



Australian Government

Department of Immigration and Citizenship

## Subclass 457 - Business (Long Stay) Visa Visa Application Checklist (Standard Business Sponsorship)

This checklist is designed to assist you in submitting a complete Subclass 457 visa application which will help to minimise processing times. Please ensure the documents you submit cover your particular circumstances.

The onus is on the applicant to provide a complete application. The Department of Immigration and Citizenship is not required to request additional information and may make a decision based on information provided in your application.

The Subclass 457 - Business (Long Stay) visa is designed for people who wish to work temporarily in Australia. This visa allows applicants to work between three months and four years for a sponsoring employer. The Subclass 457 - Business (Long Stay) visa is restricted to people employed in skilled occupations. There are three stages: sponsorship, nomination and **visa application**.

### Visa application - The prospective employee applies for a Subclass 457 - Business (Long Stay) visa

The application may be lodged at the same time as the sponsorship and nomination applications, but **should not precede them**. To be eligible for a Subclass 457 - Business (Long Stay) visa, you will need to demonstrate that you:

- have been nominated by an approved sponsor
- have the skills to match the approved nomination
- meet health and character requirements
- meet English Language proficiency requirements.

Some of the documentation can take several weeks to obtain, for example, evidence of professional registration/licensing or professional membership (if required). Wherever possible, these requirements should be completed prior to lodging your visa application.

**Note:** There is no age limit for the applicant in this visa subclass.

Applications can be lodged:

- by submitting a completed paper application to a Subclass 457 visa processing centre.  
**See:** <http://www.immi.gov.au/contacts/offices.htm>  
or
- electronically using the eVisa Online Services available from the department's website, [www.immi.gov.au/e\\_visa](http://www.immi.gov.au/e_visa). If you are sending electronic attachments, please upload them as a document in PDF format through eVisa rather than sending them as email attachments.  
**See:** [http://www.immi.gov.au/e\\_visa/employer-sponsored.htm](http://www.immi.gov.au/e_visa/employer-sponsored.htm)

Documents in languages other than English must be accompanied by an English translation completed by a professional translator. In Australia this is a translator who is accredited by the National Accreditation Authority for Translators and Interpreters. Information on how to obtain translations is available from any office of the department.

**Note:** It is a serious offence under the *Migration Act 1958* to present false or forged documents or to make a false or misleading statement in connection with the entry or stay in Australia of a non-citizen. The penalty is imprisonment for 10 years or 1,000 penalty units (\$110 per unit), or both.

