



Australian Government
Department of Immigration and Citizenship

Exchange Visa (Subclass 411)

Nomination Document Checklist

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

It is the responsibility of the nominator to provide a complete nomination application. While the department may ask you to provide more information in order to determine whether you meet the nomination criteria, a decision on the nomination application may be made solely on the information provided at the time of application.

Note: The nomination application fee will not be refunded if a decision is made to refuse the nomination application because the applicant did not satisfy the nomination criteria.

Please attach this checklist to the front of your application.

Forms, fees and charges	✓
A complete Form 1378 See: Form 1378 <i>Nomination for a temporary residence position</i>	
Full payment of the nomination fee. See: Specialist Entry Visa Charges	
Sponsorship approval status	✓
Provide evidence that the sponsorship application has been lodged and/or approved. Example: Sponsorship application ID number or sponsor approval letter.	
Staff exchange arrangement	✓
Provide a letter from both the overseas organisation and the sponsor detailing: <ul style="list-style-type: none">• purpose of the exchange• duration of the staff exchange• benefit of the staff exchange to both participants• name of the nominated person and Australian resident participant in the staff exchange• details of the nominated position in the Australian organisation.	

Details of the nominated position	✓
<p>Provide the following details about the position nominated:</p> <ul style="list-style-type: none"> • job title and position • location of the position • duty statement and responsibilities • statement of essential skills and qualifications required for the position • employment experience required for the position (including number of years of experience required) • weekly hours of employment or activity. 	
Details of the nominated person	✓
<p>Provide details about the nominated primary applicant, including:</p> <ul style="list-style-type: none"> • skills and experience • name • date of birth • passport number • current address • contact details. 	
<p>Provide details about all secondary applicants, including:</p> <ul style="list-style-type: none"> • names • dates of birth • relationship to the primary applicant • passport numbers • current addresses • contact details. 	