



**Australian Government  
Department of Immigration and Citizenship**

**SPONSORED BUSINESS (SHORT STAY) VISA (SUBCLASS 459)  
APPLICATION DOCUMENT CHECKLIST**

This document lists the information and supporting documents required by the business visitor and the sponsor to lodge a complete application.

It also lists additional documents that may be required depending on individual circumstances.

You may also need to provide additional documentation on request from the department.

**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 are likely to be processed more quickly. Incomplete applications may be delayed or, in some cases, refused.

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

<b>DOCUMENTS REQUIRED TO SUBMIT A VALID APPLICATION</b>	
<b>FORMS AND FEES REQUIRED - APPLICANT</b>	<b>Check Box</b>
<a href="#">Form 1238</a> <i>Application for a Business (Short Stay) visa (for a stay of up to 3 months)</i>  A completed form 1238.	
Visa application charge <b>See:</b> <a href="#">Business visits visa charges</a>	
<b>PERSONAL DOCUMENTS</b>	<b>Check Box</b>
A certified copy of the personal particulars page of your passport and of passports for accompanying family members included in the application.	

<b>FORMS AND FEES REQUIRED - SPONSOR</b>	<b>Check Box</b>
<p><a href="#">Form 1235</a> <i>Application for sponsorship for Sponsored Business Visitors (short stay)</i></p> <p>A completed form 1235 from your sponsor.</p>	
<p>Visa application charge: the sponsor lodges the visa application charge on behalf of the business visitor.</p> <p><b>See:</b> <a href="#">Business visits visa charges</a></p>	
<b>PERSONAL DOCUMENTS</b>	<b>Check Box</b>
<p>Certified copies of evidence of citizenship or permanent residence, including any translations</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Australian citizenship certificate</li> <li>• Australian passport</li> <li>• permanent resident visa</li> <li>• Australian birth certificate</li> </ul>	
<b>ADDITIONAL DOCUMENTS MAY BE REQUIRED - APPLICANT</b>	
<b>PERSONAL DOCUMENTS</b>	<b>Check Box</b>
<p>Certified copies of birth certificates, showing names of both parents, for all persons included in the application.</p>	
<p>One recent passport sized photograph for each person included in your passport and travelling with you.</p>	
<b>HEALTH AND CHARACTER DOCUMENTS</b>	<b>Check Box</b>
<p>Evidence of your character: 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.</p> <p><b>See:</b> <a href="#">Character and penal clearance requirements</a></p>	
<p>You may be asked to undergo medical and x-ray examinations.</p> <p><b>See:</b> <a href="#">Health requirements</a></p>	
<p>Evidence of medical/travel insurance</p>	
<b>FINANCIAL DOCUMENTS</b>	<b>Check Box</b>
<p>Evidence of sufficient funds (bank statements, letter from financial institution concerning your financial position)</p>	

OTHER DOCUMENTS	Check Box
Evidence of your proposed business in Australia (letter of invitation, conference registration details, employment contract)	
<p>Evidence that your business background is relevant to your proposed business in Australia</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• evidence of educational qualifications</li> <li>• evidence of current employment position and your role during the visit</li> <li>• details of previous contacts with Australian business people or organisations</li> <li>• documentation indicating the company is an actively operating business (business registration certificate, annual report)</li> </ul>	
<p>Evidence that there is a need for you to be in Australia for business</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• letter from your employer detailing the reasons for your visit</li> <li>• letter of invitation from the host organisation in Australia</li> <li>• itinerary with contact details for the business parties involved</li> </ul>	