Requirements	Supporting documents	Attached
<b>Complete the application</b>	<ul style="list-style-type: none"> <li>Form 1066 or</li> <li>Form 1066 Internet.</li> </ul>	
	<ul style="list-style-type: none"> <li>Visa Application Charge <b>See:</b> <a href="http://www.immi.gov.au/allforms/990i/employer-sponsored-temporary.htm">http://www.immi.gov.au/allforms/990i/employer-sponsored-temporary.htm</a></li> </ul>	
	<ul style="list-style-type: none"> <li>No limiting conditions (8503 'no further stay', 8534/8535, specifying visa eligibility exclusions).</li> </ul>	
	<ul style="list-style-type: none"> <li>Home address provided</li> </ul>	
	<ul style="list-style-type: none"> <li>Not barred under section 48 of the <i>Migration Act 1958</i> (not holding a substantive visa and refused/cancelled since last entry).</li> </ul>	
<b>Other documents</b>	<ul style="list-style-type: none"> <li>Colour passport-sized photograph of the primary applicant and of each dependant included in the application.</li> </ul>	
	<ul style="list-style-type: none"> <li>Copy of birth certificate/s. For dependent children, the birth certificate must be full and must list names of parents for each dependent child.</li> </ul>	
	<ul style="list-style-type: none"> <li>Copies of the page/s in your current passport containing your photo and personal details (including issue/expiry information).</li> </ul>	
	<ul style="list-style-type: none"> <li>Evidence of any change of name.</li> </ul>	
<b>Nominated position</b>	<ul style="list-style-type: none"> <li>Nomination permission request identifier or</li> <li>Nomination approval number.</li> </ul>	
<b>Qualifications, skills, licensing and remuneration</b>	<ul style="list-style-type: none"> <li>Copies of educational/professional qualifications.</li> </ul>	
	<ul style="list-style-type: none"> <li>Copies of employment references, please see <b>Note A</b>.</li> </ul>	
	<ul style="list-style-type: none"> <li>Curriculum vitae, please see <b>Note B</b>.</li> </ul>	
	<ul style="list-style-type: none"> <li>Evidence of remuneration at least at the Minimum Salary Level, please see <b>Note C</b>.</li> <li>For information on pay scales and collective agreements visit the Workplace Authority website at: <a href="http://www.workplaceauthority.gov.au/">http://www.workplaceauthority.gov.au/</a></li> </ul>	
	<ul style="list-style-type: none"> <li>Evidence of professional registration/licensing or professional membership (if required), please see <b>Note D</b>.</li> </ul>	
	<ul style="list-style-type: none"> <li>Other documentation as required by the employer, for example, a Labour Agreement</li> </ul>	
	<ul style="list-style-type: none"> <li>Other documentation as required by the department. For example, in some cases, the department may require evidence that the primary applicant has the skills necessary to perform the activity in respect of which s/he has been nominated. This may involve a formal skills assessment. <b>Note E</b></li> </ul>	
<b>English language ability</b>	<ul style="list-style-type: none"> <li>Evidence of English language proficiency, please see <b>Note F</b>.</li> </ul>	
<b>Service seller</b>	<ul style="list-style-type: none"> <li>Evidence that the service seller is a representative of an overseas service supplier.</li> </ul>	
	<ul style="list-style-type: none"> <li>A supporting letter from the overseas employer confirming that the service seller is acting on their behalf.</li> </ul>	
	<ul style="list-style-type: none"> <li>Evidence that the employer is actively engaged in business.</li> </ul>	
	<ul style="list-style-type: none"> <li>A business registration.</li> </ul>	
	<ul style="list-style-type: none"> <li>Statements of annual financial reports audited by a recognized accountant and or tax returns.</li> <li>A statement describing the business activities of the employers and their plans to expand their trade in Australia.</li> </ul>	

Requirements	Supporting documents	Attached
	<ul style="list-style-type: none"> <li>A statement or proposal with details of how the service seller proposes to represent the employers in Australia.</li> </ul>	
	<ul style="list-style-type: none"> <li>Details of how the service seller intends to support themselves and any family members for the duration of their stay in Australia.</li> </ul>	
<b>Labour Agreement</b>	<ul style="list-style-type: none"> <li>Labour Agreement name and sponsorship approval number.</li> </ul>	
<b>Health and character</b>	<ul style="list-style-type: none"> <li>Health checks as appropriate for primary applicants and all dependants included in the application, please see <b>Note G.</b></li> </ul>	
	<ul style="list-style-type: none"> <li>Character clearances, please see <b>Note H.</b></li> </ul>	
	<ul style="list-style-type: none"> <li>Form 1221, Additional Personal Particulars Information, for each dependant 18 years or over, included in the application.</li> </ul>	
	<ul style="list-style-type: none"> <li>Military discharge certificate for applicants who served in the military in the previous 10 years.</li> </ul>	
<b>Marriage, dependants, guardians and adopted children</b>	<ul style="list-style-type: none"> <li>Copy of marriage certificate or other evidence of de facto relationship, please see <b>Note I.</b></li> </ul>	
	<ul style="list-style-type: none"> <li>Where a dependent child is adopted, adoption papers/court documentation as appropriate.</li> </ul>	
	<ul style="list-style-type: none"> <li>Where custodial arrangements exist in regard to a dependent child, relevant documentation.</li> </ul>	
	<ul style="list-style-type: none"> <li>Form 47A, Details of Child or Other Dependent Family Member Aged 18 Years or Over, for each dependant over 18, other than your partner, included in the application, please see <b>Note J.</b></li> </ul>	
	<ul style="list-style-type: none"> <li>Form 1229, <i>Consent to Grant an Australian Visa to a Child Under the age of 18 years</i>, where the other parent/legal guardian is not included in application, please see <b>Note K.</b></li> </ul>	
	<ul style="list-style-type: none"> <li>For any child over 18 years of age, evidence of financial dependence on the main applicant.</li> </ul>	
	<ul style="list-style-type: none"> <li>For any parent of the main applicant or their partner, evidence of financial dependence.</li> </ul>	
	<ul style="list-style-type: none"> <li>Written statement from the employer that they will meet sponsorship undertakings for dependants.</li> </ul>	
<b>Standard Business Sponsorship only</b>	<ul style="list-style-type: none"> <li>Details of accompanying family members provided on the nomination application form.</li> </ul>	
	<ul style="list-style-type: none"> <li>Sponsorship Approval Number (if known).</li> </ul>	
<b>Additional requirements</b>		
<b>Fully-funded student</b>	<ul style="list-style-type: none"> <li>If the applicant is a fully-funded student, evidence (such as a letter from funding agency) that it would not be detrimental to Australia's policies in relation to overseas students to grant the visa.</li> </ul>	
<b>Australian values statement</b>	<ul style="list-style-type: none"> <li>Applicant has agreed to abide by Australian values and laws.</li> </ul>	

