



**Australian Government
Department of Immigration and Citizenship**

**Special Program Visa
(Subclass 416)
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 the documents you submit cover your particular circumstances.

More information about this visa is available.

See: [Special Program Visa – About this Visa](#)

You should ensure that you lodge a complete 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.

Applicants must be sponsored to travel to Australia. The visa application cannot be approved until the sponsorship application has been approved.

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

Forms, fees and charges	✓
A complete form 147. See: Form 147 <i>Application for a temporary residence visa (non-business)</i>	
Full payment of the Visa Application Charge. See: Specialist Entry Visa Charges	
Other documents	✓
Certified copies of the identity pages of passports or travel documents of all persons included in the application. These pages should include a photo, personal details, the issue and expiry dates.	
Certified copies of a marriage certificate(s) (as applicable).	
If you are in a de facto relationship with anyone included in the application provide evidence	
If anyone included in the application has been divorced or widowed, a certified copy of the divorce decree absolute or the death certificate of the deceased person (as applicable).	

A certified copy (such as a marriage certificate or deed poll), of any name change for anyone included in the application (as applicable).	
Certified copies of birth certificates or the family book, showing names of both parents, for all dependent children included in the application.	
For any child under 18 years of age, unless both parents are included in the application – certified copies of documents verifying custody, access arrangements and forms 1229 and 1257. See: Form 1229 <i>Consent to grant an Australian visa to a child under the age of 18 years</i> Form 1257 <i>Acknowledgement of undertaking</i>	
If a dependent child is adopted, adoption papers or court documentation.	
For all dependants aged 18 years or over (excluding your partner), a complete form 47A. See: Form 47A <i>Details of child or other dependent family member aged 18 years or over</i>	
A written statement from the sponsor that they will meet the sponsorship obligations for all secondary applicants included in the application.	
Health Insurance	✓
Certified copy of evidence of adequate health insurance such as a health insurance certification letter, health insurance schedule or a Medicare card (if your country has a reciprocal health arrangement) for you and any family members listed in this application.	
Health Requirements	✓
Everyone included in this application must meet the health requirement. See: The Health Requirement	
Character requirements	
Everyone included in this application must meet the character and penal clearance requirements. See: Character and Penal Clearance Requirements	
Financial support	✓
Evidence of financial capacity to support your stay in Australia, such as bank statements or a letter from your financial institution stating your financial position. Evidence can also include a guarantee of financial support from a family member who can demonstrate that they have adequate funds to support you	
Allowances, accommodation and other assistance can also be considered when looking at your ability to support yourself and any secondary applicants	
Sponsor details	✓

Evidence that the sponsorship application has been approved. Example: Sponsorship application ID number or sponsor approval letter.	
Visa specific information	✓
A copy of the letter of invitation from the sponsor	
If applying as a participant of the Pacific Seasonal Worker Pilot Scheme, a copy of the letter of invitation from the labour hire company	
For unpaid placements, acknowledgement forms 1283 and 1284 See: Form 1283 <i>Acknowledgement of unpaid placement – visa applicant</i> Form 1284 <i>Acknowledgement of unpaid placement – sponsor</i>	

* The Department advises applicants not to finalise their travel arrangements until they have received notification of their visa application outcome.