



Australian Government

Department of Immigration and Citizenship

Business (Short Stay) Visa (Subclass 456)

Application Document Checklist

This document lists the information and supporting documents required to lodge a complete application. It also lists additional documents that you may need to provide depending on your individual circumstances.

More information about this visa is available.

See: [About this Visa](#)

Important: Do not provide original documents unless requested. You should provide certified copies of original documentation. Documents not in English must be accompanied by accredited English translations.

Complete applications

You should ensure that you lodge a completed visa application. While the department may ask you to provide more information in order to determine whether you meet the criteria for grant of the visa, a decision on the visa application may be made solely on the information provided at the time of application.

Note: The Visa Application Charge will not be refunded if a decision is made to refuse to grant the visa because the applicant did not satisfy the criteria for grant of the visa.

After completing this checklist, please attach it to the front of your application.

Table with 2 columns: Document/Requirement and Status (checkmark). Rows include: Forms, fees and charges (checked); Form 456 Application for a Business (Short Stay) visa (for a stay of up to 3 months); A completed form 456; Visa application charge; See: Business visits visa charges; Details of how you want your passport returned (if by post, include a passport sized envelope with your address and sufficient postage); Personal documents (checked); Your passport and passports for accompanying family members included in the application.

Personal documents	✓
Certified copies of birth certificates, showing names of both parents, for all persons included in the application.	
Two recent passport sized photographs for each person included in your passport and travelling with you.	
Health and Character documents	✓
All applicants must meet character requirements. You may be asked to provide penal clearance certificates for each country you have resided in for 12 months or more over the last 10 years. See: Character and penal clearance requirements	
You may be asked to undergo medical and x-ray examinations. See: Health requirements	
Evidence of medical/travel insurance.	
Financial documents	✓
Evidence of sufficient funds (bank statements, letter from financial institution concerning your financial position).	
OTHER DOCUMENTS	✓
Evidence of your proposed business in Australia (letter of invitation, conference registration details, employment contract).	
Evidence that your business background is relevant to your proposed business in Australia. Examples: <ul style="list-style-type: none"> • evidence of educational qualifications • evidence of current employment position and your role during the visit • details of previous contacts with Australian business people or organisations • documentation indicating the company is an actively operating business (business registration certificate, annual report) 	
Evidence that there is a need for you to be in Australia for business. Examples: <ul style="list-style-type: none"> • letter from your employer detailing the reasons for your visit • letter of invitation from the host organisation in Australia • itinerary with contact details for the business parties involved 	