## NOTES

### Note A - Employment references

Employment references must be on the letterhead of the employer and include the name, title and contact details of the referee. Employment details in the reference should include details of the applicant's position and dates of service. References should cover a period sufficient to demonstrate relevant skill level. (Refer to the ASCO dictionary available on the Australian Bureau of Statistics website: [www.abs.gov.au](http://www.abs.gov.au)).

### Note B - Curriculum Vitae

Curriculum Vitae (resume) must include full employment and educational history of the applicant, including dates and positions held for at least the last five years.

### Note C – Remuneration

Information direct from employer.

**Example:** employment contract (or offer of employment) must include the job title, base salary, total remuneration, period of employment and terms and conditions of employment.

### Note D - Registration/licensing

Evidence from the relevant Australian registration or licensing authority that the applicant holds or will be able to meet necessary registration or licensing requirements, where relevant. The information relating to registration or licensing required must specify:

- the type of registration or licensing held
- the name and contact details for the registering or licensing authority.

### Note E – Skills Assessment

Australia requires all visa applicants to satisfy the conditions of their visa, thus Subclass 457 visa applicants must satisfy certain skills requirements. Where necessary for safety or to prevent fraud, Australia will undertake more extensive skills assessments to confirm skills claimed by applicants. Australia is improving its skills assessment processes to provide for formal skills testing of some trade occupations. The pilot of this arrangement will commence on 1 July 2009 and be extended as capacities are increased.

**See:** for more information on this skills assessment process will be made available on the Trades Recognition Australia website: [www.deewr.gov.au/tra](http://www.deewr.gov.au/tra)

### Note F - English language proficiency

There are specific requirements in relation to English language skills.

**See:** <http://www.immi.gov.au/skilled/skilled-workers/changes-eng-req.htm>

### Note G – Health

Most applicants must meet health requirements for the grant of a visa.

**See:** <http://www.immi.gov.au/allforms/health-requirements/index.htm>

### Note H – Character

For the Australian Government to determine whether the applicant is of good character, they **may** be asked to provide police certificates for each country that they have lived in for 12 months or more over the last ten (10) years since turning 16.

**See:** <http://www.immi.gov.au/allforms/character-requirements/index.htm>

### Note I – De facto relationship

In the case of a de facto relationship, independent evidence of a mutually exclusive relationship for at least six months leading up to the application must be provided. For example, evidence of co-habitation, joint bank account statements, joint ownership of property, billing accounts in joint names etc.

### Note J - Form 47A

Form 47A must be completed for each dependant aged 18 years or over, other than the partner, included in the application. Relevant documentation supporting claims, must be submitted. Relatives other than dependent children may be included in the application if they meet the requirement.

**See:** <http://www.immi.gov.au/skilled/skilled-workers/sbs/eligibility-family.htm>

**Note K - Form 1229**

A parent or legal guardian not included in the application must complete and sign Form 1229 to provide consent to visa grant to the minor. Where custodial arrangements apply, relevant custody documents must be provided. Acceptable photo ID (such as personal details page of passport) of signatory must be provided.