility – must be a foreign government agency operating in Australia.</p> <p>Nomination – Not required</p>
416 Special Program	<p>Temporary stay of people under approved programs to participate in youth exchange, Pacific Seasonal Worker Pilot Scheme or community-based non-commercial programs.</p>	<p>Sponsor class – Special Program Sponsor</p> <p>Eligibility – must be a youth exchange organisation, community based not for profit organisation or government agency operating in Australia that has an approved Special Program agreement.</p> <p>Note: Schools seeking to invite participants under the School to School Interchange or School Language Assistants Programs do not require an approved Special Program agreement but do require sponsorship.</p> <p>Note: Visa applicants participating in the Pacific Seasonal Worker Pilot Scheme do not require sponsorship.</p> <p>Nomination – Not required</p>
419 Visiting Academic	<p>Temporary stay of people whose presence in Australia will contribute to the sharing of research knowledge.</p> <p>You must not receive a salary from the host institution in Australia.</p> <p>Where the person is seeking to enter Australia under the terms of a bilateral agreement, the Government Agreement (subclass 406) visa may be more appropriate.</p>	<p>Sponsor class – Visiting Academic Sponsor</p> <p>Eligibility – must be an Australian tertiary or research institution operating in Australia.</p> <p>Nomination – The sponsor is required to complete form 1378 <i>Nomination for a temporary position</i>.</p>
420 Entertainment	<p>Temporary stay of entertainment personnel involved in one or more specific performances or productions in Australia. This visa covers a wide range of circumstances including:</p> <ul style="list-style-type: none"> • entertainers involved in live performances or in the production of films, television or radio productions, concerts or recording of performances; • their support staff; and • directors, producers, choreographers and other technical staff for such productions. <p>Where the person is seeking to enter Australia under the terms of a bilateral agreement, the Government Agreement (subclass 406) visa may be more appropriate.</p>	<p>Sponsor class – Entertainment Sponsor</p> <p>Eligibility – must be an Australian organisation, government agency or foreign government agency operating in Australia or an eligible Australian citizen, Australian permanent resident or eligible New Zealand citizen.</p> <p>Nomination – The sponsor is required to complete form 1379 <i>Nomination for an entertainment visa or media and film staff visa</i>. The nomination and visa application must be lodged together.</p>

SUBCLASS	PURPOSE	SPONSOR CLASS AND NOMINATION REQUIREMENTS
421 Sport	<p>Temporary stay of amateur or professional sports people to engage in competition with Australian residents to improve general sporting standards in Australia through high calibre competition and training.</p> <p>Where the person is seeking to enter Australia under the terms of a bilateral agreement, the Government Agreement (subclass 406) visa may be more appropriate.</p>	<p>Sponsor class – Sport Sponsor</p> <p>Eligibility – must be a sporting organisation, government agency or foreign government agency operating in Australia.</p> <p>Nomination – The sponsor is required to complete form 1378 <i>Nomination for a temporary position</i>.</p>
423 Media and Film Staff	<p>For people seeking temporary stay as:</p> <ul style="list-style-type: none"> • professional media staff members of overseas news organisations (print, radio, TV or film media) assigned to Australia as accredited representatives of that organisation (eg. as their foreign correspondent); or • television or film crew, including actors, production and support staff and still photographers, involved in the production of documentary programs (or commercials) exclusively for use outside Australia. <p>Where the person is seeking to enter Australia under the terms of a bilateral agreement, the Government Agreement (subclass 406) visa may be more appropriate.</p>	<p>Sponsor class – Entertainment Sponsor</p> <p>Eligibility – must be an Australian organisation, government agency or foreign government agency operating in Australia, or be an eligible Australian citizen, Australian permanent resident or eligible New Zealand citizen.</p> <p>Nomination – The sponsor is required to complete form 1379 <i>Nomination for an entertainment visa or media and film staff visa</i>.</p>
427 Domestic Worker (Executive)	<p>Temporary stay for domestic staff of certain holders of subclass 457 long-stay temporary business visas.</p> <p>A visa may only be granted where it can be shown that the entry of domestic staff is necessary for the proper discharge of the executive's representational duties.</p>	<p>Sponsor class – Domestic Worker Sponsor</p> <p>Eligibility – must be an eligible 457 visa holder who is in charge of an Australian office of an overseas organisation. An approved sponsor is able to sponsor a maximum of 3 domestic workers at any one time.</p> <p>Nomination – The sponsor is required to complete form 1378 <i>Nomination for a temporary position</i>.</p>
428 Religious Worker	<p>Temporary stay of religious workers, including ministers, priests and spiritual leaders to serve the spiritual needs of people of their faith in Australia.</p>	<p>Sponsor class – Religious Worker Sponsor</p> <p>Eligibility – must be a religious institution operating in Australia.</p> <p>Nomination – The sponsor is required to complete form 1378 <i>Nomination for a temporary position</i>.</p>
442 Occupational Trainee	<p>For people seeking temporary stay to undertake occupational training that is either:</p> <ul style="list-style-type: none"> • occupational training required for registration; or • structured training to enhance skills in occupations specified in an Instrument under subregulation 2.72I(5)(b); or • workplace-based training for capacity building overseas. 	<p>Sponsor class – Occupational Trainee Sponsor</p> <p>Eligibility – must be an Australian organisation, government agency or foreign government agency operating in Australia.</p> <p>Nomination – The sponsor is required to complete form 1378 <i>Nomination for a temporary position</i>, unless a Commonwealth department.</p>

