



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. 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](#)

It is the responsibility of the applicant to provide a complete application. The department is not required to request additional information and may make a decision based only on the information you provide with the application.

Please attach this checklist to the front of the application.

Forms, fees and charges	✓
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.	
Form 47A <i>Details of child or other dependent family members aged 18 years or over</i>	
Form 956 <i>Appointment of a migration agent or exempt agent or other authorised recipient</i> To be completed and signed only if you are using a migration agent.	
Visa application charge. Full payment of the visa application charge. See: Employer Sponsored Permanent Visa Charges	
Identity documents	✓
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">• passport• family book showing both parents' names• identification document issued by a government authority• document issued by a court that verifies the identity of the employee.	

Other documents	✓
Two recent passport-size (45mm x 35mm) photographs of yourself and of each secondary applicant 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.	
Health requirements	✓
<p>Completed health examination reports for all persons included in the application. Applicants applying in Australia can provide completed health examination reports at the time of lodgement. Applicants applying from outside Australia who are able to obtain health examination reports from an approved panel Doctor prior to lodgement, may forward them by mail to:</p> <p>Health Operations Centre GPO Box 9984 Sydney NSW 2001 Australia</p> <p>Note: Non-migrating family members are also required to undertake health assessments. See: Health Requirements Form 1071i <i>Health requirement for permanent entry to Australia</i></p>	

Character requirements	✓
A police good conduct/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	
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.	

<p>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.</p> <p>See: Employer Sponsored Permanent Visa Charges</p>	
<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 Form 1121i. See: Form 1121i <i>Skilled Occupation List (SOL) and Employer Nomination Scheme Occupation List (ENSOL)</i> <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.</p> <p>Where the visa applicant does not have three years work experience, a submission for exceptional circumstances must be made by the employer.</p> <p>or</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 \$165 000 per annum (excluding superannuation and allowances). <p>or</p> <ul style="list-style-type: none"> • 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 last two years prior to making this visa application (including having worked 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>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>	
<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.</p> <p>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). 	
Evidence of relevant qualifications for the nominated position, which are equivalent to at least an Australian Diploma unless 'exceptional circumstances' apply.	
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>Labour Agreement documents (Only required if you are applying for a visa under a Labour Agreement)</p>	✓
Evidence of vocational English (if applicable).	
<p>Provide one of the following:</p> <ul style="list-style-type: none"> Form 1192 (signed by an executive of the company) See: Form 1192 <i>Employer nomination for a permanent appointment</i> or a copy of the approval letter (if the nomination has been decided). 	