



Australian Government
Department of Immigration and Citizenship

Employer Nomination Scheme / Regional Sponsored Migration Scheme

(Subclasses 121/856 & 119/857)

Application Document Checklist

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

More information about this visa is available.

See: [Employer Sponsored Workers](#)

Original documents are not to be submitted with the application unless specifically requested. Only 'certified copies' of original documents are to be provided.

See: [Information to Help Prepare Your Application](#)

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.

Important: Please do not undertake a health check unless requested to do so.

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

Forms, fees and charges	✓
Complete form 47ES See: Form 47ES <i>Application for employer sponsored migration to Australia</i> All relevant sections of the application form must be completed. All applicants aged 18 years and over must have signed the Australian Values Statement.	
Complete form 47A for any dependent aged 18 years or over See: Form 47A <i>Details of child or other dependent family members aged 18 years or over</i>	
As applicable; a complete Form 956 or Form 956A See: Form 956 <i>Advice by a migration agent/exempt person of providing immigration assistance</i> Form 956A <i>Appointment or withdrawal of an authorised recipient</i>	
Full payment of the visa application charge. See: Employer Sponsored Permanent Visa Charges	

Identity documents	✓
A certified copy of the passport identification pages of anyone included in the application.	
A certified copy of your birth certificate showing both parents' names. If a birth certificate is not available, a certified copy of the identification pages of at least one of the following documents must be provided: <ul style="list-style-type: none"> • family book showing both parents' names • identification document issued by a government authority • documents issued by a court that verifies the identity of the employee. 	
Other documents	✓
Two recent passport-size (45mm x 35mm) photographs of anyone included in the application. The photos should be of the head and shoulders only, and show the person facing the camera and against a plain background. Print the name of the person on the back of each photograph.	
If anyone included in the application is or has been married, certified copies of the marriage certificate(s).	
If anyone included in the application has been permanently separated, divorced or widowed, a certified copy of the divorce decree absolute or the death certificate of the deceased partner (as appropriate).	
If anyone included in the application has changed his or her name (for example, by marriage or deed poll), a certified copy of evidence of the name change.	
Certified copies of birth certificates or the family book, showing names of both parents, for all the children included in the application.	
If any child included in the application is adopted, certified copies of the adoption papers.	
Certified copies of documents to verify custody and access arrangements for children under 18 years unless both parents of the child are included in the application.	
Documentary evidence to substantiate 'dependency' for children aged 18 years and over and for any other 'eligible relative' included in the application.	
If any of the visa applicants have served in the armed forces of any country, certified copies of military service record or discharge papers.	
Health requirements	✓
Further information about the Health requirements is available. See: The Health Requirement	
Character requirements	✓
A police good conduct or character certificate for each person aged 16 years or over included in the application, from each country, including Australia, where they have resided for more than 12 months over the past 10 years. Non-migration children over 16 years of age are also required to provide police clearances. See: Character and Penal Clearance Requirements	

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If any of the visa applicants have served in the armed forces of any country, certified copies of military service record or discharge papers.	
Qualifications, experience and skills	✓
Certified copies of all qualifications and work references.	
If applicable, evidence that the qualifications are recognised in Australia. If this is required, it must be provided with the application at the time it is lodged.	
Curriculum vitae.	
Evidence from a relevant Australian registration or licensing authority that the employee holds the necessary registration or licensing requirements (if applicable).	
Submission by the applicant if seeking consideration of 'exceptional circumstances' for skills requirement. Employers may also provide additional information to support the applicant's claims.	
Age	✓
Evidence that the main applicant is under 45 years of age. or Submission by the applicant if seeking consideration of 'exceptional circumstances' because they do not meet the age requirement. Employers may also provide additional information to support the applicant's claims.	
Employer Nomination Scheme (ENS) documents (Only required if you are applying for a visa under the Employer Nomination Scheme)	✓
Provide one of the following: <ul style="list-style-type: none"> Form 785 (completed by the employer) See: Form 785 <i>Employer nomination under the Employer Nomination Scheme</i> or a copy of the approval letter (if the nomination has been decided). 	
Evidence of Vocational English for the primary applicant or a submission by the employer if exceptional circumstances apply.	
Evidence of functional English for the primary applicant (in the case of exceptional circumstances) and for all dependent applicants who are 18 years of age or over. A second visa application charge applies to all applicants who do not have a functional level of English. See: Employer Sponsored Permanent Visa Charges	
A formal letter of appointment or employment contract signed by the employer and yourself, covering the position for which you have been nominated for a fixed term of at least three years.	

<p>You must provide one of the following, depending on your circumstances:</p> <ul style="list-style-type: none"> • For ENS subclass 856 and 121 visas, a satisfactory skills assessment from a relevant assessing authority, as specified in Skilled Occupation Lists. See: Skilled Occupation Lists <p>Unless special circumstances apply, evidence of at least three years full-time relevant work experience in the occupation before applying for this visa. Evidence of a skills assessment and work experience must be provided with your application at the time of lodgement. Where the visa applicant does not have three years work experience, a submission for exceptional circumstances must be made by the employer.</p> <ul style="list-style-type: none"> • For ENS subclass 856 and 121 visas, a signed employment contract between the employer and yourself to fill a highly skilled position with a salary of more than AUD250 000 per annum (excluding superannuation and allowances). • For ENS subclass 856 visa only, evidence of having worked full-time in Australia in the nominated occupation on one of the following temporary residence visas for the two years prior to making this visa application (including having worked for at least the last 12 months with the nominating employer): <ul style="list-style-type: none"> ○ Educational visa (subclass 418) ○ Sport visa (subclass 421) ○ Medical Practitioner (Temporary) visa (subclass 422) ○ Religious Worker visa (subclass 428) ○ Special Category visa (subclass 444) ○ Temporary Business (Long Stay) visa (subclass 457) ○ New Zealand Citizen Family Relationship (Temporary) visa (subclass 461). 	
<p>Regional Sponsored Migration Scheme (RSMS) documents (Only required if you are applying for a visa under the Regional Sponsored Migration Scheme)</p>	✓
<p>Evidence of functional English for the primary applicant and for all dependent applicants who are 18 year of age or over. A second visa application charge applies to all applicants who do not have a functional level of English. See: Employer Sponsored Permanent Visa Charges</p>	
<p>Provide one of the following:</p> <ul style="list-style-type: none"> • Form 1054 (completed by the employer) See: Form 1054 <i>Employer nomination under the Regional Sponsored Migration Scheme</i> or • a copy of the approval letter (if the nomination has been decided). 	
<p>Evidence of relevant qualifications for the nominated position, which are equivalent to at least an Australian Diploma unless 'exceptional circumstances' apply.</p>	
<p>A formal letter of appointment or employment contract signed by the employer and yourself, covering the position for which you have been nominated for a fixed term of at least two years.</p>	
<p>Labour Agreement documents (Only required if you are applying for a visa under a Labour Agreement)</p>	✓
<p>Evidence of vocational English (if applicable).</p>	

Provide one of the following:

- Form 1192 (signed by an executive of the company)
See: [Form 1192](#) *Employer nomination for a permanent appointment*
or
- a copy of the approval letter (if the nomination has been decided).