Please keep these information pages for your reference

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Please use a pen, and write neatly in English using BLOCK LETTERS.

Tick where applicable

Part A – General information

1 Have you previously been, or are you currently approved as a class of sponsor?

No

Yes ▶ Sponsor name

Business name

Australian Business Number (ABN) (if applicable)

Approval date

DAY	MONTH	YEAR
/	/	/

Sponsor class

Sponsorship Application ID number (if known)

The Sponsorship Application ID number can be found on the approval letter from the department

2 Are you seeking to vary your sponsorship (ie. extend the validity of your sponsorship)?

No

Yes

3 Have you previously been refused an application for a sponsorship?

No

Yes ▶ Give details

4 Have you or your organisation, or any principal of the organisation, in the last 3 years:

- been found guilty by a court of an offence under a Commonwealth, state or territory law (a law*);
- been found by a competent authority to have acted in contravention of a law;
- been the subject of administrative action (including being warned) by a competent authority for possible contravention of a law;
- been under investigation, subject to disciplinary action or legal proceedings in relation to an alleged contravention of a law;
- become insolvent?

* A law mentioned above refers to a law relating to the following only: discrimination, immigration, industrial relations, occupational health and safety, people smuggling and related offences, slavery, sexual servitude and deceptive recruitment, taxation, terrorism and trafficking in persons, and debt bondage.

No

Yes ▶ Give details

5 Are you or your organisation, or any principal of the organisation, currently awaiting the outcome of any proceedings mentioned at Question 4?

No

Yes ▶ Give details

6 Is there any other adverse information relating to your suitability to sponsor overseas people?

No

Yes ▶ Give details

7 Have you previously nominated or sponsored a visa applicant for a temporary visa whose application was refused?

No

Yes Give details

Part B – Sponsorship details

You must satisfy the eligibility requirements of the specific visa subclass you are applying to sponsor. See *Who can be an approved sponsor?* on page 2.

8 Are you applying as a:
(Tick one box only)

- Exchange Sponsor
- Foreign Government Agency Sponsor
- Special Program Sponsor
- Visiting Academic Sponsor
- Entertainment Sponsor
- Sport Sponsor
- Domestic Worker Sponsor
- Religious Worker Sponsor
- Occupational Trainee Sponsor

9 Your name (name of the organisation or individual that is applying to be the sponsor)

10 Your address (street address of the sponsor where the organisation/person is located)

Note: Cannot be care of an authorised recipient, migration agent or exempt agent

POSTCODE

11 Your postal address (postal address of sponsor)
(If same as street address, write 'AS ABOVE')

POSTCODE

12 Contact person within your organisation for enquiries about this sponsorship application

Name

Position in organisation

Office hours telephone

13 Do you agree to the department communicating with you by fax, e-mail or other electronic means?

No

Yes Give details

Fax number

E-mail address

14 Do you have a Labour Agreement or a Special Program agreement?

No

Yes Give details and, for a Special Program agreement, attach a copy to this application

15 Are you applying for the Domestic Worker Sponsor class?

No

Yes Subclass 457 Client ID

Your job title

Role within organisation

16 Are you applying for the Religious Worker Sponsor class?

No

Yes What is the institution's purpose/role within the community?

Do you have a notification of endorsement for charity tax concessions from the Australian Taxation Office?

No

Yes Attach endorsement

17 What is your organisation structure?
(Tick one box only)

- Sole proprietor/sole trader
- Partnership
- Company
- Government agency or statutory authority
- Foreign government agency
- Religious institution
- Individual not operating as a business/organisation
- Unincorporated body
- Other type of entity Give details

18 What is the legal registered name of your business, organisation, company or trustee?
Note: All references to 'the organisation' in this form are made in relation to the person or entity indicated in this question.

19 What is the organisation name or trading name under which you operate? (If the same as legal name at Question 18, write 'AS ABOVE')

20 Australian Business Number (ABN)

--

21 Australian Company Number (ACN) (if applicable)

--

22 Australian Registered Body Number (ARBN) (if applicable)

--

23 Australian Stock Exchange Code (ASX Code) (if applicable)

--

24 How long has your organisation been operating?

YEARS	MONTHS
-------	--------

25 Which industry sector are you operating in? (Tick one box only)

Where you operate in more than one industry sector select the sector which most closely matches the primary activity.

- Agriculture, Forestry and Fishing A
- Mining B
- Manufacturing C
- Electricity, Gas, Water and Waste Services D
- Construction E
- Wholesale Trade F
- Retail Trade G
- Accommodation and Food Services H
- Transport Postal and Warehousing I
- Information Media and Telecommunications J
- Financial and Insurance Services K
- Rental, Hiring and Real Estate Services L
- Professional, Scientific and Technical M
- Administrative and Support Services N
- Public Administration and Safety O
- Education and Training P
- Health Care and Social Assistance Q
- Arts and Recreation Services R
- Other Services S

Note: The industry sectors listed above are taken from the **Australia and New Zealand Standard Industrial Classification (ANZSIC)**. ANZSIC is the standard classification used in Australia and New Zealand for the collection, compilation and publication of statistics by industry.

26 How many people are employed by your organisation in Australia?

--

27 How many employees are not Australian citizens or permanent residents?

--

28 What is the annual turnover for your organisation for the most recent full financial year? Refer to Part F to check if supporting evidence is required.

AUD

Part F – Document checklist

- 35** You **may** need to provide supporting documents to demonstrate that you satisfy sponsorship requirements.

Financial status

<p>You may need to provide evidence of your financial status.</p> <p>You do not need to provide evidence of financial status of the organisation if it:</p> <ul style="list-style-type: none"> operates in the government administration industry sector (ie. the organisation is an Australian Commonwealth, state, territory or local government organisation, a government business enterprise or a statutory authority/agency); or is listed on the Australian Stock Exchange (ASX) and you have provided an ASX Code at Question 23 is a foreign government agency operating in Australia; or has more than 20 full-time employees, has satisfactorily sponsored temporary resident visa holders previously, and is listed with the Australian Securities and Investments Commission (ASIC), and you have provided an ABN and/or ACN/ARBN at Questions 20, 21 and 22 	<input type="checkbox"/>
<p>In any other instance you should provide:</p> <ul style="list-style-type: none"> a letter of support from a chartered accountant, CPA, PNA, FPNA or reputable financial institution that clearly summarises the organisation's ability to meet its financial responsibilities 	<input type="checkbox"/>
<p>If you do not choose to provide a letter of support, you may need to provide other details of the organisation's financial status such as:</p> <ul style="list-style-type: none"> bank statements 	<input type="checkbox"/>
<ul style="list-style-type: none"> balance sheets/profit and loss statements for the business relating to the most recently concluding financial year 	<input type="checkbox"/>
<ul style="list-style-type: none"> relevant extracts from the business plan including cash flow projections 	<input type="checkbox"/>
<ul style="list-style-type: none"> contracts 	<input type="checkbox"/>
<ul style="list-style-type: none"> lease agreements 	<input type="checkbox"/>
<ul style="list-style-type: none"> statements concerning the source of any funds 	<input type="checkbox"/>

New or Start-up business (a business that has operated for less than 12 months)

<p>A combination of the following documentation may be submitted, depending on the specific circumstances:</p> <ul style="list-style-type: none"> detailed Business Plan 	<input type="checkbox"/>
<ul style="list-style-type: none"> Contract of Sale relating to the purchase of the business 	<input type="checkbox"/>
<ul style="list-style-type: none"> lease agreement relating to business premises 	<input type="checkbox"/>
<ul style="list-style-type: none"> evidence of lease or purchase of machinery, equipment, furniture, etc 	<input type="checkbox"/>
<ul style="list-style-type: none"> contracts to provide services 	<input type="checkbox"/>
<ul style="list-style-type: none"> evidence of employment of staff 	<input type="checkbox"/>
<ul style="list-style-type: none"> Business Activity Statements (BAS) for each complete quarter from commencement of operations to date of lodgement 	<input type="checkbox"/>
<ul style="list-style-type: none"> business bank statements covering the period of operation 	<input type="checkbox"/>

Individual

<p>If applying as an individual you may need to provide evidence that you are an Australian citizen, an Australian permanent resident or an eligible New Zealand citizen usually resident in Australia, such as:</p> <ul style="list-style-type: none"> birth certificate; passport; citizenship certificate 	<input type="checkbox"/>
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Class specific information

Additional evidence may be required to assess your eligibility to sponsor primary persons intending to apply for certain visas.

Special Program (subclass 416) visa

Copy of the organisation's Special Program agreement with the Department of Immigration and Citizenship	<input type="checkbox"/>
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Domestic Worker (Executive) (subclass 427) visa

Copy of the organisation's structure chart	<input type="checkbox"/>
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Religious Worker (subclass 428) visa

Copy of the notification of endorsement for charity tax concessions from the Australian Taxation Office	<input type="checkbox"/>
Statement providing: <ul style="list-style-type: none">the number of members of the congregation; anddetails of the activities undertaken by the institution such as the types of religious services, study and/or prayer, counselling and pastoral services and/or involvement in social services	<input type="checkbox"/>
Copy of a memoranda and articles of association, constitutions, rules or charters	<input type="checkbox"/>

Part G – Sponsorship applicant's declaration

WARNING: Giving false or misleading information is a serious offence.

36 Have you read and understood your obligations as a sponsor?

See *Sponsorship obligations* on pages 2–4

No

Yes

37 I understand the sponsorship obligations and other sponsorship requirements and understand that I/the organisation is bound by the sponsorship obligations and other sponsorship requirements with respect to all primary and secondary person that I/the organisation consents to sponsor in writing.

No

Yes

38 I declare that the details provided on this form are correct.

Signature of authorised officer

Date

DAY	MONTH	YEAR
/	/	

Full name (block letters)

Position in the business

Office hours telephone

(AREA CODE)

We strongly advise that you keep a copy of your application and all attachments for your records.